



StaffMarket PEO Broker Code of Conduct

StaffMarket Services, LLC has spent years building goodwill in the PEO industry and will allow you to leverage our relationships and agreements. In order to maintain a consistent experience for our member PEOs we ask that all StaffMarket PEO brokers follow our guidelines to ensure these relationships remain productive for everyone. To maintain these standards of dedication, integrity, and business ethics, we expect our brokers to act within these guidelines. Please review and sign to acknowledge your understanding and acceptance.

General Provisions

Broker Agrees that He/She:

- Will be educated on the value provided by Professional Employer Organizations.
- Will conduct themselves in a professional manner in all dealings with prospective clients and StaffMarket member PEO representatives.

Brokers and StaffMarket

Broker Agrees that He/She:

- Is not currently an employee of any PEO.
- Will provide StaffMarket and member PEOs with complete and accurate submissions.
- Will follow up in a timely manner the requests from StaffMarket and StaffMarket PEOs.
- Will not represent that StaffMarket Services as selling any insurance products.
- Will act as a direct liaison between the prospective client and StaffMarket member PEOs.
- Will not present any account directly to any StaffMarket member PEO unless authorized by StaffMarket.
- Will not use StaffMarket to solicit PEO proposals unless the prospective client has so requested.
- Will not ask for nor receive any outside commissions or other compensation for prospective PEO accounts marketed through StaffMarket.
- Will not submit same prospect to non-StaffMarket PEOs if prospect has already submitted to StaffMarket.

Brokers and PEOs

Broker Agrees that He/She:

- Will not speak disparagingly about any StaffMarket PEO member.
- Will present all solicited PEO proposals to the prospective account. PEO proposals solicited by the broker that are not submitted to the account will negate commission obligations from the non-presented PEO in the event the client later engages the PEO.
- Will present accurate and unbiased presentation of PEO's proposals and/or allow PEO to make proposals presentations directly to the accounts.
- Will not resubmit placed accounts unless directed by the account.

I have reviewed the PEO Brokerage Guidelines and agree to uphold them to the best of my ability.

StaffMarket Broker Applicant Signature