**M2 Property Group, LLC**

**Acknowledgement of Responsibility**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using company property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about the employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Employees may be required to pay for all issued property and or supplies that are lost, stolen or damaged. Employees are responsible for company debit/credit cards, pagers, telephone equipment, uniforms, vehicles, and any mechanical equipment that may be issued during the course of employment with M2 Property Group. In the event of resignation or termination of employment, funds will be withheld from your last paycheck to cover replacement costs.

In the event that maintenance personnel elect to use their own personal tools for property related repairs or store them on-site, M2 Property Group, shall not be responsible for the repair or replacement of lost, stolen or damaged personal property unless otherwise specifically agreed to in writing.

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Employee Signature Employee Name Printed Date