



To: All SIS Employees Assigned to Amazon Seattle Facilities
From: John Spesak, CEO and President; Tom Seltz, CFO and President
Date: May 1, 2017
Re: SIS Break Policy

As many are aware, there recently has been some inquiry surrounding SIS policies on prayer breaks for employees assigned to Amazon facilities in Seattle. To be sure everyone is on the same page, we recently asked our supervisory and management employees to reiterate long-standing SIS Policy, which has been in place from the first day we began providing security for Amazon in Seattle:

Employees are entitled to pray on their breaks, if they so choose.

Earlier this year, Amazon began introducing dedicated prayer rooms to some of its Seattle buildings. SIS inquired whether our employees assigned to Amazon in Seattle would be allowed to use these rooms while on break. Amazon responded in the affirmative, and we are grateful that they have extended this courtesy to SIS employees. Next to this Memo, which will be posted in shift briefing rooms, you should find a list of dedicated prayer rooms, together with the date they will be available.

While SIS will do everything within reason to accommodate employees who would like to pray while on a break, we want everyone to bear several things in mind:

- Meal periods generally last 45 minutes although there are some exceptions for certain shifts. Each rest break lasts 10 minutes. Please be respectful of others who also are entitled to meal and rest breaks of like duration, whether or not they choose to pray on a break.
- While we try to accommodate those in need of a break at a particular time of the day, this is not always possible. Amazon's campus in Seattle is comprised of over 10 million square feet of office space in over 40 buildings spread across more than 10 square blocks. There are hundreds of SIS employees assigned to these buildings each shift. Scheduling is, and always has been, our biggest challenge in this environment. A break at a particular time of day is not always possible. On this issue, it is useful to keep in mind the EEOC's guidance on religious accommodations:

“An employer does not have to accommodate an employee's religious beliefs or practices if doing so would cause undue hardship to the employer. An accommodation may cause undue hardship if it is costly, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other employees, or requires other employees to do more than their share of potentially hazardous or burdensome work.”

- Like Amazon, SIS operates a business. Our mission is to provide the best security possible. Security is a 24x7x365 business. External factors can affect our environment. Employees may call off from their scheduled shift causing shortages in our deployment, and operational needs are constantly changing. We cannot compromise the safety of our customer, its patrons, and other SIS employees if a break at a particular time of day would cause an undue hardship, make our operations inefficient, or necessitate that others are deprived of any break.
- If anyone believes that they will be unable to take an adequate prayer break due to the general unavailability of prayer rooms or other suitable space during their assigned shift, please consider your other shift alternatives. Graveyard shifts and weekend shifts occur after normal business hours when these resources are more likely to be available. The majority of swing shifts also take place after normal business hours. We realize that other life factors may affect whether such shifts are a viable option for each of you, but we will reasonably accommodate those looking to transfer to another shift.

We value the right of each employee to practice whatever religion they choose. We are fortunate that Amazon has extended the privilege of using its prayer rooms to our employees. We do what we can to get everyone a break at the time they need it. But please be cognizant that balancing the interests of all concerned can be a challenge. We do our best to accommodate employees whenever it is reasonably possible, but we will not always be able to get everyone a break at the time of their choosing, and space limitations beyond our control may affect whether suitable space is available to accommodate your chosen break time activity.

Should you have any questions about this, please contact a member of the SIS Human Resources team.