

HOUSING CODE OF CONDUCT



The policies set forth below are expectations that must be met to remain eligible to live in Atlas Alarm Corporate Housing.

- Housing is for team member use only. No guests of team members are permitted to stay the night in corporate housing unless approved by management.
- Pets are not permitted in corporate housing. No exceptions.
- Large parties are not permitted at corporate housing.
- Team members agree to treat corporate housing with respect and care, and all team members will be responsible for their respective units. Regular cleaning checks will be enforced.
- There is a zero tolerance policy against any smoking, drug use, or excessive alcohol consumption in the corporate housing.
- Any complaints against another team member staying in the housing are to be addressed with Britt Lacefield.
- Noise or other complaints against neighbors are to be handled by calling the leasing office. Please do not confront neighbors directly.
- Please remember that you represent the company at all times when staying at the corporate housing. We expect a high level of professionalism when interacting with other team members and neighbors.
- Management reserves the right to deduct any damages or cleaning fees from a team member's paycheck.
- A check-out walk through is required when moving out of corporate housing. If you leave without completing this process, management reserves the right to withhold pay including, but not limited to, base pay, commission, or any bonuses the team member may be entitled to.

Any violation or breach of this code of conduct will be subject to the following penalties: 1st offense: \$250 fine; 2nd offense: \$500 fine; 3rd offense: Removal from corporate housing

I, _____, agree to adhere to the Atlas Housing Code of Conduct. By signing my name, I acknowledge that using corporate housing is a privilege that can be revoked by management.

Team Member Signature

Date

Manager Signature

Date
