

CONFIDENTIALITY AGREEMENT

It is impossible to overstate the importance of the attorney-client privilege. So sacred is the relationship between lawyer and client that information given to the lawyer by the client is "privileged communication" -the lawyer cannot be compelled to testify concerning it. This bedrock principle between attorney and client creates the trust and confidence required for proper representation. Our firm's clients are the most important people with whom we interact. Without them, the law practice cannot survive.

In the course of your work with the McIlveen Family Law Firm you will undoubtedly have access to confidential client information. It's one of your most serious responsibilities that you in no way reveal any such information and that you use it only in the performance of your duties. Should you have doubts about what might be considered confidential information or a violation of trust, you should seek advice from the Managing Partner.

- (a) Employees are responsible for the internal security and safekeeping of such information. It is your responsibility to read and follow the policies on protecting information.
- (b) Employees are prohibited from engaging in securities transactions on the basis of information not available to the general public and that, if known to outsiders, might affect their investment decisions. The dissemination of such information to others who might make use of that knowledge to trade in securities is also prohibited.
- (c) Proprietary and confidential information can take many shapes, including, but not limited to; the names of clients the firm represents or the fact of their visits to the office, documents, notes, overheard conversations, tapes, diskettes, personal observations, records, research, blueprints, financial statements, licensing agreements, trust funds, criminal records, strategic plans, product developments, emails, pending patents, research proposals, chemical or biologic formulae or allegations made by others about our clients.
- (d) Employees will be required to sign a statement of confidentiality at the time of hire and may be required to sign annually throughout their term of employment to acknowledge their awareness of, and to reaffirm their commitment to, this policy.
- (e) Employees are expected not to divulge, during their term of employment or after their employment is terminated, any information confidential or proprietary information acquired during their employment.
- (f) Information regarding the operations, activities, marketing, and business affairs of the firm are also to be kept confidential and not discussed with outsiders.
- (g) Employees found to be in violation of the firm's confidentiality policies are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations of, among other things, applicable securities laws.
- (h) In preserving the security of files and information, the following are to be observed:
 - 1. Disclosing information -- Information in office files should never be disclosed, except upon express authorization of the lawyer handling the case. In some instances, a written authorization from the client may be sufficient authority.

2. **Delivery of documents -- Documents or files are to be turned over only to persons who are properly identified or vouched for and then only in return for a signed receipt and when authorized by the lawyer handling the matter.**
3. **Use of offices -- In a lawyer's absence, no client, visiting attorney or stranger may use a lawyer's office for any purpose unless a member of the office staff is present the entire time. Even if monitored, the desk should be such that files, papers, and correspondence are not exposed. Under no circumstances should a client, visiting attorney, or stranger place a telephone call from a lawyer's office, unless that lawyer gives permission.**
4. **Disposal of confidential papers. All confidential papers should be destroyed when no longer needed. This includes rough drafts or interim copies. Paper shredders are located in throughout the office for that purpose.**
5. **Revealing client's business. One client's business is never to be discussed with another client. As a general policy, it is best not to mention one client's name to another. The temptation to brag about our important clients should be resisted.**
6. **Discussing firm matters. Do not discuss client matters when clients or visitors are present, particularly in the reception or conference room areas. A visitor or client who overhears information concerning another of our clients will feel that his or her personal affairs will receive the same lax treatment.**
7. **Exposure of documents. Copies of correspondence, pleadings, interoffice memoranda, or any other documents should be placed where visitors will not have access. People working in the Administrative Assistant area should be especially aware of having documents open on computer screens or files on the desk area.**

I have read, understand and agree to the provisions herein.

Employee's Signature

Print Name

(Date)