



**MSB EMPLOYEE COMMITMENT**

MSB strives for integrity, excellence and unity of purpose in all aspects of our practice. We commit to providing our employees with a safe and collaborative place of employment. In order to make that a reality, we ask our employees join us in committing to the principles below.

By signing below, you commit to:

- Treat each client, business partner, vendor, opposing party, firm member and co-worker with the same courtesy and respect with which you would want to be treated.
- Devote your time to working diligently to obtain the best result for our clients. Our clients have entrusted their legal matters to us and they are entitled to our best efforts.
- Bill your time honestly and accurately.
- Be ethical and above reproach in your dealings with opposing counsel, opposing parties, clients, courts, business partners and vendors.
- Resolve conflicts directly with co-workers and firm members through open and honest one-on-one communication, whenever possible. When not possible, address your concerns discreetly and respectfully with one of the partners.
- Maintain the confidences of our clients completely. Although many of the cases we handle have interesting facts, those facts are not to be shared with family, friends or any other person outside of the firm.
- Make every effort to have a positive attitude at work because each person’s attitude affects those around him or her.
- Offer to help your fellow employees when your workload and deadlines permit.
- Make every effort to maintain the highest level of professionalism in speech, conduct, and the way you present yourself and our firm to all with whom we interact.
- By signing below, you acknowledge that you understand and commit to the above principles.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Kansas is an employment-at-will state meaning that an employer or employee may terminate employment at any time for any reason. Nothing contained in this document shall be construed as a contract of employment or a guarantee of continued employment.**