



HANDBOOK FOR
BRINK'S, INCORPORATED PERSONNEL

BRINK'S, INCORPORATED

An Equal Opportunity/Affirmative Action Employer

Minority/Female/Disability/Veteran

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TABLE OF CONTENTS

INTRODUCTION.....	5
ALL PERSONS EMPLOYED BY BRINK'S	5
THE PURPOSE OF THIS EMPLOYEE HANDBOOK.....	6
BRINK'S GLOSSARY	7
DUTIES OF ALL BRINK'S PERSONNEL.....	8
SECTION 1 - CONDUCT	8
Discipline	8
Alertness And Judgment.....	9
Efficiency	9
Confidentiality	9
Personal Conduct	10
Insubordination	10
Personal Injuries.....	11
Licenses Or Police Permit.....	11
Personal Vehicles.....	11
Provision Of Accurate Address & Telephone Number	11
Media Inquiries	11
Safekeeping Of Company Property	12
Loss Investigations.....	12
Proof Of Eligibility To Work.....	12
Smoking	12
Workplace Security, Protection And Safety Systems.....	12
SECTION 2 - WORKPLACE POLICIES	12
Equal Employment Opportunity And Anti-Discrimination Policy	12
Prohibited Conduct	13
How to Report Violations of This Policy	14
Reasonable Accommodation	14
Alcohol And Drug-Free Workplace Policy	15
Non-Fraternization.....	15
No Solicitation/Distribution Rules.....	15



No Access Rule.....	15
Prohibition Against Nepotism.....	16
Non-Disclosure Of Confidential Business Information.....	16
No Expectation Of Privacy In The Workplace	16
Searches and Inspections	16
Security Cameras In The Workplace	17
Electronic Data And Usage Policy	17
Data and Software is Company Property.....	17
Proper Use.....	18
Monitoring	18
Enforcement.....	18
Social Media Policy	18
The Confidentiality and Security Obligations of Brink's Employees Apply to On-Line Activities.....	19
Unauthorized Marketing or Promotional Websites or Postings	19
Disclosure of Affiliation with Brink's.....	20
Unauthorized use of Websites or other Online Media for Recruiting, Employment Reference or Background Investigations	20
Protection of Privacy Rights	20
Brink's Personal Conduct Policies Are Applicable to On-line Activities.....	20
Appropriate Use of Brink's Information Technology Resources.....	20
Discipline and Other Consequences	21
No Expectation of Privacy	21
Reporting Violations of this Policy.....	21
Non-Interference with Applicable Laws.....	21
Questions about this Policy.....	21
Compliance With Related Policies And Agreements	21
Personal Use Of Company Resources For Social Media.....	22
Conflict Of Interest	22
Policy Prohibiting Workplace Violence	22
SECTION 3 - GENERAL WORKING CONDITIONS.....	23
Tardiness And Absenteeism	23
Timekeeping	23
Starting Times.....	23
Quitting Time.....	24
Reporting Time	24
Meal Periods	24
Lactation Breaks	24
Uniforms And Appearance	24



Vest Purchase Program	25
SECTION 4 - LEAVES OF ABSENCE.....	25
Protected Leave Pursuant To The Family And Medical Leave Act	25
Employee Eligibility:	26
Conditions Triggering Leave:	26
Duration of Leave:	26
Scheduling of Leave:	26
Benefits During Leave:	26
Maintenance of Health Benefits:	26
Job Restoration:	27
Notice and Medical Certification:.....	27
Failure to Return After FMLA Leave:	27
Protected Service Member Fmla Leave	27
Eligibility:	28
Length of Service Member FMLA Leave:	28
Paid Bereavement Leave.....	28
Paid Jury Duty Leave.....	28
Unpaid Military Leave	28
Unpaid Military Spouse/Domestic Partner Leave	29
SECTION 5 - CONFLICT AND DISPUTE RESOLUTION	29
Speak Out Meetings, Employee Appeal Procedure & Direct Access Program.....	29
Speak Out Meetings	30
Employee Appeal Procedure.....	30
Step 1: Verbal Discussion.....	30
Step 2: Appeal.....	30
Direct Access	31
Protection Against Retaliation	31



INTRODUCTION

You have been chosen to become employed by Brink's, Incorporated ("Brink's" or "Company"), the world's largest organization engaged in the transportation of money and valuables. Brink's was founded in 1859 and has grown from a dozen horse-drawn wagons to a global provider of secure logistics.

Over the years, Brink's has built a reputation for competence, integrity and security. The high regard the public has for Brink's is testimony to the quality of our employees. You have a right to be proud of your job, your fellow employees and the Company.

Welcome to the Brink's team. As a Brink's employee, your primary duty will be to protect – including the protection of Brink's property, vehicles and the workplace, its customers' property within Brink's control, and the safety of your fellow employees. You must always remember that the way you perform your job and your personal reputation will reflect on the Company as a whole and on your fellow employees. Their livelihood, reputation and even their lives may depend on you.

Keep in mind the fact that you must not only be alert, you must also look alert. Only in this way can you convince the criminal element that it would be foolhardy to attack your crew. You must remain alert and look alert when on duty, whether assigned to guard an armored vehicle or while guarding the branch facility, or other Brink's property, workplaces and premises.

Brink's is in a very highly competitive industry. Our ability to provide flexible and uninterrupted service is essential to the company, our customers and the professional success and development of our workforce. We feel these goals are best achieved through maintaining a direct relationship with our workforce without third-party intervention.

Placing a union between employees and management adversely impacts this direct relationship. We believe that through open and direct communications and treating people with respect and dignity, employee and workplace issues can be addressed and resolved together. We will always work hard to be deserving of that confidence.

We sincerely hope that you will find your affiliation with Brink's both enjoyable and rewarding.

ALL PERSONS EMPLOYED BY BRINK'S

Your employment with Brink's, unless the subject of a specific formal written agreement to the contrary, is an employment at-will and may be terminated by either the employee or the Company at any time without notice or for any reason. No commitment or other term of employment shall be inferred or otherwise assumed from any source whatsoever, written or oral, except as provided for above or by applicable law. Employment for any specified duration, including "lifetime" employment, shall not be valid or binding on the employee or the Company unless it is expressly set forth in a written document and signed by the employee and by the chief executive officer of the Company or as otherwise required by applicable law.



THE PURPOSE OF THIS EMPLOYEE HANDBOOK

The rules, regulations, policies and procedures set forth and contained throughout this Handbook for Brink's Personnel ("Handbook") are for the purposes of security, protection and safety and for the well-being of all Brink's employees. To ensure that maximum security, protection, safety and well-being are maintained at all times, all Brink's employees must strictly follow the Handbook's rules, regulations, policies and procedures, and enforce these rules, regulations, policies and procedures against Brink's employees and others, throughout their employment with Brink's.

The information contained in this Handbook is for the guidance of all persons employed by Brink's and each employee is expected to be familiar with its contents. The contents of this Handbook, however, constitute only a summary of the benefits, personnel policies, and employment regulations in effect at the time of publication. This Handbook should not be construed as creating any kind of "employment contract," since the Company has the ability to add, change or delete wages, benefits, policies, procedures and to change or alter all working conditions as it deems appropriate without obtaining another person's consent or agreement, at its discretion without advance notice, consistent with all applicable laws.

You should use this Handbook as a guide and reference. If you have questions as you read through this Handbook, please do not hesitate to discuss them with the Human Resources Department or your supervisor, who will be more than happy to assist you.

In addition to this Handbook, Brink's uses **bulletin boards** to communicate some of our rules and regulations. It is imperative that you do not alter, deface, or remove any rule or regulation from our bulletin boards unless specifically authorized to do so by management. It is the responsibility of every employee to read the bulletin board notices on a regular basis, including but not limited to, the Branch Wages and Conditions ("BWCs").



BRINK'S GLOSSARY

There are a number of terms unique to Brink's and/or commonly used in our workplaces with which you should familiarize yourself. These terms include the following:

- **BWCs or Branch Wages and Working Conditions:** This term refers to a memorandum, normally posted on the branch bulletin board, which outlines the current wage rates and other terms and conditions of employment for a variety of positions, as well as various workplace guidelines applicable to a specific Brink's operation and/or facility. Consult the BWCs or Branch Wages and Working Conditions for your work and pay schedules, sick leave and vacation, benefits and paid holidays.
- **Cash Processing or Cash Logistics:** This term refers to the currency processing services offered by Brink's.
- **CIT:** "Cash In Transit" - This term refers to services relating to the armored transportation of currency and valuables.
- **Coin:** The coin sorting and processing services offered by Brink's.
- **Direct Access:** This term refers to a program where employees may bring concerns, questions or issues (anonymously if they so choose) to the attention of management or Human Resources.
- **Facility or Branch:** This term refers to a local Brink's operation. A single facility or branch may encompass a variety of services, such as CIT and Money Processing.
- **FLM:** "First Line Maintenance" – This term refers to limited ATM maintenance and diagnostic services provided by Brink's.
- **Headquarters:** This term refers to Brink's U.S. Headquarters in Coppell, Texas.
- **Liability:** This term refers to the currency, valuables and other property of Brink's or entrusted to Brink's by its customers and under Brink's legal custody and control.
- **Money Processing:** This term refers to both cash processing and coin processing.
- **Speak Out:** This term refers to an employee meeting where employees have an opportunity to raise questions or concerns to management or Human Resources.



DUTIES OF ALL BRINK'S PERSONNEL

The primary duty of every Brink's employee is to guard. Whether on the premises of our customers, in a Brink's Armored Vehicle or on Brink's premises, all Brink's employees are required to protect Brink's property (including the armored vehicles and the branch facility), the currency and valuables under Brink's legal custody and control), the safety of Brink's employees and others and to enforce Brink's security, protection and safety rules against Brink's employees and others. Armed employees are authorized to use force, up to and including deadly force, when necessary to protect the safety of persons.

SECTION 1 - CONDUCT

DISCIPLINE

Employees will be subject to disciplinary action, up to and including discharge, within the discretion of Brink's, for failing to conduct themselves as Brink's requires.

Some examples of conduct warranting discipline, up to and including termination, are:

1. Dishonesty.
2. Leaving the branch facility or other Brink's premises, including vehicles, unoccupied with valuables not properly vaulted.
3. Failure to guard valuables, personnel, equipment, Brink's facilities, armored vehicles or other Brink's worksites, or information, as directed.
4. Use, possession and/or being under the influence of alcoholic beverages or any illegal drugs or similar substances while on duty, including during rest or meal periods.
5. Improper and dangerous handling of firearms, vehicles or other equipment.
6. Sleeping while on duty.
7. Forging or falsifying any Company record.
8. Unauthorized possession of reading materials (including books, magazines, newspapers) or personal items such as radios, iPods, audio, video and other media players and/or recorders, gaming devices, cameras, cellular telephones, smart phones, portable computers, pagers, police scanners etc., or any other unapproved or unauthorized communication or media device at any time aboard the armored vehicle. (This does not apply to personnel on armored vehicle crews who are permitted to possess reading materials such as books, magazines, and newspapers, for personal use during rest breaks taken in the rear compartment of the vehicle.)
9. Fighting and other unauthorized workplace violence or threats of violence.
10. Insubordination.
11. Failure to follow protection and safety procedures and protocols.
12. Failure to wear a seat belt.
13. Other conduct, or failure to act, in violation of Company rules, guidelines or standards of conduct, including but not limited to the Brink's Business Code of Ethics.



This list is not exclusive and does not prevent the Company from taking disciplinary action, up to and including termination, in its discretion for violation of any of the rules and regulations contained in this Handbook, Brink's Code of Conduct, other Company regulations, regulations which are made locally in accordance with local conditions, or any other circumstance that Brink's, in its complete discretion, believes warrants discipline. Multiple infractions of minor regulations or disregard of warnings or instructions may also lead to suspension or discharge from employment at Brink's sole discretion.

ALERTNESS AND JUDGMENT

Because of the nature of our work and the fact that many employees are handling firearms, it is absolutely essential that all employees be alert and use good judgment at all times while on duty and performing the essential functions of his or her position. This requires all employees to maintain the highest level of safety as they perform their job. Therefore, it is imperative that no employee report to work under the influence of alcohol or illegal drugs (or similar substances), which includes having the odor of liquor or other intoxicants on his or her breath or person. In addition, there are certain readily available drugs and substances that may cause drowsiness or other side effects that would affect the employee's ability to perform his or her duties safely. The use of such drugs or substances may impair your capability to perform your job properly and safely and could cause a serious accident. Management will refuse to permit an employee to be on duty if impairment is apparent in the discretion of Brink's. It is your obligation to report the use of these drugs or substances, prescribed or not, to local management.

All employees are also subject to the guidelines provided in Brink's Substance Abuse Policies, including but not limited to the Brink's Drug Free Workplace booklet.

EFFICIENCY

All employees must perform their duties with diligence, precision and efficiency. Employees must not only protect the valuables under Brink's legal custody and control but also protect themselves and fellow employees. It is essential that you approach your work with a determined attitude to promptly, safely and securely complete your daily assignments.

CONFIDENTIALITY

As a Brink's employee, all information concerning your work is confidential. Except as authorized, you must not discuss with anyone or disclose any information concerning the work you perform, or that any other Brink's employee performs. This also applies to any information that you may acquire concerning a customer's business.

Even information that may seem unimportant if passed along in innocent conversation could be repeated to several people until it reaches someone with criminal intent. As this information passes from one person to another, it usually becomes exaggerated. In this form, it may be enticing to the criminal element and encourage criminal activity.

It is of the utmost importance to our customers that you hold in the strictest confidence any information regarding their businesses that you learn in the course of your employment with Brink's. Any disclosure of customer information is a breach of confidence and may harm Brink's, the customer and/or you by increasing risks.

Employees' responsibilities to avoid disclosure of confidential information extend to business information, financial information, pricing information, customer lists, vendor or supplier records, employee personal and private information (as defined by applicable law), customer



information, passwords and combinations. Confidentiality responsibilities are not limited to verbal and written communications, but also extend to electronic communication platforms, such as e-mail, the Internet and text messages.

These obligations are not intended to interfere with the free flow of information concerning wages and working conditions and should not be construed to restrict or interfere with any employee's labor law rights or any whistleblower protections provided under law. Confidentiality requirements do not apply to Brink's employees' terms and conditions of employment.

PERSONAL CONDUCT

Employees' personal and professional conduct must reflect the integrity and high standards that are expected of people in this occupation and must demonstrate respect for the law and the safety of others and their property at all times – both during working hours and non-working hours. Any dishonesty, criminal involvement, criminal convictions or activities threatening the personal safety of others or their property will not be tolerated and can result in disciplinary action, up to and including discharge, subject to applicable law.

Employees are required to notify management if they are arrested for, charged with, or convicted of any offenses related to violence, theft, breaking and entering, dishonesty, fraud, endangering life and/or property, illegal and/or controlled substances, or any other offense which could impact the integrity and reputation of Brink's, unless these offenses have been expunged or pardoned. If an employee's job duties involve driving a vehicle or operating heavy machinery for Brink's, then he/she is also required to notify management of any DUI , DWI or other significant matters relating to unsafe or reckless driving, to include tickets, arrests, charges, and/or convictions, unless these offenses have been expunged or pardoned.

Notification of any of the above tickets, arrests, charges, and/or convictions must be in writing and must be presented to the senior facility manager prior to beginning your next scheduled workday. Failure to provide this notification may result in disciplinary action, up to and including the immediate termination of employment.

Discipline, if any, for the underlying offense or conviction will vary depending upon the nature of the offense, the position held by the convicted or accused employee. The goal of this policy is to provide for the safety of our customers and employees as well as protect the property of customers, the Company and its employees. This policy also is designed to protect the reputation of Brink's, which is incredibly important in our particular business.

Employees must be courteous to persons with whom they come in contact. This applies not only to our customers, but also to vendors, coworkers and the general public. Employees should immediately refer any controversy or complaint from the public or customers to local management. Language or conduct that is threatening, abusive, harassing or profane is prohibited and subject to disciplinary action, up to and including discharge.

INSUBORDINATION

Employees are expected to follow directions from their supervisors, managers, and other members of the management team. It is against our policy for an employee to refuse to follow the directions of a manager or to treat a manager in an insubordinate manner. This obligation does not extend to instructions from managers that conflict with Company policies and procedures or with applicable law.



Employees are expected to cooperate and fully disclose any relevant information in internal investigations and refusal to do so is considered insubordination and can result in disciplinary action, up to and including discharge.

PERSONAL INJURIES

If an employee is injured while on duty, regardless of how minor the injury may be, the employee must promptly report the injury to management before the end of the work day. Failure to promptly report an injury may result in disciplinary action.

LICENSES OR POLICE PERMIT

It is the responsibility of the employee to acquire and maintain all licenses and permits required for you to perform your security, protection and safety duties. Brink's will advise you of the required permits for your position. The Company will pay for required gun and guard licenses and related required training within its discretion. If you are not granted a required permit or license, or if the permit or license is withdrawn or expires, you may be immediately suspended or discharged. It is also your responsibility to immediately notify the Company in writing of the occurrence or existence of any impediment, legal or otherwise, that would potentially prevent you from being licensed or otherwise prohibited from performing your responsibilities.

PERSONAL VEHICLES

Except where specifically authorized by management (for example, ATM First Line Maintenance, Sales, etc.), personal vehicles should not be used while on duty. Transportation must be either by a Company vehicle or Company-insured vehicle. Personal vehicles may not be brought into a Company building unless specific written permission is given by management.

PROVISION OF ACCURATE ADDRESS & TELEPHONE NUMBER

Employees must immediately report changes in their address or telephone numbers to the Company in writing. (including cellular phone numbers, if applicable). If you don't have a telephone, you must provide the Company with a telephone number through which you can be reached in case of emergency.

MEDIA INQUIRIES

Brink's expects all media inquiries seeking statements on behalf of the Company to be directed to its Director of Corporate Communications in order to maintain a consistent and considered Company message. To protect both yourself and Brink's, employees should refrain from engaging in unauthorized interviews regarding the Company or other individuals employed at the Company conducted by individuals representing themselves as attorneys, investigators, reporters, or someone who wants to "ask a few questions." Similarly, if any employee becomes aware that an unauthorized interview is occurring at the Company, the employee must immediately notify the Human Resources Department.

These obligations do not extend to legally-protected activity employees are entitled to engage in on behalf of themselves or others, such as interviews with attorneys or government officials for personal business. This policy is not intended to restrict or interfere with any employee's federal or state labor law or other legal rights, including, under the National Labor Relations Act, the right to discuss wages, hours or working conditions, or any whistleblower protections under federal or state law.



SAFEKEEPING OF COMPANY PROPERTY

From time to time, employees will be assigned the use of Company property, such as vehicles, firearms, portable radios, cellular communications equipment, uniforms, computers, vehicle and customer keys, identification cards, etc. It is the employees' responsibility to keep that property in close custody and the loss of any Company property must be reported to the Company immediately. Upon termination of employment, Company property must be promptly returned to the Company.

Careless handling, damaging, defacing or losing any Company property, including customer liability that is temporarily in the Company's possession, may result in disciplinary action, up to and including discharge. The employee may also be held financially responsible to the extent permitted by applicable law. Deliberately damaging Company property may result in discharge from employment.

LOSS INVESTIGATIONS

In the event of a loss of any kind, including a loss of a customer's or the Company's valuables, employees must notify management immediately before taking any other action.

As with other investigations, employees shall cooperate fully in any Company or Company-approved investigations of losses, and shall be obligated to fully disclose all information they may have concerning the matter subject to applicable law. The failure or refusal to do so may result in disciplinary action, up to and including discharge from employment.

PROOF OF ELIGIBILITY TO WORK

Pursuant to federal law, all new hires must produce proper documentation establishing their identity and eligibility to work in the United States. Further, new hires must complete INS Form I-9, certifying that they are eligible to work in the United States. All offers of employment are conditional upon the receipt of satisfactory evidence of an employee's identity and eligibility to work in the United States.

SMOKING

Employees are not permitted to smoke or otherwise use tobacco products in Brink's vehicles, branches, facilities or offices, on the street or on the customer's premises while engaged in their duties, subject to applicable law. When permitted, smoking shall be in designated areas only.

Never smoke or expose an open flame while aboard or in the vicinity of a vehicle being refueled.

WORKPLACE SECURITY, PROTECTION AND SAFETY SYSTEMS

Tampering with any building or vehicle security, protection or safety systems, including, without limitation, alarm systems, fences, camera systems, gun ports, locks and seatbelts, is prohibited and may result in disciplinary action, up to and including discharge.

SECTION 2 - WORKPLACE POLICIES

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION POLICY

Brink's is committed to providing equal opportunity for all of its employees. Brink's provides a working environment in which people are hired and advanced on their merits and in which coworkers treat each other with mutual respect and dignity.



Brink's prohibits discrimination in employment decisions. Decisions related to hiring, promotions, compensation, benefits, discipline and terminations are made without regard to race, color, sex, religion, national origin, age, disability, genetic information, protected medical condition, sexual orientation, gender identity, or any other basis prohibited by applicable state or federal law.

To provide the best possible working atmosphere for its team members, Brink's also prohibits harassing and degrading conduct in the workplace. This policy prohibits all forms of harassment based on sex, race, color, religion, national origin, age, disability, genetic information, protected medical condition, sexual orientation, gender identity, or any other protected category, whether the offending conduct is committed by or inflicted against co-workers, managers, customers, vendors, or independent contractors. Violation of the policy can subject employees and managers to discipline, up to and including termination.

The policy also prohibits retaliation against anyone who brings forth a good faith complaint for violation of this policy or participates in good faith as a witness in an investigation of such a complaint. Brink's will take action to prevent any violations of this policy that are found to have occurred and impose discipline, up to and including termination, based on the severity of the offense.

PROHIBITED CONDUCT

The conduct prohibited by this policy includes not only conduct which actively discriminates against an individual based on one of the above protected categories, but also conduct which includes offensive language or conduct based on a protected category and which alters an employee's work environment and makes it more difficult for them to perform their job. Although the most well known form of inappropriate workplace conduct is sexual harassment, Brink's policy prohibits all degrading, humiliating or harassing conduct based on an employee's race, color, sex, religion, national origin, age, disability, genetic information, protected medical condition, sexual orientation, or gender identity. The following types of conduct are prohibited by this policy:

- visual conduct, such as leering, making sexual or suggestive gestures, displaying sexually suggestive or otherwise offensive objects or pictures, magazines, cartoons, or posters;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- unwanted touching of a sexual nature, including suggestive or repeated touching of any employee or blocking or impeding anyone's movement;
- slurs or epithets, jokes, threats intimidating or other offensive conduct or touching based on race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, or any protected category;
- offensive pictures, objects, magazines, cartoons, or posters which are degrading or humiliating to a particular protected group.

If harassing or degrading conduct based on one of the protected categories is severe and pervasive, it can result in a hostile working environment, which is a violation of state or federal law and can subject the perpetrator to personal liability in some states.



Quid pro quo sexual harassment occurs when continued employment or advancement is implicitly or explicitly conditioned upon a request for sexual favors, or other unwanted physical contact. Quid pro quo harassment is prohibited by this policy, violates state and federal law and can subject the perpetrator to personal liability in some states.

HOW TO REPORT VIOLATIONS OF THIS POLICY

If an employee believes he or she is a victim of conduct which violates this policy, please report the violation immediately. Several options are available to report the conduct. Brink's encourages employees to bring the conduct to the attention of their manager or anyone in your chain of command; or you may report the conduct to anyone in the Human Resources Department. If an employee is uncomfortable reporting the conduct for any reason, the employee may make a Direct Access complaint anonymously.

Managers or employees who witness any improper conduct that they believe violates this policy have a responsibility to report the conduct to their manager, and/or to anyone in the Human Resources Department. Employees may bring forth a complaint without fear of reprisal. Brink's prohibits retaliation against anyone filing a good faith complaint of improper workplace conduct.

All complaints of improper workplace conduct in violation of this policy which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. Brink's prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of conduct in violation of this policy will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Brink's prohibits retaliation against any employee for filing a complaint under this policy or for assisting in the investigation of a harassment or discrimination complaint. If an employee perceives retaliation or believes he or she is being retaliated against for making a complaint or for his or her participation in harassment or discrimination investigation, the employee should report the retaliation to his or her manager or to the Human Resources Department. The situation will be investigated as promptly as possible and corrective action will be taken where warranted.

REASONABLE ACCOMMODATION

Brink's is also committed to complying with federal and state laws protecting qualified individuals with disabilities. Brink's will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job, you must notify your manager and/or the Human Resources Department. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job. Brink's may require medical certification from health care providers in the event that an employee requests an accommodation, including certification regarding the employee's limitations in the performance of his or her job duties.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.



ALCOHOL AND DRUG-FREE WORKPLACE POLICY

Brink's is subject to the Drug Free Workplace Act of 1988 and the U.S. Department of Transportation Safety Regulations regarding abuse of drugs. All Employees are provided with a copy of the booklet entitled "Brink's A Drug-Free Workplace" and are expected to conduct themselves in accordance with the terms and conditions contained in that booklet. Violation of this policy or any of its provisions may result in discipline, up to and including termination of employment. Brink's maintains detailed policies concerning the conditions under which testing may occur and that set forth the procedures for testing, which are available for employees to review upon request.

NON-FRATERNIZATION

Brink's desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships involving managerial and other employees in the Company. Accordingly, employees are prohibited from fraternizing or becoming romantically involved with any other employee of the Company who is in the employee's chain of command or whose career the employee can influence or where the nature of the employees' working relationship could create an actual or apparent or conflict of interest (ex. messenger and driver).

Any employee involved with a fellow employee in a relationship that they believe may violate this policy should immediately and fully disclose the relevant circumstances to the Human Resources Director so that a determination can be made as to whether the relationship violates this policy. If a violation is found, the Company may take whatever action appears appropriate according to the circumstances, up to and including transfer or discharge. Failure to disclose facts may lead to disciplinary action, up to and including termination.

All employees should also remember that the Company maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The Company will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

NO SOLICITATION/DISTRIBUTION RULES

Solicitation and distribution of literature by non-employees on company property is prohibited.

Solicitation by employees is prohibited when the employee soliciting or the employee being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal or other authorized breaks.

Distribution of literature by employees on company or customer property in non-working areas during working time, as defined above, is prohibited.

Distribution of literature by employees on company or customer property in working areas is prohibited.

NO ACCESS RULE

Employees are not permitted to be in any working area unless they are reporting to work, on duty, or leaving work.



PROHIBITION AGAINST NEPOTISM

Relatives of employees are ineligible for employment with Brink's if employment of the relative of any current employee would result in the relative being in a direct supervisory relationship or in job positions in which a conflict of interest could arise. "Relatives" are defined to include spouses, children, siblings, and parents. Present employees who subsequently become related through marriage will be permitted to continue working in their current job positions only if the job positions do not entail a direct supervisory relationship with one another and the job positions do not involve an actual or potential conflict of interest. Other relationships which may present potential conflicts of interest (ex. outside close, personal, financial or business relationships between coworkers) will also be subject to review under this and other applicable Company policies.

NON-DISCLOSURE OF CONFIDENTIAL BUSINESS INFORMATION

The protection of confidential business information is vital to the interests and the success of the Company. Such confidential information includes, but is not limited to, the following examples:

- Brink's safety procedures and practices;
- Brink's customers' safety procedures and practices;
- Information relating to Brink's or its customers' safety procedures and practices;
- Computer programs and codes;
- Customer lists;
- Customer e-mail lists;
- Customer preferences;
- Financial information;
- Marketing strategies;
- Proprietary competitive practices;
- Confidential Employee personal information.

Certain employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose (ex. pass along to outside parties) confidential business information will be subject to disciplinary action, up to and including termination and legal action.

NO EXPECTATION OF PRIVACY IN THE WORKPLACE

Although Brink's maintains a high level of security in the workplace and regularly restricts members of the public from access to the premises, employees should be aware that employees have no expectation of privacy on the Company's premises or during the discharge of their duties.

Searches and Inspections

In order to maintain the highest level of security, the Company reserves the right to inspect employees' lockers, desks, cabinets, briefcases, toolboxes, purses, personal computers, personal motor vehicles and any other personal belongings brought onto Company property or used during the discharge of employee duties. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.



All files and records stored on Company computers are the property of the Company and may be inspected at any time. The Company may access computers, phones, electronic mail, texts, voice-mail, radio communications or any other communications belonging to the Company at anytime with or without prior notice and the employee should not assume that such messages are private or confidential.

Security Cameras in the Workplace

In order to maintain the highest level of security, monitor quality control, and to detect and/or investigate any potential losses or threats to the Company and/or its employees, Brink's utilizes video surveillance in the workplace. Security cameras may be hidden. Employees and visitors to the Company's premises have no expectation of privacy and may be recorded by video and/or audio means at any time.

ELECTRONIC DATA AND USAGE POLICY

The following policy governs the use of all Company-owned computers, personal computers, phones and other electronic devices used for Company business, e-mail, voice-mail and text message systems, and Internet access via Company computers and/or data lines. Personal computers used for Company business include laptops, home computers, tablets and other devices that are connected with the Company's network on a regular or intermittent basis.

All Company computers, e-mail, voice-mail and text facilities, and Internet access accounts are the Company's property to be used to facilitate the business of Brink's. All information that is temporarily or permanently stored or transmitted with the aid of the Company's computers, phones, devices, e-mail and Internet remain the sole and exclusive property of Brink's. As such, employees should have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access the Company's computers, voice-mail, e-mail, text message and Internet systems in any manner that is unlawful or violates Company policy (including the Company's policies on discrimination, harassment, or confidentiality). These electronic tools are provided to assist employees with the execution of their job duties and should not be abused. Electronic mail, text message and voice-mail messages are to be used for business purposes only and are considered Company property. Use of Company computers, electronic mail, voice-mail, text message systems or radio for unauthorized purposes is prohibited.

Data and Software is Company Property

All software that has been installed on Company computers and personal computers used for Company business is Brink's property and may not be used for any non-business, unlawful or improper purpose. In addition, all data temporarily or permanently collected, downloaded, uploaded, copied and/or created on Company computers, and all data temporarily or permanently collected, downloaded, uploaded, copied and/or created on personal computers used for Company business that relate in any manner to the Company's business are the exclusive property of Brink's and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of Brink's.

Upon termination of employment, an employee shall not remove any software or data from Company-owned computers. Upon termination of employment, employee shall completely remove all Brink's data collected, downloaded and/or created on personal



computers used for Brink's business and any other data that relates in any manner to Brink's business. Upon request of the Company, a terminating employee shall provide proof that such data has been removed from all personal computers used for Company business, and Brink's reserves the right to inspect personal computers to confirm that all Brink's materials have been removed.

Proper Use

Employees are strictly prohibited from using Company computers, e-mail, voice-mail, text message and radio systems, as well as Company Internet access accounts, or personal computers used for Company business, for any improper purpose. Brink's Anti-Discrimination Policy and Policy Against Harassment extend to the use of the Company's computers, e-mail, voice-mail, text message, radio and Internet systems, phones and personal computers used for Company business. Any employee who uses the Company's computers, e-mail, voice-mail, text message, phone, radio and/or Internet systems in violation of these policies will be subject to discipline, up to and including immediate termination.

It is not possible to identify every type of inappropriate or impermissible use of the Company's computers, phone, e-mail, voice-mail, text message, radio and Internet systems, but such systems should never be used to send or forward inappropriate or offensive materials to other employees. Employees are expected to use their best judgment and common sense at all times when accessing or using the Company's computers, phones, e-mail, voice-mail, text message, radio, and Internet systems.

Monitoring

Employees should expect that any information created, transmitted, downloaded, received or stored in Company phones, computers or personal computers used for Company business, on the Company's voicemail system or via the Company's, phone or radio systems may be accessed by the Company at any time without prior notice. Employees should not assume that they have an expectation of privacy or confidentiality in such messages or information (whether or not such messages or information are password-protected), or that deleted messages are necessarily removed from the system.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Company's computer or phone systems through unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information may additionally be subject to criminal prosecution and/or substantial civil money damages.

SOCIAL MEDIA POLICY

The purpose of this policy is to set forth the responsibilities of Brink's employees relating to confidentiality, security, off-duty conduct and compliance with other Brink's rules and policies applicable to their on- and off-duty use of the Internet and similar electronic communication platforms. Unfortunately, there are elements in our society that would like to take advantage of certain information about our business, such as information about our customers, liability, routes, and stop schedules, which could place our shipments and, more importantly, the lives of our



employees and customers in jeopardy. It is for that reason that we must keep certain information about our work confidential, as discussed in this policy.

Examples of communication platforms stated in this policy are not intended to be exhaustive, and the rules stated in this policy apply to all forms of electronic communications including but not limited to:

- Social networking sites (e.g., Facebook, MySpace, Friendster, LinkedIn),
- Video and photo-sharing websites (e.g., Instagram, Flickr, YouTube),
- Micro-blogging sites (e.g., Twitter, Tumblr),
- Blogs (e.g., corporate blogs, personal blogs, media-hosted blogs),
- Forums and discussion boards (e.g., Yahoo! groups, Google groups),
- Collaborative publishing (e.g., Wikipedia).

Compliance with this policy is an expectation of employment subject to local legal requirements.

The Confidentiality and Security Obligations of Brink's Employees Apply to On-Line Activities

Employee responsibilities concerning confidentiality are of particular importance with regard to information posted on the Internet, websites, blogs, chat rooms, social networking sites (ex. Facebook), email, mass messaging services (ex. Twitter) or other electronic platforms because of the ease in which information may be transmitted, stored or forwarded and the unknown and virtually unlimited size of its audience. Further, the posting of seemingly innocuous information or photos, videos or other media concerning Brink's operations, equipment, procedures or liability or that of Brink's customers or vendors could be of an unanticipated benefit or use to the criminal element; resulting in an increased security risk to employees, their families, and the Company. As a result, the unauthorized posting, discussion or forwarding of any Brink's (or Brink's customer, vendor or competitor) related business information or intellectual property, including but not limited to written materials, photos, videos and audio files containing such confidential information, or discussions or posting of Brink's business information or activities on forums, websites, services, chat rooms, social networks, blogs, mass messaging services or platforms not controlled by Brink's is strictly prohibited. These confidentiality requirements do not apply to Brink's employees' wages, hours, working conditions, or other terms and conditions of employment.

Unauthorized Marketing or Promotional Websites or Postings

The creation of unauthorized postings or websites in connection with the promotion or sale of Brink's services can result in unintended disclosures, obligations and/or other legal risks to Brink's. Such unauthorized websites and postings are generally forbidden. Requests for exceptions require the written approval of both Global Marketing and Communications and Brink's Legal Counsel. The unauthorized online use of Brink's logos or trademarks to promote or endorse Brink's services or for other commercial purposes, as well as the unauthorized use of the logos and trademarks of others, is strictly prohibited.



Employees are required to disclose their connection with Brink's in all communications endorsing or recommending Brink's, its products or services. In the event of such communications, employees are to make it clear that the opinions are their own and do not necessarily reflect Brink's views or opinions.

Disclosure of Affiliation with Brink's

Employees should recognize that there are inherent risks in connection with disclosing their employment by Brink's to a broad audience. Disclosing this information may make the employee and/or the employee's family a target for the criminal element.

Unauthorized Use of Websites or Other Online Media for Recruiting, Employment Reference or Background Investigations

The creation of websites, emails, postings, mass messages or other online communications for the purpose of recruiting personnel must be coordinated through, and have the express approval of, Brink's Human Resources Department.

Likewise, employees must comply with Brink's policies governing the provision of employment references for current or former Brink's personnel. Brink's policies prohibit anyone other than Human Resources from providing such references. All references for current or former Brink's employees on sites such as LinkedIn are prohibited.

Individuals outside of the Human Resources Department should not attempt to conduct their own background investigations for the purpose of pre-hire screening through the use of search engines, social networking sites, or other Internet resources.

Protection of Privacy Rights

Our business is highly confidential and security and personal safety concerns are critical: thus, employees may not post, share or disclose any information or personal data regarding Brink's customers, vendors, or suppliers without written permission in advance from Human Resources and the affected individuals. For security reasons, employees may not post on social media sites photographs or videos of Brink's customers, vendors, suppliers or employees without written permission in advance from Human Resources and the affected individuals.

Brink's Personal Conduct Policies Are Applicable to On-line Activities

Brink's employees should be aware that their personal conduct off duty can impact Brink's. Any adverse public notoriety arising from conduct such as dishonesty or criminal involvement can negatively affect Brink's relationships with its customers and prospective customers. A Brink's employee's off-duty communications or posting of information, photos, etc. in publicly available electronic platforms, such as web pages, social networking sites, email, blogs, chat rooms, mass messaging services and the like are subject to local laws and policies concerning off duty conduct and can be grounds for disciplinary action in accordance with those laws and policies.

Appropriate Use of Brink's Information Technology Resources

Brink's information technology resources are Brink's property solely intended to achieve Brink's business objectives. Inappropriate use is not acceptable. This includes, without limitation, using Brink's systems to post or display comments that are vulgar, obscene, threatening, intimidating, harassing, or a violation of Brink's policies against



discrimination, harassment, or hostility on account of age, race, religion, sex, national origin, disability, or other protected class, status, or characteristic. The Brink's Information Technology Department will deny access on Brink's systems to certain social media sites, including without limitation, Facebook, Twitter and YouTube. Exceptions will be made only for employees able to clearly demonstrate an important business purpose for access to such sites. Any exception must be approved by the appropriate level of management.

Discipline and Other Consequences

Employees who violate this Policy will be subject to appropriate disciplinary action or other remedial measures up to and including termination of employment if warranted under the circumstances and permissible under applicable law.

No Expectation of Privacy

Employees are reminded that they should have no expectation of privacy when using the Internet or any Internet sites from Brink's electronic equipment. Brink's reserves the right to monitor employee use of the Internet and social media to the extent permissible by applicable law.

Reporting Violations of this Policy

Employees who become aware of a violation of this policy should report the violation to their Human Resources Department.

Non-Interference with Applicable Laws

This policy is not intended to interfere with the free flow of information between employees and should not be construed to restrict or interfere with any employee's labor law rights or any whistleblower protections provided under law. Additionally, this policy is subject to applicable employment laws, data protection and privacy laws, collective and individual agreements. The confidentiality requirements contained in this policy do not apply to Brink's employees' wages, hours, working conditions, or other terms and conditions of employment as defined by law.

Questions about this Policy

Please contact your Legal or Human Resources Department if you have any questions about this Policy.

COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS

All of the Company's policies regarding employee communications apply to the use of social media. If a "post" would violate any of the Company's policies in another forum, it will also violate them in an online forum. For example, you are prohibited from using social media to:

- Communicate regarding Brink's safety procedures and practices;
- Communicate regarding the safety procedures and practices of Brink's customers;
- Violate IT resources and communications systems policies;
- Violate the Company's confidentiality and proprietary rights policies;
- Circumvent the Company's ethics and standards of conduct policies;
- Defame or disparage the Company's customers, clients, business partners, suppliers, or vendors;



- Harass other employees in violation of the Company's policies against unlawful harassment;
- Circumvent policies prohibiting unlawful discrimination against current employees or applicants for employment; and
- Violate any other laws or ethical standards.

Employees who violate the Company's policies will be subject to discipline, up to and including termination of employment.

PERSONAL USE OF COMPANY RESOURCES FOR SOCIAL MEDIA

The Company prohibits the use of the Company's computers, phones, networks and other IT resources and communications systems for personal social media use.

You are expressly advised that in order to prevent misuse, the Company reserves the right to monitor, intercept and review, without further notice, every employee's activities using the Company's IT resources and communications systems, including but not limited to social media postings and activities, and each employee consents to such monitoring by the acknowledgement of this policy and the employee's use of such resources and systems.

This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies. The Company also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice. You should refrain from using the Company's IT resources and communications systems for any matter that you desire to be kept private or confidential from the Company.

CONFLICT OF INTEREST

Brink's prohibits employees from engaging in any other business that competes with the Company. Also, Company policy forbids a financial interest in an outside concern, which does business with or is a competitor of the Company. Rendering of directive, managerial, or consulting services to any outside concern that does business with or is a competitor of the Company, except with the knowledge and written consent of a Company officer, is a conflict of interest and is prohibited. If you think that there is a possibility that you may have a conflict, it is your responsibility to notify a Company officer and obtain his/her approval in writing.

POLICY PROHIBITING WORKPLACE VIOLENCE

Brink's prohibits unwarranted violent acts or threats of violence against our employees, applicants, customers or vendors. No employee should commit or threaten to commit any unwarranted violent act against a co-worker, applicant, customer, vendor or member of the public. However, nothing in this policy shall be construed to limit the authorized use of firearms in the course of an armed employee's duty to protect life, Brink's employees, property, and the property of its customers within Brink's possession.

Because Brink's relies upon the responsible use of firearms in the course of employment, any irresponsible use of or threat involving the use of firearms by a co-worker should be reported immediately to your manager or the Human Resources Department. All threats will be



thoroughly investigated, and all complaints that are reported to management or the Human Resources Department will be treated with as much confidentiality as possible.

SECTION 3 - GENERAL WORKING CONDITIONS

TARDINESS AND ABSENTEEISM

Definite starting times (not necessarily the same time each day) are set for our employees. The starting times are largely governed by our contractual commitments with our customers. Employees are therefore required to be punctual in reporting to work at their scheduled start times but not commence work until the scheduled start time. If for any reason you cannot report for work at the scheduled start time, you must notify the office as soon as possible and in accordance with branch timing procedures, so we can try to arrange for an immediate replacement. Disciplinary action may be taken when you have excessive absenteeism and/or tardiness.

TIMEKEEPING

Employees will be compensated for their actual hours worked and in accordance with state and federal law. Employees are to perform no work prior to their scheduled start time, after clocking out or while otherwise off the clock for meals, etc. without the express permission of Branch Management. This includes any time after an Employee has swiped in on the time clock but prior to the scheduled start time of his or her shift. Time spent on activities such as obtaining and returning your firearms and loading and unloading liability onto trucks should be recorded as time worked.

Employees are expected to keep accurate time records; falsification of time records is a violation of the Company's policy. No employee may alter or otherwise modify his or her time record, record work time (or "swipe in") for another employee, or alter or modify in any way the time record of another employee, unless specifically instructed or allowed to do so by a supervisor.

It is a violation of the Company's policy for any supervisor or manager to instruct an hourly employee to work off-the-clock or to perform work duties at any time when the employee is not recording the time as time worked. If you believe you have been asked to perform work off the clock, or if your hours or wage rate(s) have been incorrectly recorded or processed, you must promptly report the occurrence to branch management, the Human Resources Department and/or through the Speak Out Meetings, Employee Appeal Procedure and Direct Access Program.

STARTING TIMES

It is your obligation to ascertain your starting time for each day's work. If your starting time is not posted in some form, it is your responsibility to inquire as to your start time for the following working day.

No work is to be performed before an employee's scheduled start time without the express written approval of a supervisor. In such instances, the scheduled start time for that day will be adjusted accordingly.

Brink's may change either the days of work or starting times, but notification of such changes shall be made in accordance with local regulations.



QUITTING TIME

As we are a service organization and because of the many factors that govern our type of business, the Company can make no commitments as to your finishing time for your working day.

If you are on duty, you may not leave the assignment without permission from your location manager or designated supervisor. The minimum and maximum period of working time will be in accordance with local regulations and applicable law.

REPORTING TIME

Subject to the location BWC and other applicable policies, all full time employees reporting to work as scheduled on a daily basis will be scheduled for a minimum of four hours of work for their job classification as described in Branch Wages and Working Conditions. This does not apply to days in which employees are only scheduled to appear for mandatory training, meetings, interviews or other activities or special assignments outside of their everyday duties.

MEAL PERIODS

Brink's provides and/or allows appropriate time for employees to take meal and rest break periods in accordance with applicable state, federal and local laws and regulations (to include DOT rules). It is each employee's responsibility to take the meal and rest break periods. If an employee is prevented from enjoying any meal and rest break period, it is the employee's responsibility to inform branch management or the Human Resources Department and/or through the Speak Out Meetings, Employee Appeal Procedure and Direct Access Program in writing of the reason why the failure occurred. Employees must review the Branch Wages and Working Conditions, for further details and contact branch management with any questions. For your own safety, vehicle crews should remain alert during meal and rest periods.

LACTATION BREAKS

The Company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time will be unpaid. The Company will also make a reasonable effort to provide the employee with the use of a room or other location, in close proximity to the employee's work area, for the employee to express milk in private. Employees should notify their immediate supervisors if they are requesting time to express breast milk under this policy.

UNIFORMS AND APPEARANCE

Utilized properly, the Brink's uniform, combined with an overall impression of professionalism and alertness, is your first line of defense against the criminal element. Shoes should be black with safety shoes recommended (where applicable, Company programs are available to assist with the purchase of recommended footwear), which can be utilized outside of working time. Sneakers and shorts are prohibited while on duty. Weapons, holsters, speed loaders, clips and ammunition must be Company-issued.

At no cost to the employee, Brink's provides required uniform equipment to employees. In the event that any uniform item needs replacement due to wear and tear or other damage, employees must return the damaged uniform item and exchange it for a new one.



Bullet resistant vests are not required as part of the Brink's uniform. A bullet resistant vest may be worn along with the Brink's uniform at the sole discretion of the employee. Employees who own bullet resistant vests are encouraged to wear the vest at all times while on duty. Employees who decide to purchase bullet resistant vests may take advantage of Brink's benefit, the Vest Purchase Program, as detailed the "Vest Purchase Program" below.

You are required to be neat, clean and properly dressed while on duty. Hair must be well-trimmed and reasonably short in length, not extending below the collar. Facial jewelry or piercings for employees in customer facing jobs are prohibited. Neat, clean and well trimmed facial hair is permitted. Offensive tattoos are to be concealed, see Prohibited Conduct Policy. Your appearance is to be professional; accordingly, hair, facial hair, jewelry etc. may not be cut, styled or displayed in an extreme manner. Reasonable exceptions to the above standards may be made in accommodation of religious or medical needs as required by applicable law.

For purposes of security and safety, employees are expressly forbidden to use or wear any item of uniform issued which contains a Brink's insignia except while on duty, while commuting to and from work, or when engaging in conduct that pertains to terms and conditions of employment. Upon termination of employment, uniforms must be returned to the Company. ATM/FLM response team employees are required to wear uniforms while at the ATM site.

Non-uniformed personnel are likewise expected to maintain a neat, clean and professional appearance in compliance with applicable Company guidelines.

VEST PURCHASE PROGRAM

Employees are encouraged to utilize bullet resistant vests while on duty and participate in any Company program to purchase such vests, provided that it is available to their job classification. Through the program, Brink's will purchase bullet resistant vests for employees who choose to wear them, and such employees are responsible for repaying Brink's for 50 percent of the cost of the vest through future payroll deductions. Specific details will be contained in the Vest Purchase Agreements signed as part of this program.

SECTION 4 - LEAVES OF ABSENCE

Brink's is committed to providing leaves of absence as are required under applicable federal, state or local law. The bulletin board may contain various updates to these leave policies. For any authorized leave of absence that would otherwise be unpaid, employees shall use any earned but unused sick or vacation time, if available, during the leave; to the extent sick or vacation time is unavailable, the leave will be unpaid.

Brink's may ask for documentation or satisfaction of other criteria before authorizing any requested leave. Provided that the criteria for the requested leave are met, and the employee is authorized to take the requested leave, employees shall not be disciplined or adversely affected in any manner as a result of requesting the leave or taking the requested leave.

Brink's provides the following types of leaves of absence to eligible employees:

PROTECTED LEAVE PURSUANT TO THE FAMILY AND MEDICAL LEAVE ACT

Eligible employees may take up to 12 workweeks of unpaid, job-protected leave under the Family and Medical Leave Act ("FMLA") in a 12-month period for specified family and medical reasons. This policy is intended to provide only those leave benefits and protection required by FMLA. Additional leave benefits may be available under state or local law.



Employee Eligibility:

To be eligible for FMLA leave, you must:

- (1) have worked at least 12 months for the Company;
- (2) have worked at least 1,250 hours for the Company over the preceding 12 months; and
- (3) work at a location where there are at least 50 employees within 75 miles.

Conditions Triggering Leave:

FMLA leave may be taken for the following reasons:

- (1) birth of a child, or to care for a newly born child;
- (2) placement of a child with the employee for adoption or foster care;
- (3) to care for an immediate family member (spouse, child, or employee's parent) with a serious health condition; or
- (4) because of the employee's own serious health condition which makes the employee unable to perform the functions of the Employee's job.

Duration of Leave:

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement. We encourage employees to see the Human Resources Department regarding FMLA leave related to pregnancy or childbirth, as special rules apply.

Scheduling of Leave:

You may take FMLA leave intermittently, or by reducing your normal weekly or daily work schedule, when medically necessary, as established by proper documentation, for your own or immediate family member's serious health condition. Intermittent leave for birth of a child, to care for a newborn child, or for placement of a child for adoption or foster care may be available, but may be subject to additional restrictions. Employees who require intermittent leave or reduced-schedule leave must try to schedule their leave so that it will not disrupt the Company's operations.

Benefits During Leave:

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave, if available, concurrently with some or all of the FMLA leave. In addition, you will not be eligible to accrue seniority or benefits, including vacation, paid sick leave, and holidays, during any period of an FMLA leave.

Maintenance of Health Benefits:

If you and/or your family participate in our group health plan, the Company will maintain coverage under the plan during the twelve weeks of your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave and failure to pay your portion, if any, of



the premium may result in loss of coverage. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for an employee and family.

Job Restoration:

Upon returning from FMLA leave, you will normally be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, you will have no greater right to job restoration than if you had been actively working.

Notice and Medical Certification:

When seeking FMLA leave, you must provide the following to Brink's and/or its Leave Administrator:

- (1) thirty (30) days' advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable leave;
- (2) medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of the Company's request to provide the certification. If you fail to do so, we may delay the commencement of your leave or withdraw any designation of FMLA leave, in which case your leave of absence would be unauthorized, subjecting you to discipline up to and including termination. Additional medical opinions and periodic re-certifications may also be required;
- (3) periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
- (4) medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. Failure to comply with the foregoing requirements may result in delay or denial of leave.

Failure to Return after FMLA Leave:

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement may be subject to termination of employment, if no other reasonable arrangements have been made.

PROTECTED SERVICE MEMBER FMLA LEAVE

Since its amendment in January 2008, the FMLA entitles eligible employees to take unpaid, job-protected leave for a covered family member's service in the Armed Forces of the United States of America ("Armed Forces"). This leave is known as Service Member FMLA Leave. This policy is in addition to our current FMLA policy. An eligible employee's rights and obligations



to Service Member FMLA Leave are also governed by our existing FMLA policy, with the following additions and exceptions:

Eligibility:

To be eligible for Service Member FMLA Leave, employees must have either or both: (1) A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or (2) The need to care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.

Length of Service Member FMLA Leave:

When Leave Is Because of a “Qualifying Exigency:” Eligible employees may receive up to 12 workweeks of unpaid, (unless otherwise provided for by law) job-protected leave during any "rolling" 12- month period, measured backward from the date of any FMLA / Service Member FMLA leave.

When Leave Is To Care for an Injured or Ill Service Member: Eligible employees may receive up to 26 workweeks of unpaid, (unless otherwise provided for by law) job-protected leave during any "rolling" 12- month period, measured backward from the date of any FMLA / Service Member FMLA leave to care for the Service Member. Leave to care for an injured or ill Service Member, when combined with other FMLA qualifying leave, may not exceed 26 weeks in a single “rolling” 12-month period. Service Member FMLA runs concurrent with any other leave entitlements provided under federal, state and local law.

PAID BEREAVEMENT LEAVE

When a death occurs in a full-time employee's immediate family, the employee will be compensated for the time actually lost from regular scheduled work on the day of the death and the days following, up to and including the day of the funeral, but not to exceed three working days. Immediate family includes spouse, domestic partner, children, parents, brothers, sisters, grandparents, grandchildren, and parents-in-law. Employees will be compensated for bereavement time taken due to the death of non-immediate family members (aunts, uncles, nephews and nieces), not to exceed one working day.

PAID JURY DUTY LEAVE

Employees are eligible for jury duty leave in the event that they are called for or serve jury duty. Full-time employees are paid for time served as a juror, based on an 8-hour daily and 40-hour weekly schedule, subject to a maximum payment of two weeks in any calendar year. The amount of any juror pay received from the court does not factor into the amount of jury duty pay provided pursuant to this policy. Employees should keep their immediate supervisors informed of their status while on jury duty and their estimated dates of return to work. Employees must be available to work at all times when not required to serve on jury duty.

UNPAID MILITARY LEAVE

Employees who serve in the uniformed services are eligible for unpaid military leaves of absence as required by the Uniformed Services Employment and Reemployment Act of 1994 (USERRA)



and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and for examinations to determine fitness for any such duty. If you require USERRA leave, you should notify your supervisor and Human Resources as far in advance as possible and present a copy of your official call to duty orders.

UNPAID MILITARY SPOUSE/DOMESTIC PARTNER LEAVE

An employee is eligible for up to ten (10) days of unpaid Military Spouse Leave if he/she is: (1) regularly scheduled to work an average of twenty (20) hours per week and (2) the spouse (or registered domestic partner) of a “qualified member” of the United States Armed Forces, National Guard or Reserves. A “qualified member” is either: (1) a member of the United States Armed Forces who has been deployed during a “period of military conflict” to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the National Guard or Reserves who has been deployed anywhere during a “period of military conflict.” A “period of military conflict” means either a period of war declared by the United States Congress or a period of deployment for which a member of a reserve component of the military is ordered to active duty.

To request Military Spouse/Registered Domestic Partner Leave, an eligible employee must (1) notify his or her supervisor in writing of the intent to take a Military Spouse Leave within two (2) business days of being notified that his or her spouse (or registered domestic partner) will be on leave from deployment and (3) provide his or her supervisor with written documentation certifying that the employee’s spouse (or registered domestic partner) will be on leave from deployment during the period the employee is requesting leave. Any request to extend the leave beyond ten days must be approved by the employee’s supervisor, will be treated in the same manner as a sick time or vacation time request, and will be subject to the Company’s operational needs.

This policy is intended to comply with and will be interpreted in accordance with Military & Veterans Code §395.10 and all applicable regulations. To the extent this policy may conflict with such laws and regulations, those laws and regulations will control.

OTHER LEAVES OF ABSENCE, ADDITIONAL LEAVES

Additional leaves of absence may be available under state or local law. Please consult the BWCs and other applicable policies for the types of local leaves of absence available.

SECTION 5 - CONFLICT AND DISPUTE RESOLUTION

SPEAK OUT MEETINGS, EMPLOYEE APPEAL PROCEDURE AND DIRECT ACCESS PROGRAM

Employees are provided the opportunity to present any problems, concerns and complaints to Brink’s for resolution in a manner within the discretion of management. Employees are free to raise any type of problems, but *must* report discrimination, sexual harassment and other forms of harassment and wage or timekeeping concerns. Employees are also welcome to report suggestions for improvements in operations and sales.

An employee who has a problem, concern or complaint of any kind is welcome to bring it to the attention of management. Brink’s has an “open door” policy and employees are always able to address concerns to Brink’s management. However, there are several alternative ways to



express problems, concerns and complaints, which are set forth below, and employees are free to follow any one, or all of them. The important thing is to present the problem, concern or complaint to Brink's as soon as possible so that it can be discussed and resolved.

SPEAK OUT MEETINGS

Meetings will be periodically held on a regular basis when all employees employed by Brink's are encouraged to "Speak Out." Employees who attend these meetings are able to vocalize and discuss any problem, concern or complaint which will be addressed by Brink's as soon as reasonably possible. These meetings are usually conducted at least once a month on a rotating basis so that every employee will have an opportunity to attend. Meetings may only be necessary on a quarterly basis at smaller branches.

EMPLOYEE APPEAL PROCEDURE

Employees who prefer a more formal procedure to handle their problems, concerns or complaints may follow the Employee Appeal Procedure. The Employee Appeal Procedure is a two-step process, as follows:

Step 1: Verbal Discussion

The employee and the employee's immediate supervisor (or, if that person is involved in the dispute or the employee feels uncomfortable approaching his supervisor, the next highest management person) will meet at a convenient time to identify and discuss the problem, concern or complaint and attempt to resolve it to the satisfaction of all concerned.

If the problem, concern or complaint is not resolved to the satisfaction of the employee who initiated the procedure, the supervisor will personally report the results of the Verbal Discussion to the location manager or department manager.

A meeting between the employee and appropriate manager shall be promptly held at a convenient time to discuss the issues raised by the employee in detail. The immediate supervisor of the employee will be present at this meeting only if requested by the employee.

The appropriate manager will promptly respond to the employee's problem, concern or complaint in writing.

Step 2: Appeal

If the employee is not satisfied after Step 1, the employee may complete, sign and present to the Human Resources Department the appeal/Direct Access form provided at the facility, describing in detail the nature of the problem, concern or complaint and suggest a resolution of the issue. The completed form and any prior response will be forwarded to the Human Resources Department for resolution.

After meeting and any necessary investigation, the Human Resources Department will promptly respond in writing to the employee, setting forth a suggested resolution and the reasons for the decision.

The Human Resources Department will promptly review all pertinent documents and independently investigate the issue. The employee is encouraged to provide the Human



Resources Department with a summary of the employee's position in writing. The Human Resources Department will address the situation and set forth the reasons for the Final Decision in writing.

DIRECT ACCESS

The Direct Access forms are available at each facility for employees to utilize direct access to the Senior Vice President, Human Resources, for the resolution of any problem, concern or complaint including those of a confidential nature and/or if the resolution of the issue has not been successful in the other procedures made available by Brink's.

Every facility shall maintain an adequate supply of Direct Access forms which shall be accessible to employees. If the employee so desires, he or she may write a personal letter to the Senior Vice President, Human Resources marked "Direct Access" or "private & confidential."

The Senior Vice President, Human Resources or his or her designee will investigate and respond to the problem, concern or complaint. A report and resolution shall be forwarded to the employee at the address indicated on the Direct Access form.

PROTECTION AGAINST RETALIATION

Employees are protected from any retaliation or adverse action for raising in good faith or helping to resolve any problem, concern or complaint, including any actual or suspected violation of this Handbook, the Brink's Business Code of Ethics, any other Brink's rule or policy, or applicable law. This includes complaints or reports of sexual harassment and complaints related to timekeeping and pay issues. It is a violation of this Handbook for any person to retaliate in any manner against anyone who in good faith reports a violation or suspected violation of this Handbook, the Brink's Business Code of Ethics, any other Brink's rule or policy, or applicable law, or who assists in the investigation of a reported violation. Any suspected act of retaliation must be reported immediately to the Brink's Human Resources Department.



IMPORTANT NOTICE — DISCLAIMER

BRINK'S INCORPORATED'S ("COMPANY") HANDBOOK ("HANDBOOK") IS A GUIDE TO GENERAL EMPLOYMENT PROCEDURES AND POLICIES OF COMPANY. **THIS HANDBOOK IS FOR INFORMATION ONLY, AND IS NOT A CONTRACT OF EMPLOYMENT. ANY COMPANY PROCEDURE OR POLICY, INCLUDING ANY POLICY, PROCEDURE, OR PROVISION IN OR REFERRED TO IN THIS HANDBOOK, MAY BE MODIFIED, AMENDED, INCREASED, DECREASED, OR DELETED BY COMPANY AT ANY TIME, WITH OR WITHOUT NOTICE.**

THIS HANDBOOK CONTAINS A NEW "IMPORTANT NOTICE-DISCLAIMER" SECTION AND OTHER SIGNIFICANT CHANGES FROM PRIOR HANDBOOKS, AND SUPERSEDES AND REPLACES ALL OTHER HANDBOOKS OR SIMILAR MATERIALS WHICH HAVE BEEN PUBLISHED OR DISTRIBUTED. **EFFECTIVE IMMEDIATELY, ALL PRIOR HANDBOOKS, PRIOR MANUALS, AND PRIOR POLICIES OR PRACTICES COVERING TOPICS NOW ADDRESSED IN THIS HANDBOOK, ARE HEREBY REVOKED AND DECLARED NULL AND VOID.**

THIS HANDBOOK DOES NOT AND IS NOT INTENDED TO ADDRESS EVERY POSSIBLE EMPLOYMENT/EMPLOYEE SITUATION. **COMPANY RESERVES THE RIGHT TO TAKE ACTION OR MAKE A DECISION WHICH IS INCONSISTENT WITH THE PROVISIONS OF THIS HANDBOOK,** TO ADDRESS UNIQUE SITUATIONS, ON A CASE-BY-CASE BASIS, IN COMPANY'S SOLE DISCRETION.

NEITHER THIS HANDBOOK NOR ANY OTHER MANUAL, POLICY, OR OTHER DOCUMENT ALTERS, IN ANY WAY, THE "AT-WILL" EMPLOYMENT STATUS OF COMPANY EMPLOYEES. **"AT-WILL" EMPLOYMENT MEANS THAT EITHER YOU OR COMPANY CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE.** THE AT-WILL EMPLOYMENT STATUS OF EACH EMPLOYEE CANNOT BE ALTERED BY ANY VERBAL STATEMENT OR ALLEGED VERBAL AGREEMENT. IT CAN ONLY BE CHANGED BY A LEGALLY BINDING, WRITTEN CONTRACT COVERING EMPLOYMENT STATUS. AN EXAMPLE OF THIS WOULD BE A WRITTEN EMPLOYMENT AGREEMENT FOR A SPECIFIC DURATION OF TIME.

EMPLOYEE ACKNOWLEDGMENT

I ACKNOWLEDGE RECEIPT OF THE NEW HANDBOOK AND UNDERSTAND IT IS EFFECTIVE AS OF THE DATE ISSUED. I HAVE READ THE HANDBOOK CAREFULLY -- PARTICULARLY THE ABOVE DEFINITION OF AT-WILL EMPLOYMENT. I UNDERSTAND THE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT, AND I KNOW THAT MY EMPLOYMENT IS "AT-WILL" AS DEFINED ABOVE.