

**River Bank Lofts Condominium Association**

Employee Attestation

While employed in the capacity of \_\_\_\_\_ at River Bank Lofts, I \_\_\_\_\_ shall faithfully execute the responsibilities my position to the best of my ability and in accordance with the following code of conduct.

I hereby pledge to:

- Protect the safety and security of residents.
- Enhance the appearance and value of the property.
- Respect and safeguard the privacy of residents.
- Provide assistance and information to residents and others as required.
- Refrain from engaging in gossip and the inappropriate disclosure of non-public information regarding residents, guests, coworkers, tenants and Association or Management Company business.
- Be consistently accessible and responsive to residents.
- Follow the direction of the Property Manager.
- Respect, support and communicate effectively with my coworkers and refrain from any discussion concerning compensation.
- Interact effectively with vendors, couriers, workers, inspectors, neighbors, public safety personnel and city officials as required.
- Take appropriate initiative to resolve problems as they arise.
- Know and understand Association Rules and Regulations so as to be able to follow them myself and enforce them fairly.
- Appropriately document issues and incidents.
- Follow established procedures to inform the Property Manager and/or the Association Board of issues requiring their attention and encourage residents to do the same.
- By my personal appearance, demeanor and conduct, always represent the property and the Association positively and professionally.

I understand that failure to comply with the provisions outlined above may result in corrective action, up to and including termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date