



Elite Properties

Employee Handbook

Policies & Procedures

WELCOME!

On behalf of everyone at RMS Elite Properties (herein referred to as the “Company”), I would like to welcome you and wish you every success here. We hope that you enjoy your position with us and that it will prove beneficial to both you and the Company. We hope you will be just as proud to be a member of our organization as we are to have you.

As Principal Broker and Director of Career Development, I will provide assistance to you whenever necessary. You are encouraged to seek advice, counsel and opinions on all aspects of the transaction and on your marketing strategies and tactics.

I hope that your experience will be challenging, enjoyable and rewarding. If you have any questions or concerns at any point, please do not hesitate to ask me. Again, welcome!

All the best,

Lloyd Dreibelbis

Lloyd Dreibelbis, Broker

Director of Real Estate Operations

Director of Career Development

CRB, CRS, GRI

4700 9th Avenue N

St. Petersburg FL 33713

727.821.1999

A WORD ABOUT THESE POLICIES

The purpose of this handbook is for the information and use of all employees of RMS Elite Properties. It contains the policies of the Company relating to hours, wages, employee benefits and conditions of employment, and provides a reference manual that should be followed by the Company and its employees. Company policies are operating practices and procedures of RMS. These policies have been established for the benefit of the employees and management in order to provide the best working conditions possible.

When you review these policies, please keep in mind that they should be regarded as guidelines only, which in a business like ours will require change from time to time. RMS Elite Properties retains the right to make decisions involving policy changes as needed in order to conduct its work in a manner that is beneficial to its employees, customers and RMS Elite Properties. This office policy manual replaces any and all prior handbooks, policies, procedures and practices of RMS Elite Properties. Certain items in this manual apply only to agents and do not apply to RMS Elite Properties employees.

RMS Elite Properties has an Independent Contractor relationship with its Agents, herein referred to as “Associates”, as agreed upon in an Independent Contractor Agreement. Agents are not employees of RMS Elite Properties, and are not entitled to any employee benefits.

Associate agrees to abide by all rules and regulations promulgated by the Florida D.B.P.R., Florida Real Estate Commission, the Code of Ethics of the National Association of REALTORS, and the rules, regulations and by-laws of our local Associations of REALTORS. Associate shall comply with all laws of the State of Florida.

Associate agrees to follow and conform to the Rules of the office Policies & Procedures and Standard of Conduct as adopted by Company, and any amendments or modifications which may be adopted. Posting of new policies &/or procedures within the offices, or receipt of individual emails, shall constitute sufficient notice of new rules and regulations.

The Independent Contractor Agreement may be terminated by either party hereto, without cause, at any time upon written notice given by certified mail to the last known address of record in Broker’s office, or by hand delivery of said letter in person to the other party. Upon termination, Broker shall remove Associate’s license from the Company Roster, and notify D.B.P.R., and all other necessary entities, as required.

Failure to comply with RMS Elite Properties policies and procedures, the REALTORS Code of Ethics, or any of the above stated rules and laws may result in the end of our contractual relationship.

THE LANGUAGE OF THIS HANDBOOK AND THE RULES AND POLICIES STATED WITHIN ARE NOT INTENDED TO CREATE, NOR DO THEY CONSTITUTE, A CONTRACT IMPLIED OR EXPRESSED BETWEEN THE COMPANY AND ANY OF ITS EMPLOYEES. THE POLICIES AND PROCEDURES ARE NOT UNCHANGEABLE, IF CIRCUMSTANCES ARISE THAT WARRANT CONSIDERATION OF A CHANGE IN POLICIES OR PROCEDURES, EMPLOYEES SHOULD BRING SUCH CIRCUMSTANCES TO THE ATTENTION OF MANAGEMENT. THIS HANDBOOK AND THE RULES AND POLICIES CONTAINED IN IT ARE SUBJECT TO CHANGE AT ANY TIME WITHIN THE SOLE DISCRETION OF MANAGEMENT.

No employee shall be penalized or discriminated against in any way for having requested consideration of the application of these policies or questioning the application of a policy in any situation. Every employee should feel free to discuss his or her problems and any policies contained in this handbook with members of management. Please read this handbook carefully, sign that you have read and understand and agree to abide by it.

OUR MISSION

“At RMS Elite Properties, our mission is to provide consumers with a complete, first class Real Estate experience, designed to enhance their lives and satisfy their diverse goals.”

OUR CORE VALUES

- ❖ We strongly believe that **Honesty & Integrity** should be a way of life
- ❖ We believe in having the “**Customer for Life**” mentality
- ❖ We expect our staff to conduct themselves with **Respect & Professionalism** in all aspects of their work
- ❖ We understand that a **Positive Attitude**, along with **Working Collaboratively**, will enhance all of our actions and provide everyone with an exceptional experience

OUR GOAL

To provide the consumer with consistently high quality products and friendly, competent service.

To provide all employees with equal opportunities for advancement.

To provide you with good working conditions and to produce a profit for the Company’s future growth.

LABOR POLICY

RMS Elite Properties has an open door policy. Each employee has the right to deal with members of management with reference to all working conditions. Management does not and will not discriminate against any employee because of any religious, fraternal, professional or social organization.

Management has attempted to provide the best conditions of employment and tools for every employee. It is the policy of the Company to compensate each employee in accordance with his or her ability and skill and to provide them with every opportunity for training and development.

EQUAL EMPLOYMENT POLICY

The Company is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, sexual orientation, pregnancy, age, veterans or military status or non-job physical or mental handicap or disability or other classification protected by applicable federal, state or local laws, except where there is a bona fide occupational disability.

Similarly, no person associated with the Company shall discriminate in the conduct of the Company’s business against any other person for any of the same reasons.

TYPE OF ASSOCIATION

The Fair Labor Standards specifies criteria for categorizing jobs as exempt or non-exempt based on the salary and wages of a job in conjunction with its duties and responsibilities.

EXEMPT EMPLOYEES are paid on a salary basis. They are not entitled to overtime pay and are expected to devote time as needed to complete assigned responsibilities.

NON-EXEMPT EMPLOYEES are generally paid on an hourly or weekly basis. They are entitled to receive overtime pay for hours worked beyond 40 hours in any one week.

INDEPENDENT CONTRACTORS - referring to agents who are paid on a commission basis. They are not subject to payroll taxes withheld by the Company. Agents are responsible for their business expenses incurred during their association with the Company. All agents must sign a Real Estate Broker/Real Estate Salesperson Agreement.

RECRUITING & SELECTION PRACTICES

A truly professional real estate company requires hard-working and committed individuals. Recruiting efforts may include any or all of the following efforts:

- Newspaper Advertising
- Recruiting Seminars
- Personal reference from an agent or administrative member
- Social Media Platforms such as Facebook, LinkedIn, etc.
- Online Job Boards such as Glassdoor, Indeed, etc.

Resumes and applications will be screened to identify qualified applicants and interviews will be conducted with the most qualified. Specific job related criteria would be used to determine suitability for the open position. Applicants will be provided with a job description. References will be checked to the extent permitted by law.

COMPENSATION PRACTICES

Independent Contractors' Commission and Bonuses

All agents shall be compensated solely on a commission basis in accordance with their current RMS Schedule outlined in the most recent Real Estate Broker/Real Estate Salesperson Agreement or Addendum to Agreement.

Agents shall be entitled to commissions based on the total net amount received by RMS Elite Properties upon the successful completion of any real estate transaction. All agent commissions due are subject to fees set forth by the Company. Bonus commissions shall be determined by the Company.

Special Circumstances

RMS Elite Properties hereby agrees to increase your personal commission when certain “special circumstances” come into play. These may include:

1. Personal “Investment Properties”
 - a. Commission Compensation shall be calculated at 90%; regardless of current split
 - b. Investment “Partnerships” do NOT qualify
2. Personal Residence
 - a. Commission Compensation shall be calculated at 90%; regardless of current split

These “special circumstance” commission compensation figures are subject to change without notice. In order to qualify for these “special circumstance” commission calculations, the agent must be a full time RMS agent with REALTOR status, and must be approved by Broker via a signed Commission Disbursement form.

The above stated information does not supersede any previous agreements mutually agreed upon and understood by RMS Elite Properties and each agent.

All effort will be made to pay within two business days of receipt of the check deposit, except for the last day and/or the last Friday of the month. In that event, payment will be made to the agent by the close of business on the following Tuesday.

Exempt and Non-Exempt Administrative Pay Periods

Administrative members are paid on the Friday of every other week for the work period ending on that Friday. Administrative members who will be out of the office on a payday should make arrangements regarding the handling of their paycheck.

Introductory Period or Probation Period

The first 180 days of your job at RMS Elite Properties are considered an introductory period or Probation Period and will be used to verify your skills, capabilities and suitability for our Company. Likewise, this gives new Employees the opportunity to evaluate the Company as a place to work. During this time your job may be terminated at any time without any reason and without any advanced notice.

CONFIDENTIALITY POLICY

All agents are expected to use extreme caution to ensure RMS Elite Properties confidential information and the confidential information of our clients remains confidential, and does not become available to anyone inside or outside of RMS Elite Properties who is not entitled to know it.

Definition of Confidential Information

Due to the nature of our business, agents have access to a broad range of confidential information that must be protected. By way of example and not limitation, confidential information includes:

- Non-public information about our clients, including motivation and all financial information.
- Our marketing plans and strategies;
- Our costs, funding, and the methods we use to determine the price of listings, etc.;
- Our internal initiatives, strategies, processes, and methods; and
- Confidential information which agents may obtain concerning our employees, including personnel files, personnel evaluations and the like.

General Restrictions

Confidential information may not be used or disclosed by agents unless such use or disclosure is required by their job responsibilities on behalf of RMS Elite Properties. Confidential information as described in this policy is the exclusive property of RMS Elite Properties with all proprietary rights and under no circumstances whatsoever shall agents have any rights to use, disclose, or publish to others such confidential information during or after their affiliation with the Firm.

Maintain Confidentiality at All Times and Take Precautions in Public Spaces

To maintain all confidential information in strict confidence, all agents must avoid:

- Discussing confidential information with anyone other than those who have an authorized, legitimate need to know to carry out their job responsibilities;
- Disclosing confidential information to unauthorized RMS Elite Properties personnel.
- Discussing specific transactions, or any other confidential information in a public place where you may be overheard. Be sure to lower your voice or move to a private area when speaking on a cell phone for business and similarly being mindful so that business conversations cannot be overheard in restaurants, etc.
- Talking unnecessarily about confidential information anywhere, including in your own office or home.

Employee Relationship with Investors

From time to time an investor that does business with RMS will be visiting the office. As an employee you are not to discuss any RMS business or investor related business or actions with that investor. All discussions should be referred to Mike D'Aloia.

USE OF FIRM-OWNED PROPERTY, INCLUDING COMPUTERS AND OTHER COMMUNICATIONS EQUIPMENT

Email, Voicemail, Internet and Computer Network, Software, and Hardware:

All computers and computer accounts are the exclusive property of RMS Elite Properties. Voicemail, Internet, email and all other computer and communications resources (all collectively referred to in this policy as "IT resources") are business tools, provided to you at significant cost to RMS Elite Properties. Thus, the expectation is that you will use the IT resources for business-related purposes and not for personal purposes unless specifically authorized by the

Principal Broker. Some examples of business related purposes include, but are not limited to: communicating with clients and researching information for the benefit of RMS Elite Properties.

RMS Elite Properties requires that you conduct yourself honestly and appropriately on the Internet and in using other IT resources and respect copyrights, software licensing rules, property rights and privacy of others, just as you would in any other business dealing. To be absolutely clear, all existing RMS Elite Properties office policies and governing laws and regulations apply to your conduct in using all IT resources, especially (but not exclusively) those that deal with intellectual property resources, sexual and other harassment, data security and confidentiality. Also, the systems as provided to you are RMS Elite Properties property. The messages sent, retrieved, deleted and/or stored via the company systems are at all times the property of RMS Elite Properties.

All agents should be aware that RMS Elite Properties has the right, but not the obligation, to monitor all agents' use of any Firm resources. For this reason, agents cannot and should not expect privacy in their use of RMS Elite Properties IT resources, and should instead expect that their email messages, voicemail messages, computer and Internet use, and other use of RMS Elite Properties IT resources is not confidential and may be monitored/reviewed without prior notice or consent of the employee.

No playing games, no offensive, sexually explicit or inappropriate material is to be viewed or used on Company computers.

Personal use of email should not interfere with work. Employees can send them only during non-work hours. Personal emails should adhere to the guidelines in this policy.

Email is a business communication tool and the users are obligated to use this tool in a responsible, effective, and lawful manner. Violating such can result in disciplinary action up to and including employment termination.

ADVERTISING

The term “*media*” is interpreted to mean **any** form of promotion, including but not limited to print, electronic, billboard, signs, the internet, social networking and or any other form of display.

All advertisements and collateral marketing materials must include the name of the Firm and its logo with correct RMS colors, conspicuously, and either the principal broker or agent’s name and number.

SOCIAL NETWORKING AND BLOG POSTINGS

Postings on social networking sites such as, but not limited to, Twitter, Facebook and LinkedIn, as well as on blogs has become increasingly common. RMS Elite Properties neither encourages nor discourages any of its agents from posting on social networking sites or blogging. However, agents should be aware that these postings are public; even if access to them is restricted they may be forwarded out of the restricted group by those who have rightful access, and live on virtually forever. Even if a posting is taken down it never truly disappears but rather continues to

exist somewhere in cyberspace. As a result, agents need to be mindful that internet postings (whether images or comments), even though done on your own time and using personal equipment, can cause damage to not only your own reputation and interests but also the reputation and interests of RMS Elite Properties, employees of RMS Elite Properties, the broker/owner, clients, and the public we service.

Should you choose to blog or participate in any social networking site on your own time, using your own resources and equipment, you are required to follow these guidelines:

1. You must never disclose any confidential information of RMS Elite Properties or any information whatsoever about our employees or clients.
2. Your postings must not violate any laws or policies of RMS Elite Properties, including but not limited to harassment, or confidentiality of RMS Elite Properties employees or clients.
3. Your postings must comply with the REALTOR® Code of Ethics and the statutes and regulations governing advertising by real estate licensees. In particular, current license law requires you to comply with all advertising requirements when you post information on such sites. This means that posts must include all the information required to be provided when you produce traditional advertising.
4. Your postings should be respectful to the company, RMS Elite Properties employees, clients, and competitors.
5. For non-real estate transactions, you need to ensure that the views, opinions, ideas or information you express are yours and are not in any way attributable to RMS Elite Properties.

Agents should report violations of this policy to the Principal Broker. It is the responsibility of all agents and employees to help RMS Elite Properties ensure compliance with the policy. Violation of any aspect of this policy is subject to disciplinary action, up to and including termination of the agency relationship, regardless of whether such conduct occurred away from work or on non-work time.

DRESS CODE

It is the policy of the Company that RMS agents, associates and employees project a professional and business-like image. Good taste and common sense should be exercised at all times. Agents are expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, athletic wear, jeans or shorts. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted. The following is a non-exclusive list of dress that is unacceptable:

- Clothing such as T-shirts that are torn, worn, dirty or frayed
- Barefeet, flip flops or thongs
- Clothing that reveals too much cleavage, chest, midriff or back
- Extreme short skirts
- Sheer or see-through clothing
- Tank tops or muscle shirts

- Clothing with potentially offensive words, logos or graphics
- Sports apparel such as caps, jerseys or jogging pants
- Spandex or Lycra shorts
- Tennis shoes

*Jeans may be worn on Fridays or weekends, that are not worn, frayed or have holes.

SALES MEETINGS

The Third Thursday of each month, the Company has a general meeting. Your attendance is expected unless arrangements have been made in advance with the sales manager. Although attendance cannot be mandatory at such meetings, an agent's ability to market real property in a professional manner is greatly improved if he/she attends.

VACATIONS AND OTHER ABSENCES

Any time you will be out for the day due to sickness, illness, death in the family, catastrophic event, or other, it will be your responsibility to call the office and notify management as soon as possible.

Agents: As an independent contractor, you are entitled to schedule vacations and other time away from work without prior approval. However, you must advise the Principal Broker regarding your plans for time away from work and how your pending transactions and other professional obligations will be handled in your absence.

HOLIDAYS

Eligibility

Exempt salaried employees who are classified as regular, full-time employees and who have worked for RMS Elite Properties for at least 90 days are eligible to receive holiday pay.

RMS Elite Properties recognizes six paid holidays each year in which the office is closed:

- New Year's Day.
- Memorial Day.
- Independence Day.
- Labor Day.
- Thanksgiving Day.
- Christmas Day.

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday. RMS Elite Properties may observe other holiday's at management's discretion.

BENEFITS

At this time, RMS does not offer any benefits or health insurance to its agents or employees.

The RMS Profit Sharing Plan

To be eligible for the RMS Profit Sharing Plan you must have worked a minimum of 12 months as a full-time, salaried employee at RMS Elite Properties, and have earned at least \$5,000 in the preceding year.

The RMS Profit Sharing Plan is an employee benefit offered by the company to any employee who meets the eligibility requirements and would like to participate. The plan is through Fidelity, and is a SIMPLE IRA*. The company offers a matching contribution equal to your salary reduction contributions up to 3% of your annual compensation.

As of August 2020, the maximum contribution for an individual is \$13,500. If you are 50 or older, the maximum individual contribution is \$16,500. These amounts may change from year to year. Please check with the RMS CFO for any changes.

*Fidelity's Savings Investment Match Plan for Employees (SIMPLE) IRA is an easy-to-manage savings plan that lets you put tax-deferred money aside for retirement. Investment options include a wide range of mutual funds, stocks, bonds, ETFs (Exchange-Traded Funds), and FDIC insured CDs.

RMS encourages you to seek the counsel of a Financial Advisor, OR to use the services provided for you at Fidelity, for any specific advice or financial strategy related to the RMS Profit Sharing Plan. See RMS CFO for Fidelity contact names and information.

ALCOHOL AND DRUGS

Possession, use, sale or being under the influence of alcohol or drugs on RMS Elite Properties premises or while conducting RMS Elite Properties business is prohibited.

HARASSMENT POLICY

RMS Elite Properties is committed to providing an environment that is comfortable, safe and free from harassment of any kind. It is the policy of RMS Elite Properties that all employees, customers and clients be free of discrimination and harassment on the basis of an individual's race, color, sex, pregnancy, sexual orientation, national origin, genetic information, religion, marital status, veteran status, physical or mental disability, age or any other protected category under federal or state law.

RMS Elite Properties will not tolerate sexual or other unlawful discrimination or harassment in the workplace or in other settings in which employees, customers and clients may find themselves in connection with their employment or agent-related business. Any type of harassment is a violation of this policy and may be illegal.

Harassment can take many forms. It may be but not limited to the following: words, signs, jokes, pranks, intimidation, physical contact or violence. RMS Elite Properties will not tolerate unlawful harassment of any employee or client or customer by anyone employed or affiliated by RMS Elite Properties at any level. RMS Elite Properties specifically prohibits harassment for any discriminatory reason. Derogatory racial, ethnic, religious, age, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

RMS Elite Properties takes allegations of violations of this policy seriously, and will respond promptly to complaints of harassment. Where we determine that inappropriate conduct has occurred, RMS Elite Properties will act promptly to eliminate the conduct and take any necessary corrective action, including disciplinary action where appropriate. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to any manager of the Company with whom you feel comfortable. When the Company becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the company to do so.

SAFETY

RMS Elite Properties strives to maintain a secure, safe, and healthful work environment. Agents and administrative members are required by law (the Occupational Safety and Health Act - O.H.S.A.) to follow basic rules of safety in the performance of their jobs. Everyone is responsible for keeping their work area free of safety hazards.

You must immediately report any unsafe condition, no matter how minor, to the appropriate supervisor. Anyone who violates safety standards, who causes hazardous or dangerous situations, or who fails to report, or where appropriate, remedy such a situation, may be subject to termination of the contractual relationship.

In the event of a fire, extinguishers are located in all offices. All staff members should be acquainted with their location and use. If the staff members are unable to control the situation, the proper authorities should be called immediately and all staff members should be instructed to leave the building.

SECURITY

All agents and administrative members who are given and entrusted with keys to enter the building(s) must provide for their safekeeping. All keys must be returned upon termination of employment/association.

Internal security problems should be reported to RMS Elite Properties. External security problems should be reported, without hesitation, to the Police.

To the extent possible, all visitors should report to the receptionist to be ANNOUNCED. Visitors, customers, co-op brokers are not authorized into the back of office areas. Receptionist will show visitors to a conference room to wait.

The last staff person to leave each evening is responsible for proper building closing activities: lights off, windows/doors locked, equipment and appliances off, security lights on, etc.

You are in complete understanding that the company has video & audio surveillance within the offices. These are for security purposes and are not to be tampered with at any time.

SMOKING POLICY

Smoking poses a health risk to both smokers and nonsmokers. This policy is designed to foster the health and safety of all employees, agents, clients and others in RMS Elite Properties workplace. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of both smokers and nonsmokers. Each agent is responsible for adhering to this policy.

All RMS Elite Properties employees, agents, customers and visitors are expected to comply with the smoking regulations detailed in this policy to maintain a non-smoking work environment in compliance with state laws. Smoking is only permitted in the designated outside smoking areas. Smokers are responsible for ensuring that the smoking designated area is left clean and orderly.

Smoking is prohibited inside all company buildings, and client or customer properties. If employees or brokers use personal vehicles to conduct business, no smoking is permitted inside the vehicle while on RMS Elite Properties related business.

An agent who sees a violation of this policy may advise the smoker of RMS Elite Properties smoking policy. If the smoking continues, the agent should inform the broker/owner who will then be responsible for discussing the situation with the violator. Further violations should be referred to the Principal Broker. Violations of this policy may lead to disciplinary action up to and including termination of the agency relationship.

CONFLICT RESOLUTION AND REPORTING REQUIREMENTS

The chief method by which conflicts inside and outside the RMS Elite Properties will be resolved via the Principal Broker. As an agent affiliated with RMS Elite Properties, you must promptly report any issue or dispute that may arise. These disputes include, but are not limited to the following:

- Any discrimination or other violations of federal or state fair housing laws that you observe.
- Any verbal or written complaints that you receive from a party to a transaction in which you are involved.
- Receipt of a Subpoena or legal process involving your conduct as a real estate agent.
- Any automobile accidents or other personal injuries that you experience or observe while you are working in your professional capacity.
- Failure of an escrow check to clear.
- Any disputes between you and other agents regardless of whether those agents work for RMS Elite Properties or another firm.
- Any harassment that you experience or observe either within the office or outside the office in the course of your professional capacity.
- Any conduct that you perceive creates a hostile, intimidating or offensive work environment.

This is not an exhaustive list and there could be other issues or problems that arise during the course of your affiliation with RMS Elite Properties. When in doubt, please bring the matter to the immediate attention of the Principal Broker.

TERMINATION

Reasons for Immediate Termination

1. Reporting to work under the influence of alcohol or drugs
2. Bringing, possessing, or acquiring alcohol or drugs
3. Selling or attempting to sell alcohol or drugs to other employees

4. Theft of Company Property, Company time, or fellow worker's personal belongings
5. Punching another employee's time card or allowing another to punch your time card

Additionally, any employee may be discharged in the event of continued violation of work rules. Improper conduct may constitute grounds for the issuance of a warning before more severe disciplinary action is taken.

Voluntary Termination

If you decide to leave the Company, we ask that you provide two weeks written notice of your intention to quit. Walking off the job or absence for more than 5 days without a report to the Company, will be reason for a voluntary quit.

See Standards of Conduct at the end of this manual (sign and return the signature page)

GENERAL

Office Hours

Monday - Friday 9:00am - 5:00pm

Saturday - 11:00am - 3:00pm and some other times by appointment

COMMUNICATION

RMS / Rental Marketing Solutions, LLC / RMS Elite, LLC / RMS Elite Properties

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St. Petersburg, FL 33713

Phone # (727) 821-1999

Fax # (727) 521-8783

CO Email: info@rmsrents.com

Website: www.RMSelite.com

This office does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). This Employee Handbook belongs solely to RMS and is not to be copied, borrowed or revised except by management.

Statement of Understanding

I have received, read and I agree to abide by the Company Employee Handbook. I understand the policies and procedures set forth in the handbook. I also understand that the handbook is not a contract of employment, does not in any way limit the right of the Company to terminate my employment and that my employment may be terminated at any time, with or without notice, within the sole discretion of the Company Management.

Employee Name

Date



Elite Properties

STANDARDS OF CONDUCT

Standards of conduct shall be observed in order to maintain a positive and productive work environment. Disciplinary action taken for unsatisfactory conduct may include termination of employment/association. The standards listed below are not intended to be the only grounds upon which a staff member or independent contractor may be disciplined or discharged.

- Stealing private or Company property
- Gambling on any Company property
- Willful destruction or defacement of private or Company property
- Possession, use, or being under the influence of drugs
- Carrying or use of firearms or any type of weapon on any Company property
- Dishonest acts including misuse, fraudulent handling and/or improper disposition of Company assets
- Falsification or misrepresentation of information
- Immoral or indecent conduct
- Use of obscene, abusive or threatening language
- Disorderly conduct
- Disregarding instructions of a manager/supervisor or other proper authority
- Failure to observe security and safety rules and regulations
- Contributing to unsanitary conditions or poor housekeeping
- Inefficiency, lack of productive effort, or other unsatisfactory work performance
- Unauthorized use of time, materials, or equipment for personal activities
- Failure to observe Company policies, procedures and practices as well as any amendments or modifications which may be adopted (posting of new procedures upon the Company bulletin board shall constitute sufficient notice of new rules and regulations)
- Engaging in activities for personal gain that are in conflict with the interest of the Company
- Obtaining and/or conveying, without authority, confidential information about the Company
- Any other conduct, participation or activity harmful to the reputation of the Company
- Violating any rules promulgated by the Florida Department of Business and Professional Regulation, the Florida Real Estate Commission or any local Association of Realtors, or violating the Code of Ethics of the National Association of Realtors
- Violating any law of the State of Florida

With my signature, I confirm my understanding of these Standards of Conduct as outlined above.

Name

Date