NOTICE AND ACKNOWLEDGMENT OF CONFIDENTIALITY POLICY AND PROCEDURES

Please read the following very carefully.

It is the policy of Singleton Schreiber, LLP ("Firm") that all information related to the Firm's clients, work-product, and internal practices ("Confidential Information") may not, under any circumstances or at any time, be revealed to any person who is not subject to the policies and procedures set forth herein ("Unauthorized Person").

This policy applies to anyone (whether an employee or independent contractor) whose duties require them to come into contact with Confidential Information, including attorneys, paralegals, assistants, technicians, bookkeepers, and accountants. Ultimately, the Firm's attorneys are responsible for ensuring Confidential Information is adequately protected:

> California Business and Professions Code section 6068:
>
> It is the duty of an attorney to . . . maintain inviolate the confidence, and at every peril to himself or herself to preserve the secrets, of his or her client.
>
> California Rule of Professional Conduct 1.6(a):
>
> A lawyer shall not reveal information protected from disclosure by Business and Professions Code section 6068 . . . unless the client gives informed consent. . . .

The following procedures apply at all times:

(1) Conversations concerning Confidential Information shall not be conducted in public places such as the train, airports, reception areas, restaurants, coffee shops, restrooms,or other public areas where conversations may be overheard by any Unauthorized Person.

(2) Employees who work remotely (e.g., from home) shall not allow Confidential Information to be shared, viewed, overheard, or in any way accessed by any Unauthorized Persons.

(3) Confidential Information shall not be accessed, copied, photographed, scanned, emailed, distributed, or disseminated, except as required to perform one's duties.

(4) When disposing of a document containing Confidential Information, the document must be shredded.

(5) Unauthorized Persons (including clients and vendors) shall not be permitted access to non-public areas of the Firm (including individual offices), unless expressly authorized by an attorney or manager.

(6) Individuals using a Firm computer must log out when finished working on the computer, especially at the end of each work day.

(7) Individuals working on a computer outside the Firm, shall take reasonable steps to protect Confidential Information, especially if working in a public place like a library or café. Reasonable steps include, but are not limited to, using a secure internet connection, using up-to-date anti-virus software, password protecting your computer and work files, and ensuring your computer screen is not visible to Unauthorized Persons.

(8) Any violation of these policy and procedures is grounds for immediate termination.

Acknowledgment

I acknowledge I have read, understand, and agree to abide by the policies and procedures set forth herein.

_____
Name

_____ _____
Signature Date