



CONSULEGIS
A LEADING GLOBAL NETWORK

CONSULEGIS EWIV. Code of Conduct

December 2018

CONSULEGIS Code of Conduct

CONSULEGIS is an international network of quality independent law firms and related professional advisors offering a dedicated and accessible service to businesses and individuals, who are seeking advice, guidance and opportunities across international and cultural boundaries. CONSULEGIS promotes the building of strong relationships, referrals and networking opportunities. Mutual trust and friendship are two of the network's key attributes. CONSULEGIS prides itself on the close relations that member firms have with one another, making it truly a relationship-based personal network.

Consulegis and its members (to include the member firm and those professionals working for the member firm, hereinafter the "Member") undertake to adhere to the values, guidelines and quality criteria set out in this Code of Conduct, in particular when in contact with CONSULEGIS, its Members and their respective clients.

I. Consulegis' Values and Corporate Social Responsibility Statement

CONSULEGIS and its Members shall adhere to the CONSULEGIS values (global, personal, professional and extensive) as set out on the Consulegis website and Consulegis' Corporate Social Responsibility Statement as set out in Annex 1 of this Code of Conduct.

II. Member's Conduct with CONSULEGIS

Members shall:

1. actively participate in CONSULEGIS and in particular shall seek to contribute to newsletters and participate in the conferences, specialist groups and other events organised by CONSULEGIS from time to time;
2. actively assist CONSULEGIS where ever possible to grow its reputation and membership by promoting CONSULEGIS with other lawyers and, where appropriate, proposing law firms as possible candidates for membership;
3. only use CONSULEGIS' databases with respect and on the condition that confidentiality is maintained at all times, and shall adhere to CONSULEGIS' E-mail Policy set out in Annex 2 of this Code of Conduct;
4. make appropriate use of the CONSULEGIS Trade Marks (as defined in Annex 3) on their letterhead, business cards, website, marketing materials etc., and in particular in accordance with the guidelines set out in Annex 3 to this Code of Conduct;
5. promptly respond (ideally within 24 hours) to any requests from CONSULEGIS and

comply with the deadlines provided by CONSULEGIS;

6. immediately inform CONSULEGIS in writing of any change in their contact details;
7. timely pay CONSULEGIS membership fees and any other charges as well as relating to CONSULEGIS events; and
8. disclose to the CONSULEGIS Advisory Board when seeking to hold a formal office within CONSULEGIS, including but not limited to being a member of the CONSULEGIS Advisory Board or an officer of a Specialist Group, if they hold any similar type of position in any competing network or association. This obligation to disclose such information shall continue while the person holds any such position. The CONSULEGIS Advisory Board shall consider any disclosures and take any action it deems to be appropriate under the circumstances.

III. Member's Conduct with Fellow Members

Members shall:

1. seek to promote, where appropriate, client referrals to fellow Members and to promote Consulegis and the services of fellow Member to their clients;
2. exercise discretion and maintain confidentiality in all client related matters;
3. respond to telephone or written inquiries within one working day, and at the very least provide an initial response within this time period;
4. provide within reason an initial consultation at no charge for a potential referral to determine and understand the scope of the referral and to make a fee proposal; and
5. if requested correspond in English.

IV. Member's Conduct with Clients

Members shall:

1. provide a client referred by a Member appropriate priority and attentiveness to ensure the client and referring Member's satisfaction;
2. make clear the responsibility for client work between the Members;
3. provide prompt and complete advice and support to referred clients at all times;
4. make certain that their fees and expenses are at all times clear with the referred client and Member;

5. disclose any conflicts of interest and not proceed in any legal matter if there is any conflict of interest unless the client and Member knowingly consents to the conflict, and promptly notify the client and Member of any conflict of interest that thereafter arises; and, where the applicable law or professional code of conduct permits, deem confidential and privileged any communication between them and a client, including in-house counsel, or referring Member that is anticipated to be confidential and preserved where legal advice or assistance is the purpose of the communication.

V. Final Clauses

1. If a dispute should arise between Members or between a Member and CONSULEGIS:
 - the dispute shall be discussed openly between the Members concerned, or between the Member and CONSULEGIS, with a view to seeking an amicable and constructive resolution; and
 - if necessary, the ombudsman may be asked to mediate.
2. Non-compliance with this Code of Conduct should be brought to the attention of the Managing Director, the Chairman or the CONSULEGIS Advisory Board. Continuing non-compliance by a Member may result in warnings, sanctions and eventually termination of membership in CONSULEGIS.

ANNEX 1

CONSULEGIS' Corporate Social Responsibility Statement

As a leading international network of quality independent law firms and related professional advisors, CONSULEGIS believes that it should seek to ensure that its management, Advisory Board and Members conduct their business in a responsible manner and in accordance with CONSULEGIS' values and Code of Conduct.

Diversity policy. CONSULEGIS believes that the success of the network and its member firms depends on the talent, creativity and cultural diversity of the people involved. Any form of discrimination or distinction between individuals shall not be tolerated when based on origin, gender, family or marital status, pregnancy, physical appearance, patronyme, place of residence, state of health, handicap, genetic characteristics, morals, sexual orientation or identity, age, political opinions, trade union activities or adherence or non-adherence, actual or alleged, to a specific ethnic group, nation, race or religion. CONSULEGIS also encourages an open dialogue with and between its employees, members of the Advisory Board and its members, with a view to clarifying any concerns and adopting an appropriate response without any direct or indirect retaliation against the employee or Member who raises the matter in good faith.

Business conduct. Members are asked to adhere to CONSULEGIS' Code of Conduct, which provides for quality assurance and requires that business is to be carried out in accordance with the highest standards of professional conduct and integrity and in compliance with local laws and the ten principles of UN Global Compact.

Supporting the international and local community. CONSULEGIS encourages its members to engage in pro bono work with a view to supporting charitable or non-lucrative projects or causes that the member may consider to be important within the international or local community.

Environment. CONSULEGIS seeks to adopt a responsible and effective approach to measuring and managing its own environmental impact in the decisions that it makes and, through its members and their clients, to support a precautionary approach to environmental challenges, undertake initiatives to promote greater environmental responsibility and encourage the development and diffusion of environmentally friendly technologies.

ANNEX 2
CONSULEGIS E-mail Policy

This policy sets out the guidelines pursuant to which the e-mail addresses of Member may be used.

E-mail addresses of Members may be displayed on the CONSULEGIS website and used for the purpose of providing business contacts and facilitating the participation of Members within CONSULEGIS, in particular in relation to potential client referrals and for the distribution of information relating to events and the circulation of News Flashes and Newsletters.

The use of Member e-mail addresses is not intended for other purposes.

In order to maintain and to continue to promote the professional and congenial relationships upon which CONSULEGIS prides itself, it is important that Members adhere to this policy.

Accordingly, Members shall not send:

- any form of SPAM, junk mail, contests, chain letters or other similar unsolicited messages;
- any messages and/or attachments to messages which contain any malware, spyware, viruses or any other computer code, files or programs that interrupt, destroy or otherwise adversely affect or limit the functionality of any computer hardware or software;
- any messages and/or attachments to messages that violate or otherwise infringe the rights of others, including without limitation, patent, trademark, trade secret, copyright or other proprietary rights;
- any messages and/or attachments to messages which contain any material that may be considered libellous, obscene, threatening, defamatory, pornographic, profane, abusive, harassing, intimidating, fraudulent, invasive of another's privacy, or otherwise violates any law, rule or regulation or the rights of a third party; and/or
- any messages and/or attachments to messages that may be considered disparaging of, or may otherwise be considered offensive or objectionable to, any race, ethnicity, religion, sexual orientation or political group or in general be considered to be contrary to CONSULEGIS' diversity policy set out in Annex 1.

ANNEX 3

Guidelines for the Use of the CONSULEGIS Trade Marks

In these guidelines, all names, and some logos, devices and signs, whether registered or unregistered, which identify CONSULEGIS shall be collectively referred to as the “CONSULEGIS Trade Marks”, which shall in particular refer to the following:

“CONSULEGIS”



There are many variations of the logo (color, formats etc.); to download the logos to be used go to the Manual Brand; in the last page of the mentioned document you will find the link to download them.

These guidelines set out how the CONSULEGIS Trade Marks should be used by Members.

CONSULEGIS authorizes its Members to use the CONSULEGIS Trade Marks” on the member firm’s website and stationery, including business cards, letterhead and other marketing material for the sole purpose of indicating the Member’s affiliation to the CONSULEGIS network.

CONSULEGIS expressly forbids a Member from using the CONSULEGIS Trade Marks for any use other than the identification of their membership to the CONSULEGIS network.

If the CONSULEGIS Trade Marks are being used, the Member shall ensure that it complies with its local professional code of conduct and the regulations adopted by its professional body or enacted under its national law. In particular, the Member agrees at all times:

- to act in good faith in relation to CONSULEGIS;
- that all use of the CONSULEGIS Trade Marks shall inure to the benefit of CONSULEGIS;
- that no ownership rights in the CONSULEGIS Trade Marks shall accrue to a Member due to use or membership;
- not to seek to register the CONSULEGIS Trade Marks in any jurisdiction or any other trade mark which is confusing similar to the CONSULEGIS Trade Marks or to include part or whole of the same in the Member’s name or any third party name;
- to use the CONSULEGIS Trade Marks in the form and in accordance with the instructions provided by CONSULEGIS from time to time and shall not modify the CONSULEGIS Trade Marks in any manner whatsoever.

12.2018