



MASUR GRIFFITTS +

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# INTERN HANDBOOK



## INTRODUCTION

- **Information about MG+**

Masur Griffiths + LLP (MG+) is a full-service law firm specializing in Corporate, Entertainment, Intellectual Property, Financings, and Mergers and Acquisitions. We advise individuals and companies using complete solutions and large firm capabilities. MG+ maintains offices in New York and Los Angeles.

The information that is outlined in this document are Masur Griffiths + LLP personnel policies and are extended to individuals during their internship with the Firm.

## JOINING MG+

- **Title**

Your title is: Intern.

- **Working Hours**

**Hours:** MG+ generally keeps office hours from 10:00 am to 6:00 pm, Monday through Friday. Your supervising attorney will distribute your internship schedule. If you have an unexpected lateness, please communicate that on the Office channel on the Firm Slack account.

**Office Absences:** If you need a day off for any reason, please relay those details to the Office Administrator and your supervising attorney.

**Holidays:** The office is closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

- **Dress Code**

MG+ operates a smart casual dress policy. This means that we expect that all Firm representatives dress in a neat manner, appropriate for:

- the work they are doing;
- the clients they are dealing with; and
- what is typical within the MG+ culture.

The overriding consideration is that you look smart and professional at all times and that you dress appropriately for the occasion.



## TECHNOLOGY POLICIES

- **Internet, Email and Phone Policy**

This policy establishes general guidelines for employees, student interns, and volunteers, as well as any other users who may be given access to MG+'s computer and phone systems. These workplace tools are intended for business purposes only.

- **Misuse of Internet, Email and Phones**

MG+ electronic media are not to be used for any unauthorised purposes, including not limited to:

- Transmitting abusive, defamatory, obscene or racist communications;
- Searching for, perusing and/or downloading pornographic or other objectionable material;
- Transmitting or communicating offensive material through the internet; or
- Transmitting confidential, privileged, or sensitive information about any individual or client.

In addition, you may not vandalize our systems or otherwise maliciously attempt to harm or destroy data belonging to MG+ or any of our employees or clients or prospective clients, or any other agencies or networks that are connected to the system, including but not limited to knowingly uploading, creating, or transmitting computer viruses.

- **Security**

Unless at the request of the Firm Administrator, never share access to your computer user profile or email account with anyone else either by unlocking your account, disclosing your password, or otherwise. Should the security of your accounts be breached, alert system support or change the compromised password to ensure that your computer files are not exposed to abuse. You are responsible for your own account, which means you should take measures to ensure others cannot use it.

You should ensure your PC is shut down correctly and turned off when you leave the office. This ensures unauthorised persons do not have access to the network in your absence.

- **Physical Security of Computer and Phones**

Take reasonable steps to ensure the protection of your computer and phone by preventing damage from improper use, avoiding spilling food and drink, and adopting good housekeeping procedures.

- **Internet use**

Browsing of non-work related websites, or downloading of non-work related files, should be kept to a minimum as outlined below. Please use your best efforts to ensure that your use:

- does not negatively impact upon your work performance or that of others;



- does not damage the operations of MG+;
- does not involve objectionable material (including but not limited to accessing or circulating items relating to terrorism, pornography, sexism or racism); or
- violate any federal, state, or local laws.

MG+ may, at any time, review, intercept, assess and disclose Internet usage.

- **Email use**

Internet email allows you to access an enormous global community, and whilst email can be a powerful medium, messages are not protected in any way as they travel between correspondents. Therefore, you should exercise good judgement and common sense when writing and distributing email messages. Keep in mind that you are communicating from an @masur.com email address. Care should also be taken to virus check all attachments.

Email messages must not contain offensive or objectionable material and the email system must not be used to send or receive, without prior authorization, confidential information including but not limited to copyrighted materials, company, financial or personnel information or similar materials.

Personal use of email is allowed, please use your best efforts to ensure that your use:

- is kept to a minimum;
- does not negatively impact upon your work performance or that of others;
- does not damage the operations of MG+;
- does not involve objectionable material (including but not limited to accessing or circulating items relating to terrorism, pornography, sexism or racism);
- violate any federal, state, or local laws.

The email system belongs to MG+ and all email messages created, sent or received are the property of MG+. Further you should be aware that there is no guarantee of privacy with an email message and that the firm reserves the right to access all aspects of employees' email at any time for any reason without notice to the employee.

## YOUR WORK PRODUCT

- **Rights to Your Work Product**

All information, ideas, concepts, writings, or materials conceived, made, prepared, developed, or acquired by you individually or in conjunction with another MG+ attorney, employee, or intern during your internship, whether during business hours or otherwise and whether in our office or otherwise, which relate to our business, products, or services, are the sole and exclusive property of MG+. Additionally, all written materials and other documents made by you during your internship that contain or disclose confidential information relating to MG+ or any of its past, present, or prospective clients shall be and remain the property of MG+, or those clients, as the case may be.



- **Access to MG+ Property After Your Internship**

At the conclusion of your internship, you must properly return any and all work product, files, or materials belonging to MG+ or any of its past, present, or prospective clients and promptly and irrevocably delete all such materials that may exist in digital form on any device that does not belong to MG+ and over which you have control.

If you desire to keep any document for use as a writing sample or in an academic portfolio, you must obtain permission from your supervising attorney and, at the attorney's discretion, redact any names, monetary figures, or potentially identifying information to any description of a present, past, or prospective client that might be contained herein.

## CLIENT RELATIONS AND ETHICAL OBLIGATIONS

- **Communications with Clients**

Unless specifically instructed by an attorney, interns should not communicate with clients, whether by email, phone, or otherwise. For anything substantive, an attorney should review any email prior to it being sent and supervise any phone call.

- **Unauthorized Practice of Law**

You are not licensed to practice law, either on your own or on behalf of MG+, unless and until you are admitted to the bar of the State of New York as an Attorney and Counselor-at-Law. Refrain from holding yourself out as a lawyer or attorney at law, or otherwise implying or giving another person a reasonable impression that you are licensed to practice law. You may only perform work for clients under the direct instruction and supervision of a licensed attorney at the firm.

- **Duty of Confidentiality**

As an intern of MG+, you are considered a supervised nonlawyer employee of the firm under the New York Rules of Professional Conduct and so you must conduct yourself according to the ethical obligations imposed by Rule 1.6 relating to confidentiality of information. This means that, in the absence of the client's informed consent, you may not knowingly reveal confidential information about any client, which the Rule defines as information which is gained during or relating to the representation of a client, whatever its source, that is protected by the attorney-client privilege, likely to be embarrassing or detrimental to the client if disclosed, or information that the client has requested to be kept confidential. If you ever have a question about whether a piece of information is confidential, or otherwise find yourself in a precarious situation, consult an attorney.

Be mindful that this confidentiality obligation extends to your written reports and discussions with externship seminar classmates and professors, academic advisors, career counselors, and any prospective or future employer. Unless the information becomes public knowledge, refrain from attributing names, monetary figures, or potentially identifying information to any description of a present, past, or prospective client matter or transaction you might discuss. There is no "academic exception" to the duty of confidentiality.



## FOR-CREDIT EXTERNSHIP REQUIREMENTS

- **Academic Credit Required**

If your internship is for academic credit, we must receive documentation from an accredited law school in which you are presently enrolled that approves this for-credit externship placement. You will not be permitted to begin your internship until and unless we receive that confirmation.

- **Compliance with Institutional Requirements**

If you are receiving academic credit for your internship, your law school has implemented certain requirements for both you and your externship placement. It is your responsibility to be aware of those requirements which apply to your participation in your institution's externship program and to fully comply with them at all times. This includes but is not limited to meeting your placement hours prior to the conclusion of your internship, properly accounting for your time, completing your assignments, and attending any required orientations, seminars, and/or faculty meetings or tutorials.

## EMPLOYMENT RELATED POLICIES

- **Equal Employment Opportunity (EEO)**

Masur Griffithts + LLP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Masur Griffithts + LLP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Masur Griffithts + LLP expressly prohibits any form of unlawful employee harassment based on race, color, creed, religion, national origin, age, genetic information, disability, gender, veteran status, pregnancy, childbirth or related medical conditions, gender identity/expression and transgender status. Improper interference with the ability of Masur Griffithts + LLP employees to perform their expected job duties is not tolerated.

Employees and applicants for employment may request a reasonable accommodation for pregnancy-related conditions. For purposes of this policy, a "pregnancy-related condition" is a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques, but does not prevent the employee from performing her job functions in a reasonable manner, with or without a reasonable accommodation.



- **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Masur Griffitts + LLP to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regards to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Firm will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Masur Griffitts + LLP. Contact the Human Resource department with any questions or requests for accommodation.

- **Discrimination and Harassment Policy**

Masur Griffitts + LLP is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Firm expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is policy to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Masur Griffitts + LLP prohibits any such discrimination or harassment.

Masur Griffitts + LLP encourages reporting of all perceived incidents of discrimination or harassment. It is policy to promptly and thoroughly investigate such reports. Masur Griffitts + LLP prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.



- **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.





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- **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Firm (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.



DECLARATION:

Name: \_\_\_\_\_

Your internship with Masur Griffitts + LLP is a voluntary one and is subject to termination by you or Masur Griffitts + LLP at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the at-will status of Masur Griffitts + LLP interns.

This policy may not be modified by any officer, employee, or volunteer and shall not be modified in any publication or document. The only exception to this policy is a written internship agreement approved at the discretion of an officer, whichever is applicable.

These personnel policies are not intended to be a contract of employment or a legal document. At any time and for any reason Masur Griffitts + LLP maintains the ability to unilaterally revise, rescind or modify the provisions and benefits described within this handbook

I have received and read a copy of the Intern Handbook which I understand forms part of the Terms and Conditions of my internship.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please sign this page and return, together with your signed employment agreement to your supervising attorney.