**SAMPLE Document**

*(Revise to match your company policies and keep a signed copy in employee file)*

**Robbery/Security Policy Acknowledgement**

At [XYZ], employee’s safety is top priority. It is important for all employees to view the safety/security e-learning video and to know how to react in the event of an emergency. After watching the safety/security video, please review the policies below to ensure that you fully understand all policies that will increase the safety level. I agree to the following company safety/security procedures:

After Dark Policies: Applicable in all restaurants

* I understand that all lobby doors must remain locked and closed in the event that there are less than 3 employees in the store (Excluding Wal-Mart locations). If this policy is broken by your shift manager please notify your store manager or supervisor.
* I understand that the back door may not be open after dark to remove trash. Trash cannot be taken out after dark. I will notify the manager on duty if I see people loitering or pan handling in the parking lot or lobby
* 24 hour DT only restaurants: I understand that I am not permitted to take a smoke break once the lobby doors are locked for the evening.
* All 24 hour restaurants: I understand that at least 4 employees have to be wearing a Drive-Thru headset at all times to increase communication in the event of an emergency.

Robberies are a problem that we have the potential of facing. All lives are far more important than whatever money may be in a cash register or safe at any time. As a result, I agree to follow our company procedures in the event of a robbery:

During a robbery:

* I will remain calm and do exactly as told.
* I will not hesitate or argue.
* I will give the robber(s) whatever money they want immediately.
* I will not make any moves that may endanger anyone's safety.

In most cases, the robber does not wish to harm anyone, but just wants the money.

I will not try and “be a hero”. I will give the robber whatever money they want.

\*\*\* I understand that all lives are more important than any amount of money.

The above policies are put in place to ensure the highest level of safety. Signing your name below, shows that you have read and agree to follow all safety and security policies listed above.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Managers/Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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**Formulario de Aceptación de Capacitación en Caso de Robo**

Los robos son un problema que es posible que enfrentemos. Todas las vidas son mucho más importantes que cualquier dinero que pueda haber en la registradora en cualquier momento. Por lo tanto, estoy de acuerdo en respetar los procedimientos de nuestra empresa en caso de un robo.

Durante un robo:

* Mantendré la calma y haré exactamente lo que me digan.
* No dudaré ni discutiré.
* Entregaré de inmediato a los ladrones todo el dinero que pidan.
* No haré ningún movimiento que pueda poner en riesgo la seguridad de alguien más.

En la mayoría de los casos, el ladrón no quiere hacer daño a nadie, sino que solo quiere el dinero.

No trataré de “ser un héroe”. Entregaré al ladrón el dinero que quiera.

\*\*\*Entiendo que todas las vidas son más importantes que cualquier cantidad de dinero.

Nombre del Empleado: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firma del Empleado: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fecha: \_\_\_\_\_\_\_\_\_\_\_\_

Firma de los Gerentes/Testigo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fecha: \_\_\_\_\_\_\_\_\_\_\_\_

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