



SYNDICATE
LEGAL GROUP



**Legal Search
& Placement Firm**

INDEPENDENT CONTRACTOR'S HANDBOOK



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1. About Syndicate Legal Group

Syndicate Legal Group L.L.C. is a legal professional recruiting company based in California, United States.

With over two decades of working within the industry, we understand what it takes to run a law office and hiring law firm professionals in various areas of practice. Our focus is on the people and firms we bring together for long-lasting relationships that minimize turnover. We handle recruitment, evaluation, screening, and interviewing. We are constantly improving our process to improve our hiring process and reduce risk.

We constantly recruit and source high-caliber and competent legal professionals, we believe in making sure both company and candidate are the right culture fit to ensure there is a collaborative effort in reaching and exceeding your firm's goals.

We work with firms in almost every practice area. We hire for every position in a firm and we place in all across the nation.

Mission Statement: Syndicate Legal Group connects exceptional legal professionals with law offices nationwide, delivering unmatched service and fostering long-lasting partnerships to drive success in the legal industry.

Vision Statement: Syndicate Legal Group envisions a global legal ecosystem without boundaries, where exceptional Attorneys and law offices collaborate seamlessly across borders, embracing diversity, innovation, and equal opportunities.

2. Introduction

This Handbook was designed to establish and maintain the principles of a professional relationship between the Independent Contractor and with Syndicate Legal Group. We also built this manual to provide Independent Contractors with all the necessary information to find the answers to many questions they may have. Please take the necessary time to read it. If you have any further questions, you can reach your Supervisors and Human Resources.



Syndicate Legal Group is committed to maintaining the highest standards, the Independent Contractor should use this Handbook to guide their responsibilities towards the Company, their clients, and their coworkers.

The policies stated in this Handbook are subject to change at any time at the sole discretion of Syndicate Legal Group. This Handbook should not be considered to be an agreement or contract of employment and does not confer any contractual rights.

We expect all the Independent Contractors to respect the policies embodied in this Handbook.

3. Independent Contractor Status

As a virtual assistant working with our company, it is important to understand your independent contractor status. You are considered an independent contractor and not an employee. This means that the working relationship between you and the company is based on a contract for services, and you are not entitled to the same benefits and protections as an employee.

As an independent contractor, you are responsible for providing your own equipment, maintaining your workspace, and ensuring that you have the necessary resources to fulfill your contractual obligations.

It is essential to note that as an independent contractor, you are responsible for your own taxes. This includes reporting and paying your own income taxes, as well as self-employment taxes. We recommend consulting with a tax professional to ensure compliance with applicable tax laws and regulations.

Unlike employees, independent contractors are not eligible for company-provided benefits such as health insurance, paid time off, or retirement plans. You are responsible for your own insurance coverage, including liability and workers' compensation, if applicable.

4. Confidentiality and Data Protection

As an independent contractor working remotely with our company, you may have access to confidential and sensitive information. It is of utmost importance that you understand and adhere to the following guidelines to ensure the protection of this information:

4.1. Confidentiality Obligations:

- You are required to maintain strict confidentiality regarding all non-public information, including but not limited to client data, proprietary business information, trade secrets, and any other



confidential information you may come across during the course of your work.

- You must not disclose or share any confidential information with unauthorized individuals or third parties without explicit written consent from the company.

4.2. Data Handling and Security:

- You are responsible for handling all data provided to you by the company in a secure and professional manner.
- Ensure that all data is stored, accessed, and transmitted securely using appropriate encryption and protection measures.
- Take reasonable steps to prevent unauthorized access, loss, or theft of data, including using strong passwords and not sharing login credentials.

4.3. Compliance with Data Protection Laws:

- You must comply with all applicable data protection and privacy laws, regulations, and industry standards in your jurisdiction.
- If you handle personal data on behalf of the company, such as client information, you must adhere to applicable data protection requirements and any specific instructions provided by the company.

4.4. Reporting Data Breaches or Security Incidents:

- In the event of any suspected or actual data breach, unauthorized access, loss, or theft of data, you must immediately report it to the company's designated point of contact.
- Promptly follow any incident response and reporting procedures established by the company.

4.5. Return or Destruction of Company Information:

- At the termination of your contract or upon the company's request, you must return or securely destroy all company information, including any copies or backups in your possession.

Remember, the confidentiality and data protection obligations outlined here continue even after the termination of your contract with the company.

Failure to comply with these confidentiality and data protection guidelines may result in legal consequences and termination of your contract.

5. Intellectual Property



As an independent contractor working with our company, it is important to understand the ownership and rights pertaining to intellectual property. The following guidelines outline the general principles regarding intellectual property:

5.1. Ownership of Work Product:

- Any intellectual property or work product created by you during the course of your contract will generally be owned by the company.
- This includes but is not limited to, inventions, designs, software code, written materials, graphics, and any other creative or technical work that is developed within the scope of your work for the company.

5.2. Assignment of Rights:

- By accepting the terms of your contract, you acknowledge and agree to assign, transfer, and convey all rights, title, and interest in the intellectual property and work product to the company.
- You will sign any necessary documents or agreements to effectuate the assignment of intellectual property rights to the company.

5.3. Confidentiality of Intellectual Property:

- You must treat all intellectual property developed or accessed during the course of your work as confidential information, as outlined in the Confidentiality section of this handbook.
- You must not disclose, share, or use any intellectual property for personal gain or purposes unrelated to your work for the company.

5.4. Pre-Existing Intellectual Property:

- If you have any pre-existing intellectual property that you believe may be relevant to your work with the company, it is important to disclose this information to the company prior to starting your contract.
- Any pre-existing intellectual property that is not relevant to the work for the company will generally remain your property.

5.5. Non-Disclosure and Non-Compete:

- You may be required to sign additional non-disclosure and non-compete agreements to protect the company's intellectual property and competitive interests.
- These agreements may impose further restrictions on the use, disclosure, or competition with the company's intellectual property during and after the termination of your contract.



6. Duty to the Company, its Clients and Colleagues

As an independent contractor working with our company, it is crucial to uphold a high standard of professionalism, integrity, and dedication. The following guidelines outline your duty to the company, its clients, and your colleagues:

6.1. Professionalism and Ethical Conduct:

- You are expected to conduct yourself in a professional and ethical manner at all times when representing the company.
- Treat all individuals, including colleagues and clients, with respect, fairness, and courtesy.
- Adhere to all applicable laws, regulations, and professional standards relevant to your work.

6.2. Loyalty and Non-Competition:

- During the term of your contract and for a specified period afterward, you are expected to act in the best interests of the company.
- Refrain from engaging in activities that directly compete with the company's business or that may undermine its relationships with clients or colleagues.

6.3. Client Confidentiality:

- Respect and maintain the confidentiality of client information, trade secrets, and proprietary information.
- Do not disclose or use any confidential information obtained from clients for personal gain or purposes unrelated to your work with the company.

6.4. Collaboration and Cooperation:

- Foster a collaborative and supportive work environment by actively engaging with colleagues and contributing to team efforts.
- Share knowledge, ideas, and expertise to promote collective growth and success.

6.5. Conflict of Interest:

- Disclose any potential or actual conflicts of interest that may arise between your personal interests and the interests of the company or its clients.
- Avoid situations where your personal interests could compromise the company's reputation, client relationships, or the quality of work.

6.6. Compliance with Policies and Guidelines:



- Familiarize yourself with and comply with all company policies, guidelines, and procedures relevant to your work.
- This includes, but is not limited to, policies related to code of conduct, non-harassment, information security, and any other policies applicable to your role.

6.7. Continuous Professional Development:

- Take initiative in enhancing your professional skills and knowledge relevant to your work.
- Stay updated with industry trends, best practices, and technological advancements to deliver the highest quality of work.

Remember, your duty to the company, its clients, and colleagues extends beyond the duration of your contract. Upholding these principles not only reflects positively on you as a professional but also contributes to the overall success and reputation of the company.

7. Pay Periods

As an independent contractor working with our company, it is important to understand our pay period schedule and how you will receive compensation for your services. The following guidelines outline our pay periods and payment schedule:

7.1. Pay Period Duration:

- Our pay periods consist of two consecutive weeks of work. This means that your working hours and tasks completed during these two weeks will be considered for payment in the subsequent pay period.

7.2. Payment Schedule:

- We process payments on a **bi weekly basis**, with payments made **on the Friday following the end of each pay period**.
- For example, if you work from June 12 to June 16 and from June 19 to June 23, the pay period will cover those two weeks. The payment for this pay period will be made on June 23, which is the next Friday after the end of the pay period.

8. Payment Method

As an independent contractor working with our company, we offer a secure and efficient payment method to ensure the timely and hassle-free receipt of your compensation. The following guidelines outline our payment process:



8.1. Direct Deposit:

Our primary and preferred method of payment is through direct deposit to your bank account. This method ensures a seamless transfer of funds directly to you, providing you with convenience and peace of mind.

To set up direct deposit, you are required to provide accurate and up-to-date bank account details, including the account number, routing number, and any other pertinent information necessary for successful transactions. It is crucial that you take full responsibility for ensuring the accuracy of the provided information.

Please be aware of the following important points:

- **Accuracy and Responsibility:** You, as the contractor, are solely responsible for ensuring the correctness of the bank account details you provide to us. Any errors, discrepancies, or issues arising from incorrect information are your responsibility, and our company will not be held liable for such occurrences.
- **Bank Account Requirements:** Prior to providing your bank account information, it is your responsibility to verify with your bank that your account is capable of receiving international deposits. You should also inquire about any specific forms or requirements necessary for the successful processing of these deposits. Failure to fulfill these requirements could result in delays or complications in receiving your compensation.
- **Processing Time:** Please note that the initial deposit to a new bank account may take longer to process, usually between 3 to 5 business days, depending on your bank's policies and procedures. This processing time is beyond our control, and we advise you to take this into consideration when expecting your first payment.
- **Notification of Bank Account Changes:** If you wish to change the bank account where you receive your payments, you are required to provide us with a notice of at least 2 weeks in advance. This notification period allows us to update our records and ensure a seamless transition of your payments to the new account.

8.2. Alternative Payment Methods (Exceptional Cases):

In exceptional cases where direct deposit is not feasible, we may consider alternative payment methods upon mutual agreement. However, such arrangements will only be made under special circumstances and must be discussed and approved during the contract negotiation process.

9. Time Tracking



As remote workers, it is crucial to accurately track your working hours to ensure transparency and efficiency in our operations. To facilitate this, our company utilizes a time-tracking platform called Time Doctor. The following guidelines outline our time tracking procedures:

9.1. Use of Time Doctor:

- You will be required to use the Time Doctor platform to track and record your working hours.
- Time Doctor helps monitor your active working time, idle time, breaks, and overall productivity.
- It allows us to ensure accurate and reliable time tracking for fair compensation and effective project management.

9.2. Installation and Setup:

- Upon joining our team, you will receive instructions and access to install and set up the Time Doctor application on your computer or designated work device.
- Follow the provided guidelines to ensure the correct installation and configuration of the application.

9.3. Logging Time:

- Each work session should be logged using the Time Doctor application, indicating the start and end times of your tasks.
- It is important to accurately track your working hours, including breaks and time away from work, to provide an accurate representation of your productive time.

9.4. Privacy and Data Handling:

- Time Doctor is designed to respect your privacy while providing accurate time tracking.
- The platform captures only the necessary data related to your working hours and does not monitor personal activities or websites unrelated to work.
- All data collected by Time Doctor is handled in accordance with our privacy policy and applicable data protection laws.

9.5. Compliance and Accountability:

- By using Time Doctor, you acknowledge and agree to adhere to our time tracking policies and procedures.
- Failure to comply with time-tracking requirements may result in inaccurate compensation, performance evaluations, or disciplinary actions.

9.6. Additional Provisions:



- Accurate Time Tracking: Contractors are expected to diligently track their working hours. In the event of inaccuracies, rectifications must be requested and approved by both the client and Syndicate Legal Group.
- Timing of Corrections: Corrections requested beyond the current pay period will be addressed in the subsequent pay period.
- Time Doctor Request Processing: Time Doctor correction requests have a processing window of 20 business days from submission.

It is important to note that time tracking through Time Doctor is a crucial aspect of our remote work management. Accurate and consistent time tracking enables us to effectively manage projects, assess productivity, and ensure fair compensation.

10. Working hours and schedule

As an independent contractor, your working hours and schedule will depend on the nature of the client projects you are assigned to. The following guidelines outline our expectations regarding working hours and schedule:

10.1. Part-Time and Full-Time Options:

- We offer both part-time and full-time opportunities, allowing you to choose the arrangement that best suits your availability and preferences.
- Part-time contractors are expected to work fewer hours per week, as mutually agreed upon at the beginning of the contract.
- Full-time contractors are expected to work a standard number of hours per week, typically 40 hours.

10.2. Schedule Determination:

- Your specific work schedule will be determined in collaboration with the client at the beginning of each contract or project.
- It is important to establish clear communication with the client to determine the agreed-upon working hours and schedule.
- Any changes to the initially agreed-upon schedule should be communicated and mutually agreed upon by both parties in writing.

10.3. Typical Working Hours:

- For contractors working on a full-time basis, the typical expectation is to work 8 hours per day, Monday to Friday.
- This aligns with standard business hours and ensures consistency and collaboration within our teams and with clients.
- Part-time contractors are expected to work a proportionate number of hours based on their agreed-upon schedule.



10.4. Breaks and Rest Periods:

- It is important to prioritize your well-being and take regular breaks during your working hours.
- Depending on the duration of your workday, you may be entitled to one or more rest periods, which should be taken within the boundaries of your scheduled working hours.

10.5. Overtime and Additional Compensation:

- If your work requires you to exceed the agreed-upon working hours, it is important to communicate this to the client and ensure appropriate compensation for the additional time worked.
- Overtime or additional compensation should be discussed and agreed upon between you and the client, adhering to the terms outlined in the contract.

Remember, the specific working hours and schedule will vary depending on the client and project you are assigned to. It is important to establish clear expectations and maintain effective communication with the client throughout the duration of the contract.

11. Code of Conduct

Our company values professionalism, respect, and integrity in all aspects of our work. This code of conduct serves as a guide to ensure a positive and productive work environment. All contractors are expected to adhere to the following principles:

11.1. Workplace Conduct:

- Treat all colleagues, clients, and individuals with respect, professionalism, and courtesy.
- Avoid any form of discrimination, harassment, or disrespectful behavior based on race, color, religion, gender, age, nationality, disability, or any other protected characteristic.
- Foster an inclusive and supportive work environment that promotes diversity and values individual contributions.

11.2. Punctuality and Attendance:

- Be punctual and maintain regular attendance as agreed upon with the client.



- Notify the client promptly in case of any anticipated delays, absences, or unexpected circumstances that may affect your ability to fulfill your work obligations.

11.3. Use of Social Media:

- Exercise discretion and professionalism when using social media platforms.
- Avoid posting or sharing content that may reflect negatively on the company, clients, colleagues, or yourself.
- Respect confidentiality and refrain from disclosing sensitive company or client information on social media.

11.4. Inspections and Security:

- Comply with company policies and procedures related to workplace inspections, security protocols, and confidentiality requirements.
- Safeguard company assets, equipment, and confidential information from unauthorized access or misuse.

11.5. Conflict of Interest and Business Ethics:

- Avoid situations that create or appear to create a conflict of interest between personal interests and the company's or clients' interests.
- Act ethically, honestly, and with integrity in all business dealings.
- Promptly disclose any potential conflicts of interest to the appropriate parties.

11.6. Contractor's Dress and Personal Appearance:

- Maintain a professional appearance suitable for the nature of your work and the expectations of the client.
- Follow any dress code policies communicated by the client or adhere to a professional appearance when representing the company.

11.7. Confidentiality and Data Protection:

- Respect and maintain the confidentiality of company and client information.
- Adhere to data protection policies and procedures, and only access or disclose information necessary for the performance of your duties.

11.8. Compliance with Laws and Regulations:



- Abide by all applicable local, national, and international laws and regulations related to your work, including but not limited to intellectual property and privacy.

11.9. Reporting Violations:

- Promptly report any suspected violations of this code of conduct or any concerns regarding ethical or legal misconduct to the appropriate channels designated by the company.

Adherence to this code of conduct is essential to maintain a positive work environment and uphold our company's reputation. Failure to comply with these guidelines may result in disciplinary action, up to and including termination of the contract.

12. Non-harassment and Anti-discrimination

Our company is committed to maintaining a work environment free from harassment, discrimination, and any form of inappropriate conduct. We have a zero-tolerance policy towards any behavior that violates this commitment. This policy applies to all contractors, including those working remotely. The following guidelines outline our expectations:

12.1. Prohibited Conduct:

- Harassment, discrimination, or any form of inappropriate conduct based on race, color, religion, gender, age, nationality, disability, sexual orientation, or any other protected characteristic is strictly prohibited.
- Examples of prohibited conduct include but are not limited to, verbal or written harassment, derogatory comments, offensive jokes, unwanted advances, physical or verbal intimidation, and any other behavior that creates a hostile or offensive work environment.

12.2. Remote Work Environment:

- Harassment and discrimination are not limited to physical workplaces. Remote workers must adhere to the same standards of conduct as those working on-site.
- All communication, including virtual meetings, emails, instant messaging, and other digital platforms, should be conducted in a professional and respectful manner.
- The company reserves the right to investigate and take appropriate action on reported incidents of harassment or discrimination, regardless of the work location.

12.3. Reporting and Confidentiality:



- If you experience or witness any form of harassment or discrimination, you are encouraged to report it promptly.
- Report incidents to the designated contact person, such as the Human Resources department.
- All reports will be treated with the utmost confidentiality to the extent permitted by law, and retaliation against individuals who report violations in good faith is strictly prohibited.

12.4. Investigation and Action:

- All reported incidents will be promptly and thoroughly investigated.
- The company will take appropriate action based on the outcome of the investigation, which may include disciplinary measures up to and including termination of the contract for individuals found responsible for harassment or discrimination.
- The company will make reasonable efforts to maintain the privacy and confidentiality of all parties involved during the investigation process.

12.5. Prevention and Awareness:

- The company is committed to providing education and training programs to promote awareness of harassment, discrimination, and the importance of maintaining a respectful work environment.
- All contractors are expected to participate in these programs to enhance understanding, prevent incidents, and foster a culture of inclusivity and respect.

12.6. Compliance with Laws and Regulations:

- This policy is designed to comply with all applicable laws and regulations related to harassment, discrimination, and equal employment opportunities in the jurisdictions where we operate.
- Contractors are expected to familiarize themselves with these laws and regulations and to act in accordance with them.

Adherence to this non-harassment and antidiscrimination policy is essential for maintaining a safe and inclusive work environment for all. Any violations will be taken seriously and may result in disciplinary action, up to and including termination of the contract.

If you have any questions or require further clarification regarding the non-harassment and antidiscrimination policy, please reach out to the Human Resources department or the designated point of contact.

13. Probation Period



At Syndicate Legal Group, we believe in fostering a mutually beneficial relationship with our contractors. To ensure that both parties have the opportunity to assess compatibility and alignment with our goals and values, we have established a probation period of three months. This period provides an initial timeframe for contractors to familiarize themselves with our company, its culture, and expectations, while also allowing the company to evaluate the contractor's performance, work ethic, and contribution.

Probation Period Guidelines:

13.1. Duration: The probationary period lasts for three months from the start date of the contractor's engagement. During this period, both the contractor and the company have the flexibility to assess the suitability of the arrangement.

13.2. Performance Review: At the end of the probation period, the company will conduct a performance review to assess the contractor's performance, adherence to company policies, and overall fit within the organization. This review is a crucial step in determining the continuation of the contractor's engagement beyond the probation period.

13.3. Feedback and Support: Throughout the probation period, the company will provide regular feedback and support to help the contractor acclimate to their role and the company's expectations. This includes guidance, constructive feedback, and resources to facilitate a smooth transition.

13.4. Continuation: Based on the performance review, the company will decide whether to confirm the contractor's engagement on a more long-term basis. If the company determines that the contractor is a good fit, the engagement will continue, and the contractor will become a regular part of the team.

13.5. Time Off During Probation: Contractors are not permitted to take time off, including holidays, during the probation period. This ensures that the initial months are focused on acclimating to the role and contributing to the company's objectives.

The probation period serves as a valuable time for contractors to demonstrate their skills, adapt to our work environment, and align with our company's values. It allows the company to assess the contractor's potential for growth within our organization. We appreciate the dedication and commitment of our contractors during this period and look forward to building a fruitful and productive relationship.



14. Termination

14.1. Termination for Violation:

- The company reserves the right to terminate a contractor's engagement for any violation of this handbook, the terms of the contract, or any applicable laws or regulations.
- Termination for violation may occur without prior notice, at the discretion of the company.
- Examples of violations include but are not limited to, misconduct, breach of confidentiality, failure to meet performance expectations, dishonesty, and any behavior that undermines the company's reputation or business interests.

14.2. Resignation Notice:

- If a contractor wishes to terminate their engagement with the company, a minimum notice period of two weeks is required.
- Contractors are required to provide written notice to the Human Resources department.
- The notice period allows for an orderly transition of responsibilities and facilitates the effective management of ongoing projects.

14.3. Exit Process:

- Upon termination or resignation, contractors are expected to return any company property, confidential information, and assets in their possession.
- The Company may conduct an exit interview or request feedback regarding the contractor's experience, which can contribute to continuous improvement and development within the organization.
- The contractor's final payment, including any outstanding compensation, will be processed in accordance with the company's regular payment procedures and applicable laws.

14.4. Non-Compete and Confidentiality Obligations:

- Upon termination, contractors are expected to comply with any non-compete agreements or confidentiality obligations outlined in their contract or separate agreements.
- Contractors should refrain from using or disclosing confidential information obtained during their engagement with the company for personal or competitive purposes.

14.5. Additional Provisions:

- **Mandatory Notice Period:** Contractors must provide at least a two-week notice in advance of their intended termination date.



- Confidential Information and Company Property: Contractors are obligated to delete all confidential information and promptly return all company property upon termination or resignation.
- Notice Period Restrictions: During the notice period after submitting a resignation letter, contractors are prohibited from taking paid time off (PTO), holidays, and/or sick leave.
- Non-Compliance Consequences: Failure to adhere to the termination policy, handbook guidelines, or contractual obligations may result in the company withholding the contractor's final payroll.

15. Performance and Compliance Policy

15.1. Commitment to Excellence:

- At Syndicate Legal Group, we strive for excellence in all aspects of our work. We are dedicated to providing the highest quality of service to our clients and maintaining our position as a leader in the industry.
- We expect all contractors to demonstrate a commitment to excellence and continuously improve their skills and knowledge.

15.2. Productivity and Performance Expectations:

- Contractors are expected to perform their duties with diligence, efficiency, and accuracy.
- Meet or exceed the productivity standards set by the company and the client.
- Take ownership of assigned tasks and complete them within agreed-upon deadlines.
- Seek opportunities to optimize processes, enhance productivity, and contribute to the overall success of the company.

15.3. Performance Evaluation and Professional Growth::

- Performance evaluations will be conducted periodically to assess the contractor's performance, identify strengths, and areas for improvement. We conduct performance evaluations every 6 months to assess accomplishments, acknowledge strengths, and identify areas for enhancement. Successful contractors, whose performance aligns with or surpasses expectations, may apply for a raise, up to a maximum of one dollar an hour raise per year. These evaluations offer a platform to set objectives, gather feedback from clients, colleagues, and stakeholders, and plan for professional development.



- Performance evaluations will be performed by Syndicate Legal Group and the client and increases must be approved by both the client and Syndicate Legal Group.
- Performance evaluations provide an opportunity to discuss performance, set goals, and provide support for professional growth.

15.4. Performance Improvement Plan:

- Recognizing that the first month may present challenges as part of the adaptation period, we encourage contractors to be patient and proactive in navigating the learning curve. During this time, we expect concerted effort to acclimate swiftly and drive towards success.
- In cases where performance falls below expectations, the company may develop a performance improvement plan (PIP) in collaboration with the contractor.
- The PIP will outline specific performance expectations, areas for improvement, and a timeframe for achieving the desired results.
- The company will provide necessary resources, support, and training to assist the contractor in meeting the performance goals.

15.5. Compliance with Policies and Procedures:

- Contractors are expected to comply with all company policies, procedures, and guidelines, as well as applicable laws and regulations.
- Familiarize yourself with the policies outlined in this handbook and seek clarification when needed.
- Non-compliance with policies or failure to meet performance expectations may result in disciplinary action, up to and including termination of the contract.

15.6. Professional Development and Training:

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- Continuous growth is essential. Contractors are encouraged to seize professional development opportunities to amplify their skills and knowledge. Staying current with industry trends, best practices, and legal developments enhances service quality.
- We particularly encourage our contractors to actively participate in the Syndicate Legal Group University, embracing ongoing training and education.
- The company may facilitate training, extend resources, and offer support for professional growth when feasible.



We value the commitment and dedication of our contractors in upholding the company's reputation and achieving our collective goals, we are committed to supporting your professional growth and success.

16. Paid Time Off

At Syndicate Legal Group, we understand the significance of maintaining a healthy work-life balance and recognize the value of providing paid time off (PTO) to our contractors. The following guidelines outline our PTO policy:

16.1. Accrual Rate:

- Contractors are entitled to accrue paid time off (PTO) based on their length of service.
- PTO will be accrued at a rate of 1 day for every 26 worked days, excluding weekends and company-approved holidays.

16.2.. Eligibility:

- Contractors are eligible to request PTO after completing a minimum of 3 months of continuous service with the company.
- It's important to note that PTO cannot be requested or taken within the first 3 months of contract, including holidays, sick days, or any other type of leave.
- Once eligible, contractors may submit requests for PTO in accordance with the procedures outlined below.

16.3. Requesting PTO:

- Contractors should submit their PTO requests through the designated time-off management system or by contacting the Human Resources department directly.
- PTO requests should be submitted in advance, whenever possible, to allow for proper planning and coordination. The company suggest at least 2 weeks notice.

16.4. Approval Process:

- All PTO requests must receive approval from both the client and Syndicate Legal Group. Requests will be evaluated based on business needs, project requirements, and staffing considerations.
- PTO requests will be reviewed and approved based on business needs, workload, and staffing requirements.
- The company will make reasonable efforts to accommodate PTO requests while ensuring the smooth operation of projects and client engagements.

16.5. PTO Payment:



- PTO days taken will be paid at the contractor's regular rate of compensation.
- The payment for PTO will be processed in the regular payroll cycle, following the company's established procedures.

16.6. PTO Restrictions:

- PTO requests may be subject to certain restrictions during peak business periods or special projects, as determined by the company.
- The company reserves the right to deny or reschedule PTO requests in such cases while making efforts to provide alternative arrangements when feasible.
- It's important to emphasize that contractors are not eligible to take PTO during their notice period, which includes the at least 2 weeks' notice provided when submitting a resignation letter.
- To ensure the equitable distribution of PTO and maintain operational efficiency, contractors are limited to a maximum of 3 combined PTO days, holidays, and sick leave per month.

16.7. Non-Carryover:

- It is essential for contractors to plan and use their PTO effectively within the 12-month period to ensure that they have the opportunity to take advantage of this benefit. The use of PTO allows for adequate rest and rejuvenation, contributing to a healthier and more productive work environment.
- PTO is not eligible for carryover to the next 12-month period. Any unused PTO at the end of the 12-month period will expire and will not be carried forward to the subsequent period.

The company values the importance of work-life balance and recognizes the need for time off to relax, recharge, and attend to personal commitments. We encourage all contractors to make use of their accrued PTO days to maintain a healthy work-life integration.

17. Holidays

At Syndicate Legal Group, we acknowledge the significance of cultural diversity and understand the importance of celebrating holidays. The following guidelines outline our paid holidays policy:

17.1. Paid Holidays:

- Contractors will be entitled to five paid holidays each year. The selection of these holidays will be determined by the company and will be based on the recognized public holidays in their respective countries.



- Notification: At the beginning of each year, we will provide contractors with a clear list of the five paid holidays for the upcoming year. This list will be based on the national holidays of the contractor's country and will remain consistent throughout the year.

17.2. Holiday Pay and Rates:

- Contractors will receive their regular rate of compensation for the paid holidays.
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- Contractors will not be eligible for US holiday substitution.
- No additional compensation will be provided for working on any holidays.
- The set of five holidays provided at the beginning of the year will remain fixed for the entire year. Contractors do not have the option to change or substitute these holidays with other dates.

It is important to note that this policy aims to strike a balance between accommodating cultural diversity and ensuring business continuity. We appreciate the cooperation of our contractors in adhering to the procedures outlined above.

18. Unpaid Leave:

- If contractors require additional sick days or family care days, they may take additional time off, but it will be unpaid.

We understand that unforeseen circumstances and personal obligations may arise, necessitating the need for time off. It is important for contractors to communicate their needs promptly and provide any required documentation to facilitate the smooth processing of leave requests.

19. Non-Paid Time Off

19.1. Requesting Non-Paid Time Off:

- Contractors have the option to request non-paid time off for personal reasons or any other needs that may arise.
- To request non-paid time off, contractors must submit a formal request with at least two weeks' notice to the Human Resources department.

19.2. Approval Process:



- Non-paid time off requests will be evaluated based on the needs of the company, client commitments, workload, and overall business requirements.
- The Human Resources department will review and assess each request, striving to accommodate reasonable requests whenever possible.

19.3. Communication and Notice:

- Contractors should clearly communicate the reason for their non-paid time off request and provide sufficient information to support the request.
- Contractors will receive a response from the Human Resources department regarding the approval or denial of their non-paid time off request.

19.4. Duration of Non-Paid Time Off:

- The duration of non-paid time off will be determined on a case-by-case basis, considering the nature of the request and its impact on project timelines and deliverables.

19.5. Responsibilities during Non-Paid Time Off:

- Contractors are responsible for managing their workload and ensuring that necessary arrangements are made to cover their absence during the non-paid time off period.
- Contractors must communicate and coordinate with their assigned supervisor, project manager, or team members to ensure a smooth transition and minimize any disruption to ongoing work.

19.6. Return to Work:

- Contractors must adhere to the agreed-upon schedule and return to work promptly upon the completion of the non-paid time off period.
- Failure to return to work as scheduled or without proper communication may be considered a violation of company policies and could result in disciplinary action.

19.7. Limitations and Restrictions:

- Non-paid time off requests may be subject to limitations and restrictions based on the needs of the company, client demands, or other operational considerations.
- The company reserves the right to deny non-paid time off requests if they cannot be reasonably accommodated without negatively impacting business operations.



Non-paid time off provides contractors with flexibility and the opportunity to attend to personal matters or handle unforeseen circumstances. We strive to maintain a fair and balanced approach when considering such requests, taking into account the needs of the company and our clients.

20. Lunch Break Time

20.1. Lunch Break:

- To ensure contractors prioritize their well-being and take essential breaks during the workday, all full-time contractors are **REQUIRED TO** take a non-paid one-hour lunch break each day. During this lunch break, contractors are expected to pause their work activities and stop the Time Doctor tracking.
- The lunch break is non-paid, and contractors are responsible for managing their time accordingly.
- Contractors must schedule their lunch break in consultation with their client and communicate the agreed-upon time to the Human Resources department.

20.2. Paid Breaks:

- In addition to the lunch break, contractors are entitled to two paid 10-minute breaks during the workday.
- These paid breaks provide contractors with the opportunity to rest, relax, and rejuvenate.

20.3. Scheduling and Coordination:

- Contractors are responsible for scheduling their paid breaks in a manner that minimizes disruption to their work and client commitments.
- The specific timing of paid breaks should be coordinated with the client and incorporated into the overall work schedule.

20.4. Recordkeeping:

- Contractors are expected to accurately record their lunch breaks and paid breaks in the designated time-tracking system.
- Accurate timekeeping ensures proper compensation and compliance with labor regulations.

Maintaining a healthy work-life balance is important for the well-being and productivity of our contractors. By adhering to the lunch break and paid breaks policy, contractors can enjoy necessary breaks during the workday while meeting their work responsibilities.



21. Remote Work

21.1. Remote Work Arrangement:

- As a contractor with Syndicate Legal Group, you are engaged in remote work, which means you have the flexibility to work from a location of your choice.
- Remote work offers convenience and allows you to manage your work-life balance effectively.

21.2. Creating a Healthy Work Environment:

- It is essential to establish a conducive work environment that promotes productivity, focus, and overall well-being.
- Contractors should strive to work from a quiet and comfortable space that supports their concentration and minimizes distractions.
- Ensure you have a reliable internet connection, necessary equipment, and software tools required to perform your job responsibilities effectively.

21.3. Ergonomics and Health:

- Pay attention to your physical well-being and follow ergonomic best practices to maintain good posture and reduce strain on your body.
- Take regular breaks, stretch, and incorporate physical activity into your daily routine.
- Protect your vision by adjusting screen settings, taking breaks to rest your eyes, and ensuring proper lighting in your workspace.

21.4. Confidentiality and Data Security:

- Contractors must adhere to the company's confidentiality and data protection policies, ensuring the security of sensitive information when working remotely.
- Take necessary precautions to safeguard company data and client information by utilizing secure networks and following established security protocols.

21.5. Communication and Collaboration:

- Maintain regular communication with your team and clients through the designated communication channels.
- Utilize virtual collaboration tools, such as project management systems, video conferencing, and instant messaging, to foster effective teamwork and collaboration.

21.6. Work Schedule and Availability:



- Contractors should adhere to the agreed-upon work schedule and be accessible during core working hours.
- Communication regarding availability and any necessary schedule adjustments should be promptly communicated to the appropriate parties.

21.7. Compliance with Policies and Procedures:

- Contractors are expected to comply with all company policies and procedures, regardless of their remote work location.
- Familiarize yourself with the independent contractor's handbook and other relevant documents, ensuring you understand and adhere to the established guidelines.

Remote work offers flexibility and independence but requires discipline and responsibility. By creating a healthy and productive work environment, we can maximize our collective success.

22. Managing Reporting and Communication Protocols

22.1. Contacting HR Department:

- Contractors are required to first contact the Human Resources (HR) department for any inquiries or concerns related to work conditions, independent contractor's policies, payroll, overtime, holiday schedules, paid time off, sick leave, technical issues, or any other work-related matter.
- HR will address the request promptly, provide necessary guidance, and seek solutions to the issue at hand.

22.2. Contacting the Client:

- Contractors may directly contact the client for inquiries or matters directly related to the assigned tasks, projects, or the work itself.
- This includes seeking clarification on a case, discussing project requirements, obtaining additional information, or any other work-related communication specific to the client's expectations.

22.3. Communication Channels:

- Contractors should utilize the designated communication channels established by the company for contacting HR and the client.
- These communication channels may include email, instant messaging platforms, project management systems, or other collaboration tools specified by the company.

22.4. Prompt Communication:



- Contractors are expected to communicate promptly and in a professional manner when reaching out to HR or the client.
- Provide clear and concise details regarding the inquiry or issue to facilitate an efficient response or resolution.

22.5. Confidentiality and Professionalism:

- Contractors should maintain strict confidentiality regarding sensitive information and maintain professionalism in all communications with HR and clients.
- Exercise discretion and adhere to confidentiality agreements to protect the interests of the company and its clients.

22.6. Escalation Procedures:

- If an issue or concern raised with HR requires further escalation, HR will guide contractors through the appropriate escalation procedures within the company.

By following the designated reporting and communication protocols, contractors can ensure that their inquiries or concerns are addressed promptly and efficiently, leading to a productive and positive work experience.

FOR ANY QUESTIONS OR INQUIRIES, PLEASE CONTACT OUR HUMAN
RESOURCES DEPARTMENT:

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