

CORELINE AGENCY – TEAM MANAGER TERMS & CONDITIONS

1. Role & Responsibilities

Team Managers are responsible for supervising outreach representatives, editors, or assigned team members under Coreline Agency. Managers must maintain professional conduct, ensure workflow efficiency, and act in the best interest of the agency and its clients.

2. Performance & Leadership

Managers are expected to:

- Coordinate team communication and task assignments
- Monitor deadlines, quality standards, and delivery timelines
- Report progress, issues, or conflicts to the agency leadership
- Maintain a respectful and professional work environment

3. Payment Structure

- Team Managers may receive compensation through revenue share, management bonuses, or internal commission structures defined by Coreline Agency.
- Payments are processed only after the client completes payment to the agency.
- Weekly or scheduled payout cycles may apply depending on project flow and revenue verification.

4. Revenue Distribution Authority

- Managers do not have independent authority to change revenue splits without agency approval.
- Any distribution decisions must follow official Coreline Agency policies.
- Transparency in reporting team contributions is mandatory.

5. Confidentiality & Data Protection

- Managers must keep client information, internal strategies, pricing, and team data strictly confidential.

- Sharing internal documents or client assets outside the agency without permission is prohibited.

6. Conduct & Professional Standards

- Harassment, misuse of authority, manipulation of team payouts, or dishonest reporting is strictly forbidden.
- Managers must avoid spam outreach, unethical client acquisition, or actions that could harm the agency's reputation.

7. Decision-Making Limits

- Managers coordinate teams but final authority on contracts, pricing, hiring, or termination remains with Coreline Agency leadership.

8. Removal or Termination

Coreline Agency reserves the right to remove a Team Manager role if:

- Policies are violated
- Performance is consistently poor
- Trust or professionalism is compromised

9. Agreement Acknowledgement

By acting as a Team Manager within Coreline Agency, you agree to follow these terms and maintain professional standards aligned with the agency's goals and policies.