



BORO BUILDING AND PROPERTY MAINTENANCE INC.

Employment Agreement.

This Employment Agreement between -

.....,

An individual residing at Address -

.....

Boro Building and Property Maintenance, a Florida corporation located at:

6321 Porter Road, Suite 5, Sarasota,FL34240.

The Employee is willing to enter into this Agreement and employment with the Boro Building & Property Maintenance, referred to in this document as the company, upon the terms and conditions. This Agreement is intending to be legally bound, the Employee and the Company mutually promise and agree as follows:

1. Position and Duties: During the time this Agreement is in effect, the Company will employ the Employee and the Employee will accept such employment, in such capacities and with such powers and duties as may from time to time be determined by the President and officers of the Company. The Employee will devote substantially all of his time and attention to, and will use his best energies and abilities in the performance of, his duties and responsibilities as prescribed in this Paragraph 1, and will not engage as a director, officer, partner, or any other capacity, in any business which competes, conflicts or interferes with the performance of his duties hereunder in any way.

2. Term: We request at **least 1 week notice** in writing if an employee wishes to terminate the employment. If you leave before this notice, this can result into delayed payment.

3. Probation: Boro Building & Property Maintenance request a 3month probationary period. If you are to violate any policies you will be subject to disciplinary action, and could result to termination.

4. Non-Competition: During the time of his employment by the Company, and for a period of One year thereafter, the Employee shall not, directly or indirectly, acting alone or in conjunction with others:

A. Request any customers of any business then being conducted by the Company to curtail or cancel their business with the Company; or

B. Solicit, canvass or accept any business or transaction for any other person, firm or corporation or business similar to the business of the Company, from any past or existing customers of the Company; or

C. Induce, or attempt to influence, any employee of the Company to terminate employment with the Company or to enter into any employment or other business relationship with any other person (including the Employee), firm or corporation; or

D. Act or conduct anyone in any manner which is contrary to the best interests of the Company.

The Employee recognizes that immediate and irreparable damage will result to the Company if the Employee breaches any of the terms and conditions of this Paragraph 4 and, accordingly, the Employee hereby consents to the entry by any court of competent jurisdiction of an injunction against him to restrain any such breach, in addition to any other remedies or claims for money or damages which the Company may seek. The Employee represents and warrants to the Company his experience and capabilities are such that he can obtain employment in business without breaching the terms and conditions of this Paragraph 4, and that his obligations under the provisions of this Paragraph 4 (and the enforcement thereof by injunction or otherwise) will not prevent him from earning a livelihood. The Employee agrees to pay any and all reasonable attorney fees sustained by the Company in connection with any breach of this Agreement.

5. Trade Secrets/Confidential Information: The Employee agrees that he will not at any time or in any manner divulge, disclose or communicate to any person, firm or corporation any trade, technical or technological secrets; any details of the Company's organization or business affairs, its manner of operation, its plans, processes, and/or other data; any names of past or present customers of the Company; or any other information relating to the business of the Company, without regard to whether all of the foregoing matters will be deemed confidential, material, or important. With respect to the foregoing, the Employee hereby stipulates and agrees that the same are confidential, material, and important, and any breach of this Paragraph 5 will adversely affect the business of the Company, its effective and successful management, and its inherent good will.

6. Assignment: The benefits of this Agreement are and shall be personal to the Employee, and none there of shall inure to the benefit of his heirs, personal representatives, or assigns. The obligations and duties of the Employee hereunder shall be personal and not assignable or delegable by him in any manner, whatsoever. This Agreement shall be binding upon and inure to the benefit of the Company and it shall be assignable by the Company to any entity which may acquire substantially all of the business and assets of the Company, or with or into which the Company may be merged or consolidated. This Agreement may be amended, modified or waived only by an instrument in writing signed by the Employee and an authorized executive officer of the Company.

7. Unacceptable behavior: While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other misconduct may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illicit drugs
- Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, computers, or other company-owned equipment
- Use of company equipment for purposes other than business
- Unauthorized disclosure of any confidential information

8. Time off: All time off must be requested in writing, in advance, as outlined in the Boro Building and Property Maintenance handbook;

You do NOT get paid for any time off.

Employees unable to report for work for any reason must notify as early as possible, but always at least 24h before their scheduled start time

It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day.

Should occurrences of absence or tardiness become regular or excessive, disciplinary action may be taken, up to and including termination of employment.

9. Phone calls: Personal calls during business hours are NOT acceptable, unless it is a dyer emergency.

10. Appearance: Employees of Boro Building and Property Maintenance are to present a clean and professional appearance at all times when representing the company. Management, sales personnel and those employees who have regular contact with our clients and the public are expected to dress in accepted corporate attire. Employees should always be well groomed and observe high standards of personal hygiene.

While not intended as an all-inclusive list, the examples below are considered INNAPPROPRIATE dress in the workplace:

- Open-toed sandals or shoes
- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short skirts
- Sheer clothing
- T-shirts with inappropriate or offensive images or advertising
- Exposed tattoos
- If management occasionally designates "casual days," your supervisor will inform you of what type of dress will be considered casual.

11. Drug usage: No employee may use, possess, sell, transfer or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity in any way. The company will refer to a very strict drug usage policy and reserve the right to screen when requested.

12. Sexual harassment: Boro Building and Property Maintenance will not, under any circumstances, condone, tolerate, or allow conduct which may constitute sexual harassment on the part of its management, supervisors or non-management employees. It is our policy that all employees have the right to work in an environment free from unlawful harassment of any kind.

13. Violence: Boro Building and Property Maintenance, strictly prohibits workplace violence, including any act of intimidation, harassment, violence, verbal abuse, aggression or coercion. Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotion distress
- Possessing or using a weapon while on company premises
- Intentionally damaging property

14. Pay: Boro Building and Property Maintenance employees are paid on a weekly basis. As required by law, Boro will deduct Federal Social Security and Income Tax from your paycheck each pay period. The agreed hourly rate will include all transport cost to include but not limited to Gas, Vehicle wear and tear, taxes, repayments, Insurances and all other costs either direct or indirect.

Applicable group insurance premiums for eligible employee and dependent family members will also be deducted each pay period, upon completion of appropriate authorization forms.

A. A Boro Building & Property Maintenance timesheet after the week has been worked needs to be either faxed to 941556 2028, or placed in the mail box at the office or delivered by hand to a manager at Boro, no later than Tuesday AM after the working week.

B. Each employee's hourly wage or annual salary will be reviewed at least annually. The employee review date is generally on, or about, the anniversary of employment or date of the previous review. Such reviews may be conducted more frequently under some circumstances (i.e. for a newly created position or following a recent promotion).

C. Please note that Boro Building and Property Maintenance does not include time spent on personal matters or extended breaks when calculating hours worked.

D. Boro encourages its employees to take advantage of Direct Deposit of weekly pay; this service saves time and provides added security. With Direct Deposit, each paycheck will be automatically deposited to employees' checking or savings account per their instruction. Each payday, employees will receive a pay stub for their records. Payday is guaranteed for Friday via d/d, the same guarantee will not stand if cheque payment is required.

E. For the purposes of calculating employee benefits and pay periods, the workweek is considered Monday 12 am through Sunday 11:59 pm. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will be paid. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

F. An employee's paycheck will not, under any circumstances, be given to any person other than that employee without appropriate written authorization. Paychecks may also be mailed to the employee's listed address upon request.

15. Violation in employment: Any employee found in violation of any policies will be subject to disciplinary action, and could result to termination.

16. Termination of employment: Verbal warning, written warning, suspension with or without pay, and termination of employment - depending on the severity of the problem and the frequency of occurrence. There may be circumstances under which one or more steps are bypassed altogether. Issues of job performance can, at directors request lead to a probationary work period.

17. Company Equipment: Property of Boro Building & Property Maintenance must be returned at end of employment eg: T-shirts, ID cards, Blowers, vacs, or any other general cleaning equipment that belongs to Boro. If not returned fees will deducted out of your last wage slip.

- T shirts- \$100 will be deducted. If not returned.
- Apron - \$50 will be deducted. If not returned.

18. Keys: Any keys that you get given by a Boro member of staff, are to all be handed back at the end of employment with Boro. During employment, if ANY keys get lost / stolen under your supervision, you will be held responsible for replacing all keys/ locks if needed.

Please refer to the Boro manual issue 1.1 for further detailed information. Corresponding pages will be legally binding. Any breach will lead to termination.

19. Vehicles: it is the absolute responsibility of the employee to ensure that the vehicle they use is fully legal on the roads. It is understood the Boro Building and Property Maintenance will not be held responsible for and motor accident, to include any loss or consequential loss of any auto issue.

IN WITNESS, the parties have executed this Agreement on the

Date-.....-.....-.....

Name.....

Boro Building and
Property
Maintenance Inc.

Signature

Witness