

## Office Policy Manual

What business policies and procedures has your company adopted? How are they communicated?

Enhance productivity and avoid disputes. Create your policy manual and review it in a formal setting with associates and in staff meetings. Use it as part of your orientation of new associates.

The guide that follows was designed by TAR as a tool to assist managing brokers who are drafting or revising office manuals.

Seek guidance of legal counsel. Do not distribute to your associates without reviewing and customizing to match your policies and procedures. For example, Chapter Two, Company Agency Policies 1.5 – it is the responsibility of the managing broker to determine the Company Agency Policy. Select one (1) of the five (5) sample policies contained herein; or create a different one; then delete the other samples.

To download the TAR policy guide, go to [http://www.tarnet.com/main/more tar services/](http://www.tarnet.com/main/more_tar_services/)

A signature page is included as a means to track which associates have reviewed policies.

