

The SOUD Law Firm Basic Code of Conduct and Office Policy

Below are the basic policies and rules of your employer. You are expected to know and abide by what follows. Your employment is very dependent upon your observation and complacence with each of the following:

- The office common areas are monitored by video and audio surveillance systems.
- The phone systems may record conversations and/or log the phone numbers of all incoming and outgoing calls.
- The computer firewall logs the websites visited by office computers.
- There are nine (9) paid days-off during the calendar year and earned vacation is paid. Otherwise, if we don't work or close early, it is without pay.
- All time off is approved by the owner. Where applicable, provide at least one week notice. We are a small office so it is difficult when two employees are off at the same time – we have a first come, first serve policy.
 - If you will not be reporting to work due to unexpected reason, such as sickness, call the owner's cell phone and leave a detailed message.
- Sick Leave – In order to return to work, you will be required to present a doctor's note that definitively diagnosis your illness, if: (1) you are sick on a Monday or Friday or the day before a holiday or the day after a holiday, regardless of whether or not you have any sick leave available to you. Or, (2) If you call in sick and you don't have "sick leave",
- The office computer you are using is provided to you for the limited purpose of office work only. Therefore, expect no right to privacy, AND:

Employee Signature: _____

DATE: _____

Print Name: _____
____ No

Copy Received: ____ Yes /

- Do not use the Internet unless it is for a business related matter
 - Do not delete your web browsing history, ever. *Please note: Violation of this policy is grounds for immediate termination.*
- Do not use the computer's Internet connection to view or download ANYTHING not client case related:
 - No Video, like YouTube
 - No Jokes
 - No Pictures (except client related matters from trusted sources)
 - No Unauthorized Computer Programs, like Yahoo Messenger
- Your Email account with soudlaw.com is for business purposes and subject to review at anytime without notice.
- All company information and client information is private and confidential. Except as necessary in the normal processing of a client's case, you are not authorized to download any company information or client information to any media (compact disc, DVD's, USB drives, external hard drives or the like) from Soud Law systems. Likewise, you are NOT authorized to email any company information or client information to a non-case related email account, including your own personal email account(s) that have not been assigned to you by Soud Law. Company information and client information includes but is not limited to any client case information or office material, including but not limited to office forms, templates, case lists, client demands, inclusive of redacted client demands, emails, email attachments, files, pictures, video, correspondence, memorandum, medical records or medical bills. For

Employee Signature: _____

DATE: _____

Print Name: _____
 _____ No

Copy Received: _____ Yes /

the processing of a client's case it is never necessary for you to take office material or client material home (or out of this office) nor is it necessary for you to email office material or client materials to your personal email account not assigned to you by Soud Law.

- We do not use profane language in this office.
- The dress code at this office is Business. Friday is "Casual Friday" and jeans (no holes) are allowed.
- Treat each other with respect. Everyone is important.
- Our work philosophy is simply "A full's day's work earns a full day's pay", therefore:
 - There is only ONE common goal: The Clients Cases. Respect all clients always.
 - No personal phone calls. (Includes cell phones)
 - Cell phones need to be put away. No texting
 - No Non-business activities, work, or personal projects.
 - If you go "on break" more than 10 minutes, clock out.
 - Overtime is not expected nor authorized, and it does not matter if you are an hourly employee or salaried employee. Do not go over 40 hours per week.
- If you are in this office you are expected to be doing work for this office. If you have personal matters to handle, that is ok and expected but you need to be clocked out and handle your business on your own time.
- Clock IN for work, OUT for Lunch, back IN after Lunch, and Out for the day.
- Never clock another employee either IN or OUT

Employee Signature: _____

DATE: _____

Print Name: _____
____ No

Copy Received: ____ Yes /

- There is no such thing as working through Lunch. You should clock out for a “lunch break” at an appropriate time coordinated with your co-workers and you are encouraged to leave the premises and walk outside for exercise or lounge in the break room. Minimum required: 15 minutes per day.
- We do not eat (including “snacks”) at our desks for the following reasons: 1) mess & pests and 2) protect client papers.
 - Eat food ONLY in the break room. No eating at desks.
 - Report carpet stains immediately.
 - Keep the break room clean; put away (dishwasher) your own dishes.
 - Clean microwave after each use – NO SPLATTERS
- Do not use office phones, faxes, or copiers for personal use.
- Do not use office supplies for personal use.
- Do not remove office supplies (pens, pads paper etc...) from the office.
- Do not remove a client’s file or any part thereof from the office.
- Do not use office stamps or office postage for personal mail.
- Do not use office accounts with suppliers (Staples, Office Depot, etc...) or shippers (Fed-X, UPS, etc...) for personal use.
- Do not view inappropriate web sites, such as pornography or risqué sites such as Victoria Secrets.
- Do not change any computer settings or log in information or password settings.
- Do not access the Server. Do not open files or folders on the Server.

Employee Signature: _____

DATE: _____

Print Name: _____
 ___ No

Copy Received: ___ Yes /

- Do not access the Security Camera computer. Do not open files or folders on the Security camera computer.
- The Firm has a zero tolerance policy regarding drugs or alcohol, while on the premises or on the clock. You may be required to submit to a test (blood, urine or other sample) at anytime. If you test positive for any alcohol or non-prescribed drugs you will be terminated.
- Do not embarrass the firm, whether on the job or off. For example, getting arrested, for any reason, is embarrassing to the firm. It is also embarrassing to the firm if you post on social media or other internet sites any words, pictures or material disparaging the firm, its owner or your co-workers.
- Do not discuss your wages or pay-rate with other employees.
- If you don't know or have a doubt about a policy or procedure, or some conduct you are about to undertake, feel free to ask.

Employee Signature: _____

DATE: _____

Print Name: _____
____ No

Copy Received: ____ Yes /