

Deductions from Paychecks

I authorize Property One, Inc. to deduct from my paycheck, the value of any purchases, supplies, materials, services or other goods that have been obtained through the Company for my benefit, if I have not repaid the Company in full for such items the earlier of 30 days from the date that I incurred the expense or on my final paycheck.



Signature of Employee _____ Date _____

Name of Employee _____

Internet/Electronic Mail Policy

Property One, Inc. provides computers to perform many of the tasks associated with its business. E-mail and access to the internet are available through many of our computers.

It is important to remember that these services are provided to assist you in performing your job, and not for personal activities.

Access to the internet is for work purposes only. Employees who access the internet for personal use are subject to discipline up to and including discharge.

E-mail messages also should only relate to Company business. Remember that email is not private, and that a communication through e-mail may be accessed by individuals other than the person to whom it is sent.

The Company reserves the right to monitor computer use, including use of e-mail and the internet.

Signature of Employee _____ Date _____

Name of Employee _____