

SEQUOIA PROPERTY MANAGEMENT CORP.
Code of Professional Ethics and Conduct

PREAMBLE

Sequoia, and its employees, are committed to promoting the highest level of professionalism, integrity, and ability available in the residential property management industry.

Our code of professional ethics and conduct is designed to foster trust and mutual respect among Sequoia and its clients and vendors.

ARTICLES

I. Employee

Each employee of Sequoia shall conduct himself in a manner displaying the highest degree of professional behavior, bringing credit to the profession, himself/herself and Sequoia. Employee shall speak truthfully and act in accordance with accepted principles of honesty and integrity. An employee shall endeavor to understand and fairly represent his or her own scope of knowledge and ability to perform services.

II. Responsibility to Clients

Each employee shall diligently and honestly pursue the client's legitimate objectives. Whenever possible, objectives should be put in writing to avoid misunderstandings. No employee shall place his or her own needs and desires above those of the client in the performance of work for that client. Each employee shall advise the client regularly or as agreed on matters concerning the client's property. National, State and Provincial, and Local (Municipal) laws as well as regulations, codes and ordinances shall be strictly adhered to in the operation of property or equipment.

III. Responsibility to Employers

Each employee shall behave in a manner consistent with the stated goals of Sequoia Property Management Corp.. No employee shall act out of a motive or personal gain apart from the knowledge and written consent of Sequoia.

IV. Responsibility to Real Property and Equipment

Each employee shall be diligent in the operation of property to maximize its long term value within the client's objectives. Employee shall not permit or cause damage to the property or properties under their control. In the operation of the property, employee shall take those actions reasonably necessary to maximize the security and life safety of the occupants consistent with accepted standards of the industry.

V. Conflict of Interest

Each employee shall fully disclose to the client any known conflict of interest between (a) the client ; client’s employees; suppliers; and other related parties, and (b) the owner; manager; or their employees arising prior to the engagement of management services. Each employee shall use every reasonable means to resolve such conflicts. No employee shall permit conflict of interest to remain undisclosed, nor shall he or she create any appearance of impropriety.

VI. Confidentiality

Each employee shall maintain as confidential any legitimate business information provided in confidence until and unless given permission to disclose it by the source, or for the length of time that confidentiality is legally required.

VII. Fair Dealing

Each employee shall endeavor to deal fairly with his or her clients, tenants, competitors, vendors, employer and employees. No employee shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.

VIII. Records Management

Each employee shall maintain complete and accurate records compiled in accordance with generally accepted procedures and provide them to the client or employer with comment on a regular basis. In addition, each employee shall control the funds and property entrusted to the employee in such a way as to protect the client and client’s assets from any reasonably foreseeable losses.

IX. Compliance with Laws

Each employee shall comply with all National, State, Provincial and Local (Municipal) laws and regulation, as well as any human rights statutes concerning the properties managed, apprising property owners as appropriate.

Witness

Dated