



Rental Marketing Solutions, LLC

d/b/a RMS Elite Properties

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## **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 Associations 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 / Please Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature