

Apogee Security Training Academy

CODE OF ETHICS FOR SECURITY GUARDS

In my capacity as a security Guard hired to prevent, report and deter crime, I pledge:

1. To protect life and property; prevent and reduce crime committed against my employer/client's business, or other organizations and institutions to which I am assigned; abide by the Constitution of the United States
2. To carry out my duties with honesty and integrity and to maintain the highest moral principles.
3. To faithfully, diligently and dependably discharge my duties, and to uphold the laws, policies and procedures that protect the rights of others.
4. To discharge my duties truthfully, accurately and prudently without interference of personal feelings, prejudices, animosities or friendships to influence my judgments.
5. To report any violation of law or rule or regulation immediately to my supervisors.
6. To respect and protect information considered confidential and privileged by my employer or client, except where their interests are contrary to law or this Code of Ethics.
7. To cooperate with all recognized and responsible law enforcement agencies within their jurisdiction.
8. To accept no compensation, commission, gratuity, or other advantage without the knowledge and consent of my employer.
9. To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon me, my employer and the security profession.
10. To continually improve my performance by seeking training and educational opportunities that better prepare me to carry out my security duties.

SELECTED ETHICAL VIOLATIONS

Failure to Report Violations

Reporting ethical violations is an essential part of a security Guard's job. Watching for and reporting ethical violations is part of protecting people and property. Unethical behavior is a threat to the well-being of people and property. Reporting ethical violations is doing the job for which a security Guard has been hired. Failing to report ethical violations compromises the entire security function. Companies should have carefully

developed protocols for reporting suspected ethical violations. People have to trust the process, and the process must work. Discretion is a must.

Violating Confidentiality

What you see at work stays at work. Information is valuable property. Protecting property is a duty of a security Guard. Keeping confidences comes with the job.

Dishonesty

There is no excuse for dishonesty of any sort by a security Guard. Theft of property. There is never a legitimate reason for theft. No excuse will be accepted. "Unauthorized borrowing" is the same as stealing. Theft of services is theft. Theft of time is stealing. Sleeping on duty is theft. Leave abuse is stealing. Falsification is unethical and dishonest. Making false entries in the business records of a company is a crime. Falsely reporting that you made inspections when you did not is unethical. Falsely reporting on some records is theft.

Destruction or Misuse of Property

There is never a legitimate excuse for damaging or misusing property or equipment belonging to another.

Impersonation

Do not represent yourself as other than a security Guard. Impersonation is unethical, and almost always counter productive. Security Guards need to be immediately and precisely identifiable as security guards. People need ready access to security Guards, and must be aware of their presence. The idea that pretending to be a law enforcement Guard is helpful is an illusion. It is not true.

Malpractice

Abuse of authority and incompetence are each definite violation of ethics. Abuse of authority is deliberate wrongdoing. Incompetence is wrongdoing due to lack of skill. There is nothing that compromises security faster than bad security. Whether deliberate or incompetent, improper security operations compromise security, and can endanger the very people and property a security Guard is hired to protect.

Favoritism

Security Guards are part of but yet slightly apart from their co-workers. Security Guards must avoid even the perception of subjectivity or favoritism.

Alcohol and drugs

The use of alcohol or drugs while on duty is absolutely prohibited. Security Guards are expected to be fully alert at all times when on duty. On-duty alcohol or drug use compromises safety, reduces response time, inhibits professional judgments, and compromises security.

Bribes

A security Guard may only serve one "master." No security Guard may accept anything of value from anyone other than the employer for performing security services. Accepting bribes is a firing offense. Always and without exception.

Gambling

Gambling at work violates accepted ethical standards for security Guards.

Borrowing Money

Borrowing money from, or lending money to, co-workers and employees is frowned upon. A debt creates at least a perception of undue influence, which can compromise a security Guard even if the perception is not true.

Harassment, Sexual and Otherwise

People come to work to work. The law prohibits activities which makes working more difficult for illegitimate reasons, such as race, religion or sex. Conduct which is offensive to someone because of their race, religion, or sex has no place at work. It is not job-related, and people simply do not have to put up with it. Harassment, including sexual harassment, is a violation of civil rights laws. Harassment reduces productivity, and creates liabilities for employers. It is also hurtful to its victims, and against the law. Its reduction is therefore part of a security Guard's duty to protect people and property.

Sexual Harassment

Sexual Harassment is legally defined as any unwelcome sexual conduct or contact. Note that sexual harassment (like all harassment) is measured primarily by the effect of conduct on the victim. The "intent" of the actor is not important, it does not matter much that the person thought the conduct was "harmless." Sexually harassing conduct can be open, such as coercing sex with a promise of promotion, or "grabbing" at employees. It can also be more subtle, such as jokes and verbal conduct, or too persistently trying to date someone who has said "no." Even routine **dating** between co-workers is often discouraged. It can easily create conflicts of interest, and there have been many cases in which this has resulted in compromises of security.