



Employee Handbook

Document Owner: Guy Stern

Effective Date: 27 - 11 - 2023

Version: 1.0

Document Approver: Guy Stern

Table of Contents

Introduction.....	2
What You Can Expect from Us.....	4
Your Pay and Time Reporting.....	9
Company Benefits.....	11
What We Expect of You.....	15
Changes in Status.....	23
To Sum It All Up.....	24
Policy Administration.....	24
APPENDIX: Employee Handbook Acknowledgement Form.....	26
Change Control.....	28



Introduction

Overview: Welcome to Legal Connection!

Communication is critical to the success of any winning team. This Employee Handbook (“Handbook”) outlines the benefits, practices, and policies important to you. You should use this Handbook as a guide and ready reference. If you have questions as you read through this Handbook, please do not hesitate to discuss them with your manager who will be more than happy to assist you. If you have questions about payroll, benefits, workers’ compensation, or other routine administrative matters, you should contact Human Resources.

Purpose

This Handbook aims to acquaint you with our Company and give you a ready reference to answer most of your questions regarding your employment.

The content of this Handbook constitutes a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This Handbook is not a contract for ongoing employment or specific terms of employment.

This Handbook is to be evaluated on an annual basis for ensuring its adequacy and relevance regarding Legal Connection’s needs as well as goals.

Scope

This Handbook applies to all employees of Legal Connection (“**Company**”), including full-time, part-time, and temporary employees.

Penalties

Penalties for failing to comply with Legal Connection’s Policies and Procedures could lead to enforcement actions against individuals and lead to sanctions brought against Legal Connection. Enforcement actions could include civil and/or criminal charges brought against violators depending on the seriousness of the offense. Costs of a



violation are high and the loss of revenue, financial, legal, regulatory, and reputational costs could prevent Legal Connection from continuing operations.

Our Manifesto

Together with you, we hope to create a company wholly focused on its customers, with the skill and agility to develop and refine outstanding technological solutions to their practical problems.

We are excited you are part of our team.

Let's Communicate

Our Internal Policies

All of our internal company policies are found on the Thoropass Platform. These policies describe everything from what to do in an emergency to how to securely protect our company data. They exist to protect you and the company and should be well understood by everyone. Do not hesitate to ask your HR representative if you have any questions!

Employee Relations Philosophy

We are dedicated to providing you with an excellent experience and committed to your professional development. We strive to maintain safe working conditions, offer competitive wages and benefits, communicate openly and transparently, and create an exciting, engaging experience for you.

If You Identify an Issue

If there is something about your job that is bothering you, let's get it out in the open and discuss it.

Our Problem-Solving Procedure is a guide to help you raise issues with your managers and the Company. If you want to discuss something concerning you, we suggest following these steps:

1. Discuss your concern with your manager as soon as possible. Your manager is the person responsible for what goes on in your day-to-day work environment and may be in the best position to help you.



legalconnection

2. If you prefer not to speak with your manager or feel that your manager cannot or has not satisfactorily resolved the problem, you should contact our internal HR contact.
3. If steps 1 and 2 are ineffective, or if at any time you need to speak to someone other than members of our Company management, please contact our external employee advocate.
4. If you have a complaint regarding harassment, discrimination, or improper accommodation, please refer to the Equal Employment Opportunity Policy or the Policy Against Unlawful Harassment and Discrimination in this Handbook.

Our Company takes all concerns and problems you bring to our attention seriously. We will work to address your concern as soon as possible under the circumstances. We encourage you to follow this procedure without fear of reprisal. Our Company and our human resources partner are committed to being receptive to your concerns.

What You Can Expect from Us

Equal Employment Opportunity and Reasonable Accommodations

Our Company is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, pregnancy (including breastfeeding and related medical conditions), national origin, citizenship status, uniform service member status, age, genetic information, disability, gender identity and expression, sexual orientation, marital status, protected medical condition, or any other protected status in accordance with all applicable federal, state, and local laws. Our HR Partner endorses these principles in its provision of services to our Company.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Our Company is committed to complying with the laws protecting qualified individuals with disabilities, as well as employees' religious beliefs and observances. Our Company will provide reasonable accommodation for any known physical or mental disability and/or employees' religious beliefs and observances to the extent required by law, provided the requested accommodation does not create an undue hardship for our Company and/or does not pose a direct threat to the health or safety of others in the



workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job and/or for your religious beliefs or observances, you must notify our internal HR contact. If our Company does not completely and timely address your request for an accommodation, you should contact our external employee advocate. Once our Company and/or our external employee advocate are aware of the need for an accommodation, we will follow an interactive process to identify possible accommodations enabling you to perform the essential functions of the job.

If you believe you have been treated in a manner not in accordance with these policies, please notify our internal HR contact.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

Our Company is committed to providing a work environment free of unlawful harassment, discrimination, and retaliation. We strictly prohibit all forms of unlawful discrimination and harassment, including discrimination and harassment on the basis of race, religion, color, sex, pregnancy (including breastfeeding and related medical conditions), national origin, citizenship status, uniform service member status, age, genetic information, disability, gender identity and expression, sexual orientation, marital status, protected medical condition, or any other category protected by applicable federal, state, and local laws.

This policy against unlawful harassment, discrimination, and retaliation applies to all employees of our Company, including supervisors, managers, unpaid interns, and volunteers. We prohibit managers, supervisors, and employees from harassing co-workers as well as our customers, vendors, suppliers, independent contractors, and others doing business with our Company. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. Additionally, we prohibit our customers, vendors, suppliers, independent contractors, and others doing business with us from harassing our employees.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise, promotion, or assistance with one's career) in exchange for sexual favors, or threatening an employment



legalconnection

detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;

- Visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal sexual advances, propositions, requests, or comments;
- Sending sexually-related text messages, videos, or messages via social media;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and
- Physical conduct, such as touching, assault, impeding or blocking

Examples of What Constitutes Prohibited Harassment: In addition to the above-listed conduct, our Company strictly prohibits harassment concerning race, color, religion, national origin, age, or other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning race, color, religion, national origin, age, or another protected characteristic includes:

- Slurs, epithets, and any other offensive remarks;
- Jokes, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Other verbal, graphic, or physical conduct; and
- Other conduct predicated upon one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your manager, **our internal HR contact**, or another member of the management team.

Prohibition Against Retaliation: Our Company is committed to prohibiting retaliation against those who themselves or whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement agency conducting an investigation of the Company regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity;



legalconnection

- Making or filing an internal complaint with the Company regarding alleged unlawful activity;
- Providing notice to the Company regarding alleged unlawful activity; and
- Assisting another employee who is engaged in any of these

The Company is further committed to prohibiting retaliation against qualified employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation of their religious beliefs and observances.

What Should You Do If You Feel You Are Being or Have Been Harassed, Discriminated Against, or Retaliated Against

If you feel that you are being harassed, discriminated against, or retaliated against in violation of this Handbook by another employee, supervisor, manager, client, or third party doing business with our Company, you should immediately contact our internal HR contact. If our Company does not completely and timely address your complaint of harassment, you should contact our external employee advocate. Additionally, if you observe harassment by another employee, supervisor, manager, or non-employee, please report the incident immediately to the individuals above. We will take appropriate action in response to a violation of this policy by any non-employee.

Supervisors who receive any complaints of harassment, discrimination, or retaliation must promptly report such complaints to our internal HR contact. If our Company does not completely and timely address your report or complaints of harassment, you should contact our external employee advocate.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. Our Company takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

An impartial and qualified person will investigate all complaints of unlawful harassment reported to management as promptly as possible. Upon the conclusion of such investigation, our Company will take appropriate corrective action where warranted. Our Company prohibits employees from hindering internal investigations and the internal complaint procedure. Our Company will treat all complaints of unlawful harassment



reported to management with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Violation of these policies will subject an employee to disciplinary action, up to and including immediate termination. Moreover, any employee, supervisor, or manager who condones or ignores potential violations of these policies will be subject to appropriate disciplinary action, up to and including termination. Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

Speak Up and Non-Retaliation

Legal Connection is committed to maintaining a workplace of high ethical values and expects employees to speak up and report any illegal, non-compliant, or unethical behavior. We have a zero-tolerance policy for retaliation against employees who speak up so long that they act in good faith when reporting workplace misconduct. For more details about this policy, please reference Legal Connection's Speak Up Policy.

Leave of Absence

Civic Duties

Our Company encourages each of its employees to accept his or her civic responsibilities. We strive to be a good corporate citizen, and we want to assist you in the performance of your civic duties.

Witness Duty

If you receive a subpoena to appear in court, please notify your manager immediately. We expect you to return to work as soon as you complete your service as a witness.

Jury Duty

If you receive a call to jury duty, please notify your manager immediately, so he or she may plan the team's work with as little disruption as possible. We expect employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel to notify their manager as soon as possible and to report to work if requested.



legalconnection

Military Leave of Absence

We treat employees who require time off from work to fulfill military duties per applicable state and federal laws. We expect you to notify your manager or our internal HR contact about upcoming military duty by providing a copy of your orders as soon as possible. If our Company does not completely and timely address your request for military leave, you should contact our external employee advocate.

Lactation Break

Our Company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. Our Company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. Employees should take the break time, if possible, concurrently with other break periods already provided.

Employees should notify their immediate manager to request time to express breast milk under this policy. If our Company does not completely and timely address your request, you should contact our external employee advocate. Our Company does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will significantly disrupt operations.

Leave to Accommodate Work-Related Injury or Legally Recognized Disabilities

If an employee suffers from a disability or work-related injury under state and/or federal law, then leave may be available for reasonable accommodation. All work-related injuries must be immediately reported to your manager. Additionally, to qualify for leave, you must present your manager with an authorized medical release form from a certified physician. Generally, such leave is unpaid, and availability is limited depending on the circumstances of each case. For information regarding specific details, eligibility, requirements, and any other relevant questions, please contact your manager or HR Representative.

Your Pay and Time Reporting



Employee Classification

This Handbook uses the following definitions for employee classification:

Full-Time Employees

Full-time employees are employees who are normally scheduled to work at least 30 hours per week, as determined by our Company in its sole discretion. Full-time employees are eligible to participate in our benefits program.

Part-Time Employees

Part-time employees are employees who are normally scheduled to work fewer than 30 hours per week, as determined by our Company in its sole discretion. Part-time employees will be eligible to participate in some parts of our benefits program.

Temporary Employees

Temporary employees are employees who are employed to work on special projects for short periods or a “fill-in” basis. These positions are not intended to be a part of continuing operations. The employment status of temporary employees will not be changed due to an extension of employment above that originally planned. Unless otherwise required by applicable law, temporary employees are not eligible to participate in our benefits program.

Non-Exempt Employees

Non-exempt employees are employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws.

Exempt Employees

Exempt employees are employees who are classified by our Company as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws.

If you have any questions concerning the benefits for which you qualify, please contact **our internal HR contact** within our Company or the applicable benefit plan documents.



Similarly, if you have any questions concerning your classification, please consult **our internal HR contact**.

Your Pay

Total Compensation

The compensation package for most employees at Legal Connection includes salary, bonuses, commissions, and other forms of incentive compensation.

Payday and Paychecks

Legal Connection issues payroll on a semi-monthly basis, on the 15th and last day of each month. If the scheduled payday falls on a Sunday or holiday, we will generally distribute paychecks on the preceding business day.

Hours and Timekeeping

Please contact our internal HR contact for any questions about the number of hours you have been credited and paid, the amount of your pay, or deductions from your paycheck. If our Company does not completely and timely address your concerns, you should contact our external employee advocate.

Our work week starts on Monday at 12:01 am and runs through Sunday at midnight in your local time zone.

Non-exempt employees are responsible for recording work hours daily accurately.

Direct Deposit

As an option, employees may receive their checks through direct deposit by completing and returning a Direct Deposit Authorization Form, which you complete at onboarding. Direct payroll deposit is the automatic deposit of your pay into the financial institution account(s) of your choice. You may change your deposit selections at any time. If you choose direct deposit, your check stub will be made available at the time of issuance through the employee self-service portal, and you will not receive a paper stub.

Overtime

Overtime pay for overtime work will be provided to non-exempt employees.



legalconnection

Exempt employees are not allowed to work overtime.

Non-exempt employees are responsible for recording overtime at the end of the day on which you worked the overtime. Overtime is paid at a rate different from the regular rate of pay, depending on whether federal or state standards apply. Please ask **our internal HR contact** for information regarding your overtime rate.

Legal Connection may periodically schedule overtime or weekend work to meet a client or business needs. We will attempt to give as much advance notice as possible, and we expect that employees who are scheduled to work overtime will be at work unless excused by their manager. Otherwise, if you are a non-exempt employee, your manager must pre-approve your overtime work. Working overtime without your manager's approval may result in disciplinary action, up to, and including termination.

Your manager will inform you of the overtime that we are requesting you to work. Your actual work schedule may vary from time to time due to the changing needs of our customers and the business. If it does, your manager will notify you. We retain the right to reassign employees to a different shift when it is necessary for Company operations.

Company Benefits

Our Company provides the following benefits to eligible employees. We reserve the right to terminate or modify these plans at any time, for any reason, with or without advance notice to employees.

Holidays

Eligibility

Salaried employees are eligible for holiday pay. Hourly employees scheduled to work on a holiday will receive 1.5x their normal rate per hour. Please note you will not be entitled to holiday pay if you are on an unpaid leave of absence.

Schedule

Our Company observes the paid holidays listed below.

New Year's Day

Martin Luther King, Jr. Day

President's Day



legalconnection

Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Day After Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve (half-day)	

When a holiday falls on a Saturday, we observe it on the preceding Friday. When a holiday falls on a Sunday, we will observe it on the following Monday.

“Take What You Need” Paid Time Off (PTO)

Introduction

Our employees are the foundation of our Company and essential to our collective success. We trust our employees to set high professional goals, do their best every day, and work with integrity. Although we aim to foster a results-driven work culture, we also believe in the right balance between professional and personal commitments and encourage employees to take time away from work to focus on family and home life.

Effective at the date of hire, full-time, salaried employees can take time away from work as needed, so long as employees timely and appropriately communicate requests for such time to their managers and team, and such requests have appropriate advance approval from the employee's managers. Employees may use PTO for vacations, personal business, short-term illnesses, short-term family care obligations, and other related needs without loss of compensation under the guidelines described below. Please note that these guidelines do not replace the policies governing specific leaves of absence found in this Handbook.

General Guidelines

- Employees should discuss with their managers an appropriate, reasonable amount of time to take off at any one time. The maximum amount of time away from work at any one time under these guidelines should generally not exceed two (2) consecutive weeks unless otherwise required by applicable law or approved in writing by your manager.
- Employees will continue to receive their regular salary while they are on an approved absence under these guidelines.



- If employees do not request time off under these guidelines, they are not eligible to substitute compensation or other remuneration in place of time off.
- When taking leave under these guidelines, we expect employees to ensure that their assigned tasks, projects, and other professional commitments are completed in a competent and timely manner. This includes maintaining needed communication and a minimal level of availability to managers and/or team members while on PTO to support team objectives and to maintain client-service delivery.
- We expect employees to take advantage of our Take What You Need PTO Policy responsibly and reasonably. We expect managers to respect their employees' requests for time off under the Take What You Need PTO Policy in a manner that balances customer and business commitments.

Eligibility

Time away from work under these guidelines is available to full-time, salaried employees effective at their date of hire.

Reasons for Leave Under These Guidelines

Employees may use leave under these guidelines for planned absences, such as vacations or other personal reasons. Additionally, employees may use leave under these guidelines for unplanned absences of four (4) or fewer consecutive workdays in connection with the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or the employee's family member. "Family member" for purposes of these guidelines includes a spouse, registered domestic partner, child (regardless of the child's age), parent (including a step-parent or parent-in-law), grandparent, grandchild, or sibling. An employee who is a victim of domestic violence, sexual assault, or stalking may use leave under this policy to seek aid or medical attention, obtain services or counseling, or participate in safety planning.

Requesting Time Off for Planned Absences

- To the extent possible, employees should request and obtain manager approval in advance of taking leave under these guidelines to ensure that assigned tasks, projects, and goals are met and customer-service standards are maintained. When requesting time off, employees should use good judgment and consideration for their team members, project timelines, and goals.



- The amount of advance notice may vary by circumstance depending on operational and staffing needs. We prefer at least two (2) weeks advance notice, circumstances permitting. We encourage you to work with your manager to identify an appropriate lead time for requests in light of current and planned absences.
- Managers may approve requests for time off with less than two (2) weeks of advance notice at their discretion.
- Managers are responsible for balancing the operational and client-service needs of the Company with the employee's request.
- Managers, in their discretion, may deny time-off requests, or cancel previously-approved time-off requests, when providing the requested time off may have an adverse effect on the Company's operations or client-service delivery.

Unplanned Absences of Up to Four Days

- When an employee needs to be absent from work without providing advance notice (such as in the case of an illness or other emergencies), the employee should provide as much advance notice as possible to the employee's manager and a brief explanation of the need for unplanned time off and the expected amount of time off needed. During an unplanned absence, employees should provide regular updates to their managers regarding their expected return to work.
- If an employee needs to take an unplanned absence from work over four (4) consecutive days, the employee should contact **our internal HR contact** in addition to the employee's manager.

Leave under these guidelines may run concurrently with leave taken under local, state, or federal law.

Our Company encourages employees to take time off under these guidelines. If you have any questions regarding these guidelines or if you experience any difficulties in scheduling or taking time off under these guidelines, you should contact **our internal HR contact**.

Workers' Compensation Insurance

Workers' compensation insurance provides benefits to employees who experience injury or illness connected with employment. To be eligible for workers' compensation benefits, the injury must be a direct result of the job. Benefit entitlements are governed



by law, but it is essential that you report all work-related accidents, injuries, and illnesses immediately to your manager.

Our Company maintains a strict policy against discharging, threatening to discharge, or in any manner discriminating against any employee because he or she has filed, or made known his or her intention to file, a claim for workers' compensation benefits or an application for adjudication to the workers' compensation board. If you feel you are being discriminated against in violation of this policy, you should contact **our internal HR contact**. If our Company does not completely and timely address your complaint of discrimination, you should contact **our external employee advocate**.

What We Expect of You

This section of the Handbook discusses your responsibilities to our Company as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work.

The following policies focus on basic rules that employees may not violate under any circumstance. Violation of any of these basic rules, the policies in this Handbook, or any other policy of our Company may lead to discipline, up to and including immediate termination. This list of policies is not all-inclusive. We may discipline employees up to and including immediate termination for other circumstances. If you have any questions about these policies or what we expect of you as one of our employees, please discuss them with your manager or our internal HR contact.

These rules do not alter the at-will nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and our Company has a similar right.

Absenteeism or Tardiness

We expect each employee to be at his or her workstation on time each business day and to remain there throughout his or her scheduled hours. Absenteeism or tardiness, even for a good reason, is disruptive to our operations and interferes with our ability to satisfy our customers' and business needs. Absenteeism or tardiness can result in discipline, up to and including termination.



legalconnection

If you are going to be late or absent from work for any reason, you must notify your manager as far in advance as possible, so your manager can make proper arrangements to handle your work during the absence. At times, situations may arise in which prior notice cannot be given. In those circumstances, we ask that you notify your manager as soon as possible. If you are required to leave work early, you must also contact your manager and obtain his/her written permission.

When an absence is due to illness, our Company may require appropriate medical documentation.

Although we may terminate an employee at any time for failing to report to work without contacting our Company, we will generally consider an employee to have abandoned his or her job if the employee fails to report for work or call in for four (4) consecutive business days. Under such circumstances, the employee may be subject to disciplinary measures, up to and including termination.

Code of Business Ethics and Conduct

Our company has a responsibility to conduct its business in strict compliance with all applicable laws and regulations, and it is the company's policy to do so. Our company therefore expects employees to act in accordance with the highest standards of business ethics both on and off company premises, to avoid any appearance of impropriety, and to observe all applicable laws and regulations while conducting business on the company's behalf.

You are expected to abide by the spirit as well as the letter of this Code. You are also expected to cooperate with any inquiries or investigations concerning a possible or suspected violation of this Code, unless you are informed at the time of the investigation that your participation is voluntary. Any employee's failure to fulfill his or her responsibilities under this Code may result in disciplinary action, up to and including immediate termination of employment.

Ethical Standards

Our company is committed to conducting business in a fair and open manner within the spirit and letter of the law, with the highest regard for customers, the community, and employees. Our company's success depends not only on the knowledge, skills, and abilities of employees, but also on their performance of work with sound judgment, self-discipline, common sense, and integrity. On an annual basis management conducts annual employee evaluations for their direct reports to ensure that company standards are being upheld and identifies areas of improvement. As such, all employees are



legalconnection

required to maintain and uphold the following common ethical standards, in all aspects of their work:

- To pursue company objectives in all of your work in a manner that does not conflict with the integrity of the company or the public interest;
- To be truthful and accurate in performing job functions;
- To protect Confidential Information as defined in this handbook;
- To observe all laws, regulations, ordinances, and rules applicable to the operation of the business;
- To maintain honest and fair relationships with all company vendors;
- To ensure quality and value in the company's products/services and relationships with customers and vendors; and
- To avoid, during the course of your employment, any situations that may engender any conflict between the personal interests of employees and the exercise of discretionary decisions on behalf of the company.

Overtime and Work Schedule (Non-Exempt Employees)

This policy applies to all non-exempt employees. Our Company may periodically schedule overtime or weekend work to meet client or business needs. We will attempt to give as much advance notice as possible, and we expect employees who are scheduled to work overtime will be at work unless excused by their manager. Otherwise, if you are a non-exempt employee, your manager must pre-approve your overtime work. Working overtime without your manager's approval may result in discipline, up to and including termination.

Your manager will inform you of the overtime we are requesting you to work. Your actual work schedule may vary from time to time due to the changing needs of our customers and the business. If it does, your manager will notify you. We retain the right to reassign employees to a different shift when it is necessary for Company operations.

Proper Use of Company Information Technology Assets

The following policy governs the use of all Company-controlled computer equipment and software, collectively referred to from now on as "Our Company Computer



Systems." Our Company Computer Systems include all computing/processing assets owned, leased, internally developed, or otherwise within the Company's control, including servers, computers, laptops, tablets, handheld devices, storage devices, electronic devices, cell phones, smartphones, scanners, copiers, fax machines, databases, applications, cloud services, and network infrastructure used for Company business (including email, voice mail, Internet access, data processing, data storage, and application development, installation, and maintenance). This policy also governs all personal devices used for Company business including tablets, handheld devices, laptops, cell phones, smartphones, or home computers that are connected with or to Our Company Computer Systems on a regular or intermittent basis, but which otherwise are not part of Our Company Computer Systems.

Every component of Our Company Computer Systems is our property to be used for conducting Company business. All information that is temporarily or permanently stored, transmitted, or received via Our Company Computer Systems remains the sole and exclusive property of Our Company. As such, employees should have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access Our Company Computer Systems in any manner that is unlawful, inappropriate, or wasteful of Company resources, or contrary to Our Company's best interests. We provide these electronic tools to assist employees with the execution of their job duties, and employees should act in good faith to avoid abusing such tools.

Company Property

All software we install on Our Company Computer Systems is Company property and may not be used for any non-business, unlawful, or improper purpose. Additionally, all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on Our Company Computer Systems and all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on non-Company computers used for Company business that relates in any manner to our Company's business are subject to monitoring by our Company, are the exclusive property of our Company, and may not be copied or transmitted to any outside party or used for any purpose that violates this policy.

Upon termination of employment, an employee shall not remove any software or data from Our Company Computer Systems and shall completely remove all data collected, downloaded and/or created on non-Company devices used for Company business that relate in any manner to our Company's business. Upon request of our Company, a terminating employee shall provide proof that the employee has removed such data from all personal devices used for Company business.



legalconnection

Proper Use

We strictly prohibit employees from using Our Company Computer Systems or personal devices used for Company business for any purpose that violates this policy. Any employee who uses Our Company Computer Systems in violation of this policy will be subject to discipline, up to and including immediate termination.

Prohibited Use Under Any Circumstances

It is not possible to identify every type of inappropriate or impermissible use of Our Company Computer Systems or personal devices used for Company business. However, we strictly prohibit the following conduct under any circumstances and at any time:

- Employees may not transmit, retrieve, download, or store inappropriate messages or images on Our Company Computer Systems or personal devices used for Company business relating to a protected category as defined in the Equal Employment Opportunity Policy, or any other status protected under federal, state and local laws.
- Employees may not use Our Company Computer Systems or personal devices used for Company business in any way that violates our Company's policy against unlawful harassment, including sexual harassment. By way of example, employees may not transmit messages that would constitute sexual harassment; may not use sexually suggestive or explicit screen savers or backgrounds; may not access, browse, receive, transmit, or print pornographic, obscene, or sexually offensive material or information; and may not access, browse, transmit, retrieve, download, store, or print messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in a business environment. We also prohibit employees from making threatening or harassing statements to another employee, vendor, customer/client, or other outside parties.
- Employees may not use Our Company Computer Systems or personal devices used for Company business in any manner violating our Company's work rules.
- Employees may not use Our Company Computer Systems or personal devices used for Company business in any manner violating our Company's Policy on Confidential and Trade Secret information.
- Employees may not use or allow another individual to use Our Company Computer Systems for any purpose competing with our Company. All such access and use are unauthorized.



- Employees must honor and comply with all laws applicable to trademarks, copyrights, patents, and licenses to software and other electronically available information. Employees may not send, receive, download, upload, or copy software or other copyrighted or otherwise legally protected information through our Company Computer System without prior authorization.
- Employees may not engage in gambling of any kind, stream movies or videos, watch television programs, or play electronic games through our Company Computer Systems.
- Employees may not engage in day trading, or otherwise purchase or sell stocks, bonds, or other securities or transmit, retrieve, download or store messages or images related to the purchase or sale of stocks, bonds, or other securities through Our Company Computer Systems.

Prohibited Use During Working Time

We prohibit the following conduct during an employee's working time, which excludes time spent on an employee's meal or rest break and before or after an employee's shift:

- Employees may not solicit personal business opportunities or conduct personal advertising through Our Company Computer System.
- Employees may not access Our Company Computer System for any purpose not advancing the Company's legitimate business interests.
- Employees should avoid excessively downloading, transmitting, streaming, or retrieving messages, data, or information from multi-network gateways, real-time data, and conversation programs including, but not limited to, instant messaging services (e.g., Google Hangouts, Slack), chat rooms, and message boards, unless such activity is necessary for business purposes.

Unsolicited Email

Email is a critical, efficient channel of communication for our Company. To eliminate the receipt and transmission of unsolicited commercial email, our Company complies with the federal "CAN-SPAM" law. All employees must comply with the federal Anti-Spam regulations and therefore may not use Our Company Computer Systems to transmit unsolicited commercial email:

- Promoting our Company's business, goods, products, and services without prior authorization;



- Promoting your own business, goods, products, and services; and
- Containing or accompanied by maliciously false or misleading information.

Additionally, to help our Company eliminate the receipt of unsolicited commercial email from outside parties advertising various websites, products, or services and to further prevent the receipt of offensive, malicious, or undesired outside email, employees should delete unfamiliar or suspicious email from outside our Company without opening it. If you have any questions or concerns about potentially suspicious or unfamiliar emails, contact your manager immediately.

Monitoring

Our Company may access any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in our Company Computer Systems or personal devices used for Company business at any time without prior notice. Employees should have no expectation of privacy or confidentiality in such data, messages, or information (whether or not password-protected), or that deleted messages are necessarily removed from the system.

If requested, employees must provide all passwords and access codes for Our Company Computer Systems or personal devices used for Company business to our internal HR contact.

The Company's monitoring policy may include, but is not limited to, physical inspection of home drives, memory devices, and handheld devices; review of content passing through the Company Computer Systems and other systems, review of personal email (including personal, password-protected email) and text messages accessed using the Company Computer Systems and/or Company data connections; keyloggers and other input monitoring mechanisms; and use of screen monitoring software, hardware, and video drives.

System Integrity

Because outside storage devices may compromise Our Company Computer Systems, employees are not permitted to use personal storage devices or copies of software or data in any form on any Company computer without first: (1) obtaining specific authorization from our internal HR contact, and (2) scanning the data for viruses. We may hold any employee who intentionally introduced a virus into Our Company Computer Systems via the use of personal software or data for the consequences, including the cost of repair and lost productivity, responsible.



Similarly, employees may not download information directly from the Internet onto Our Company Computer Systems. Employees should place information downloaded from the Internet on a disk and scanned for viruses before being introduced into Our Company Computer System.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage our Company Computer Systems through its unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, or who access our Company Computer Systems and information it stores and processes without authorization may additionally be subject to criminal prosecution and/or substantial civil money damages.

Conflict of Interest

Our policy forbids employees from engaging in any other business that competes with our Company. Company policy also forbids a financial interest in an outside concern, which does business with or is a competitor of our Company (except where such ownership consists of securities of a publicly owned corporation regularly traded on the public stock market). We prohibit rendering of the directive, managerial, or consulting services to any outside concern which does business with or is a competitor of our Company, except with the knowledge and written consent of our Chief Operating Officer. If you think that there is a possibility that any business venture of yours may conflict with this policy, it is your responsibility to notify our Chief Operating Officer and obtain approval in writing.

Protection of our Company's Trade Secrets and Confidential

Information

As part of their employment with our Company, employees may be exposed to and/or provided with trade secrets ("Trade Secrets") and other confidential and proprietary information ("Confidential Information") of our Company relating to the operation of our Company's business and its customers (collectively referred to as "Trade Secrets/Confidential Information"). "Trade Secrets" mean information, including a formula, pattern, compilation, program, device, method, technique, or process that: (1)



legalconnection

derives independent economic value, actual or potential, from not being generally known to the public or to other persons or entities who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. Our Company's Trade Secrets are: (1) not generally known to the public or to our Company's competitors; (2) were developed or compiled at significant expense by our Company over an extended period of time; and (3) are the subject of our Company's reasonable efforts to maintain our secrecy.

"Confidential Information" means information belonging to our Company, whether reduced to writing or in a form from which such information can be obtained, translated or derived into reasonably usable form, that has been provided to employees during their employment with our Company and/or employees have gained access to while employed by our Company and/or were developed by employees in the course of their employment with our Company, that is proprietary and confidential in nature.

Part of the consideration employees provide to our Company in exchange for their employment and continued employment with our Company is their agreement and acknowledgement that all Trade Secrets/Confidential Information developed, created, or maintained by them shall remain at all times the sole property of our Company, and that if our Company's Trade Secrets/Confidential Information were disclosed to a competing business or otherwise used in an unauthorized manner, such disclosure or use would cause immediate and irreparable harm to our Company and would give a competing business an unfair business advantage against our Company.

Employees will not, except as required in the conduct of our Company's business or as authorized in writing by our Company, disclose or use during their term of employment or subsequent thereto any Trade Secrets/Confidential Information. Furthermore, all records, files, plans, documents, and the like relating to the business of our Company which employees prepare, use, or come in contact with shall be and shall remain the sole property of our Company and shall not be copied without written permission of our Company and shall be returned to our Company on termination or cessation of employment or at our Company's request at any time.

Safety

We are committed to creating and maintaining a safe and healthy work environment for our employees. For this reason, we encourage you to follow common-sense safety practices and correct or report to your manager any unsafe condition. We expect all employees to assist our efforts to maintain safe working conditions. Safety is a state of mind, requires constant vigilance and common sense, and is everyone's responsibility. Remember: SAFETY FIRST.



Employees should immediately report all accidents -- including those not involving serious injury and those involving customers, vendors, or other third-parties -- to their managers. It is only through the full knowledge of every accident that our Company can become a safer, healthier place to work for everyone.

Safety Access at the Workplace

At Legal Connection, appropriate measures must take place when entering and exiting the workplace to ensure the safety of all employees. At Legal Connection, ID access cards or codes are required upon entry to the facilities; your manager or supervisor will issue an appropriate IS access card or code for you. Employees are responsible for always carrying the keys and ID access cards. If lost or stolen, then the employee must notify his or her manager immediately. ID cards or codes are confidential and are not to be shared with other employees, non-employees. ID cards and codes are to be used only for business purposes and not personal use. Additionally, employees are also required to complete training on Legal Connection's Information Security Policies.

Workplace Violence Policy

Our Company has a zero-tolerance policy for violent acts or threats of violence against our employees, applicants, customers, vendors, or any other party with which we conduct business. We prohibit fighting, threatening words, bad conduct, and weapons of any kind.

No employee should commit or threaten to commit any violent act against another employee, applicant, customer, vendor, or any other party with which we conduct business. This prohibition includes discussions of the use of dangerous weapons, even in a joking manner.

Any employee who is subjected to or threatened with violence by another employee, customer, vendor, or any other party with which we conduct business, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to his/her manager as soon as possible.

Our Company takes all threats seriously. Please bring any threat to our attention so that we can deal with them appropriately. We thoroughly investigate all threats and treat complaints reported to management with as much confidentiality as possible.

Smoking

Smoking is prohibited in all facilities where the Company does business, including our offices and those of our clients. As smoking in the presence of some customers and co-



workers may be offensive to them, we expect that employees who choose to smoke will exercise good judgment as to when and where they smoke.

Changes in Status

Changes in Personnel Records

We ask that employees notify our Company promptly of any change of name, address, phone number, number of dependents, or other applicable information. Prompt notification assists us with keeping your personnel records up to date, ensuring our Company has the ability to contact you, and ensuring we make the appropriate benefits available to you.

Outside Inquiries Concerning Employees

You should direct inquiries concerning employees from outside sources to our internal HR contact. You should not give information regarding employees to an external source unless an employee has signed an authorization to release such information.

Notice of Resignation

In the event that you choose to resign from your position, we ask that you give us at least two (2) weeks' written notice. You are responsible for returning Company property in your possession.

Exit Interview

We may require that employees leaving our Company attend an exit interview conducted by the employee's manager or our internal HR contact. The purpose of the interview is to determine the reasons for termination and to resolve any questions of compensation, Company property, or other matters related to the termination.

To Sum It All Up



This Handbook highlights your opportunities and responsibilities at our Company. We hope that this information helps guide you through your employment at our Company, but if you have any questions or need clarification, please do not hesitate to contact your manager or our internal HR contact. We are here to help. Welcome to our Company, and we look forward to working with you.

Policy Administration

Ownership and Review

The Policy Owner owns this Policy and is responsible for annually reviewing the Policy for updates, or following any major changes to Legal Connection's sensitive data environment. The Policy Approver retains approving authority over this Policy.

Monitoring and Enforcement

Legal Connection periodically monitors adherence to this Policy to help ensure compliance with applicable laws, requirements, and contractual agreements applying to Client and Consumer Data. Legal Connection may also establish enforcement mechanisms, including disciplinary actions, to help ensure compliance with this Policy.

Related Documents

- Information Security Policy



APPENDIX: Employee Handbook Acknowledgement Form

Acknowledgment of Receipt for Employee Handbook

I acknowledge I have received a copy of the Employee Handbook. I understand I am responsible for reading the information contained therein and abiding by the policies and procedures. Acknowledging this Handbook supersedes all prior handbooks and all other oral or written employment policies. I understand and agree it is my responsibility to read and familiarize myself with the provisions of the Handbook.

I acknowledge, except for the policy of at-will employment, the terms and conditions set forth in this Handbook, including Company benefit programs, may be added to, changed or deleted at any time with or without prior notice and at the Company's sole discretion. The policies in this Employee Handbook are not contractually binding on the Company, except for employment at will.

At-Will Employment. I acknowledge my employment with the Company is not for a specified period of time and can be terminated at any time, with or without cause or advance notice, by me or by the Company. I acknowledge no statements or representations regarding my employment can alter the foregoing. The at-will employment policy may not be modified except by a written agreement signed by the CEO of the Company and me.

Confidential Information. I am aware that during the course of my employment, confidential information will be made available to me, for instance, Company and client financial information, client lists and other related information. I understand this



legalconnection

information is proprietary and critical to the success of the Company and must not be disclosed or used outside of the Company's business interests or with non-Company employees.

Policy Against Sexual and Other Workplace Harassment. This is to acknowledge I have received a copy of the Ethic policy prohibiting sexual and other workplace harassment, and understand the Company's policy prohibits discrimination and harassment against any employee or applicant for employment or any third party doing business with the Company, on the basis of sex, gender, gender identity, race, color, religion, sexual orientation, age, mental or physical disability, medical condition, national origin, ancestry, pregnancy, marital status, veteran status, or any other characteristics protected under federal, state, or local law. I understand the Company is committed to a work environment free of harassment and the Company specifically prohibits retaliation whenever an employee or applicant makes a good faith complaint of harassment or participates in an investigation. To the extent I believe I am subjected to, or witness, any conduct I believe may be harassment, or which is otherwise in violation of the Company's anti-harassment policy, I will immediately report such conduct to my supervisor, a management-level employee, the Company's functional head of human resources, or the CEO.

I understand and agree to the extent I do not use the procedures outlined in the Company's anti-harassment policy, the Company shall have the right to presume I have not been subjected to any harassment.

(SIGNATURE OF EMPLOYEE)

(NAME OF EMPLOYEE)

(DATE)



Change Control

Date	Version	Change(s)	Reason for Change(s)	Change(s) Made By