

Top 10 Funding Code of Conduct

We strive for a reputation as a company with high integrity, honesty, professionalism, expertise, and respect for all people. This code of conduct applies to all contractors, sales representatives, and employees offering the services of TOP 10 Funding LLC to its clients. Any contact with others either professionally or in a casual setting should be with consideration of protecting the company Brand image and reputation.

Honesty and Integrity

All employees and representatives are expected to represent our Brand with honesty and integrity. We consider the following activities to be dishonest and must be avoided:

- Any illegal activity, whether or not it relates to our business.
- Unethical activity associated with lending for commercial real estate.
- If you are representing yourself as an agent of multiple businesses, you may not include our brand name with other brands in the same correspondence.
- Working for competitors and competing businesses.
- Misrepresenting our products and services.
- Making promises on behalf of the management.
- Entering into an agreement with us illegally or without express consent from the company management.
- Sharing correspondence or communications with anyone who is not bound by a non-disclosure agreement with TOP 10 Funding LLC.

Internet Etiquette and Usage

- We expect our representatives to be internet savvy and understand the rules of internet etiquette.
- If you are using our email address, website, or company name in email correspondence, and the email does not relate to our business, you may not use our Brand or logo.
- Do not SPAM or use our server for mass emailing. Consider a service such as Constant Contact for email marketing campaigns.
- All email correspondence should be formatted as an email business letter, which is less formal than a printed letter. Do not use SMS abbreviated terms. Please check your spelling, grammar, and punctuation.
- Do not send any inflammatory comments through any internet media, such as social media sites, discussion forums, and in response to spam mail. Read your emails before sending them. If you are emotional,

please read it again and send the message to yourself to reflect on the impact of the message.

- Do not post competing or conflicting information on internet sites. If you have a question about what may be considered conflicting, please contact TOP 10 Funding management.

Misrepresenting the TOP 10 Funding Brand

- Do not use our Brand or logo in conjunction with other businesses.
- Do not use our Brand or logo on social media sites where the context is damaging to our image.
- You may not represent yourself as an officer of the company, unless you are appointed by us and have the appropriate authority as part of our employment agreement.
- You may not mix our Brand with other business activities in your email correspondence. For example, if you sell real estate, you may not use our domain name in association with that business.

Professionalism

- You are expected to represent yourself as a professional in terms of business relations, appearance, communications, and expertise.
- The training materials and online webinars/meetings are intended to improve your overall effectiveness as a professional.
- Representatives are required to protect the identity of our lenders and clients and may not to reveal this information to anyone.
- Agents are required to keep confidential information and competitive information private and will not share or mishandle such information.
- Do not share or publish any company confidential conversations, emails, documents, phone numbers, contact information, or project information with anyone outside the company.

Other Personal Conduct

- You are prohibited from using the TOP 10 Funding Brand or logo in association with any discriminatory practices based on race, color, religion, sex, national origin, disability, age, genetics, or sexual preferences. For more on this please refer to the guidelines as defined by the U.S Equal Opportunity Commission.
- TOP 10 Funding LLC is a US based business and is not associated with any political party, religious organization, or foreign country. You may not associate the TOP 10 Funding LLC Brand or logo with any political party, religious organization, or foreign entity.

Ambiguous Language

The intention of this document is to protect both the TOP 10 Funding LLC and its Contractors and employees by providing guidelines to develop a reputation of high integrity, honesty, professionalism, expertise, and respect for all people. Any ambiguity or vagueness in the wording of this document should be discussed with TOP 10 Funding LLC management to provide a clear understanding of our working relationship.

Your signature below indicates that you have read and understand this code of conduct.

By _____

Print Your Name _____ Date _____

By _____ Date _____

Acknowledged by Andrew Sabo
President, TOP 10 Funding LLC