

EMPLOYEE CODE OF CONDUCT

The Assistant' Desk Inc.

In your scope of work:

- You shall attend only to matters of routine administration, collection of information, assistance in more complex transactions, and preparing routine documents and correspondence.

When communicating in respect of a matter, whether orally or in writing:

- You shall not identify yourself as a lawyer.
- You shall not give legal advice.
- You shall not give or accept an undertaking on behalf of a lawyer or a lawyer's client.
- You shall not take instructions from a lawyer's client.
- You shall not sign correspondence, other than correspondence of a routine administrative nature.
- You shall not conduct negotiations with third parties in relation to the affairs of a lawyer's client.
- You shall not disclose our engagement to provide services about a matter unless the nature of the matter requires such disclosure.
- You shall not engage in indiscreet conversations, even with your spouse or family, about the affairs of a lawyer's client, and you shall shun any gossip about such things even though the client is not named or otherwise identified.
- You shall not repeat any gossip or information about the business or affairs of a lawyer's client that is overheard or recounted to you.
- You shall not participate in or comment on speculation concerning the affairs or business of a lawyer's client.

When handling personal information that is shared with you:

- You shall not make copies except by print for the purpose of transcribing information to data systems provided you shall destroy the print copy within the premises immediately thereafter.
- You shall not remove personal information from the premises in any manner whatsoever including external drives, photo images and hardcopies.