

## Guidelines re New Hires to LAWPRO

Effective January 2008

### Purpose of the Guideline

As part of the Company's corporate governance and internal control framework, prospective employees will go through a screening process and be required to complete the following checks and documents as a condition of employment at LAWPRO. These include:

### Background Checks

Reference checks will be done for all prospective employees.

Other background checks, as required, may be:

- Education verification
- Employment verification
- Proof of eligibility to work in Canada

In addition, all new hires who are lawyers will be required to provide evidence that they are a member in good standing of the relevant Law Society, and have maintained an appropriate level of competence, as confirmed by checks of discipline and claims records.

For all new hires who will have access to bank or credit card information at LAWPRO the following checks will also be performed:

- Criminal background check
- Credit Bureau and ID verification

### Required Documents :

Employees at LAWPRO are required to conform to a code of conduct and will be required to sign the following on hiring:

- LAWPRO Confidentiality & Copyright Agreement
- LAWPRO Code of Business Conduct

### Consents & Privacy

LAWPRO agrees only to request information for background checks regarding finalist applicants and with duly signed consent forms. The information will be used only for employment related purposes compliant with human rights, labour, and privacy laws, as applicable. LAWPRO will maintain privacy and confidentiality of all personal information collected.

### Review of Results

All non-routine results will be reviewed by a Committee comprised of senior management members before a decision is made to hire the applicant.