



Employee Guide

MANAGEMENT ONE LICENSED OPERATING SYSTEMS
KNOWLEDGE BASED MANUAL

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Standard Employment Practices

At Will Employment

(Your Company) does not offer tenured or guaranteed employment. Unless (Your Company) has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by (Your Company) at any time, including after the evaluation period.

Introductory Period

New Employees will serve an introductory period with (Your Company), or any affiliated entity (YC) until they have completed 90 days of service with the company. During this period employees will not be eligible for any employee benefits except wages. At the end of introductory period, the employee will participate in a performance review, and thereafter may participate in certain employee benefits.

Continued Introductory Period

Completion of the introductory period does not mean permanent or full-time employment. The company may extend the introductory period if in its sole and absolute discretion an extension would be appropriate. Management reserves the right to make employment decisions management believes to be in the best interest of the company. Management also reserves the right to terminate any employee with or without cause or notice and any employee may quit with or without cause or notice. This policy may be modified in writing only signed by the Owner of (Your Company).

Agreements

It is expressly understood that no employee or representative of (Your Company) other than the office manager of (YC) has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Best Efforts

It is understood and agreed that all employees will use their best efforts to further the interest of the company while employed with (Your Company).

Non-Disclosure

Except as required by the in the conduct of (YC)'s business or as authorized in writing by the office manager, employee agrees that he/she will not publish or disclose, during employee's term of employment or subsequent thereto, any confidential information trades secrets, knowledge or know-how concerning the methods of operation of the (Your Company) property management business or other confidential information concerning any matter relating to (YC)'s business the employee may in any way acquire by reason of employee's employment. Employee further acknowledges that any failure to comply with the requirements of this confidentially provision will cause the irreparable injury, entitling the company to any and all rights and remedies available, including injunctive relief.

Employee agrees that while employed by (YC); 1. employee will not engage in any business performing work similar to that of (YC), without full disclosure to, and written permission from, the office manager of (YC): 2. will not solicit or otherwise make contact with any of (YC),s customers: 3. employee will not solicit, accept or receive any payments, services or items or kickbacks from any person or firm, including but not limited to subcontractors or other vendors or suppliers.

Termination

Employee agrees that upon termination, all property of (YC), including, all equipment, hardware, files, keys, list, papers, data, software manuals, handbooks, and records which were received or prepared during or in connection with employees employment with (YC), will be returned to (YC), on or before the last day of Employee's employment. This provision will apply to original documents, copies magnetic media or any other information recorded, stored or reproduced in any from whatsoever.

Arbitration

Any dispute involving, employee's employment with (YC), should be resolved by binding arbitration under the commercial arbitration rules of the American Arbitration Association.

Confidentiality

The employee of (Your Company) agrees that he or she shall not, while employed by the company or an affiliated company, or following any such employment, communicate or use for the benefit of any other person, persons, partnership or corporation any confidential information, trade secrets, knowledge or know-how concerning the methods of operation of (Your Company) property management business: provided, however, that the foregoing does not include information which the undersigned can demonstrate came to his or her attention prior to employment by the company or which has become a part of public domain through publication or communication by others.

The employee acknowledges that any failure to comply with the requirements of this Confidentiality Agreement will cause the Company irreparable injury and the undersigned agrees that in addition to any other right or remedy provided by law, the Company shall be entitled to specific performance of, or an injunction against violation, the requirements of this Confidentiality Agreement.

The employee further agrees that while employed by the Company or an affiliated company, (1) he or she will not engage in the same or similar business to the Company's business or that otherwise competes against the Company and (2) will not solicit or otherwise make contact with any of the company's customers, except while employed by (Your Company) or an affiliated company of (Your Company) for the purpose of pursuing the Company's with such customers and not receive any kickbacks from subcontractors for giving them a contract of work

The employee further agrees that for a period of two (2) years after leaving (Your Company) or its affiliate, the employee agrees not to compete against (Your Company) in any geographical area (Your Company) is now or considering working in and opening an office in the next two years. If the employee would open their own office after two years, all conditions herein apply even after the two years.

Initial ()

The employee agrees that upon termination of his or her employment with the Company for any reason, he or she will return all copies of documents containing (Your Company) confidential information or trade secrets to the Company, including without limitation, all manuals and handbooks. Downloading of a list of properties, owners, residents, etc. is not permitted.

Equal Employment Opportunity

(Your Company) is an Equal Opportunity/Affirmative Action employer. (Your Company) will not tolerate discrimination against any employee because of race, color, national origin or ancestry, gender, age, religious convictions, or disability.

(Your Company) is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. For further information about the applicability of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act, see Exhibit D in the Appendices.

(Your Company) does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that requires equal skill, effort, and responsibility and which are performed under similar conditions.

(Your Company) will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which reasonable accommodation is needed should contact a Human Resources Manager to discuss possible solutions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of a Human Resources Manager. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Sexual and Other Unlawful Harassment

(Your Company) will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of (Your Company) for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of (Your Company) for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

Any employee who believes that he or she is being unlawfully harassed should immediately contact their supervisor or a Human Resources Manager.

All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including discharge.

(Your Company) is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate any form of harassment or unlawful discrimination against our employees by anyone, including supervisors, other employees, vendors, clients or customers.

Immigration Law Compliance

(Your Company) does not hire anyone that is not a citizen of the United States, or is not a non- citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States. An overview of the Immigration Reform and Control Act can be found at Exhibit D in the Appendices.

Criminal Convictions

(Your Company) reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Fair Housing

Employee agrees it may be required to attend annual Fair Housing classes to keep employee updated on the most current Fair Housing laws. Any classes that may be required will be at the expense of employer.

Evaluation Period

During the first three months of your employment with (Your Company), you will be in an “evaluation period.” During this time, your supervisor will continually evaluate your performance and compatibility with (Your Company). Should your performance not meet the standards set forth by (Your Company) or your supervisor, your employment will be terminated. Upon completion of the evaluation period, you will be eligible for additional benefits, as set forth in the benefits information you received upon employment.

Standards of Conduct

(Your Company) expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employee to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the (Your Company) work environment, you should discuss such behavior or actions with the President, some Human Resources Manager or other appropriate management personnel.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by (Your Company) and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other (Your Company) employees. Your discussing such matters with other employees may in and of itself create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with (Your Company)'s disciplinary policy.

Personnel File

(Your Company) keeps personnel files on each of its employees. These files are confidential in nature and are managed by a manager or owner of the company. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All employees may view his or her personnel file by contacting a Human Resources Manager during normal business hours. Employee must give adequate notice of at least 24 business hours to enable the manager to arrange their schedule to be in attendance while viewing the file. No employee may alter or remove any document in his or her personnel file.

General Policies and Procedures

Orientation

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

New employees will also receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions of a Human Resources Manager. The signed copy of the "Acknowledgement & Receipt of Understanding" will be placed in the employee's personnel file.

Reporting Changes

You are responsible for promptly notifying a Human Resources Manager of any change in your name, address, telephone number, marital status, and citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage.

Accurate and correct information is vital for benefits and insurance records and other Company files.

Each employee is required to notify a Human Resources Manager, in advance, of the dates of all approved vacation or leave time to be taken. Additionally, employees are to inform human resources of sick day's taken and excessive lateness in arriving at work.

Job Classifications

Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non- Exempt employees.

1. Exempt employees are generally salaried and fall into one or more of the following four classifications: executive, professional, administrative, or sales. These employees are exempt from the applicable provisions of state and federal wage and hour laws (FLSA).
2. Non-exempt employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

Employees are also classified within one of the following three statuses:

- (1) Full-time: any employee that is regularly scheduled to work 35 hours a week or more. Full-time employees are eligible for standard company benefits.
- (2) Part-time: any employee that is regularly scheduled to work less than 35 hours per week. Part-time employees are not eligible for standard company benefits except retirement plan.
- (3) Temporary: any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard company benefits.

Pay Periods

All employees are paid on the (ESTABLISH A PAY PERIOD). When the (PAY PERIOD) falls on a holiday or weekend, employees will be paid the day before the holiday or weekend.

Hours of Work

(Your Company)'s standard work week for full-time employees is five days. Schedules may vary based on the company's needs. Employees may not deviate from the company's hours of work, unless a manager or supervisor specifically approves a request.

The office is open from (ESTABLISH YOUR BUSINESS HOURS), Monday through Friday. (Your Company)'s preference is for employees to work within this schedule. However, it is understood that exempt employees may be required to work extra hours to accommodate certain deadlines. If such extended hours are required, (Your Company) will allow some flexibility with the expectation that employees will make every effort to align their hours with office hours. This is in order to facilitate consistent and reliable availability for meetings and other interactions, which are elemental to the smooth operation of this business.

Breaks

(Your Company) closes from (ESTABLISH LUNCH HOUR) every day for lunch except on Tuesday's in which we are closed from 11:00 am to 1:00 pm, for a staff meeting and then lunch. If an employee works four consecutive hours then they are entitled to a 15-minute break.

Time Keeping

Nonexempt employees are required to clock in and out via the company's time card system. In cases where the internet is down or unavailable,

employees will write their time down on a sheet and have it signed by a manager or supervisor. It is strictly forbidden for an employee to sign another employee in or out and if done would result in termination of employment

How to Use the Time Card system:

Clocking In

1. Log in using user name and password
2. Click the punch in button and it will log your time in
3. Then log out

Lunch Time

1. Log in using user name and password
2. Click the punch out button and it will log your time in
3. Then log out
4. Click the punch in button and it will log your time in
(Property Inspectors if their schedule calls for them to be at an appointment or leave for an appointment they may be exempt from clocking in and out for that day only)

Leaving for the day

1. Log in using user name and password
2. Click the punch out button
3. Then log out

Booking Time Off

Being a property management company, our busiest time of month is the first 9 days.

Days off should not be on Monday's or the first 9 days of the month.

Vacations need to be from the 9th to the 30th of the month and be scheduled 60 days or more in advance/

1. Follow the prompts in the company's time card system

In the event you are out sick:

1. The following day you return to work login and schedule time off as per the booking instructions above

Overtime

Nonexempt employees are to be paid time and one-half (1.5) for work time that exceeds 40 hours during a scheduled workweek. Employees asked to work overtime are expected to do so. Exempt employees are not eligible for overtime pay.

The calculation of overtime hours will not include holiday, sick leave or vacation days during a given scheduled workweek. Upon the discretion of management, nonexempt employees may be paid up to two and one half (2.5) for work time completed on a company holiday.

Overtime must be approved by a manager in writing via e-mail prior to working it unless it's an emergency.

Payroll

Both exempt and nonexempt employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

On all holidays, everyone is required to work the day before or day after in order to be paid for the holiday.

Performance Reviews

Every (Your Company) employee will be subject to a performance appraisal at least once a year. The employee's supervisor or a Human Resources Manager will give these reviews. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the company. Goals and improvement plans will be mapped out each review period and progress will be measured at the next review.

Performance reviews will determine salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

Salary Increases

Salary increases are based on performance or promotion. All salary increases are at the discretion of an employee's supervisor and/or a Human Resources Manager.

Bonus Structure

(Your Company) may institute a bonus structure or incentive plan at any time. (Your Company) guarantees no bonus plans. Any bonus structure will be determined by management and will likely include some level of performance achievement. Employees will receive 30 days' notice of any additions, subtractions, or changes to any new or existing bonus structure. In the event a bonus incentive is in place, employee is paid on the 15th paycheck of the following month the bonus was earned.

Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of (Your Company). If you are consistently late or excessively absent, (Your Company)'s ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under (Your Company)'s holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call your supervisor as soon as possible, preferably in advance of lateness. If you are absent for several days, you must notify your supervisor each day.

An employee who is absent for reasons other than those permitted or excused by (Your Company)'s holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge.

Sick Day Procedures & Personal time

You will be eligible for three (3) days per year but will not be eligible to exercise this benefit until you have been employed for one year or until the day or days have been earned.

Should employee choose to use the accrued time as a "personal day", you must submit your request for approval at least 14 days in advance. Management reserves the right to deny such request if they feel we cannot provide proper service to customers and you would have to reschedule for another day. The accrued time cannot be used the day before or the day after a vacation holiday.

In the event you are off for sick time, you must still call your manager by 7:00am to advise you will not be in. You must also your manager by 4:00pm that same day to advise if you will/will not be to work the following day.

Should the accrued time not be taken in the calendar year, the unused time will not be carried over to the next calendar year nor would compensation be given for any unused time.

Any time taken in excess of time accrued (the max is 3 days) and any violation of the above stated, will be considered an unexcused absence and grounds for disciplinary measures up to termination. Management reserves the right to revoke or change this policy with notification.

Availability for Work

Employees must be available for work during normal business hours. Business hours (ESTABLISH BUSINESS HOURS) unless otherwise approve in writing by manager. You must be ready to take care of business at (OPENING HOUR) sharp therefore you need to be in the office, computer on and powered up and ready to take calls or service customers. Computers should not be turned off until after (CLOSING TIME) when the office closes. Even though the phones do not go on till (?) am and off at (?) PM this policy is still required if, for any reason, there is a change in your work availability status; you must notify your supervisor at least one week prior to the change. This can be changed by management at any given time.

Mandatory Meetings

Employees may be required to attend mandatory team meetings. In the event that a mandatory meeting interferes with an employee's regular schedule, no overtime will be paid for attendance. This includes employees who may be telecommuting or job sharing.

Holidays

The following are paid holidays for eligible employees:

- New Year's Day

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve (1/2 day - Close at 12:00 p.m.)
- Christmas Day

Note: (Your Company) will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that are not included in the above list. Employees should speak with their supervisors to obtain approval for taking time off to observe such holidays.

Vacations

Vacation time is offered to full-time eligible employees based on a 'Years of Service' schedule, as outlined below:

- 1st & 2nd years: 5 working days per year earned on the anniversary date of employment
- 3rd + years: 10 working days per year earned on the anniversary date of employment.

Vacation time must be scheduled and approved in advance by your supervisor.

(Your Company) will not carryover or pay out any unused vacation time from one year to the next, unless required to do so by state law. Vacations are to

be scheduled between the 2nd and 4th weeks of the month with a 60-day advance notice so we can prepare for your time off.

An authorized company holiday that falls on a normal business day during your vacation is not counted as a vacation day.

If you are hospitalized during your vacation, any day of hospitalization will be charged to your sick leave, if available, rather than to your vacation time.

Telecommuting

Employees may be approved for telecommuting under (Your Company)'s offsite workforce program. Telecommuting is generally discouraged, but may be allowed if it can be shown that it will improve the employee's performance or productivity. Telecommuting arrangements must not disrupt the daily activities of a group or workflow. Both a supervisor and the President of the company must approve all employee telecommuting arrangements. No telecommuting arrangement will be considered permanent and the policies may be reviewed and altered at any time.

Media Policies and Procedures

Computer Usage

- No personal use is to be used now or in the future in connection with email.
- No personal use is to be used now or in the future in connection with internet.
- No authorization is given to use the company's computers to check your personal e-mail or to look at other websites.
- No settings are to be changed on your individual workstations unless prior approval received from management.
- You must log off your station each night and turn off your monitor before leaving for the day to ensure back-ups to be successful.
- Should you have any challenges with your programs or hardware, you will alert management via email immediately.

The company computers are for company use only during business hours as well as outside of business hours. Employee is hereby notified that the company, at its option may check all computers for traffic, etc. to include but not limited to checking emails. All emails received and sent are considered property of the company.

Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum (under 2 minutes) and personal toll calls should not be made at (Your Company)'s expense and should be done at your morning and afternoon break times or lunch time.

Personal cell phones must be shut off (set at vibrate is not acceptable) and are not to be used during business hours. Employee may use their personal cell phone during breaks and during lunch period but **should not be used at the workstation or in company business meetings.**

Property Inspectors and others who use their personal phones for (Your Company) Business may have them on when they are in the field only but the same policy applies in using them for personal use other than what has been set out herein. Should there be exceptions to this rule due to the position in the company it must be in writing from management.

Email & Phone Call Procedure

An email received shall be treated in the same manner as a phone message received. All emails and phone calls will need to be responded to by the end of each business day or as quickly as possible.

In the event you are not able to return an email or phone message by the end of the business day, employee is required to seek management assistance to return messages as all e-mails and messages must be returned before the end of each day. In the event you leave the office for any reason, it's the employee's responsibility to have a co-worker comply with this strict policy.

GPS/Video/Recording of Phone Calls/Emails

- Employee agrees that company vehicles are for business use only.
- Employee agrees to abide by all traffic laws when using a company vehicle.
- No personnel are to operate any company vehicle without management approval.
- No passengers unless (Your Company) personnel are authorized to be in the company vehicle.
- No use of cell phone or texting while operating the company vehicle unless using a hands- free device.

- Must be keep organized and serviced at all times.
- No smoking, alcohol or drugs permitted in the company vehicle at any time.

Servicing Company Vehicles

Employee also agrees to the following:

- Keep company vehicle to be free of debris at all times
- Have washed weekly
- Keep up on the monthly/bi-monthly maintenance service
- Report any maintenance issues, etc. in writing to a supervisor should they surface
- Company vehicles must remain stocked with supplies at all times

Drugs and Alcohol

(Your Company) will not tolerate the use or possession of alcohol, illegal drugs or prescribed medication that may hinder ability to perform duties, on the job or on company property. In the event there are any incidents while employee is on duty or in use of company vehicle, employee authorizes company to administer substance testing if necessary.

Employees using or possessing alcohol, illegal drugs or prescribed medication that may hinder ability to perform duties on company property or while at work or who report to work under the influence of any of these substances, will be subject to disciplinary action, up to and including discharge.

Violence & Weapons

(Your Company) takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all company employees, whether on or off company property.

Any use or possession of weapons, whether illegal or not, is prohibited on company property, or while on company business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

Smoking

Smoking is not allowed in (Your Company) offices, company vehicles or properties. Smoking is only authorized at designated locations and during breaks and lunch periods.

Food and Beverages

No eating at desk: kitchen/designated area only.

- Drinks to be (Your Company) Branded cups. (No fast food cups or water coolers)
- Do not dispose of food trash or soda cans in trash at your desk: place in the kitchen trash.

Visitors

Only customers and authorized visitors are permitted at (Your Company)'s offices. This includes unauthorized sales persons, or those collecting for charitable causes. This is to protect the company from theft or frivolous lawsuits. Visits from friends and family should be kept to a minimum and should not exceed fifteen (15) minutes. Employees are responsible for the conduct of their guests.

Workplace Attire and language

(Your Company) has a professional dress code policy:

- Hair needs to be combed and presentable, no wet hair
- No sandals or flip flops permitted only dress heels or dress flats
- Dress pants, slacks, skirts, dress shirts (short sleeve okay) for the women
- Tanks or sleeveless blouses should be dressed up or have a jacket/sweater over it
- Tennis shoes and denim are not permitted
- No facial piercings of any kind are permitted (IE: nose rings, brow rings, etc.)
- Property Inspectors will be given a uniform to include shorts/pants, company shirt, black shoes and a belt
- No tattoos can be visible
- No vulgar language can be used at any time while you're on the clock at (Your Company) inside or outside the office.
- Employees are required to wear the (Your Company) logo at all times.

After probationary period has been completed, a clothing allowance will be provided. Employee is required to launder all clothes at their expense.

Personal Property

- Employee agrees not to take any type of compensation from any contractor, company, individual, etc. for business you and (Your Company) may give them.
- Employee agrees not to take any items from properties that may be left behind by owners or residents.
- Employee agrees not to sell any items left at properties to other staff, contractors, etc.
- Employee agrees not to purchase any items knowing they came from a property from other staff members
- Employee agrees not to have anyone known personally other than the approved (Your Company) contractor, remove any items from the property.

Client Solicitation

Employee agrees not to solicit (Your Company)'s current or past residents, prospective residents, current or past owner or prospective owners for any services other than what Company provides. This includes but is not limited to loans, appraisals, real estate sales, property management, insurance, vendors or any other business ventures employee may have or operate outside of (Your Company).

Real Estate Agent Referrals

I agree to refer any and all owners and residents interested in selling or purchasing a property to (Your Company's Selected Referral Choice) should the client NOT be agent protected. In particular the referral is to be given to our referring agent for owners who want to sell, owners or residents who want to buy, owners who want comparable sales prices on their property, owners who are not even clients of (Your Company), but have had contact via phone, advertising, etc.

I further agree that the residents who (Your Company) is unable to rent to are not to be referred to any other entity.

I understand that (Your Company) clients are the property of (Your Company). I understand that any violation of this agreement would result in disciplinary measures up to termination.

Acknowledgement of Receipt

Employee agrees to the policies and procedures as set forth in the (Your Company) Employee Handbook. Failure to perform to any of the policies will be considered a violation of the employee agreement which would be grounds for disciplinary action up to termination of employment.

I agree to the policies and procedures set forth and received a copy of the Employee Handbook for my files and reference.

Employee	Date
----------	------

Supervisor	Date
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