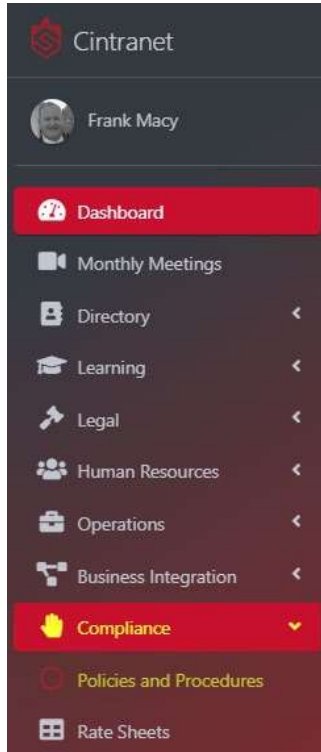


Policies and Procedures Now Published on Cintranet

Operations and Lending Personnel: As shown below, we have created a “**Compliance**” folder on Cintranet in which we have uploaded many of our loan mortgage origination policies and procedures:



Compliance will work with department managers to add additional policies and procedures as they become available.

If you have an urgent need to access any policy or procedure not currently housed in this folder, please reach out to your immediate supervisor.

Please remember Company policies and procedures are proprietary and for internal purposes only, so should not be shared with outside entities. Therefore, if an outside request is received for any of these documents, please forward the request to both Legal and Compliance for consideration.

Please contact your immediate supervisor with any questions.

Best Regards,

Compliance