

Policy & Procedures

BridgePact International

Independent Business Consultants

As an Independent Business Consultant (IBC) with BridgePact, we encourage you to keep in mind the following general principles in interpreting the rules of Conduct and should conduct their business accordingly.

1. IBCs will carry out the responsibilities of an Independent Business Consultant to the fullest extent of their abilities.
2. IBCs will present BridgePact products, services, training and BridgePact opportunity to their clients, prospects and team members in a realistic and truthful manner and will not mislead them by making unauthorized claims.
3. IBCs will conduct themselves in such a manner as to reflect only the highest standards of honesty, integrity, and responsibility and will always attempt to serve others as they would have others serve them. When prospecting new clients they will first check to make sure that no other IBC(s) are working with the client they're attempting to contact.
4. IBCs will use only such literature or other advertising material that has been approved or supplied by the company, with BridgePact trade mark and copyright insignia. They will not deviate from this rule for any and all forms of advertising for BridgePact Sales and Marketing Plan.

Rules of Conduct for Independent Business Consultants (IBCs)

These Rules of Conduct have been adopted in order to define the duties, responsibilities and right of IBCs amongst themselves and with the company. The purpose is to develop relationships which are more conducive to good business best practices, while at the same time maintaining the right of each IBC to engage in a free and independent business. As an IBC, always remember that the structure of the BridgePact Sales and Marketing Plan causes your actions to directly and indirectly affect the business of other IBCs as well as your own.

BridgePact will enforce the Rules of Conduct, but in this we ask and need the cooperation of every IBC.

1. Sales Offers: No IBC shall make any BridgePact sales offer related to BridgePact products, services and training which is not accurate and truthful as to price, performance and availability.
2. Unlawful Practices: No IBC shall engage in any deceptive or unlawful trade practice as defined by any federal, state or local law or regulation.
3. Prospecting Rules: From time to time, IBCs will encounter situations wherein another IBC will call on a prospect they have already contacted. In some situations, the later IBC may have a better relationship with the client than the IBC who originally contacted the client. These issues are easily resolved when they occur between you and one of your sales team IBCs.

You can afford to share a lead with one of your team members because you will earn the same amount of commission as if you sold it yourself. However, when encountering this situation outside your team, BridgePact suggests the following:

- The later IBC contacting the prospect must prove to the original IBC that they have a previous relationship that would allow them to secure a sale more quickly.
 - If this is the case, we strongly suggest that the IBCs work out an exchange program of prospects.
 - The IBC being given the new prospect must exchange one their prospects of equal or greater value (value is defined as the retail sales amount).
 - BridgePact encourages IBCs to work together to resolve these issues.
 - If IBCs can't resolve these issues, then additional steps may need to be taken. Refer to enforcement procedures below to follow the proper steps.
4. Client Complaints. IBCs shall promptly report client complaints directly to BridgePact. Refer to enforcement procedures below to follow the proper steps.
 5. Refund Policy. An IBC shall honor all BridgePact refund policies. All refunds will be handled directly by BridgePact corporate.
 6. Taking Orders. Upon taking an order, the IBC will promptly place all orders through the BridgePact shopping cart.
 7. Undesirable Marketing Practices. An IBC shall not engage in high-pressure selling, but shall always conduct himself/herself in a courteous and considerate manner. All presentations of BridgePact products, services, training and direct sales opportunity must be complete and truthful.
 8. Purchasing Products. In the event that an IBC wants to purchase BridgePact products /services for personal use, those products/services must be purchased through their respective IBC that registered them.
 9. Other Products. No IBC shall attempt to induce any BridgePact client or other IBC to purchase or market non BridgePact products while under contract with BridgePact. The purpose of this rule is to protect BridgePact clients from inappropriate solicitations and ensure that the rights of other IBCs are honored at all times.
 10. Independent Contracts: All IBCs are independent business persons and no IBC shall represent or imply that he/she has any employment relationship with BridgePact or with any of its BridgePact Companies. The use of the words, "employee," "agent," "company representative," or "manager" on any stationery, business cards, websites or other printed matter is prohibited.
 11. Franchises or Territories. No IBC shall represent or imply that there are exclusive franchises or territories available under the BridgePact marketing program.
 12. Trade Names. No IBC shall use the BridgePact company name, or its trademarks of products on any printed material of any kind, including the IBCs name of doing business, advertising, etc., without the written permission of the Company. IBCs may refer to themselves as Independent Business Consultants with BridgePact International.
 13. Reporting Violations: Every IBC has the duty and responsibility to investigate and properly report any and all violations of the Rules of Conduct.

14. Registration Practices. IBCs engaged in building sales teams shall not attempt to induce prospective prospects who are being solicited and interviewed by another IBC.
15. Training Materials. All training materials to be used in BridgePact events must be approved by BridgePact.
16. Policy Change: BridgePact reserves the right to change policies and procedures at any time without prior written notice. As an IBC it is your responsibility to review these policies often.

ENFORCEMENT PROCEDURES

This is a step-by-step summary of the methods by which BridgePact may deal with violations of the Rules of Conduct.

1. Upon learning of a violation, IBCs should inform the violator of the appropriate section in the Rules of Conduct and discuss the matter with him/her. Point out the purpose behind the particular rule. Be sure that the alleged violator knows how his/her conduct broke the rule and what the proper conduct is. Most violations are due to a lack of information and a discussion usually settles the matter.
2. If the violator understands the rule and agrees to comply, then it is not necessary to inform the Company of the violation.
3. If the alleged violator refuses to cooperate, then the IBC should send a letter to BridgePact Legal at PO Box 44515, Eden Prairie, MN 55344, stating the nature of the complaint; names, addresses and telephone numbers of all persons involved; dates; times; places; etc. The letter must be signed by the IBCs reporting the violation. Anonymous complaints cannot be made the basis for disciplinary action.
4. After the letter has been mailed, the IBC should maintain contact with the violator and report any changes in the situation. The utmost care must be taken to ensure that the complaint is accurate and truthful – knowingly making a false complaint is a violation of the Rules of Conduct. BridgePact considers all complaint information as strictly confidential.
5. When the complaint is received by BridgePact, it will be handled according to set BridgePact procedures. All parties will be afforded the opportunity to be heard, either in writing or in person. Evidence may be presented and no decision will be rendered until all the relevant facts have been uncovered. Once a decision is reached, all parties will be notified and an opportunity to appeal the fairness of the decision will be made available. Although BridgePact bears the primary responsibility for the enforcement of the Rules of Conduct, occasionally IBCs, will be called upon to implement and enforce the decisions.

BridgePact Compensation Plan

Becoming an IBC:

1. All individuals wanting to become an Independent Business Consultant (IBC) must register on the BridgePact Marketing website registration page.
2. BridgePact does not require any fees or purchase of products to become an IBC.
3. Individuals must be at least 18 years of age to become an IBC.

Registering Other IBCs:

BridgePact provides an opportunity for additional income through the building of a sales team. In order to register another IBC, the IBC must be in good standing, meet all IBA requirements as set forth in these rules and be at least 18 years of age.

Remaining an IBC:

There are no monthly quotas to remain in good standing as an IBC with BridgePact. However, to remain as an active IBC, all IBCs are required to personally complete two new sales per year with a minimum of \$2,500 in retail sales volume or generate team retail sales volume of \$10,000 per year. Only active IBCs can earn commissions. BridgePact's calendar year for this requirement runs January to January.

Personal RBI:

Personal RBI is defined as recurring business income that is generated from the IBCs personal sales and marketing efforts. Many of the BridgePact products contain a recurring feature. As an example; digital advertising is sold once, but billed monthly to the client. Each month a client renews, the IBC continues to receive another commission based on the amount the client submits. In order to continue receiving this income, the IBC must qualify once a year according to BridgePact policy under the "**Remaining an IBC**" clause.

Team RBI:

Team RBI is defined as recurring business income that is generated by a sales team that the IBC personally registers. In order to continue receiving this income, the IBC must qualify once a year according BridgePact policy under the "**Remaining an IBC**" clause.

Commissions:

Personal Commission

BridgePact pays an 8% commission on all personal sales generated by an IBC.

Example: Personal RBI

\$50,000 monthly sales revenue x 8% = \$4,000 monthly

Team Bonus

BridgePact pays an 8% commission on all team sales generated by an IBCs personally registered sales and marketing team.

Example: Team RBI (5 Personally Registered IBCs)

\$50,000 monthly sales revenue each x 5 IBCs = \$250,000 x 8% = \$20,000 monthly

Charge Backs:

BridgePact as a general rule does not offer refunds on products that are considered to be of a service nature. Such products would include digital advertising, website development and non-profit consulting. In the unlikely event a client is issued a refund, BridgePact will only charge back 50% of

the commissions that were originally issued to the IBC. The charge back will be deducted from future commissions. However, if it is concluded that the IBC intentionally misrepresented the BridgePact product, the charge back will be 100% and an immediate demand for the repayment of the commission will be issued.

BridgePact Pay Period:

BridgePact issues commission checks once a month. A full pay period runs the last Friday of each month to the last Friday of the following month. BridgePact issues commission checks for all business submitted and paid during that period on or around the first Friday of each month.