

## LCLD SECONDMENT PROGRAM

### I. Background

The purpose of the LCLD Secondment Program is to create meaningful opportunities for diverse attorneys to establish critical relationships with corporate clients. Over time, it is the expectation that these relationships will benefit the corporate law departments and the law firms who participate in secondment programs, as well as enhance the career development of seconded attorneys. The program will allow seconded attorneys to better understand the issues and concerns of corporate law departments. The program also will allow corporate law departments to develop diverse outside counsel, including women, who will better understand the complexities and the business needs of corporations.

The ultimate goal of this program is to create an ongoing relationship between the corporate law department and the seconded attorney. It is our hope that this valuable ongoing relationship will incentivize long-term collaboration among corporate law departments, law firms and seconded attorneys. As reasonable in light of business realities, corporate law departments and law firms will devote their best efforts to enhance the prospects and stature of attorneys who have participated in successful secondments.

### II. Guidelines

The key to a successful secondment program is creating a structure that works within the dynamics of an individual corporation and its law department. The following guidelines should be considered in order to maximize the benefits to all parties involved in the program.

1. The Corporate General Counsel (“GC”) identifies the need for a seconded attorney for a minimum period of three (3) months.
2. The GC or his/her designee will select a law firm to secure a seconded attorney.
3. The law firm will identify diverse attorneys for participation.
4. The slate of attorneys must be licensed attorneys with a minimum of three (3) years legal experience.

5. The law firm will acknowledge, in writing, that the attorney to be seconded will be separated from any work associated with other clients of the firm during the secondment period to avoid any conflict of interest.
6. As permitted by law, the seconded attorney will be subject to the screening policies and procedures of the company.
7. The seconded attorney will continue to be paid by and receive benefits from his/her law firm and remain an employee of the law firm and not be entitled to any rights or benefits from the organization to which he/she is seconded.
8. The company and law firm will establish a cost sharing arrangement for the seconded attorney.
9. The law firm will pay for all expenses (including accommodations and transportation) of the seconded attorney.
10. The law firm and GC may have a memorandum of understanding detailing the following duties of the seconded attorney:
  - conflicts of interest
  - standing of attorney with the firm
  - employer of the seconded attorney
  - who the seconded attorney takes direction from during the secondment
  - benefits of the seconded attorney
  - the company is not a joint employer of the seconded attorney
  - the company may dismiss the seconded attorney at any time
  - the company will pay a flat or discounted rate for the use of the seconded attorney
  - the firm will pay for the seconded attorney's expenses
  - the seconded attorney is precluded from representing other parties during the secondment.
11. The company will assign a senior level in house attorney to act as a liaison for the seconded attorney. The liaison will be a mentor to the seconded attorney and will assist in developing a work plan for the seconded attorney.
12. The company will provided the seconded attorney access to necessary equipment and facilities in order to perform the duties required of the seconded attorney.
13. The seconded attorney will keep the confidences of the company even after the secondment term and the attorney/client privilege will apply.

14. When the seconded attorney returns to his/her law firm, they will resume his/her position and salary with the firm as if they had continuously been with the firm during the secondment period.
15. When the seconded attorney returns to his/her law firm, the GC, seconded attorney and law firm will jointly create a re-integration plan for the seconded attorney.
16. At the end of the term of the secondment period, the company and seconded attorney will fill out a secondment program scorecard and six month after the term of the secondment period, the company and the seconded attorney will fill out a post-program scorecard. Both scorecards will be shared with the company, law firm, and seconded attorney.