

The SOUD Law Firm Basic Code of Conduct and Office Policy

Below are the basic codes of conduct and office policies expected and established by your employer. You are expected to know and abide by what follows. Your employment is very dependent upon your understanding, observation and compliance 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. In instances where it is not feasible for two employees to be 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.
- Unexpected absence from work due to being sick – In order to return to work, you may be required to present a doctor's note that identifies your illness. Particularly if: (1) you are sick on a Monday or Friday or the day before a holiday or the day after a holiday; or (2) If you call in sick and you don't have "sick leave".

Employee Signature: _____

DATE: _____

Print Name: _____

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- The office computers (hardware) and the office program or app (software), and the office's cloud services are provided to you for the limited purpose of company work only. Therefore, expect no right to privacy to the company's hardware or the data produced by the company's software or cloud services, AND:
 - Do not use the company's Internet connection 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 Apps or Computer Programs.
- Your Email account with soudlaw.com and/or soudlawfirm.com is for business purposes and subject to review at any time 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, cloud storage, or the like) from Soud Law systems. Likewise, you are NOT authorized to email any company information or client information to a

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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, reports, client demands, inclusive of redacted client demands, emails, email attachments, files, pictures, video, correspondence, memorandum, medical records or medical bills. For 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.

- Language: We do not use profane language in this office.
- The dress code at this office is relaxed 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 Client and their case. 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.

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- 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. All clock INs and OUTs are to be done at your workstation. Do not use a mobile device to clock in and out.
- Never clock another employee either IN or OUT
- 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 our client files & 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.

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- 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 of your computer settings without asking the IT Director and Owner.
- Do not access or attempt to access physically or electronically the Server, or administration files (such as Bookkeeping, QuickBooks, Admin or the like.)
- Do not access or attempt to access physically or electronically the Security Camera DVR, the Fire Alarm Systems or the Burglar Alarm Systems.
- 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 of blood or urine at any time. 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. Your personal conduct in your off time can also be embarrassing to the firm, and a cause for immediate termination. For example, if you post on social media or other internet sites any words, pictures or material of, from or

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endorsed by yourself that is socially unacceptable, racist, homophobic, irreverent to any religion, nudity, partial nudity or immodestly dressed.

- 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.

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