

M2 Property Group Standard Operating Procedure Manual

Acknowledgement Form

The M2 Property Group Standard Operating Procedure (SOP) Manual outlines standard procedure to be implemented and adhered to by M2 Property Group employees in certain circumstances. All standard operating procedures have been carefully created and reviewed to increase productivity, ensure transparency, limit liability and increase revenue.

The SOP manual will be updated as needed and employees will receive an updated copy via electronic distribution by posting the updated manual to the employee portion of the M2 Property Group website.

The SOP manual is not intended to answer every question that may arise, but is meant to provide guidance in many areas and to provide support for frequently asked operational questions.

Employees may not create a policy contrary to the SOP manual and where no policy exist for a given situation, the manager or maintenance supervisor should contact the regional manager, director of operations, chief operations officer, chief executive officer or other corporate member that the management may designate from time-to-time, for further guidance.

I, _____ have received, read and understand the M2
(print name)
Property Group Standard Operating Procedure Manual and will adhere to the policies therein in the execution of my duties.

Signature of Employee

Date