

AMCS CODE OF ETHICS

AMCS as an organization adopts and embraces all principals and practices that foster the use of the highest skills and ethics in employee relationships with our residents, property owners, suppliers and vendors, and fellow employees.

As an AMCS employee, I pledge to not participate in the following conduct:

1. Serving as an employee, officer, director, or consultant with or on behalf of a competitor, customer, client, or supplier of materials or services.
2. Employing an immediate family member of an employee, executive, officer, or director without the express written permission of the president of AMCS so as to not create a conflict or the appearance of conflict.
3. Holding or acquiring any financial interest in the business of any competitor, customer, client, or supplier (except publicly traded corporations).
4. Borrowing money from or lending money to any employee, executive, officer, director, competitor, customer, client, or supplier.
5. Accepting discounts on personal purchases of suppliers' or customers' products and/or services, unless such discounts are offered to other members of the general public.
6. Accepting or offering bribes, kickbacks, payoffs, or other improper incentives or payments to obtain, influence, and/or maintain any transaction or relationship.
7. Falsifying, altering, or untimely destroying any account, record, and/or other business-related documents.
8. Creating or maintaining any secret or unrecorded funds, assets, or accounts.
9. Discussing or agreeing with competitors regarding bids, fixing or setting prices or terms of sale or services, allocating or apportioning markets, or boycotting suppliers.

Further, as an employee of AMCS I pledge to daily:

1. Maintain loyalty to the ownership of the properties I represent and pursue their goals and objectives, accepting no management assignments that would pose a conflict of interest on my part with established regulations and statutes.
2. Obtain and maintain in force all licenses and training required by state or local governments having jurisdiction over my activities, including state monitoring and allocating agencies.
3. Hold inviolate the confidential and fiduciary relationship with my employer and the confidential information entrusted to me by employees and residents.
4. Serve all employees and residents impartially and neither provide nor accept any special compensation, commissions, gifts, or payments. Also, I pledge to not allow anyone with whom I have a close relationship to receive compensation without the prior written knowledge and consent of my employer.
5. Allow no exploitation of my position, industry, or profession.
6. Uphold all laws and regulations providing for fair access to housing opportunities, housing rental, and accommodations. This includes but is not limited to all federal, state, and local fair housing laws, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, and related regulations.
7. Exercise sound business principles in managing properties.

8. Issue no false or misleading statements to the public. Refrain from disseminating any malicious, personal or confidential information concerning any property or person including residents, homeowners, owners, clients, vendors or company employees.
9. Act in conformity with applicable laws and regulations and act in every appropriate way without regard to race, color, gender, religion, familial status, national origin, special needs or age of the persons with whom we deal, to whom we provide services, or employ.
10. Keep constantly before ourselves and our residents the value of our constitutional form of government and the freedom of individual opportunity which it protects. The American flag displayed at my location is a reminder of this.
11. Practice the Golden Rule in all of our endeavors. To seek to provide our customers with the high standards of quality and service and to continually seek to provide better value.
12. Adhere to the profit principle and believe that the investment, risk, labor and effort required to present an appropriate and high quality product deserve a fair return.
13. Respect the right of competitors and colleagues to determine the value of their products and services.
14. Believe in the sanctity of contracts and their enforcement through appropriate procedures.
15. Place honesty and integrity and industriousness above all else and follow ethical standards of conduct in doing business with suppliers, agencies, residents, owners, and managers of the community we serve.
16. Understand and act in accordance with applicable law, to stay up to date and accept accountability for AMCS' policies and procedures and to maintain the Real Estates and other assets assigned to me, my work area, files, inventory systems, safety manuals, records, equipment, and documents in a current and proper state.
17. Accept only authorized payment for valid expenses and to verify the receipt of and appropriate completion of the items being invoiced.
18. Maintain all records and reports in an accurate and correct manner.
19. Maintain the work environment I have control over in a clean and safe posture.
20. Disallow and not participate in allowing deficient items or conditions or practices to exist at an AMCS managed property.

I understand and believe that it is the duty of each of us to conduct ourselves in accordance with the principles of this Code of Ethics and the duty to report to management those who violate these principles in an effort to uphold the high standards of ethics and service valued by AMCS. I further understand that violation of this Code of Ethics may result in discharge from employment. I acknowledge and understand that this IS NOT A CONTRACT and my employment with AMCS is at-will.

Printed Name

Date

Signature