ClutchGroup
Global Legal Solutions

CONFLICT OF INTEREST SCREENING

Inherent in the experience of working as a contract attorney or contract paralegal is the likelihood that an individual will have an opportunity to work for different clients. As a result, in rare cases, one of our employees may have done work for a company that is suing, being sued or is otherwise adverse to a client that is represented by one of our customers. Our aim is to screen our employees from the appearance of switching sides. As part of this effort, we require all new employees to provide us with the information requested on the attached conflicts form.

Clutch recognizes that there might be situations in which you cannot provide us with the information we need consistent with the obligations of confidentiality you owe to others based on work that you did before joining our company. We do not, under any circumstances, want you to violate your obligation to hold such information in the strictest confidence. If there are any matters as to which you believe that furnishing the requested information would violate such an obligation, please contact the Clutch Operations Manager so that we can attempt to evaluate, without violating your obligations, the likelihood that the confidential matter would raise potential conflict problems for a Clutch client.

Please be **as thorough as possible** in completing the attached form. Our clients take the issue of conflicts very seriously and may refuse to consider a candidate whose conflict form is incomplete.