



## Skyline Construction-NW

### Skyline Vendor Memo #102 09/17/2017 Zero Tolerance Theft Policy

Skyline Construction Services-NW takes a "Zero" tolerance policy toward theft. Each year we receive a number of allegations for missing items being received by our clients from mortgagors and tenants of landlord/mortgagors in default. Allegations of theft will be investigated with the strongest measures possible. Unfortunately "perception is reality" and these allegations are extremely damaging to our client relationship and can place future business in jeopardy. Any Vendor, Vendor's direct employees, or Vendor's subcontractors who are involved in the unauthorized removal of any items from a property will result in Vendor being immediately placed on "hold" pending investigation. Proper authorities will be contacted to investigate allegations and based upon the findings action will be taken up to and including possible relationship termination per the Vendor Agreement.

Theft includes, but is not limited to, the removal of any items from a property that is not specified by the work order. This includes permitting employees, neighbors, or subcontractors to take items for compensation. Some work orders contain allowance for the removal of debris or health hazards. Be sure that these items fit the strict description of debris or health hazards. Items that do not fit the description of debris or health hazards are considered personal property regardless of if they look used, worn, or disorganized. These items legally belong to the owner and can't be removed unless authorized by a work order.

Vendor is responsible for the performance or nonperformance of its employees or subcontractors as if such performance or nonperformance were that of the Vendor. Vendor should make every effort in hiring process to ensure Vendor's employees and Vendor's subcontractors possess appropriate character, disposition and honesty. Skyline encourages that Vendors conduct thorough background investigations and diligent reference checking practices prior to employment. Sentinel expects that Vendor will communicate this policy to all of their employees or subcontractors and that a signed acknowledgement be retained in Vendor's files. Frequent communication of this topic should be incorporated into your job briefings.

Please understand the extreme importance to adherence to this policy. As always, feel free to contact us to discuss your questions or concerns. We value our vendors and believe that following these guidelines closely is in everyone's best interest.

Print your Vendor name, sign and date below indicating you understand this policy and have communicated it throughout your organization. Please return a copy to your vendor manager.

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Vendor Name

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Vendor Signature

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Date

Thank you.

**SKYLINE Vendor Management**