



Black Flag Security – Code of Conduct

1. Purpose

The Black Flag Code of Conduct outlines the ethical standards, behavioral expectations, and professional responsibilities required of all employees. This policy ensures professionalism, accountability, and safety across all operations.

2. Scope

This Code applies to all Black Flag Security officers (armed and unarmed), supervisors, management personnel, contractors, and temporary staff while on duty or representing the company on or off client property.

3. Core Values

Integrity – Act honestly and ethically.

Professionalism – Maintain proper conduct, appearance, and communication.

Accountability – Take responsibility for actions and documentation.

Respect – Treat everyone with courtesy and dignity.

Safety – Prioritize the safety of all individuals at all times.

4. Professional Conduct Standards

On-Duty Behavior:

- Remain alert, engaged, and proactive
- Follow all post orders and SOPs
- Respond calmly during incidents
- Comply with all laws and policies
- Provide accurate information to supervisors and clients

Prohibited Behavior:

- ✗ Sleeping on duty
- ✗ Abandoning post without proper turnover
- ✗ Horseplay or unprofessional behavior
- ✗ Harassing or derogatory language

5. Use of Force & Authority

Black Flag Security follows a minimum necessary force policy. Officers must:

- Use force only when necessary for safety
- Attempt de-escalation first
- Document all force incidents immediately
- Never exceed appropriate levels of force

Strictly Prohibited:

- ✗ Excessive or punitive force
- ✗ Using restraints without authorization
- ✗ Unnecessary weapon display

6. Weapons, Tools & Equipment

Officers must:

- ✓ Maintain equipment in working order
- ✓ Carry only employer-issued or approved gear
- ✓ Report missing or damaged items immediately

Prohibited:

- ✗ Unauthorized weapons
- ✗ Personal modifications to uniforms or equipment

7. Confidentiality & Information Protection

Employees must:

- Protect client and student/staff information
- Keep tactical information confidential
- Not record audio or video without authorization
- Never post about incidents or clients on social media

Breaches of confidentiality may result in termination.

8. Appearance & Uniform Standards

Officers must comply with the Black Flag Appearance Standards:

- ✓ Clean, fitted uniform
- ✓ Appropriate grooming and hygiene
- ✓ Company-issued ID visible
- ✓ Tactical gear organized and presentable

Prohibited:

- ✗ Altered uniforms
- ✗ Excessive jewelry
- ✗ Visible inappropriate tattoos
- ✗ Poor grooming

9. Attendance, Punctuality & Post Coverage

Employees must:

- Arrive 10–15 minutes early
- Never leave a post without proper relief
- Notify supervisors promptly of emergencies or delays

Reliable attendance is required for continued employment.

10. Drugs, Alcohol & Substance Use

Strictly prohibited:

- ✗ Being under the influence of drugs or alcohol on duty
- ✗ Possessing illegal substances
- ✗ Misusing prescription medication

Testing may be required following incidents or concerns.

11. Conflict of Interest

Employees must avoid conflicts of interest such as:

- ✗ Personal relationships that compromise judgment
- ✗ Accepting gifts or compensation from clients
- ✗ Secondary employment that interferes with duties

Potential conflicts must be reported immediately.

12. Reporting Misconduct

Employees must report:

- Safety violations
- Harassment or discrimination
- Use-of-force incidents
- Criminal activity
- Integrity concerns
- Violations of policy

Retaliation for reporting misconduct is prohibited.

13. Disciplinary Action

Violations of this Code may result in:

- Verbal or written warnings
- Suspension
- Reassignment or removal from post
- Termination
- Reporting to regulatory authorities if required

14. Employee Acknowledgment

Employees must acknowledge:

- Understanding the Code of Conduct
- Agreement to follow all expectations
- Awareness that violations may result in discipline
- Right to request clarification at any time