

EMPLOYEE HANDBOOK



OBERMAN LAW FIRM



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NOTICE

This Employee Manual replaces all other previous handbooks and policies of Oberman Law Firm. The policies and procedures in this manual are not intended to be contractual commitments by Oberman Law Firm, and employees shall not construe them as such.

The policies and procedures are intended to be guides to management and are merely descriptive of suggested procedures to be followed. Oberman Law Firm reserves the right to revoke, change, or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

Oberman Law Firm
151 Lee Byrd Road
Loganville, Georgia 30052
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SECTION 1 INTRODUCTION AND OBJECTIVES

Introduction

The primary purpose of Oberman Law Firm is to provide quality care for our clients. Every effort, task, expenditure, and person's ability must be maximized to best achieve this goal. The key to accomplishing this is to support our employees in as many ways as possible to allow this office to function as effectively as possible. We work as a team! Whether your role is working directly with the clients, or is clerically oriented, all tasks contribute to the quality of client care provided. Each team member must be supportive of the other. Your role is vital, or we would not need you.

We are a people business – a business in the sense that we all make our living here. But more importantly, we exist as a practice because we care about people. That caring enables us to endure some of the more difficult, less attractive things that happen in an effort to treat those who need us.

Remember that clients are people too – with our same feelings, moods, and concerns. But because they may have a problem with their pet, they are not always smiling or congenial. Therefore, we often must “reach a little farther” to reassure, comfort, and help those individuals. You will find, therefore, that these policies reflect the importance of these clients in Oberman Law Firm. Violations of minor office policies can usually be resolved with guidance; violations of the dignity of the client are unforgivable.

Your role is key! *What you say and do will either substantially contribute – or – greatly deter us from accomplishing quality care.* Think about this statement, as you become a member of our team.

1.2 Employee Relations Philosophy

Our primary resource is people. Professional commitment, integrity and cooperation are the qualities that Oberman Law Firm demands from its employees. We encourage our employees to work as a team, while at the same time providing great latitude in individual creativity and decision-making responsibility. We would like to encourage each employee to advance his or her skills and technical knowledge through academic and practical training. Please see Appendix 1, Your Role at Oberman Law Firm

1.3 Client Relations Philosophy

Satisfied clients are the most valuable assets of Oberman Law Firm. They are the only people who can assure us of continued success and continued employment opportunities for current and prospective employees. All employees contribute to making our clients either satisfied or dissatisfied with the services of Oberman Law Firm.

Satisfaction is a composite of many things; a smile, a neat and professional appearance, a friendly atmosphere, and genuine concern for the client – things that cost little, but are so important to clients. It is, therefore, the responsibility of every employee to always create a positive atmosphere and thereby consistently maintain maximum satisfaction for all of our clients.

1.4 Community Relations Philosophy

Maintaining good community relations is important to the continued success of Oberman Law Firm. It is important that all employees reflect a positive image of Oberman Law Firm in the community. Each

employee is considered to be an ambassador to the community 24 hours a day, 7 days a week, and should conduct themselves in accordance with this belief.

In the event of a community service project undertaken by Oberman Law Firm, you are expected and required to participate.

1.5 Business Ethics and Conduct

The successful business operation and reputation of Oberman Law Firm is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our office will meet or exceed all applicable laws and regulations and expect its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and prevailing traditions and to refrain from any illegal, dishonest, or unethical conduct both inside and outside Oberman Law Firm.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with Mr. Oberman for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct will lead to disciplinary action, up to and including possible termination of employment.

You are expected and required to work diligently at all times. Staff members are encouraged not to bring their personal issues to work. If there is a severe problem that affects a staff member's ability to perform their job duties and assigned tasks in an acceptable manner, it is to be discussed with Mr. Oberman. The staff member can expect to find understanding and help toward creating a solution in the best interest of all concerned parties. Under no circumstances will these discussions be held in front of other staff members, clients, or visitors to Oberman Law Firm. If necessary, arrangements can be made for a meeting to take place at another location outside of normal work hours. As a matter of course, staff members' privacy and confidentiality will be respected and strictly observed. You are expected and required to maintain competency in your field by regular participation in continuing education, personal study, and self motivation. Continuing education is strongly encouraged. As such, fees and costs associated with continuing education may be paid by Oberman Law Firm, at the discretion of Mr. Oberman. The determination of whether or not these fees and costs will be eligible to be paid or reimbursed by Oberman Law Firm will be made on an individual, case-by-case basis.

SECTION 2

CONDITIONS OF EMPLOYMENT

2.1 Equal Employment Opportunity Policy

Oberman Law Firm believes in providing equal employment opportunity, and does not and will not discriminate against its employees or applicants because of race, creed, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, veteran status, physical or other handicap, medical condition, or mental disability. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including advertising, recruitment, selection, testing, screening, hiring, compensation, benefits, training, promotion, upgrading, transfer, educational opportunities, social and recreational events and programs, discipline, demotion, layoff, termination, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Applicants for employment will be evaluated and employees promoted based on attitude, experience, qualifications, training skills, past performance, personality, temperament, the ability to work with existing staff, willingness to display a loyal and cooperative attitude towards Oberman Law Firm, and ability to meet the requirements of the position and ability to perform the required tasks in a satisfactory manner. Applicants may be subject to background and reference checks, and any discrepancies may be subject for immediate termination.

2.2 Employment Eligibility Verification

A federal law, the Immigration Reform and Control Act makes it unlawful to knowingly hire an individual who is not authorized to work in the United States, or to continue to employ an individual after becoming aware that he or she is not authorized to work in this country. Oberman Law Firm must verify the employment status and the personal identification of all new hires by examining certain documents.

For purposes of knowing that a new employee is eligible for employment, Oberman Law Firm may rely on a card showing the social security account number (unless the card states that its issuance does not authorize employment in the United States). A U.S. birth certificate or any other document approved by the Attorney General for purposes of legal verification under this Act will also be acceptable as proof of employment eligibility.

While documents authorized by the Immigration and Naturalization Service such as a birth certificate or social security card may be proof of employability, Oberman Law Firm must also confirm that they belong to the person presenting them and not to someone else. Personal identification may be made from a document that contains a photograph of the individual or any other comparable government-issued identification document, such as a valid driver's license or government-issued identification card.

In the event that an employee's unauthorized status becomes known after the employee is hired, it would be unlawful for Oberman Law Firm to retain that employee, and that person's employment will be immediately terminated.

For all employees hired, Oberman Law Firm must state on a special federal form (I-9) that the employee's right to work status has been verified, and the employee must attest to their lawful right to work in the United States.

2.3 Disabled Employees and Job Applicants

The employment related provisions of the Americans With Disabilities Act (ADA) apply to all employees and job applicants seeking employment with Oberman Law Firm. The ADA is intended to protect “qualified individuals with a disability” from discrimination in job application procedures, hiring, advancement, discharge, compensation, training and other employment practices. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Oberman Law Firm will attempt to provide reasonable accommodation for known physical or mental limitations, if a job applicant or employee is otherwise qualified. Reasonable accommodations may require making existing facilities accessible and usable and/or job restructuring with regard to work schedules, equipment, training, or changing marginal/nonessential job functions. Oberman Law Firm will make reasonable accommodations whenever and wherever necessary for all employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Any employee, including supervisors, involved in discriminatory practices will be subject to immediate discharge.

2.4 Licenses, Credentials, and Forms

Employees and Independent Contractors hired to carry out specific tasks requiring a license must keep their licenses and credentials current and in good standing. Proof of such license or credentials must be provided to the management at the start of employment or contract and resubmitted when the license is renewed. It is each employee’s responsibility to keep licenses current and provide necessary documentation without delay. Oberman Law Firm will not be responsible to provide any notification or reminders to licensed individuals prior to the renewal date of such licenses or credentials.

Employees with suspended, outdated or incomplete licenses will be relieved from some or all of their job duties and may be temporarily suspended until such licenses and credentials required to fulfill individual job responsibilities is obtained. Should an employee fail to provide necessary licenses within a reasonable and specified amount of time, such employee will be terminated with cause and without unemployment benefits.

Each employee is also required to complete and sign the following forms as their first task upon employment:

1. Staff Non-Solicitation and Non-Disclosure Agreement (Appendix 2)
2. Emergency Contact Information (Appendix 3)
3. IRS form W-4
4. Staff Acknowledgment of Receipt of Handbook and Key (Appendix 8)

2.5 Policy Against Harassment

Oberman Law Firm is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will be not tolerated and may result in disciplinary action, including discharge.

Oberman Law Firm shall not compel, aid, coerce, conspire, or support any effort to discharge or cause

any employee to resign due to race, creed, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, veteran status, physical or other handicap, medical condition, or mental disability. Rates of pay and terms of employment shall not be influenced by these factors.

If you feel that you have experienced an incident of sexual or other unlawful harassment or have been discriminated against by anyone while employed with Oberman Law Firm, you are to immediately report the matter to Oberman Law Firm Management in writing. Employees should feel free to raise concerns and make reports without fear of reprisal. All complaints will be handled in a timely and confidential manner. Confidentiality will be maintained to the greatest extent possible, however certain information may need to be disclosed during any investigation in order to make that investigation thorough, effective, accurate, and complete.

Any intentional sexual harassment is considered to be a major violation of Oberman Law Firm policy. Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters) or requests for sexual favors.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

While employees' conduct can be regulated, clients' behavior and conduct are not subject to the same scrutiny. If any employee feels uncomfortable, threatened or harassed by a client, that employee should immediately make Mr. Oberman aware of the situation so that appropriate action can be undertaken. Remedies to these types of situations may include but are not limited to asking the client to refrain from the offensive behavior, removing the employee from areas where interaction with said client can be reasonably anticipated, and ultimately asking the client not to return to Oberman Law Firm.

2.6 Policy Against Defamation

Employees and Independent Contractors are expected and required to refrain from making statements or spreading rumors that may possibly be damaging to the reputation of the owners, other employees, clients, Oberman Law Firm as a whole, and the legal profession in general. Any employee suspected to be involved in the spread of such rumors or making negative and damaging statements will be disciplined up to possible termination of employment.

2.7 Policy Against Drug / Alcohol Abuse

This policy is implemented because we believe that the impairment of any Oberman Law Firm employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as clients, customers, or business guests. Moreover illegal drug abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

Oberman Law Firm has the right to require employees to submit to a pre-employment drug test as well as random drug screens.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of Oberman Law Firm rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. Likewise the use, possession, transfer or sale of any illegal drugs on Oberman Law Firm

premises or in any Oberman Law Firm storage area or job site is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the sole discretion and determination of Oberman Law Firm .

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, Oberman Law Firm may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee's supervisor and the personnel director. Oberman Law Firm is aware that illegal drug abuse is a complex health problem that has both a physical impact and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for non-medical reasons, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug abuse is both a management and a medical problem.

A supervisor/manager who suspects a drug or alcohol abuse case should discuss the situation immediately with his or her supervisor/manager. Because each case is usually different, the handling and referral of the case must be coordinated with the supervisor/manager and the personnel director.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on the Oberman Law Firm premises at any time. Alcoholic beverages shall not be used in conjunction with any Oberman Law Firm business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at Oberman Law Firm - sponsored events held off-premises and for purely social reasons. The service must be managed in good taste and with good judgment.

Oberman Law Firm is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, Oberman Law Firm shall maintain employee medical and personal information in confidence and release this information to authorized Oberman Law Firm personnel on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to Oberman Law Firm to designated persons or agencies.

Nothing contained in this section shall eliminate or modify Oberman Law Firm 's right to terminate any employee at any time for any reason.

2.8 Categories of Employment

You have taken your job with Oberman Law Firm because you expect to find certain satisfactions and rewards. Unless otherwise stated, Oberman Law Firm has hired you fully expecting you to become a regular member of our organization. Your eligibility at the outset of employment for the various practice benefits is determined by the following employment categories. All employees are assigned to one of these categories at the time they are hired.

2.8.1 Full Time Regular Employees

Full-time regular employees are those employees hired to work on a regular basis for normally 40 or more hours a week. They are eligible for all practice benefits applicable to employees in their classification. They have successfully completed their period of probationary employment.

2.8.2 Part Time

Part-time employees are those employees hired to work on a regular basis between 1 and 36 hours a week. They are not eligible for insurance or other benefits except coverage under workers compensation.

2.8.3 Temporary

Temporary employees are those employees who are hired on a temporary basis, on a full or partial workweek to last no longer than the completion of a specific task or project. They are not eligible for insurance or non-insured benefits except coverage under workers compensation.

2.8.4 Exempt and Non-Exempt Status

Oberman Law Firm employees are also classified as “exempt” or “non-exempt”, depending on whether or not they qualify for overtime pay. The applicable Federal and State laws have set standards that define the categories.

Exempt employees are those employees whose duties are executive, administrative, or professional in nature. Such employees are not eligible to receive payment for overtime in excess of the normal workweek. Non-exempt employees are generally those employees whose duties do not include administrative, supervisory, or professional work. They are entitled to premium overtime pay. Overtime pay for non-exempt employees, in most cases, is defined as pay at one and one-half (1.5) times the employee’s base rate of pay. Oberman Law Firm employees are generally informed of their status when they are hired, or when they are promoted.

2.8.5 Outside Worker Categories

Certain individuals working with Oberman Law Firm may not be Oberman Law Firm employees. These workers are classified as outside workers and are not eligible for Oberman Law Firm benefits. Outside workers include but are not limited to consultants, contract associates, subcontractors, and independent contractors.

2.9 Personnel Records

Your personnel file contains forms you filled out or provided in applying for employment and being hired, copies of licenses, promotions, pay, raises, any commendations or reprimands that you have received, copies of performance evaluations, a record of employment verification, and similar information that may be accumulated during your employment with Oberman Law Firm.

The payroll company maintains a separate record of your salary, deductions, bonuses, and reimbursements.

Employees are required to update their personnel file information when their personal information changes. Such information may include but not be limited to: legal name, residential and mailing address, home telephone number, emergency contacts, marital status, military status, W-4 information, and similar information.

2.9.1 Employee Confidential Information

Your personnel records are confidential and your right to privacy is respected. Access to your records is strictly limited to those who need to know, and access to them is carefully controlled. You have the right to inspect the contents of your personnel file at any time. You are not permitted to view the contents of any other employee's personnel file, unless legitimately necessary due to your position and job responsibilities. Any breach of this policy is grounds for immediate dismissal with cause.

2.9.2 Who May See Your Records?

Official records concerning your employment are open for your examination by request. Your records will also be accessible to the management and authorized accounting personnel.

2.9.3 Response to Outside Inquiries

When outside inquiries come in about you such as credit checks, employment verification, &c., only the fact that you are or were employed by Oberman Law Firm, your dates of employment, and your job position or title are released. The only exceptions to these rules are information required to be furnished to government agencies, subpoenaed by a court, or required by auditors. At the discretion of Mr. Oberman, your information may be released to law enforcement personnel at their request. Employees may request that their employment information be released to parties of their choice. Such a request must be in written form and include a detailed list of what information is to be released, to whom, and for what period of time.

2.10 Emergency Contacts

You are required to provide us with the name, address, and telephone numbers of a minimum of two (2) emergency contacts, preferably three (3).

2.11 Confidentiality of Company Information

In consideration of their employment with Oberman Law Firm, employees will be exposed to information and materials which are confidential and proprietary and of vital importance to the economic well-being of Oberman Law Firm. Employees will not at any time disclose or use, either during or subsequent to their employment, any information, knowledge or data which they receive or develop during their employment which is considered proprietary by Oberman Law Firm or which relates to the trade secrets of Oberman Law Firm. Such information, knowledge or data includes the following which is by example only: protocols, processes, know-how, designs, drawings, diagrams, formulas, test data, accounting or financial data, pricing or salary data, marketing data, business plans and strategies, negotiations and contracts, research, customer or vendor lists, client lists, referral lists, sign-in and insurance procedures, payment policies, program development, inventions and discoveries.

You may also have access to other proprietary information during your employment here. This includes, but is not limited to, monthly productivity reports, daily census information, all business and administrative data, statistical information, and all other data relating to the financial, professional, legal, and business activity of Oberman Law Firm.

It is the responsibility of all Oberman Law Firm employees to safeguard sensitive Oberman Law Firm information. All employees sign non-disclosure agreements upon accepting employment with Oberman Law Firm. The breach of any business or financial information, as stipulated above, shall be terms for immediate dismissal and shall be subject to injunctive and legal action.

Upon termination of their employment with Oberman Law Firm they must promptly return any and all documents containing the above information, knowledge or data, or anything relating thereto, to Oberman Law Firm.

2.12 Confidentiality of Company Information — E-Mail

Oberman Law Firm computers and e-mail system are Oberman Law Firm property. All employees are expected to use good judgment in using electronic mail and to avoid indiscretions such as offensive or inappropriate messages or any other message Oberman Law Firm deems inappropriate. E-mail messages should be used for business and not for soliciting outside business ventures or other matters unrelated to Oberman Law Firm's affairs. Misuse of e-mail may result in disciplinary action up to and including termination.

2.13 Confidentiality of Client Information

In the course of your work, it is likely that you will have access to information and material that is considered to be confidential, and is not to be discussed or given to people outside Oberman Law Firm, including your spouse or significant other, your family members and your friends and acquaintances. This may include but not be limited to client lists, fee listings, clients' personal and financial records, habits, and tendencies. All practice materials or information should be considered as confidential, unless specific instructions are given otherwise. This confidentiality must be maintained not only while employed by Oberman Law Firm, but even after you are no longer employed by Oberman Law Firm for any reason. Failure to maintain this confidentiality may result in legal ramifications. In the case of a breach of confidentiality with a criminal element (for example, obtaining and using a client's or coworker's credit card information or social security number), criminal charges could be filed.

All matters relating to our clients and the office are confidential and are never to be discussed outside the office or within the hearing of another client. All clinical and financial client records are the property of Oberman Law Firm and may not be removed from the premises or duplicated without authorization.

Maintaining the dignity of the clients in Oberman Law Firm is of utmost importance. Therefore, information about clients and their personal lives must be kept completely confidential. When speaking with a client about any matter – or – amongst staff, you must do it in a discrete way such that other clients waiting in the office will not overhear you. All confidential papers and financial information must be kept secure at all times from the curious or even casual interest of others. Revealing any information about a client to another person (other than an Oberman Law Firm employee who needs the information for practice purposes) is a violation of the spirit and intent of Oberman Law Firm, and may be a violation of Georgia and federal law. Breach of confidentiality is grounds for immediate dismissal.

Also, employees should not give personal advice to clients, especially legal advice. This is true even if clients ask employees for their opinions. If a client asks you for legal information, refer them to the client's lawyer unless otherwise specifically instructed.

2.14 Inventions and Patents

All inventions conceived or developed by any employee of Oberman Law Firm during the term of his or her employment shall remain the sole property of Oberman Law Firm. Oberman Law Firm shall be free to use any such discoveries, inventions or ideas without obligation of any sort to the employee. If patents or other intangible rights should result therefrom, the employee agrees that all such rights shall be the sole property of Oberman Law Firm. The employee will cooperate fully in signing documents to transfer and perfect full rights, title, and interest to and for Oberman Law Firm. This policy only applies to discoveries, inventions, and improvements conceived or developed during employee's working hours or at any time while the employee is using Oberman Law Firm's facilities, equipment, supplies or trade secret information or data.

2.15 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Management uses this period to evaluate the employee's capabilities, work habits, and overall performance. Either the employee or the management may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. Employees who are promoted or transferred within Oberman Law Firm must complete a secondary introductory period of the same length with each reassignment to a new position. Any absence will automatically extend an introductory period by the length of the absence. If Oberman Law Firm management determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for an additional ninety (90) calendar days.

In cases of promotion or transfers within Oberman Law Firm, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Oberman Law Firm needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as worker's compensation insurance and Social Security, but they are not eligible for any benefits that are not required by law, including any bonuses that may be given during their period of probationary employment. After becoming regular employees, they may also be eligible for other benefits provided by Oberman Law Firm, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary introductory period

that results from a promotion or transfer within Oberman Law Firm.

2.16 Outside Employment, Conflicts of Interest, and Hobbies

Any outside employment or other activity that interferes with your job performance or makes you unavailable for work or which constitutes a conflict of interest is looked upon with disfavor. Such interference or conflict may result in termination. No employee may hold a position of employment with any other law office that is not affiliated with Oberman Law Firm without the prior written approval of Mr. Oberman.

An employee shall not have a financial interest in a company which is a competitor of the firm. Financial interests held by an employee or by his or her immediate family members in such companies are to be disclosed immediately to the firm so that a determination can be made as to whether a conflict exists. Members of the employee's immediate family include spouse, children, and any other relative sharing the same home as the employee. Violation of this policy will result in immediate dismissal.

2.17 Job Abandonment

Any employee who does not present to work on time as scheduled without reporting or calling and without a good cause shall be considered to have abandoned his or her job and to have voluntarily resigned unless the employee provides a reasonable and acceptable justification. Mr. Oberman's opinion of whether or not the absence is excused shall be final.

2.18 Employee Privacy Notice

Although each employee has a reasonable expectation of privacy in private areas such as restrooms and changing areas, the employer reserves the right to monitor the activities of any employee, at any time, by any means while on Oberman Law Firm property, including Oberman Law Firm computers and emails. You are hereby given notice that any activity and/or conversation, including telephone conversations conducted on Oberman Law Firm property and conversations between employees may be monitored either in person or electronically, and may be videotaped or audio taped and used for purposes of discipline, commendation or training purposes.

It is our responsibility and goal to ensure that clients are properly handled, that they are at all times treated with dignity and respect, and that they are always given correct information. Monitoring of employees assists in achieving that goal, either by revealing a need for additional training or the need for disciplinary action.

2.19 Employment at Will

During the course of employment, both you and Oberman Law Firm have the right to terminate employment at any time, with or without advance notice, and with or without cause.

SECTION 3 GENERAL RULES AND REGULATIONS

3.1 Attendance and Punctuality

To maintain a safe and productive work environment, all employees are expected to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Oberman Law Firm. All personal matters must be taken care of prior to clocking in for work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled they should notify Mr. Oberman as soon as possible in advance of the anticipated tardiness or absence. If the employee cannot reach Mr. Oberman he or she should notify another employee as soon as possible. If the employee cannot reach any other employee, he or she should call and leave a message on the answering machine. Being sick is inevitable but an unscheduled absence is very hard on the entire team. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

To report that you will be absent or late, call Mr. Oberman prior to the beginning of the workday. Give the reason for the absence and when you expect to return, so that proper arrangements can be made during your absence. Failure to notify us in time and/or excessive absenteeism or tardiness may be grounds for disciplinary action up to and including termination.

Unless there are extenuating circumstances, if an employee will be absent from work, the employee must make a reasonable effort to have another employee cover their shift.

3.2 Dress Code

In order to promote and maintain a professional atmosphere, we expect a clean and tidy appearance on the part of all of our employees. Look sharp. Every employee should be dressed as appropriate for professionals in this position, with subdued makeup, hair, nails, jewelry and fragrance. If an employee has any tattoos that will or could be visible when wearing their normal uniform, said tattoo(s) must be covered with makeup. Conservative neck chains and rings will be permitted. Revealing or suggestive clothing should be avoided when reporting to work. Excellent personal hygiene is required in order to convey your dedication to your chosen field. We reserve the right to establish and promote standards of dress and appearance that are and are not judged appropriate. Mr. Oberman shall be the sole and final judge of what is and is not appropriate attire and appearance for work.

3.3 Smoking

No smoking will be allowed in the office area or on the immediate premises at any time. This policy is for the health and safety of all employees and clients. This policy applies to all individuals (clients and employees alike). Smoking is hazardous to your health, as confirmed by the report of the Surgeon General and is inappropriate in an environment dedicated to health.

If you choose to smoke, and we hope that you do not, please limit smoking to your lunch period, away from the office. More importantly, Oberman Law Firm will absolutely not tolerate you returning to the office smelling of smoke.

Thank you for your cooperation.

3.4 Use Of Oberman Law Firm Property or Services For Personal Needs

Personal use of Oberman Law Firm property and services such as computers, copiers, internet,

telephone, television and other amenities during working hours is neither fair to other employees nor the employer who is paying for the services and your time. Personal use of these amenities must be limited to unpaid time and be kept to a reasonable minimum. Abuse of such privileges and use during working hours will be disciplined appropriately, up to possible termination.

3.4.1 Use of Computers and Internet

Personal use of computers and internet should be limited to unpaid breaks and lunch period or completed before or after working hours. If your personal use of our office computers becomes excessive, or if your personal use of our office computers results in a virus or other harm, this privilege WILL be rescinded.

Outside CDs, floppy disks and/or downloading files or documents into the office computer system is expressly prohibited to prevent spread of virus and/or slowing down of computer network. If our computer network or any individual computer is infected with a virus that can be traced to any employee's unauthorized use of a CD, floppy disk, or from a download, that employee will be responsible for all costs associated with removal of the virus, repair or replacement of damaged or irreparable equipment, lost income that results, etc.

Personal e-mail cannot be checked or opened from office computers at any time. This will prevent the spread of viruses to our computer system.

Viewing websites with adult or otherwise inappropriate, discriminatory, or derogatory content is strictly prohibited and is grounds for immediate termination of employment.

3.4.2 Use of Oberman Law Firm Software

Purpose – To reduce the legal exposure to Oberman Law Firm of unlicensed software and reduce the effort required to operate and troubleshoot employee's machines, this policy has been established to restrict the installation of unauthorized software.

Scope – This policy covers all desktop and laptop computers owned or operated by Oberman Law Firm and covers operating systems, 3rd party software, freeware and shareware applications and utilities. This policy does not govern servers. Servers will be under IT support.

Policy – The following list of operating systems and applications are authorized for use by Oberman Law Firm for information regarding the specific release of software, please contact IT or your local administrator.

Operating Systems:

Intel Based Software Applications: The following list of software applications are authorized for use by Oberman Law Firm employees on Intel-based desktop and laptop systems.

Base Software:

- Norton or Trend Micro Anti-Virus Corporate Software
- Internet Explorer
- WinZip
- Adobe Acrobat (where required)

Standard Office Productivity Software:

- Microsoft Outlook, MSWord, MSN Messenger and Excel.
- Powerpoint and Access will be given to those who require them

Software Not Permitted Without Permission – Due to network implications and security issues, employees are not permitted to load any unauthorized software onto any computer. If Oberman Law Firm finds that an employee has loaded unauthorized software onto a computer owned by Oberman Law Firm, the software will be immediately removed and the employee will be held responsible.

Enforcement – Any employee found in violation of this policy may be subject to disciplinary action.

3.4.3 Use of Telephone

Occasional use of the telephone for personal reasons during working hours is permitted but must be kept to a reasonable minimum. Such privilege should not be abused and cannot interfere with your job performance. Prolonged and frequent use of the telephone will not be tolerated. Incoming personal phone calls disrupt not only you, but require the attention and interruption of the front desk and possibly the clinical procedures in progress at the time, and should be kept to an absolute minimum. Employees are not permitted to make or take personal calls over five (5) minutes in duration at any time to prevent tying up the phone line. Also, when you are on a personal phone call, you are not working diligently while being paid to do so, which is unethical and selfish.

Please also mute, or place on silent/vibrate, all cellular phones while in the office.

3.4.4 Use of Fax, Printer and Copier

Employees may occasionally use Oberman Law Firm fax, copy machines, and computer printers for personal needs. Such use must be limited to personal time and not interfere with Oberman Law Firm operation. Any use of fax or copier must be within reason and kept to a minimum. Abuse of this privilege will be disciplined up to a possible termination of employment.

3.4.5 Use of Games, Television, Magazines, and Newspapers

In the event of their availability, televisions and games will be for client use and entertainment only. Occasional use of games and television by employees is permitted but must be limited to the employee's break or lunch, be out of view of clients, and must not interfere with operation of Oberman Law Firm. Likewise, use of magazines and newspapers that have been provided for client use is to be limited only to the employee's break or lunch, be out of view of clients, and must not interfere with operation of Oberman Law Firm.

3.4.6 Use of Mail

Employees shall not be permitted to utilize Oberman Law Firm's shipping department to arrange for the shipment of personal goods without express permission from Mr. Oberman. Any costs associated with personal shipments shall be charged back to the employee and shall be promptly reimbursed by the employee to Oberman Law Firm.

3.4.7 Use of Staff Amenities

Staff amenities including kitchen appliances, restroom, break room, utensils, and plates are provided for your comfort and can be used by all employees. Every employee is responsible for

cleaning up after him or herself immediately following the use of such amenities. In addition, all employees are responsible to maintain common staff areas clean and in working condition. Gross or repeated violations of this policy by any employee will result in loss of these amenities for all employees.

3.4.8 Supplies

Personal use of office supplies is not permitted.

3.5 Visitors

People visiting with employees are not permitted beyond the reception area of Oberman Law Firm unless escorted by an Oberman Law Firm employee. This is necessary for security and safety reasons. With the exception of employees, no one is allowed into the building after hours.

3.6 Employee Parking

Employees should utilize parking facilities where the office is located subject to all posted parking regulations.

Please lock your vehicle at all times. Oberman Law Firm cannot be held liable for losses or damages involving an employee's vehicle or personal property therein while the vehicle is parked.

3.7 Personal Property

Employees keeping personal property on our premises should make adequate provisions to ensure safety of their property. Oberman Law Firm cannot be held liable for any theft or damage to any personal property of the employees. Please place identifying marks on your personal belongings.

3.8 Forms and Communications

Employees are expected to utilize forms available for office communications to ensure proper passage of information from one employee to another and from an employee to a client.

All forms will be stored in one master file. All employees must familiarize themselves with the forms and communications available in the office and make copies as the need for a form arises.

3.9 Office Cleanliness

In pursuing our goal of providing quality care, it is essential that cleanliness be maintained in all Oberman Law Firm work areas. While we do engage housekeeping services, your participation in caring for the area in which you work is expected. Every employee will be responsible for keeping his or her working area clean, fully stocked, and organized.

Desktops and work counters should be kept uncluttered and cleaned off at the end of the day. Drawers, cabinets, and storage areas are to be neatly arranged to help control supplies, storage, and maintenance.

Cleanliness is most critical in client access areas. This is the only way a safe and professional environment can be maintained.

In addition, all employees should contribute to the overall cleanliness of the office by keeping the common staff and client areas clean and tidy. It is every staff member's responsibility to keep work areas neat and clean and to correct or report any conditions that detract from the professional image of the facility.

3.10 Expense Reports/Supplies

Only those purchases approved by the management qualify for expense reimbursement. Supplies purchased without prior approval are to be the employee's responsibility.

SECTION 4 WORK SCHEDULES

4.1 Work Schedules

Work schedules for employees will vary depending on the office needs. Work schedules are subject to change at Mr. Oberman's discretion. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that you may be scheduled each day and week. As much notice as possible will be given to the employee when a change of work schedule is anticipated, however the nature of our business requires that employees be aware that they may be asked or required to start earlier than normal or to work late on very short notice.

At the current time, normal hours of operation are:

<u>Mondays</u>	<u>8:30 a.m. to 5:00 p.m.</u>
<u>Tuesdays</u>	<u>8:30 a.m. to 5:00 p.m.</u>
<u>Wednesdays</u>	<u>8:30 a.m. to 5:00 p.m.</u>
<u>Thursdays</u>	<u>8:30 a.m. to 5:00 p.m.</u>
<u>Fridays</u>	<u>8:30 a.m. to 5:00 p.m.</u>

Although all efforts will be made to run on time, occasionally work demands will cause some employees to work into lunch or stay past scheduled time. Employees must understand that they are expected to comply with this policy to accommodate clients' needs.

Tardiness or frequent absences may be subject an employee to disciplinary action and/or termination. If, for any reason, you cannot report to work on time, please telephone the Office by phone, as far in advance of your starting time as possible. Leaving a message by voice mail is unacceptable. Please state why you will be late and when you expect to arrive.

4.2 Lunch

For each work day, employees are entitled to a thirty (30) minute lunch break. Each employee is responsible for seeing to it that they take their lunch break. No additional compensation or consideration will be extended to an employee that chooses not to take advantage of their lunch break. It is of extreme importance that you let all other employees know when you are going on break. You may not be able to take your break exactly when you want to, as essential functions must be covered by other employees while you are on break. It is your responsibility to see to it that your job responsibilities are covered by another employee while you are on break.

Lunch breaks should be sufficient for the employees to take care of all personal needs and be prepared to work during working hours.

Staff members are encouraged to be respectful of the possessions of other staff members and are asked not to eat or drink other staff members' food or drinks unless the food or drink has been set aside for everyone's enjoyment. If you are uncertain as to whether the food or drink is meant to be shared, ask before consuming it. Repeated violations of this common courtesy shall be considered to be theft and will result in disciplinary action up to and including termination of employment.

4.3 Employee Meetings

Attendance and participation at all scheduled employee meetings are considered part of your responsibilities as an employee. If you are unable to be present, notify Mr. Oberman and submit your ideas in writing. You are expected not only to be present, but also to be attentive and contributory, and

open to new ideas. You are expected to contribute to the meeting until its conclusion.

Team meetings are NOT meant to be, for lack of a better term, “gripe sessions.” If you have a complaint or have identified a problem, be prepared not only to describe the complaint or problem but also to propose a realistic and reasonable solution. Also be prepared to discuss potential alternative solutions that may be proposed by other team members.

Regular meetings will be scheduled weekly, biweekly or monthly as demanded by the needs of Oberman Law Firm. Dates and times of the meetings will be announced with adequate notice whenever possible. During these meetings general operations of Oberman Law Firm will be discussed. Your suggestions for improvements in any area of our business are encouraged. Also be advised that impromptu meetings may be called without prior notice.

Team meetings are held with the purpose of identifying and discussing problem areas and to help each other resolve problems. Teamwork is encouraged and no individual staff member will be singled out whenever it can be avoided. Other goals for team meetings are to educate the staff on new products, policies, procedures, and ideas. Each staff member is encouraged to take a turn participating in the meeting.

4.4 Daily Meetings

Daily meetings may be necessary to ensure smooth daily operations. This time is allotted to discuss the schedule of the day, including particular concerns about clients and assignment of individual duties and responsibilities of each employee for the day.

Daily meetings will usually take place in the first part of the day but could be moved to another time to accommodate the schedule.

4.5 Interruption of Work

Except for regularly scheduled holidays, Oberman Law Firm will be open for business on Mondays through Fridays during normal business hours. The firm recognizes that circumstances beyond its control, such as inclement weather, natural disaster, national crisis or other emergencies do occur. On such occasions Oberman Law Firm may close for all or part of a regularly scheduled workday. In the event that Oberman Law Firm will not be able to open or that the start of the day’s work will be delayed due to any unforeseen event, Mr. Oberman will attempt to contact each employee before regularly scheduled business hours. If you arrive at work and find that we are being affected by such an event, you may be released to go home, and will be paid only for the time that has elapsed between when you arrived for work and the time that you were released to go home.

In the event that Oberman Law Firm must close early due to weather, natural disaster, or any unforeseen event, you will be released to go home and again you will be paid only for the time that has elapsed between your arrival at work and the time that you were released to go home.

For purposes of this section, “inclement weather, natural disaster, national crises or other emergencies” shall include but not be limited to actual or in-progress excessive snowfall, actual or in-progress severe icing of roadways, extended periods of severe cold, power failure, earthquake, tornado, fire, flood, lack of work, cancellation or no-show of the last or all remaining clients for the day, &c.

4.6 Voting

Oberman Law Firm encourages all employees to vote. Employees are encouraged to use flextime hours for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday.

If this cannot be arranged, your supervisor/manager will approve time off to vote either at the beginning or end of your workday, provided that you give at least one day's notice to your supervisor/manager.

4.7 Political Activities

In recognition of its responsibilities as a business citizen, Oberman Law Firm encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

Oberman Law Firm accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore no employee's status with Oberman Law Firm will be affected, in any way whatsoever, because of participation or nonparticipation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within Oberman Law Firm premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or of a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

SECTION 5 SALARY AND PAYROLL POLICIES

5.1 Wages and Salaries

We will attempt to maintain a competitive wage rate giving consideration to business conditions in our industry and to prevailing rates in our area for similar jobs performed under similar conditions. If warranted, increases may be granted as determined on an individual basis from time to time. Decreases in pay rate may become necessary dependent upon business conditions, but all reasonable efforts to avoid this will be exhausted first.

5.1.1 Equal Pay

Oberman Law Firm will not pay wages to any employee at a rate less than Oberman Law Firm pays employees of the opposite sex for work that is substantially equivalent requiring comparable skills.

This policy is to be construed in accordance with applicable federal and state laws and regulations.

5.1.2 Job Descriptions

Job descriptions are available from Mr. Oberman for all positions in Oberman Law Firm. The items included in each position description are the following:

1. Title of position;
2. Department;
3. Position qualifications (essential qualifications including job experience, skills, and education); and
4. Job summary or overview;
5. Assigned duties and responsibilities;
6. Supervisor or manager.

Position descriptions are used to determine employee selection, job requirements, performance criteria, organizational structure, and the relative worth of jobs in relation to each other. Oberman Law Firm management annually reviews all Oberman Law Firm positions to ensure equity and consistency in our Personnel system.

5.2 Performance Reviews

A performance review will be held privately between Mr. Oberman and each employee. If applicable, the employee's direct supervisor may also attend this performance review. For new employees, performance reviews will be held during the employee's introductory or probationary period. A final review will be conducted prior to the completion of the probationary period of employment.

Strengths and those areas needing improvement will be discussed during these reviews. At this time, matters regarding the performance of your assigned duties will be discussed. You may be assigned new or additional duties at this time, and some of your existing responsibilities may be removed. This will allow you continual opportunities for growth and advancement. This is also another opportunity for you to bring up any matters that you would like to discuss.

This is NOT a time to discuss a salary review or increase, although additional responsibilities may warrant a pay raise. If Mr. Oberman feels that your new responsibilities warrant an increase in salary,

they will let you know. If your new responsibilities are considered to be significantly different from your existing responsibilities, a secondary period of probationary employment must be completed, and, if warranted, an increase in rate of pay will take effect upon completion of this secondary period of probationary employment.

Employees will be advised in advance when a performance review is scheduled. Employees should be prepared to discuss any significant contributions that they have made to the overall well being of Oberman Law Firm since their last performance review. Employees are encouraged to keep a continuous log of contributions and improvements that they have developed and implemented in order to ensure their preparedness for this discussion. The employee is encouraged to bring the following to the review meeting:

- A summary statement of the progress made toward meeting his or her employment goals;
- Examples of job-related areas demonstrating greatest strengths and identifying areas where additional training is needed;
- An outline of job-related tasks in which the employee can participate to improve performance;
- A recommendation of job responsibilities and goals to be established;
- A summary of overall employment performance.

Oberman Law Firm believes that pay increases should be related to an employee's performance. Following performance reviews, any decisions relating to the employee's merit increase in pay will be made, if warranted, by Mr. Oberman after the review process has been completed. Merit increases in pay are neither automatic nor periodic. They are reserved for employees who show skills improvement and higher than average performance. Information about rates of pay and merit increases in pay, if any, are deemed to be confidential matters between Oberman Law Firm and each employee.

5.3 Paydays

All employees are paid biweekly on Friday unless otherwise approved by Mr. Oberman, and each check will reflect the two (2) week pay period ending on the previous Friday. Checks will be distributed by direct deposit, which is handled through the payroll company. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

5.4 Payroll Policies

You are entitled to all the compensation and benefits commensurate with your position. If you should note a discrepancy in your pay or if there is a problem in your deductions, you must notify Mr. Oberman immediately to resolve any differences. In the event that you are overpaid or an administrative error has occurred, it is to your advantage to report it immediately, inasmuch as your failure to do so could result in a financial hardship when the error is corrected.

5.5 Overtime Pay

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive Mr. Oberman's prior written authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation

leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Email and text communication shall not be considered for overtime pay.

Starting prior to your scheduled time or staying in the office past your scheduled time will not be considered towards payment of overtime unless expressly authorized by Mr. Oberman in writing. Make sure to ask Mr. Oberman to sign your schedule change request if you are asked to work overtime to assure payment.

5.5.1 Non-Exempt Employees

Nonexempt employees are paid overtime in accordance with the provisions of applicable federal and state laws. Current overtime pay is time and a half for any time over forty (40) hours per week.

5.5.2 Exempt Employees

Exempt employees and outside workers are not eligible for overtime pay. However, in special cases, overtime compensation may be permitted under certain conditions.

5.6 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require that Oberman Law Firm keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work by utilizing the computer-based time clock program, if such program or other system is required. They should also record the beginning and ending time of any split shift, departure from work for personal reasons, and for time that any employee is being treated in the office as a client. Overtime work shall always be approved in writing before it is performed. Mr. Oberman must sign your schedule change request in order for the overtime to be considered approved.

It is your responsibility to accurately record the time that you start working at the beginning of each shift, and to accurately record the time that you finish working at the end of each shift. Waiting until the end of your shift to record both starting and ending times is unacceptable. If your work hours are not accurately recorded for any reason, you must give notice in writing to Mr. Oberman with the specific details. Frequent errors of the "I forgot" variety may result in delay of the affected paycheck or disciplinary action. If errors are found in your hours during the processing of payroll, the affected day's pay may not be able to be included on the scheduled paycheck and will be added to the following paycheck instead, at Mr. Oberman's sole discretion.

All employees are considered to be honest and trustworthy. However, spot checks of the accuracy to timekeeping and mathematical calculations of time worked during a pay period are necessary and are conducted.

Altering, falsifying, tampering with time records, or recording time on another employee's record may result in disciplinary action, up to and including termination of employment.

Tardiness will not be tolerated and may result in punitive action up to termination.

5.6.1 Disputing time sheets

In the event that you feel that the amount of time for which you have been paid is not accurate, you must bring this to Mr. Oberman's attention within two (2) weeks of the receipt of the pay in question. Failure to bring your concern to Mr. Oberman within this specified time period may negate any claim that you may have.

5.7 Payroll Deductions

Several payroll deductions, which are required by law, are made before you receive your check. Deductions required by law include:

Federal Income Tax (FIT): Your deduction for this tax will vary with the number of exemptions and the marital status you claim for this purpose on your W-4 form.

State Income Tax (SIT): This tax, required by the State of Georgia, will vary with the number of exemptions and marital status you claim for this purpose on your W-4 form.

Social Security and Medicare Tax (FICA): This is the "social security" tax required by the Federal Government. Oberman Law Firm matches the tax you pay. These contributions may not exceed a set percentage of the wage base limit in any given year. The government periodically increases the tax rate and/or the wage base limit.

Additional deductions may occasionally be taken from your paycheck to reimburse Oberman Law Firm for any money owed by the employee to Oberman Law Firm. Such deductions must be authorized by the employee in writing and will be made from the net amount payable to the employee.

5.8 Garnishments

Attaching a part of an employee's wage for debts owed to others because of garnishment proceedings is an unpleasant duty of a practice. Repeated garnishments for multiple indebtedness may subject an employee to disciplinary action.

5.9 Advances

It is our policy is that we do not advance monies for payroll wages or other pay.

5.10 Bonuses

Bonuses will be determined on the individual participation of every employee and be given when warranted by business conditions. All bonuses will be subject to the deductions required by law.

5.11 Employee-Incurred Expenses and Reimbursement

Oberman Law Firm will pay all approved, actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. All items purchased or charged by the employee are to be itemized in writing. Mr. Oberman must approve in writing all such expenses incurred by an employee before the accounting department will make payment.

Requests for reimbursement are to be submitted to Mr. Oberman and supported by evidence of proof of

purchase, e.g., receipts. Requests for reimbursement are due within thirty (30) days of the date of purchase.

SECTION 6 BENEFITS

6.1 Health Insurance

In the event that health insurance is provided, employees wishing to forfeit office insurance due to the coverage through spouse/parent or other personal coverage may do so. However, no alternative form of compensation or benefits will be extended to that employee in lieu of health insurance.

Health insurance benefits will not be available to part time employees.

6.2 Vacation Policy

Employees shall schedule their vacations after consulting with Mr. Oberman. Every effort will be made to permit you to use your vacation time at your desired time. All vacation schedules must be approved in writing.

Part-time employees will not be paid for vacation time.

Full time employees will be eligible for vacation as follows:

After 12 months of full time employment: 5 work days

After 24 months of full time employment: 10 work days

After 60 months of full time employment: 21 work days

Vacation days shall not accrue from year to year. If an employee resigns, quits, or is terminated, any unused vacation days shall not be paid to employee. Employees are not eligible for partial days of vacation [i.e. four hours, etc.].

Any other time taken will be without pay.

6.3 Sick Leave

In the event that an employee gets sick, Oberman Law Firm provides all full-time employees with three (3) sick days, per the employee's twelve (12) month employment calendar.

6.4 Verification of Illness

After more than three [3] consecutive working days of absence due to illness or injury, the employee must provide a doctor's statement detailing the nature and circumstances of the illness or injury, the estimated recovery period, and/or the employee's ability to return to work. This doctor's verification shall be a condition to returning to work. A doctor's statement may also be required sooner should Mr. Oberman determine that circumstances warrant it.

6.5 Leaves of Absence

It is Oberman Law Firm's policy to grant a leave of absence without pay to those employees requiring time away from work for compelling reasons such as extended temporary physical disability, personal reasons, or for civic or military responsibilities. Such leave of absence will be granted on individual basis after reviewing the length of requested leave of absence and personal reasons. Should leave of absence be granted for a specified period of time, every effort will be made to replace the employee in

the original or similar position when returning from leave of absence.

Vacation, benefits and other pay will not accrue during any leaves of absence.

Leave of Absence must be requested in writing at least one (1) month prior to anticipated leave with exception of those times when leave of absence is needed for emergency and unexpected reasons.

6.5.1 Medical Leave of Absence

After completion of twelve (12) consecutive months of employment, a leave of absence for personal illness or disability for a period of up to thirty (30) days will be granted without pay, provided you submit a doctor's statement satisfactorily explaining the situation. A physician's release will also be required before an employee on medical leave of absence may return to work.

Every effort will be made to place an employee granted medical leave of absence on account of pregnancy in her previous position upon her return, provided that leave of absence does not exceed three (3) months. If it is not possible to place her in her previous position, the employee will be placed in a position with comparable status, pay, and responsibility, as required by laws governing maternity leaves as applicable to companies of our size and structure.

Oberman Law Firm will also attempt to permit employees on medical leave of absence for reasons other than pregnancy or those on pregnancy-related medical leaves exceeding three (3) months, to return to their positions unless it is necessary to fill the employee's position on a full-time basis during the leave of absence. In that event, a reasonable effort will be made given business requirements, to place the employee in a comparable position or other position for which he or she is qualified, subject to available openings.

6.5.2 Personal Leave of Absence

Approval of the management for a personal leave of absence is required and may or may not be granted pending review of the length of requested leave of absence and personal reasons as well as the needs of the business. Abuse of this benefit may lead to termination if Oberman Law Firm interests are compromised.

6.5.3 Bereavement Leave

A maximum of two (2) consecutive working days of unpaid leave is allowed to a regular employee who has a death in the immediate family. Immediate family includes spouse, child (including adopted, foster, and step child), parent (including step, foster, and adoptive parent), brother, sister, mother and father-in-law and brother or sister-in-law. All other members of the family are not considered in bereavement leave. Additional time may be granted only if client care and Oberman Law Firm operations are not compromised.

Death certificate or other documentation may be required in some instances.

6.5.4 Armed Services Leave

Regular employees who leave Oberman Law Firm to enter the U.S. armed services may be granted leave without pay. Armed Services Leave is effective for the period of service and for up to thirty (30) days from the date of release from active duty.

In accordance with federal law, all employees who leave regular employment with Oberman Law Firm to serve in the U.S. Armed Forces and who received an honorable discharge will be reinstated, unless Oberman Law Firm's circumstances have so changed as to make it impossible or unreasonable to do so.

In addition, employees who are members of Active Reserve Units of the U.S. Armed Forces will be granted up to two weeks of unpaid leave per year for active duty training. Reservists should notify their supervisors at least one month in advance of the training period.

6.5.5 Workers' Compensation Leave

Workers' Compensation leaves without pay are granted for situations in which there is a physician's written statement that a leave is required because of "work related" illness, injury or other physical disability. The physician's statement must provide details acceptable to Oberman Law Firm regarding the nature of the disability and the anticipated length of absence from work. Leaves involving work-related disabilities, as permitted by prevailing state and federal laws may receive special attention from Oberman Law Firm and the workers' compensation insurance carrier.

An approved leave for "work-related disability" generally will be extended for the duration of the disability until an employee is released for either full or partial duty or is determined to be permanently disabled and unable to return to work.

Prior to returning to work, an employee must obtain and provide to Mr. Oberman a physician's written release. The release must include specific restrictions, if any, that affect the employee's ability to return to work, and their anticipated duration. Failure to provide such physician's releases may result in termination. In some cases, another medical release at the expense of Oberman Law Firm, may be required from a physician appointed by Oberman Law Firm.

6.5.6 Returning From a Leave of Absence

If you should be unable to return from your leave within the approved time, please notify Mr. Oberman and request an extension. If you do not return to work on or before the end of your leave, or if you accept or commence employment elsewhere during the leave, you will be considered to have voluntarily terminated your employment with Oberman Law Firm and you will not be eligible for unemployment benefits.

Benefits based on continuous employment do not accrue at any time during leaves of absence lasting more than thirty (30) calendar days. Employee performance and wage and salary review dates will also be adjusted by the total amount of time taken for such leaves when they exceed thirty (30) calendar days.

A physician's statement verifying the employee's ability to return to work must be presented prior to returning to work. The statement (release) must include specific restrictions, if any, that affect the employee's ability to return to work, and their anticipated duration. An employee returning from pregnancy-related disability leave will be returned to her original position or a substantially similar position. If the original or a substantially similar position is not available, the employee will be subject to layoff.

6.5.7 Pregnancy Related Disability and Maternity Leave

An employee who is pregnant will be permitted to work during her period of pregnancy as long as she is able to perform the normal duties of her position in a safe and effective manner.

Leave due to pregnancy-related disabilities will be granted, without pay, for a total of up to **two (2) weeks** prior to the anticipated birth of the child, and maternity leave will be granted, without pay, for a total of up to **six (6) weeks** after the birth of the child. An employee requesting a pregnancy-related disability leave of absence must first provide Oberman Law Firm with a statement from her physician confirming:

1. The date her physician recommends she discontinue work.
2. Any restrictions with regard to the employee's work that the physician may recommend before beginning a leave of absence.
3. The estimated date the employee will be released to return to work.

Employees who require additional pregnancy-related disability leave or maternity leave due to medical reasons should request this additional leave as soon as they become aware that it is needed. These requests must be accompanied by a statement from their physician stating the reason that additional leave is necessary, the date that the employee will be able to return to work, and any restrictions that will be placed on the employee with regard to their normal work responsibilities and functions.

6.5.8 Jury Duty

Employees wishing to serve on jury duty may do so, however, Oberman Law Firm does not provide jury duty pay. You are required to notify Mr. Oberman upon receipt of the jury summons. Each employee of Oberman Law Firm is considered to be essential to daily operations. Although we encourage our employees to be accountable and responsible citizens, if necessary, you may request Mr. Oberman to prepare a letter to assist you in requesting to be excused from jury duty due to being needed at work.

6.5.9 Mandated appearance in court as a witness

If you are required to take part in a court proceeding as a witness, unpaid leave shall be granted for the duration of your required participation. Written verification of the necessity of your presence must be provided to Mr. Oberman prior to this leave, and must state an estimated date that you will be available to return to work. If you are unable to return to work by or on this estimated date, written notice of the dates of your appearance must be provided to Mr. Oberman upon your return to work.

6.5.10 Mandated appearance in court as a defendant

If you are required to appear in a court proceeding as a plaintiff or a defendant [civil or criminal], unpaid leave will be granted for the duration of your trial or other court proceedings. After one week, in the event that you become incarcerated, you may be terminated. If you are being held for trial, please understand that Oberman Law Firm must continue to perform its business and clinical functions, and you will be replaced. If you are subsequently released from custody and your former position or a similar position is available, you will be considered for re-employment, but not be guaranteed a position. This applies whether you have been released after serving a sentence or if you are found to be not guilty at a trial.

6.5.11 Mandated appearance at a hearing or other official proceeding

If you are required to appear at a hearing or any other official proceeding, unpaid leave will be granted until you are again available for work.

6.6 Holidays

Oberman Law Firm recognizes up to six (6) holidays each year:

The six (6) scheduled holidays are as follows:

January	New Year's Day (January 1 st)
May	Memorial Day
July	Independence Day (July 4 th)
September	Labor Day
November	Thanksgiving Day
December	Christmas Day (December 25 th)

Oberman Law Firm may close or reduce operation a few days before or after the listed holidays. Employees will be notified in advance of any closure. Some employees can be asked to work on the days preceding or following a holiday depending on the requirements of Oberman Law Firm.

6.7.1 Religious Holidays

Employees may observe a religious holiday with notification to management and without pay.

6.7.2 Birthdays as Holidays

Your birthday is not a holiday, and you are expected to work on your birthday. You may request to have your birthday off as an unpaid day, but such request may be denied by Mr. Oberman.

6.7 Continuing Education

Under certain conditions, Oberman Law Firm may direct an employee to participate in continuing education in order to enhance his or her job performance at Oberman Law Firm. Only directed and approved in writing education will be reimbursed. Attendance of conventions and seminars when requested by Oberman Law Firm will be paid at a regular hourly rate for all employees.

Employees are required to fulfill all the continuing education requirements mandated by Georgia law to maintain licenses in good standing. Employees will not be reimbursed for tuition or time involved in fulfilling those continues education requirements with exception of particular classes or seminars directed and required by Oberman Law Firm.

6.8 Conferences and Meetings

Employees may request time off in writing to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

Mr. Oberman must approve in writing the employee's participation in the conference or meeting.

Oberman Law Firm may, at its option, pay for the following expenses if attendance is approved: registration fees, travel costs, lodging and meal expenses not covered by registration.

Time off for attendance and travel during normal working hours may be paid at the normal rate of pay.

6.9 Unemployment Insurance

Oberman Law Firm pays to a state Unemployment Compensation Fund account. The employee does not make any contributions for this benefit. Unemployment Compensation provides a weekly benefit for a specified period of time should employment be terminated through no fault of your own. These benefits change periodically and are established by state law. Unemployment insurance benefits are not available to employees who voluntarily quit without good cause or who are terminated for misconduct or for violation of stated or generally understood policies and procedures.

6.10 Workers' Compensation Insurance

All employees are covered by workers' compensation insurance, effective the first day of employment. Workers' compensation insurance provides you or your beneficiaries with certain benefits in the event of job-related illness, injury or accidental death. Oberman Law Firm pays the full cost of this insurance.

If you sustain a job-related illness or injury, you must report the illness or injury to Mr. Oberman the same day. Failure to do so could result in a delay or denial of benefits by the insurance carrier. Failure on your part to notify Mr. Oberman of a job-related illness or injury that results in delay or denial of benefits by the insurance carrier shall be deemed intentional and will release Mr. Oberman and Oberman Law Firm from any and all further responsibility and liability.

It is Oberman Law Firm policy to investigate all questionable workers' compensation claims and to report such claims if they appear to be fraudulent.

SECTION 7 WORKPLACE SAFETY

7.1 **General Safety Rules**

Safety on the job is of concern to all employees, and is the responsibility of every employee. Disregard for these safety rules and other common sense precautions affect not only yourself, but also those who work with you. We can all contribute to a safety record we can be proud of by following a few fundamental guidelines:

1. Observe and strictly follow posted safety regulations. These regulations are for your protection, and they have been proven to prevent injury.
2. If you are taking any prescribed medication that may interfere with your performance on the job, or pose a possible hazard to yourself or others, do not work under the influence of this medication. You must notify Mr. Oberman for a possible temporary alternate assignment. Correspondence from your physician or other treatment provider will be necessary and must include possible manifestations of your medication and any recommended limitations on your activities.
3. Do not operate any office equipment or machinery unless you have been instructed regarding its safe and proper operation.
4. Do not start up equipment or machinery without first checking its condition and making sure any moving parts are free from foreign objects.
5. Notify Mr. Oberman immediately in cases of equipment malfunction or disrepair that could lead to potential danger.
6. ALL INJURIES, NO MATTER HOW MINOR, must be reported to Mr. Oberman at once.
7. Know the location of building exits, fire fighting equipment, eye-wash station and other emergency equipment.
8. Exercise Universal Precautions while treating clients or sterilizing instruments and carrying out other tasks that have a potential for infection, contamination or exposure to harmful chemicals or biohazardous materials.

Disregard for these safety guidelines, common sense practices, and other safety rules specified by the management may be grounds for disciplinary action up to and including termination.

7.2 **OSHA and EPA Compliance**

Oberman Law Firm will meet or exceed all Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. Oberman Law Firm will also cooperate with all reasonable OSHA or EPA inspections and compliance reviews.

Oberman Law Firm will periodically hold meetings to review safety procedures and emergency response drills. All employees are required to participate. Documentation regarding such participation will be filed in each employee's file and made available on request to appropriate authorities. Refusal to participate in such meetings and training exercises may lead to termination if such training is not completed within a reasonable amount of time.

We are in compliance with OSHA's Hazard Communication Standard (HAZCOM) and Infection Control Policy.

To accomplish compliance, we have designated a Program Coordinator to implement safeguards and inform personnel of the requirements associated with HAZCOM and the Infection Control Policy. Each employee will have the opportunity to review the onsite ADA OSHA Compliance Book.

7.3 Employee Safety in the Event of Robbery

We all hope that we will never be faced with the situation of being robbed or being faced with violence from any visitor to our office. However, should a situation like this occur, protect yourself from harm using any means possible including leaving the area, screaming, calling other employees for help, etc. In an event such as this it can be difficult to think. Try to remain as calm as possible.

Once the offender has left the office, notify Mr. Oberman immediately and call 911 to report the crime. The office will close immediately and will remain closed until the police have arrived and we all feel safe to continue to work.

7.4 Employee Safety in the Event of Visitor Violence

Violence on the part of a client or other visitor to the office may be directed at you, another employee, another visitor, or involve destruction of or damage to the physical plant or furnishings.

In the event of violence directed at you from a client or other visitor to our office, defend yourself to the best of your ability while calling for help from coworkers.

In the event of violence directed at a coworker or another visitor to our office, let your judgment guide your actions. Attempt to end the violence immediately and protect the victim(s) from harm or additional harm, and call to your coworkers for assistance.

In the event of violence involving destruction of or damage to the physical plant or furnishings, remove yourself (and, if you can do so safely, anyone else who is in the vicinity of the offender) from the area. Do not attempt to fight back or stop the offender's actions. Inanimate objects can be repaired or replaced.

In any of the above scenarios, phone 911 as soon as you feel that you can safely do so. Again, try to remember as much about the offender as possible, and write down as much of this information as you can as soon as possible.

ABOVE ALL ELSE, protect yourself. If any of these recommendations fail to appease or stop the offender, do whatever you have to in order to protect yourself.

SECTION 8 ADDITIONAL RULES AND PROCEDURES

8.1 Standards of Conduct

We expect employees to be passionate about their role at Oberman Law Firm and have a willing, cooperative attitude toward all coworkers, projects and initiatives. There will be zero tolerance for gossip. Whispering or going “behind closed doors” to have a conversation with another employee about a client or coworker or any topic is strictly forbidden, except when necessary to be in compliance with our confidentiality policy.

Please leave your personal problems at home. The office is not the place to discuss these matters. Additionally, disparaging or derogatory remarks about others serve only to tear down the relationships that we work so hard to build – either with clients or other staff, and cannot and will not be tolerated. No good can come from these types of remarks. If you are experiencing a severe personal problem, Mr. Oberman will make himself immediately available to privately discuss the issue with you, and you can expect understanding and an offer to help you in any reasonable way. Additionally, you may request or be required to take a leave of absence until the issue is resolved.

You are expected to be courteous and professional in your interaction with members of Oberman Law Firm, and especially our clients. Clients are to be referred to in the manner that they prefer, either by first name, nickname, or by last name preceded by the appropriate title (Mr., Mrs., Miss, Dr., &c.) or as “Sir” or “Ma’am”. If you are uncertain as to how to address a client, always err on the side of caution and address them with appropriate respect (again, Mr., Mrs., &c.). The attorneys are always referred to as “Mr. Oberman”, “Ms. Mansour”, etc. In the event that another attorney should join Oberman Law Firm, he or she should be addressed as he or she prefers.

Conversation in the office should be professional in nature, both with clients and other staff members. Please remember that sounds carry easily throughout the office, and anything that you say can be easily overheard. NEVER WHISPER! A client overhearing a whisper may easily believe that there is gossip going on about them.

You must realize that personal phone calls disrupt not only your work, but also of the front desk personnel and Mr. Oberman, and may result in getting behind on the schedule. Please have enough respect for our clients to not keep them waiting for you to finish a personal phone call. Therefore, personal phone calls or visits should be limited to your rest and break periods. Since we often work through lunch, personal phone calls are permissible, but please keep them to a minimum in both frequency and duration, with a maximum duration of five (5) minutes. Please advise your friends and family to limit calls to urgent business, and to leave a message for you when possible. You can return a call more easily than we can interrupt the daily schedule. There is no tolerance for social interruptions. You will always be permitted to take personal phone calls when the situation is a legitimate emergency.

Discussions or comments regarding sex, religion, or politics can cause passionate dissension between coworkers or workers and clients, and have no place in Oberman Law Firm. If a client makes a political or religious comment, try to steer the conversation away from these topics, whether you agree or disagree with their comment. Simply stating “Mr. Oberman prefers that we don’t discuss religion or politics at the office,” should be sufficient. Likewise, it is inappropriate and can be embarrassing to coworkers and clients to discuss their sexual habits, preferences, orientation, and/or physical attributes, and comments and discussions of this nature are to be avoided.

Conversations or comments involving prejudicial or racist attitudes towards race, religion, or ethnic background, or profanity, vulgarity, sexually explicit, lewd, or offensive language are not appropriate.

Harassment of any sort is grounds for immediate termination.

While continuation of your employment is at the mutual consent of you and Oberman Law Firm in accordance with the policy of “at will” employment, it may be helpful to identify some examples of the types of conduct that are not permissible and may lead to various forms of disciplinary action. Although it is not practical or possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples:

1. Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in a timely and appropriate manner.
2. Working while intoxicated or under the influence of drugs or reporting to work while intoxicated or under the influence of drugs.
3. Possession, distribution, sale, or use of illegal drugs while at work.
4. Inappropriate release of confidential information about Oberman Law Firm or its clients.
5. Theft or unauthorized removal of Oberman Law Firm property.
6. Falsifying or making a material omission in an employment application, or in any other information provided to management.
7. Falsifying any other Oberman Law Firm records or documents.
8. Neglect in the performance of duties or in the care or use of Oberman Law Firm property.
9. Willful or negligent destruction of Oberman Law Firm property or any negligent conduct leading towards loss, theft or destruction of Oberman Law Firm property.
10. Fighting on Oberman Law Firm property or while on Oberman Law Firm business.
11. Violating safety or health rules, or engaging in conduct that creates a safety or health hazard.
12. Engaging in inappropriate conduct towards others, including clients, visitors, and other employees.
13. Sexual or other unlawful harassment of another employee, a client, or any other visitor to the office.
14. Bringing on to Oberman Law Firm property dangerous or unauthorized materials, such as explosives, firearms, weapons, or other similar items.
15. Conviction of a felony while an employee, whether the offense occurred at work or elsewhere.
16. Unexcused and persistent tardiness or absence.
17. Unauthorized personal use of Oberman Law Firm property.
18. Practicing without current license or providing care beyond the scope of your license or certificate.
19. Disrespect to supervisors, coworkers, clients, visitors, and affiliated persons.
20. Participation in spreading rumors about Oberman Law Firm owners, other employees, clients or affiliates that may be damaging or hurtful to affected persons.
21. Violation of any rules or regulations outlined in this handbook or other Oberman Law Firm manuals.
22. Unsatisfactory work.
23. Inability to perform work at an acceptable level of competence.
24. Inability to get along with fellow workers.
25. Poor attitude.
26. Sabotage of equipment, supplies, or financial success of Oberman Law Firm as a whole or of any member of the medical team personally or individually.

27. Using outside computer disks, programs, or downloading anything into the office computer system.
28. Other situations that may arise from time to time at the discretion of management.

8.1.1 Personal Productivity

You are expected to make a positive contribution to the overall success of Oberman Law Firm by being as productive as you possibly can be in the performance of your job duties. You have a specific set of job duties and responsibilities for which you are accountable. After you have satisfied your immediate duties, you are expected to further contribute by assisting others in the performance of their duties. There is always something that needs to be done. If you cannot find anything to do, see Mr. Oberman for an assignment.

8.1.2 Outside Business Interests and Fund Raising

Staff may not promote or discuss during office hours any outside business or fund raising activities in which they might be involved. Staff should not consider clients or other staff members as prospective clients for their outside interests, and are not to solicit them in or outside of the office. Examples of prohibited discussions include such business ventures such as Amway, Mary Kay, Avon, selling Girl Scout Cookies, etc., and also include any multilevel or network marketing scheme.

If a client or visitor to the office asks you if you would like to buy a product or become involved in such an activity, feel free to use your own judgment, but please do not feel obligated to make a purchase or become involved. Browsing catalogs or receiving information must be done on your own time, and are not to detract from your job performance. If you decline such a solicitation or invitation and the client or visitor persists, politely ask them to stop. If they continue, advise Mr. Oberman of the situation, and they will deal with it directly.

8.2 Practice Software

Oberman Law Firm uses certain practice management software. All employees are expected to become competent in its use.

8.3 Grievance Procedure

Oberman Law Firm recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and Oberman Law Firm which impacts on an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

An employee may express a verbal grievance to his or her immediate supervisor/manager. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the immediate supervisor/manager.

Mr. Oberman, who will decide the matter, will review the written statement. The problem will be discussed in the presence of the employee and supervisor/manager. Final resolution of the grievance will be made by Mr. Oberman and discussed with the employee and supervisor/manager.

The decision will be reduced to writing, a copy given to the employee and supervisor/manager, with the original kept by Mr. Oberman. A copy will be filed in the employee's personnel file when appropriate.

8.4 Disciplinary Procedure

Unless otherwise stated, violation of any policy or procedure contained in this manual or other Oberman Law Firm manual or which is considered to be common knowledge will result in disciplinary action against the employee.

Disciplinary action may include the following:

First offense:	verbal warning
Second offense:	written warning
Third offense:	termination of employment.

Variations from this progression may occur at the discretion of Mr. Oberman, and may include suspension from work without pay, termination or other disciplinary actions as deemed appropriate by Mr. Oberman, in his sole discretion.

Be advised that if your actions or failure to act violate any office manner, that law enforcement authorities will be made aware of the situation and you may be subject to civil and criminal charges and/or penalties.

8.4.1 Employees Appeals Procedure

There may be an occasion when you do not agree with a decision that affects your job. You should present your complaint to Mr. Oberman, who will discuss the situation with you and attempt to reach a mutually agreeable resolution. If no mutually agreeable solution can be found, Mr. Oberman's decision shall be final.

8.5 Performance Improvement

Performance improvement may be suggested whenever Oberman Law Firm management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of Oberman Law Firm management. Oberman Law Firm desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in Oberman Law Firm's best interests. Oberman Law Firm expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time.

The supervisor/manager will determine the course of action best suited to the circumstances. The standard steps in performance improvement may include:

Verbal counseling — As the first step in correcting unacceptable performance or behavior, the supervisor/manager should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor/manager should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances

surrounding the particular case. Stating that a written warning, probation or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The supervisor/manager should document the verbal counseling for future reference immediately following the review.

Written counseling — If the unacceptable performance or behavior continues, the next step may be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the supervisor/manager may direct that the written warning be removed after a period of time, under appropriate circumstances.

Probation — If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual may be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The employee's supervisor/manager, after review of the employee's corrective counseling documentation, will determine the length of probation. A written probationary notice to the employee is prepared by the supervisor/manager. The letter should include a statement of the following:

- The specific unsatisfactory situation;
- A review of oral and written warnings;
- The length of probation;
- The specific behavior modification or acceptable level of performance;
- Suggestions for improvement;
- A scheduled counseling session or sessions during the probationary period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to, reassignment, reduction in pay, grade or demotion.

The supervisor/manager should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the supervisor/manager may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee and supervisor/manager will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the supervisor/manager will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Involuntary Termination — The involuntary termination notice is prepared by Mr. Oberman. The employee is notified of the termination by Mr. Oberman and will be directed to complete termination documentation. Involuntary termination is reserved for those cases that cannot be resolved by corrective counseling or where a major violation has occurred which cannot be tolerated.

The following definitions and classification of violations, for which corrective counseling, performance improvement or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor, depending on the surrounding facts or circumstances.

Minor violations — Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within Oberman Law Firm. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations:

- Excessive tardiness;
- Unsatisfactory job performance;
- Defacing Oberman Law Firm property;
- Interfering with another employee's job performance;
- Excessive absenteeism;
- Failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods;
- Performing unauthorized personal work on Oberman Law Firm time;
- Failure to notify the supervisor/manager of intended absence either before or within one hour after the start of a shift; and
- Unauthorized use of the Oberman Law Firm telephone or equipment for personal business.

Major Violations — These more serious violations would include any deliberate or willful infraction of Oberman Law Firm rules and may preclude continued employment of an employee. Here are some examples of major violations:

- Fighting on Oberman Law Firm premises;
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Departing Oberman Law Firm premises during working hours for personal reasons without the permission of the supervisor/manager;
- Bringing firearms or weapons onto Oberman Law Firm premises;
- Deliberately stealing, destroying, abusing, or damaging Oberman Law Firm property, tools, or equipment or the property of another employee or visitor;
- Disclosure of confidential Oberman Law Firm information or trade secrets to unauthorized persons;
- Willfully disregarding Oberman Law Firm policies or procedures;
- Willfully falsifying any Oberman Law Firm records;
- Willfully deleting any files and Oberman Law Firm records;
- Undisclosed video and/or audio recording of staff and/or clients;
- Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like against Oberman Law Firm;
- Employee's conviction of a felony or a crime involving moral turpitude;
- If Employee performs any intentional act which, under the reasonable man standard, damages the reputation of Oberman Law Firm;
- Employee's conviction for or confession to sexual harassment in any form

- towards employees of Oberman Law Firm or anyone affiliated with Oberman Law Firm; or
- Employee's excessive absence from performing his duties for Oberman Law Firm, as determined by Oberman Law Firm, in Oberman Law Firm's sole and absolute discretion.

8.6 Termination

Terminations are to be treated in a confidential and professional manner by all concerned. Oberman Law Firm affords thorough, consistent and evenhanded termination procedures. This policy and its administration will be implemented in accordance with Oberman Law Firm equal opportunity statement.

Employment with Oberman Law Firm is normally terminated through one of the following actions:

- Resignation — voluntary termination by the employee;
- Dismissal — involuntary termination for substandard performance or misconduct; or
- Layoff — termination due to reduction of the work force or elimination of a position

Resignation — An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two (2) weeks or ten (10) working days is generally considered to be sufficient notice time. If an employee resigns to join a competitor, if there is any other conflict of interest or if the employee refuses to reveal the circumstances or relationship of his or her resignation and the future employer, the manager may require the employee to leave Oberman Law Firm immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice. When immediate voluntary termination occurs for the above reasons, the employee may be granted pay "in lieu of notice," the maximum being two weeks of pay based upon a 40-hour workweek at the employee's straight-time rate or salary.

Dismissal — In any case involving an employee dismissal, a release should be signed upon review with Oberman Law Firm legal counsel.

Substandard Performance — An employee may be discharged if his or her performance is unacceptable. The supervisor/manager shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor/manager is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or illegal drug abuse. The management team must concur in advance of advising the employee of discharge action. Documentation to be prepared by the supervisor/manager shall include reason for separation, performance history, corrective efforts taken, alternatives explored and any additional pertinent information.

Misconduct — There are certain activities and circumstances which Oberman Law Firm will not tolerate and may result in summary dismissal. Summary dismissal means termination without notice or severance pay. The following represent causes for summary dismissal:

1. *Abusive treatment of clients:* Inappropriate physical contact with a client, abusive language directed toward a client, or actions/words which could be interpreted by the client as threatening are not acceptable;
2. *Verbal or written breach of confidential information:* (Please read

- sections of this manual discussing confidentiality). Such information is not to be released in verbal or written form to anyone, including family members or any other third party (other than another Oberman Law Firm employee who needs to know in order to perform his/her job);
3. *Embezzlement of Oberman Law Firm funds, equipment, or supplies:* Careless handling or use of Oberman Law Firm funds, or theft of any equipment or supplies will not be tolerated. It is the policy of Oberman Law Firm to pursue reimbursement for such offenses, and this may result in criminal charges being filed against you;
 4. *Forgery of documents:* Discovery of forgery of documents by any employee will not be tolerated;
 5. *Illegal use of controlled drugs/substances:* Discovery and proof that you are illegally using controlled substances or obtaining controlled drugs from or through this office for use or sale will result in termination, and may result in criminal charges being filed against you;
 6. *Alcohol/drug intoxication:* It is impossible to properly function in the setting of Oberman Law Firm when under the influence of alcohol or drugs. For the safety of staff and clients, Oberman Law Firm reserves the right to insist upon random drug screens and tests of its employees;
 7. *Felony conviction:* Realize that your behavior reflects on your work and reputation and, likewise, the reputation of Oberman Law Firm. If you are convicted of a felony, your work here will be terminated;
 8. *Insubordination:* Refusal to follow instructions from the Officer Manager/Doctors or abusive language/actions directed at them, shall be construed as insubordination;
 9. *Falsifying information:* Discovery of falsification of any portion of your written application, references, or credentials offered to obtain employment at Oberman Law Firm will result in termination;
 10. *Discussion of salaries* with other employees is not allowed;
 11. *Unprofessional dress or appearance:* Including, but not limited to, any visible tattoos or body piercing.
 12. *Any reason* as determined by Oberman Law Firm Management.

Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed.

Layoff — When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

1. Oberman Law Firm work requirements;
2. Employee's abilities, experience, and skill;
3. Employee's potential for reassignment within the organization; and
4. Length of service.

The immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff, such as the effect the layoff will have on his or her anniversary date at time of call-back, the procedure to be followed if time off to seek other employment is granted and Oberman Law Firm's role in assisting employees to find other work.

On the final day of employment, the supervisor/or personnel director must receive all keys and Oberman Law Firm property from the employee.

The supervisor/manager shall conduct an exit interview with the employee.

If an employee wishes to resign their position, a signed and dated written notice is required to resign in good standing. Oberman Law Firm will not issue a letter of recommendation or provide a positive reference without good standing status.

Whether your separation is voluntary or involuntary, you may be compensated for all money due to you (including vacation pay). Any other benefits cannot be cashed out during voluntary or involuntary termination. You will also be required to repay any money you may owe Oberman Law Firm.

Employee's personal property must be removed from Oberman Law Firm premises on the last day of employment and all Oberman Law Firm property must be turned in on the same day.

The final check will be sent to the employee's address or made available for pick up within 3 business days following return of all Oberman Law Firm property.

8.6.1 Change of Address

If you change your address after your termination date, please notify Mr. Oberman to ensure that annual W-2 statements or other important correspondence can be properly routed to you.

8.6.2 Exit Interviews

Generally, we will arrange an exit interview with employees who resign from employment with Oberman Law Firm. The interview affords employees an opportunity to communicate their views and comment on their work experience at Oberman Law Firm. It is also an opportunity to turn in all materials and property of Oberman Law Firm. Arrangements for clearing any outstanding debts with Oberman Law Firm are also made at this time.

8.6.3 Unemployment Benefits

Only those employees terminated without cause or laid off due to slow down in business will be eligible to collect unemployment benefits. Employees who voluntarily surrender their jobs or who are terminated with cause will not be eligible to collect unemployment benefits.

8.7 Rehire

Oberman Law Firm will consider former employees for re-employment except those discharged for cause, who meet the qualifications of an existing job opening.

8.8 Gratuities to Government Employees or Officials

In adherence to government regulations, no employee may offer a gratuity to any government employee or official on behalf of, or in pursuance of, Oberman Law Firm business. Gratuities are defined as meals, drinks, gifts, expenses, cash or any other item of value, including personal service.

Oberman Law Firm strictly forbids any form of a business gift to federal, state, or municipal employees. Management is charged with the responsibility of informing all employees of this policy and maintaining adherence to it.

Violation of this policy will be treated as a major violation and, depending on the circumstances, may be grounds for immediate termination or other appropriate action.

8.9 Gratuities to Customer or Supplier Representatives

Employees of Oberman Law Firm may not offer to give or accept a gift, cash or other item of value — including personal service — from an existing or prospective customer, supplier or a representative of either in pursuance of business or in conjunction with negotiating business on behalf of Oberman Law Firm.

Expenses for meals as part of a seminar, convention or business meeting are not within the definition of gratuities for purposes of this policy. Invitations extended by a customer or supplier to participate in any program or activity, such as a party or football game, should be referred to your supervisor/manager for approval on a case-by-case basis.

Violation of this policy in any form will require immediate disciplinary action.

8.10 Suggestions and Questions

Work-related questions or suggestions can best be presented by frank and prompt discussion. Accordingly, Oberman Law Firm promotes the following “Open Door” practices:

1. We are always looking for better ways of operating our business and serving our clients. Therefore, free and open communication is not only expected, but is required. If you have any ideas for improving our services or doing a job more simply and/or economically, please feel free to share your suggestions with Mr. Oberman.
2. You are encouraged to express your views on our policies to management, either verbally or, preferably, in writing. You should express such views in a calm, reasonable, constructive, and adult manner.
3. Suggestions and questions will be answered as quickly as possible

8.11 Appendices

Appendices 1, 2, 3, 4, 5, and 6 shall be made a part of this Employee Handbook and incorporated by reference. The Appendices attached hereto may be amended, modified or replaced from time to time, and all such amendments, modifications and replacements shall be made a part of this Employee Handbook and incorporated by reference.

Appendix 1

Your Role at Oberman Law Firm

We are building a tradition of care and service at Oberman Law Firm. We will expect no less than 100% from you as a team player and office member. You must bring a great attitude to the office with you each day and abide by the following “Team Commandments”:

1. Help each other be right, not wrong.
2. Look for ways to make new ideas work, not for reasons that they won't.
3. If in doubt, check it out! Don't make negative assumptions about one another. You cannot read another person's mind.
4. Help each other to win and take pride in each other's victories.
5. Speak positively and optimistically about each other and about our organization at every opportunity.
6. Maintain a positive mental attitude no matter what the circumstances.
7. Act with initiative and courage, as both long- and short-term progress depend upon you and your daily activities.
8. Do everything with enthusiasm – it's contagious!
9. Treat others as you would like to be treated.
10. Don't lose faith, and HAVE FUN!

Appendix 2

Staff Non-Disclosure Agreement

THIS NONDISCLOSURE AGREEMENT (this "Agreement") is entered into this _____ day of _____, 2021, by and between _____ (hereinafter referred to as the "Employee") and Oberman Law Firm, its heirs, executors, administrators, and any and all other persons, firms or corporations (hereinafter referred to as the "Employer").

WHEREAS, Employer desires to receive from Employee a covenant not to disclose certain information relating to Employer, and certain other covenants; and

WHEREAS, Employer and Employee desire to set forth in writing the terms and conditions of their agreements and understanding;

NOW, THEREFORE, in consideration of the foregoing, of the mutual covenants, promises and agreements contained in the Agreement, and of other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties to this Agreement, intending legally to be bound, covenant, promise and agree as follows:

1. Disclosure of Information. Employee acknowledges that they will use, acquire and receive Confidential Information and Trade Secrets (as defined in Section 2 below). Employee covenants and agrees that they shall not, except with the prior documented consent of Employer, or except if Employee is acting as an employee of Employer solely for the benefit of Employer in connection with Employer's business and in accordance with Employer's business practices and Employee policies, directly or indirectly, use, divulge, reveal, report, publish, transfer or disclose, for any purposes whatsoever, any Confidential Information or Trade Secrets. Employee further covenants not to:

- (a) disclose to anyone the name of any clients of the Employer;
- (b) copy or remove any client files, charts, lists, reports, radiographs, client or Employer financial records and/or appointment book from the premises, either directly or indirectly, in any form;
- (c) solicit, divert or attempt to divert or take away any clients of the Employer for the Employee or for any other person or entity;
- (d) solicit divert, or attempt to divert or take away any existing staff currently employed by the Employer, or prospective staff being considered for employment, either directly or indirectly, for the Employee or any other entity;
- (e) disclose to any clients of the Employer, the name and/or address of any other legal or similar office location where the Employee is currently employed or will be employed after termination of employment with the Employer;
- (f) disclose to any other party, any information, including client lists, contracts, fee schedules, referral sources, financial and income information, marketing strategy, or any other information generally considered to be privileged or confidential in nature; nor
- (g) disclose to anyone else any professional secrets, such as information regarding the

procedures, techniques, or materials used in the course of client treatment and/or the conducting of business.

2. Definition of Confidential Information and Trade Secrets. For purposes of this Agreement, the term "Confidential Information" shall mean any and all data and information relating to Employer's business (a) of which Employee became aware as a consequence of or through their arrangement or relationship with Employer; (b) which has value to Employer and is not generally known to its competitors; and (c) which is treated by Employer as confidential (whether or not such material or information is marked "confidential"). Confidential Information may include, but is not limited to, Proprietary Information (as defined in Section 3) and information relating to the financial affairs, products, processes, customers, Employees, Employees' compensation, research, development, inventions, manufacturing, purchasing, accounting, engineering, distribution systems and marketing of Employer.

The term "Trade Secrets" shall mean the whole or any portion of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value to Employer, and may include, but is not limited to, Proprietary Information (as defined herein).

3. Definition of Proprietary Information. For purposes of this Agreement, the term "Proprietary Information" shall mean, all of the following materials and information (whether or not reduced to writing and whether or not patentable or projectible by copyright) which relate to the Employer's business and which Employee receives, has access to, conceives or develops, in whole or in part, as a direct or indirect result of their relationship with Employer (in any capacity, whether executive, managerial, planning, technical, sales, research, development, manufacturing, engineering or otherwise) or through the use of any of Employer's facilities or resources:

- (a) Production processes, marketing techniques, mailing lists, purchasing information, price lists, pricing policies, quoting procedures, financial information, customer and prospect names and requirements, customer data, customer site information and other materials and information relating to the manner in which Employer does business;
- (b) Inventions, discoveries, concepts and ideas, whether or not patentable or projectible by copyright, including, without limitation, the nature and results of research and development activities, technical information on product, or program performance and reliability, processes, formulas, techniques, "knowhow," computer software programs or other computer-related equipment or technology, source codes, object codes, designs, drawings and specifications;
- (c) Any other materials or information related to the business or activities of Employer which are not generally known to others engaged in similar businesses or activities;
- (d) All ideas which are derived from or relate to Employee's access to or knowledge of any of the above enumerated materials and information.

Failure to mark any of the Proprietary Information as confidential shall not affect its status as part of the Proprietary Information under the terms of this Agreement.

4. Ownership of Proprietary Information. Employee assigns to Employer all of Employee's right, title and interest in the Proprietary Information. If any Proprietary Information is deemed in any way to fall within the definition of "work made for hire," as such term is defined in 17 U.S.C.S. Section 101, such works shall be considered "works made for hire," the copyright of which shall be owned solely, completely and exclusively by Employer. If any of the Proprietary Information is considered to be works not included in the categories of works covered by the "work made for hire" definition contained in 17 U.S.C.S. Section 101, such work shall be owned, assigned or transferred completely and exclusively to Employer. Employee agrees to execute, seal and deliver any instruments or documents and to do all other things reasonably requested by Employer in order to more fully vest in Employer all ownership rights in those items transferred by Employee to Employer.

5. Injunctive Relief. Employee understands and agrees that Employer will suffer irreparable harm in the event that Employee breaches any of their obligations under this Agreement and that monetary damages will be inadequate to compensate Employer for such breach. Accordingly, Employee agrees that, in the event of a breach or threatened breach by Employee of any of the provisions of this Agreement, Employer, in addition to and not in limitation of any other rights, remedies or damages available to Employer at law or in equity, shall be entitled to a permanent injunction in order to prevent or to restrain any such breach by Employee, or by Employee's partners, agents, representatives, servants, Employers, Employees or any other persons directly or indirectly acting for or with him.

6. Records. All notes, data, tapes, reference materials, sketches, drawings, memoranda and records in any way relating to any of the information referred to in Sections 1, 2, 3 and 4 (including, without limitation, any Proprietary Information) or to Employer's business shall belong exclusively to Employer and Employee agrees to deliver to Employer all copies of such materials in their possession or then under their control at the request of Employer.

7. Accounting for Profits. Employee covenants and agrees that if Employee shall violate any of Employee's covenants, promises or agreements under this Agreement, Employer shall be entitled to an accounting and repayment of all profits, compensation, commissions, remunerations or benefits which Employee directly or indirectly has realized or may realize as a result of, growing out of or in connection with any such violations. This remedy shall be in addition to and not in limitation of any injunctive relief or other rights or remedies to which Employer is or may be entitled at law, in equity or under this Agreement.

8. Reasonableness of Restrictions. Employee has carefully read and considered the provisions of Sections 1 through 7 and, having done so, agrees that the restrictions are fair and reasonable and are reasonably required for the protection of the interests of Employer, its officers, directors, shareholders and Employees.

9. Severability. In the event that, notwithstanding the foregoing, any part of the covenants, promises and agreements set forth in Sections 1 through 7 shall be held to be invalid and unenforceable, the remaining parts shall nevertheless continue to be valid and enforceable as though the invalid and unenforceable parts had not been included.

10. Burden and Benefit. This Agreement shall be binding upon, and shall inure to the benefit of, Employer and Employee, and their respective heirs, personal and legal representatives, and successors and assigns.

11. Governing Law. In view of the fact that the principal office of Employer is located in the State of Georgia, it is understood and agreed that the construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Georgia.

12. Employer. As used, the term "Employer" shall also include any corporation which is at any time the parent or a subsidiary of Employer, and any corporation or entity which is an affiliate of Employer by virtue of common (although not identical) ownership, and for which Employee is providing services in any form for Employer or any such other corporation or entity.

13. Notices. Any documented notice or other communication by either party to the other under this Agreement may be delivered personally, or by United States first class mail, or by Postal Service or commercial overnight document delivery service, or may be electronically transmitted, addressed as follows:

To Employer, addressed to:
Oberman Law Firm
151 Lee Byrd Road
Loganville, Georgia 30052
Telephone: 770-554-1400
Facsimile: 770-554-3534

To Employee, addressed to:

Telephone: _____
Facsimile: _____

Any documented notice given under this Agreement is deemed to have been given on the date dispatched or transmitted, or if given personally, on the date such a documented notice was personally delivered. The addresses stated in this paragraph 12 may be changed by the respective parties upon a documented notice delivered or transmitted pursuant to this paragraph 12.

13. Entire Agreement. This Agreement contains the full, entire and integrated agreement and understanding by and between Employer and Employee with respect to the covenants described, and no representations, promises, agreements or understandings, written or oral, not contained in this Agreement shall be of any force or effect. Nothing contained in this Agreement shall be deemed or construed to constitute an agreement by Employer to employ Employee. No change or modification shall be valid or binding unless the same is in writing and signed by the parties to this Agreement. No waiver of any provision of this Agreement shall be valid unless the same is in writing and signed by the party against whom such waiver is sought to be enforced; moreover, no valid waiver of any provision of this Agreement at any time shall be deemed a waiver of any other provision of this Agreement at such time nor will it be deemed a valid waiver of such provision at any other time.

14. Headings. The headings and other captions in this Agreement are for convenience and reference only and shall not be used in interpreting, construing or enforcing any of the provisions of this Agreement.

15. Gender. The use of any gender shall be deemed to be or include the other gender, wherever appropriate.

IN WITNESS WHEREOF, Employer and Employee have duly executed this Agreement as of the day and year first above written.

Employee

Oberman Law Firm

By:

By: Stuart J. Oberman

Appendix 3

Emergency Contact Information

Employee's Name: _____ Date: _____

It is extremely important that you keep this information up to date! Old contact information is of no help in an emergency, and is actually harmful in wasting time. It is YOUR responsibility to keep this information current!

Hospital of choice:

Primary Emergency Contact:

Name: _____
Relationship: _____
Home phone: _____
Work phone: _____
Cell phone: _____
Any other contact number(s): _____

Secondary Emergency Contact:

Name: _____
Relationship: _____
Home phone: _____
Work phone: _____
Cell phone: _____
Any other contact number(s): _____

Tertiary Emergency Contact:

Name: _____
Relationship: _____
Home phone: _____
Work phone: _____
Cell phone: _____
Any other contact number(s): _____

Appendix 4

Arbitration Agreement

Except as otherwise set forth in the Employee Handbook, any dispute, controversy, claim or other matter that may arise from or during the course of Employee's employment with Oberman Law Firm between employee and Oberman Law Firm, including its heirs, successors, assigns, officers, and employees, including all issues of fact and law and claims under state or federal law, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association (the "Commercial Arbitration Rules"). Without limiting the generality of the foregoing, "Claims" shall also include any and all disputes, controversies, claims or other matters in question of law or fact that may arise from or during the course of Employee's employment with Oberman Law Firm between employee and Oberman Law Firm, including its heirs, successors, assigns, officers, and employees, including all issues of fact and law and claims under state or federal law, it being the purpose and intent to submit all Claims to arbitration. Notice of demand for arbitration shall be filed in writing with Oberman Law Firm (Stuart J. Oberman, a Professional Corporation) as to whom the Claim is alleged and with the American Arbitration Association (the "AAA"). The arbitration proceeding shall be conducted by one disinterested neutral arbitrator who shall be appointed from a panel in accordance with the Commercial Arbitration Rules of the AAA that are in full force and effect at such time; provided however, that if a neutral arbitrator cannot be selected and appointed by the employee and Oberman Law Firm (Stuart J. Oberman, a Professional Corporation) from the first list of names submitted by the AAA, the AAA shall submit to the employee and Oberman Law Firm (Stuart J. Oberman, a Professional Corporation) a second list of names of persons chosen from the panel, and if a neutral disinterested arbitrator cannot be appointed for any reason from said second list (and in any event within 30 days of the date a claim is brought), then the AAA shall then be deemed authorized and directed to and shall select and appoint, on behalf of the employee and Oberman Law Firm (Stuart J. Oberman, a Professional Corporation), one disinterested neutral arbitrator (but in no event shall the AAA appoint an arbitrator whose name has previously been rejected by the employee and Oberman Law Firm (Stuart J. Oberman, a Professional Corporation)). All persons submitted as prospective arbitrators by the AAA shall be persons having substantial knowledge of substantive commercial laws and the general issues in question for arbitration. Any arbitration shall be held in Atlanta, Georgia, or such other place upon which the employee and Oberman Law Firm (Stuart J. Oberman, a Professional Corporation) may agree. The arbitrator shall have the authority to award any remedy or relief that a court in Georgia could order or grant, including, without limitation, specific performance, issuance of an injunction, or imposition of sanctions for abuse or frustration of the arbitration process. Notwithstanding the foregoing, any arbitration shall be governed by and enforced in accordance with the Federal Arbitration Act, 9 U.S.C. § 1- 16. In any legal action, arbitration or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing Party shall be entitled to recover reasonable attorneys' fees and costs to the extent such recovery is legally allowed.

Appendix 5

STUART J. OBERMAN, A PROFESSIONAL CORPORATION'S INTERNET AND PHONE POLICY

Internet, E-mail and Instant Message Usage and Security Policy

Oberman Law Firm provides Internet, e-mail, and Instant Messaging (IM) capabilities to help you do your job faster and smarter, and be a well-informed Employee. The facilities to provide that access represent a considerable commitment of Oberman Law Firm resources for telecommunications, networking, software, storage, etc. The Internet and E-mail Usage Policy is designed to set forth Oberman Law Firm's expectations for the use of computers, electronic communications, and the Internet. Violations of the policy will result in disciplinary action, up to and including termination of employment. The Internet, e-mail and IM capabilities are provided for business-related purposes (i.e. to communicate with clients and suppliers, to research relevant business topics and obtain useful business information). Employees will conduct themselves honestly and appropriately on the Internet and in e-mail and IM conversations, and respect the copyrights, software licensing rules, property rights, and privacy of others.

It is a violation of Oberman Law Firm policy for any employee, including system administrators and supervisors, with no intended or authorized business purpose or without permission, to access the files or communications of other Employees of Oberman Law Firm. All existing Oberman Law Firm policies apply to your conduct on the Internet, e-mail, and IM; especially those that deal with intellectual property protection, privacy, misuse of Oberman Law Firm resources, sexual harassment, treating employees with respect, information and data security, and confidentiality.

Computer Network and Internet Usage Policy

Oberman Law Firm is pleased to offer employees access to the organization's computer Network and the Internet. This Policy applies to employees granted Network and Internet access by Oberman Law Firm. For Oberman Law Firm to continue making Network and Internet access available, employees must behave appropriately and lawfully. Upon acceptance, you will be granted Network and Internet access in your office. If you have any questions about the provisions of this Policy, you should contact Mr. Oberman.

Banned Activity: The following activities violate Oberman Law Firm's Computer Network and Internet usage Policy:

- (A) Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language or materials.
- (B) Making ethnic, sexual-preference, or gender-related slurs or jokes.
- (C) Jeopardizing the security of access, the Network, or other Internet Networks by disclosing or sharing passwords.
- (D) Accessing or attempting to access controversial or offensive materials. Network and Internet access may expose employees to illegal, defamatory, inaccurate, or offensive materials. Employees must avoid these sites. If you know of employees who are visiting offensive or harmful sites, report that use to Mr. Oberman.
- (E) Engaging in commercial activity. Employees may not sell or buy anything over the Internet, unless for Oberman Law Firm business. Employees may not solicit or advertise the sale of any goods or services.
- (F) Wasting the Oberman Law Firm's computer resources. Specifically, do not waste printer toner or paper. Do not send electronic chain letters. Do not send e-mail copies to nonessential readers. Do not send e-mail to group lists unless it is appropriate for everyone on a list to receive the e-mail.

- (G) Encouraging associates to view, download, or search for materials, files, information, software, or other offensive, defamatory, misleading, infringing, or illegal content.

Email Policy

Oberman Law Firm provides employees with electronic communications tools, including an Email System. This written Email Policy, which governs employees use of Oberman Law Firm's email system, applies to email use at Oberman Law Firm location, as well as at remote locations, including but not limited to employees' homes, airports and hotels. Oberman Law Firm's email rules and policies apply to full-time employees, part-time employees, independent contractors, interns, consultants, suppliers, clients, and other third parties. Any employee who violates Oberman Law Firm's email rules and policies is subject to disciplinary action, up to and including termination.

Employees Have No Reasonable Expectation of Privacy: E-mail messages created and transmitted on Oberman Law Firm computers are the property of Oberman Law Firm. Oberman Law Firm reserves the right to monitor all email transmitted via Oberman Law Firm's computer system. Employees have no reasonable expectation of privacy when it comes to business and personal use of Oberman Law Firm's email system.

Offensive Content and Harassing or Discriminatory Activities Are Banned: Employees are prohibited from using email to engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offensive.

Employees are prohibited from using email to:

- Send, receive, solicit, print, copy, or reply to text or images that disparage others based on their race, religion, color, sex, sexual orientation, national origin, veteran status, disability, ancestry, or age.
- Send, receive, solicit, print, copy, or reply to jokes (text or images) based on sex, sexual orientation, race, age, religion, national origin, veteran status, ancestry, or disability.
- Send, receive, solicit, print, copy, or reply to messages that are disparaging or defamatory.
- Spread gossip, rumors, and innuendos about employees, clients, suppliers, or other outside parties.
- Send, receive, solicit, print, copy, or reply to sexually oriented messages or images.
- Send, receive, solicit, print, copy, or reply to messages or images that contain foul, obscene, off-color, or adult-oriented language.
- Send, receive, solicit, print, copy, or reply to messages or images that are intended to alarm others, embarrass Oberman Law Firm, negatively impact employee productivity, or harm employee morale.

Confidential, Proprietary, and Personal Information Must Be Protected: Unless authorized to do so, employees are prohibited from using email to transmit confidential information to outside parties. Employees may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about Oberman Law Firm, employees, clients, suppliers, and other business associates. Confidential information includes but is not limited to client information, client lists, credit card numbers, Social Security numbers, employee performance reviews, salary details, trade secrets, passwords, and information that could embarrass Oberman Law Firm and/or employees were it to be made public.

Violations: These guidelines are intended to provide employees with general examples of acceptable and unacceptable use of Oberman Law Firm's email system. A violation of this policy may result in disciplinary action up to and including termination.

Telephone

Outgoing personal telephone calls which are essential to your well-being are acceptable to this business (for example, calls to arrange transportation, check on safety or welfare of immediate family, etc.)

These calls should be local and made at a time that does not interfere with your work. They should be brief and should not cause you to fall behind in your duties.

Incoming calls should also be brief, since they are unscheduled and tend to be more disruptive than outgoing calls, coming at times when you may be busiest. Please try to avoid having people call you at work. While church and civic activities are deemed worthwhile by Oberman Law Firm, they should be pursued at home. Long distance and/or toll calls may not be made from the office phones, except in an emergency. Please also mute, or place on silent/vibrate, all cell phones while in the office.

Cell Phone Policy

This policy outlines the use of personal cell phones at work, including special issues related to camera phones, the personal use of business cell phones and the safe use of cell phones by employees while driving.

1. Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Oberman Law Firm phones. Excessive personal calls, as may be determined by Oberman Law Firm, during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are asked to limit personal calls during the workday as much as possible. Flexibility, as may be determined by Oberman Law Firm, will be provided in circumstances demanding immediate attention.

Oberman Law Firm will not be liable for the loss of personal cellular phones brought into the workplace.

2. Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment should be used.

Personal Electronic Equipment

Employees should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, flash drives, iPods, or other data storage media) to the workplace or connect them to Oberman Law Firm electronic systems unless expressly permitted to do so by Oberman Law Firm. Any employee bringing a personal computing device, data storage device, or image-recording device onto Oberman Law Firm premises thereby gives permission to Oberman Law Firm to inspect the personal computer, data storage device, or image-recording device at any time with personnel of Oberman Law Firm's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the personal computer or image-recording device in question. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not bring such items to work at all.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from Oberman Law Firm, from law enforcement officials, or from individuals whose rights are harmed by the violation.

Appendix 6

Employee Social Media Policy

Oberman Law Firm has established the following guidelines for employee participation in social media, to protect employee privacy and employees' reputations, Oberman Law Firm assets, intellectual property, Oberman Law Firm's reputation, clients' privacy and reputations and to avoid real or perceived incidents of workplace harassment. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. If an employee is uncertain, please consult with Mr. Oberman before making an independent decision.

"Social media", includes but is not limited to, blogs, forums and social networking sites such as Twitter, Facebook, LinkedIn, YouTube and MySpace. The absence or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Use of social media

In general, Stuart J. Oberman, A Professional Corporation considers social media activity to be personal endeavors, and employees may use them to express their thoughts or promote their ideas as long as they do not conflict with Oberman Law Firm policies or client interests. Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work and does not identify or reference Stuart J. Oberman, A Professional Corporation clients without express permission from Stuart J. Oberman, A Professional Corporation and the client(s).

Monitoring

Stuart J. Oberman, A Professional Corporation may monitor use of Oberman Law Firm computers and the Internet, including employee blogging and social networking activity. Please be aware that clients may be monitoring Oberman Law Firm blogs, forums, and social networking sites.

Respect

Demonstrate respect for Oberman Law Firm, Oberman Law Firm's clients and other employees. Oberman Law Firm employees should avoid embarrassing Oberman Law Firm, Oberman Law Firm's employees or Oberman Law Firm's clients. Do not use ethnic slurs, personal insults, sexually offensive material, obscenity or language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers

If an employee identifies him or herself as a Stuart J. Oberman, A Professional Corporation employee or discusses matters related to Stuart J. Oberman, A Professional Corporation on a social media site, the site must include a personal disclaimer on the front page stating that it does not express the views of Oberman Law Firm and that the employee is expressing his or her personal views only. For example "The views expressed on this website/blog are mine alone and do not reflect the views of my employer". Place the disclaimer in a prominent place and repeat it for each posting expressing an opinion related to Oberman Law Firm or Oberman Law Firm's business. Employees must keep in mind that if they post information on a social media site that is in violation of Oberman Law Firm policy and/or federal, state or local law, including HIPAA, the disclaimer will not shield them from disciplinary action.

Competition

Employees should not use a social media channel to criticize Stuart J. Oberman, A Professional Corporation's competition nor use it to compete with the Stuart J. Oberman, A Professional Corporation

Confidentiality

Citing or referencing client names without express permission is absolutely prohibited. Use of Stuart J. Oberman, A Professional Corporation logos or trademarks is also strictly prohibited without express permission. All information posted on forums, blogs or social networking sites should be in compliance with both Stuart J. Oberman, A Professional Corporation's Confidentiality and Non-Disclosure Agreements. Employees may write about their jobs in generalities but may not disclose any confidential or proprietary information.

Stuart J. Oberman, A Professional Corporation has the right to mandate what it deems to be inappropriate content to be immediately removed from a website. Stuart J. Oberman, A Professional Corporation also has the right to discipline employees who violate this policy.

Appendix 7 Job Descriptions

Director of Finance

Job Purpose:

The Director of Finance contributes to the overall success of the organization by effectively managing all financial tasks for the organization.

Primary Duties and Responsibilities:

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Assist CPA in reconciling bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation

Payroll preparation and administration

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner

Project management accounting

- Maintain financial records
- Ensure that accurate and timely financial statements are prepared
- Provide accurate and timely reporting on the financial activity of the firm

Information Technology

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements
- Advise on appropriate technology that meets the organization's information requirements and financial resources

Risk Management

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimal

- Maximize income where possible and appropriate

Planning

- Assist in formulating the company's future direction and supporting tactical initiatives
- Monitor and direct the implementation of strategic business plans
- Manage the capital request and budgeting processes
- Implement operational best practices

Financial Information

- Report financial results to the firm

Funding

- Monitor cash balances and cash forecasts

Third Parties

- Maintain banking relationships

Marketing Assistant

Job Description:

Marketing assistants support the work of marketing managers and executives on projects directed at maximizing company profits and developing sales strategies or marketing campaigns.

Primary Duties and Responsibilities:

Include

- Undertaking daily administrative tasks to ensure the functionality and coordination of the firm's activities.
- Supporting firm members in organizing various projects.
- Conducting market research and analyzing consumer rating reports.
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings, etc.)
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information.
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success.
- Prepare and deliver promotional presentations.
- Compose and post online content on the company's website and social media accounts.
- Write marketing literature (brochures, press releases, etc.) to augment the company's presence in the market.
- Communicate directly with clients and encourage trusting relationships.

Legal Assistant

Job Description:

Enhances attorney effectiveness by providing information-management support; representing the attorney to clients and others

Primary Duties and Responsibilities:

Job Duties

- Welcomes guests and clients by greeting them in person or on the telephone; answering or directing inquiries.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics; coordinating case preparation.
- Conserves attorneys time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents; collecting and analyzing information; initiating telecommunications; organizing client conferences, and attorney meetings; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of charts, graphs, and other courtroom visuals.
- Monitors evidence-gathering; anticipates changes in litigation or transaction preparation requirements.
- Represents attorney by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters to attorney.
- Maintains client confidence by keeping client/attorney information confidential.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions; maintaining transcripts; documenting and maintaining evidence.
- Maintains office supplies by checking stocks.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Law Firm Administrative Assistant

Job Description:

Administrative Assistant shall be responsible for coordinating the administrative operations of the firm, evaluate and review the firm's operating and information systems.

Primary Duties and Responsibilities:

Essential tasks

- Perform office administrative responsibilities
- Provide legal assistance, administrative and secretarial support for personnel matters and relevant assignments and projects
- Analyze and organize office operations and procedures such as, but not limited to, supplies and equipment
- From time to time, review and/or establish uniform procedures and style practices for correspondence, reports, and other office documents
- Compose, prepare, and process general and confidential correspondence, including email and faxes
- Manage calendar by recording and monitoring court appearance dates, pleadings, and filing requirements, as well as client appointments and employee functions
- Coordinate schedules and independently make appointments
- Screen and provide information in response to telephone calls, responding independently when possible
- Establish, organize, and assure maintenance of paper and computer records management/file systems
- Coordinate meetings, programs, or events by securing location and making other appropriate arrangements, preparing and issuing information and agendas, coordinating speakers, and processing minutes or other necessary follow through information
- Research and develop resources and methodologies that create timely and efficient workflow
- Arrange detailed travel plans and itineraries, compiling relevant documents
- Perform duties of legal assistant as necessary [see job description for Legal Assistant]
- Provide guidance regarding overall office policies, procedures, and practices
- Document and input attorney billable time
- Perform related duties as to specific assignments
- Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- Communicate with staff and others, maintains confidentiality

Response

- Review automation to insure the delivery of high quality legal services
- Maintaining, review management information for the managing attorney
- Providing administrative management support to all attorneys
- Performing/coordinating all the other operational functions required of a growth oriented law firm

Personnel and Human Resources

- Assist with coordinating vacation schedules of non-attorney personnel
- Assist with maintaining the non-attorney employment manual

- Assist with maintaining the attorney manual, containing policies and procedures

Computer and Other Operating and Information Systems

- Assist with securing appropriate maintenance contracts for computer hardware and software systems
- Assist with records retention, including information storage and retrieval
- Assist with the library, including all reference materials and subscriptions
- Assist with the telephone system, including periodically evaluating the telephone system to ensure that the firm has a cost effective and up-to-date system

Facilities

- Responsible for the overall coordination of the firm's physical facilities and related functions
- Office space planning
- Office equipment, including copy machines, fax machines, postage and other mail equipment

Appendix 8

Staff Acknowledgment of Receipt of Handbook and Key

I, _____, hereby acknowledge receipt of _____ copy (copies) of the Oberman Law Firm Employee Handbook. I understand that it is my responsibility and duty to read the entire handbook and to keep it updated as policies are amended or changed. I further agree to be bound and governed by all of the terms, policies and procedures contained in the Employee Handbook. I understand that this Handbook is and shall forever remain the property of Oberman Law Firm, and must be returned to Oberman Law Firm upon the cessation of my employment with Oberman Law Firm, regardless of the reason for the cessation of my employment. I further acknowledge that my failure to return all copies of this handbook to Oberman Law Firm at the cessation of my employment will result in my separation not being considered to be in good standing, and no positive recommendations or letters of recommendation will be issued on my behalf.

Dated this _____ day of _____, 20_____

Signature: _____

Oberman Law Firm Representative Signature: _____

I, _____, hereby acknowledge receipt of _____ key(s) to the front door of the office. I understand that I am not to have this/these key(s) copied or duplicated under any circumstances. I understand that in the event that if this/these key(s) is/are lost or stolen, that I am to notify Mr. Oberman immediately, regardless of the day of the week or the time of the day. I understand that I am not to give this/these key(s) to anyone at any time for any reason, and I agree to be held responsible for any loss or damage incurred by Oberman Law Firm, any employee(s) or Mr. Oberman personally that may result from my breach of these guidelines. I understand and realize that the responsibility and trust being placed in me is to be taken seriously. I understand that this/these key(s) are and shall forever remain the property of Oberman Law Firm, and must be returned to Oberman Law Firm upon the cessation of my employment with Oberman Law Firm, regardless of the reason for the cessation of my employment. I further acknowledge that my failure to return all key(s) to Oberman Law Firm at the cessation of my employment will result in my separation not being considered to be in good standing, and no positive recommendations or letters of recommendation will be issued on my behalf.

Dated this _____ day of _____, 20_____

Signature: _____

Oberman Law Firm Representative Signature: _____