

## Ethics Statement

As a Sales Representative of Mandatory Poster Agency, Inc. (dba: Labor Law Poster Service: LLPS) you are required to maintain the highest ethical standards and professional conduct at all times. Mandatory Poster Agency (LLPS) recognizes the need to provide you with consistent guidelines to achieve this goal; therefore, the following Ethics Statement has been formulated. You are requested to read the contents of the Ethics Statement carefully and must abide by the guidelines set forth below. This Ethics Statement shall remain in effect for as long as you are a Sales Representative of MPA (LLPS) or perform any services with respect to MPA (LLPS) clients or other customers. Signing this Ethics Statement is a condition of participation in the program and must be strictly adhered to at all times.

1. I will fully disclose to each prospective customer that I am representing MPA (LLPS) and will fully disclose to the customer the name and location of corporate offices. It is expressly understood that I have no authority to bind MPA (LLPS) contractually in any way and I may not represent or imply that I have such authority. I am an independent contractor of MPA (LLPS). It is expressly forbidden for me to represent myself as an owner, officer or employee of MPA (LLPS). I may represent myself as a sales representative, independent contractor or other suitable title when marketing services for MPA (LLPS).
2. I will maintain the highest standards of professionalism and will comply with company policy, and applicable laws at all time.
3. I understand and agree that all business cards, advertising, and marketing materials must receive prior approval by MPA (LLPS) before use.
4. I will adhere to simple truth and integrity and will not engage in any misleading or deceptive sales practices.
5. I will provide sound professional advice in all sales presentations and sales calls and will remain knowledgeable of industry services and specifically, the services of MPA (LLPS) and products.
6. I will conduct due diligence and complete all site inspections truthfully; accurately reporting the nature of any business in which a prospective customer is engaged. I will promptly report to my Regional Manager or to an appropriate person at the corporate office, any notice which I may receive of any change in any customer's business which might expose the company to financial risk or be out of compliance with stated policies.
7. I will quote all prices and charges consistent with MPA (LLPS) Guidelines and will not quote products which I am not authorized to market.
8. I will not accept any payment in cash from a customer or prospective customer, and will assure that all checks are properly made out to the company and not to me personally.
9. I will conduct all sales presentations in a positive manner relying upon my ability and the value of MPA services to obtain customers. I will not in any way demean or speak negatively of my competition.
10. I will maintain the confidentiality of information provided to me by any prospect customer MPA (LLPS), and will not reveal any such information without the proper consents except to MPA and its agents. In addition, I will not, directly or indirectly, at any time, for any reason whatsoever use, disseminate, disclose, divulge to any person, firm, corporation, association or other business entity, any Confidential Information of MPA or MPA customers. "Confidential Information" means any and all information relating directly or indirectly to the business of MPA and MPA Customers including but not limited to any and all files, documents, reports, renewal information, any written materials and financial data, including any purchasing agreements.
11. I will present myself as an independent representative of MPA. It is expressly forbidden to use any other business name in solicitation of MPA (LLPS) business and/ or its products.
12. I may not use MPA'S name, doing business as names, trademarks, logos or any other intellectual property for any reason other than the solicitation of a merchant's electronic transactions processing business or the provision of the services related thereto, all in accordance with this Ethics Statement.
13. I may NOT (i) alter or modify any form of MPA (LLPS), (ii) add, alter or modify any information to the Client's order after the client has signed such document or otherwise without the client's knowledge and direction, or (iii) make any written or oral representation to or agreement with a client or prospective client that conflicts in any way with any part of the agreement.
14. It is expressly understood that I must represent MPA (LLPS). I am, under no circumstances, indicate I am under contract with the U.S. Government or any office of the U.S. Government.
15. Except as previously disclosed to MPA in writing, I am not subject to any restriction or non-competition covenant in favor of a former employer or any other entity.
16. All information I have provided at; prior to, or following the date of this form, is true, correct and complete.

I AGREE TO STRICTLY ADHERE TO THIS ETHICS STATEMENT. IN ADDITION, I REPRESENT AND WARRANT THAT I HAVE NOT BEEN CONVICTED OF A FELONY.

Sales Representative \_\_\_\_\_

Date \_\_\_\_\_

I understand that I represent MPA. I will not represent to anyone that I work for or am in any way affiliated with the State or Federal government.