

CODE OF PROFESSIONAL CONDUCT M/S LEGAL SOLUTIONS — LAW FIRM

PREAMBLE: PURPOSE & SCOPE

This Code is adopted by **M/s Legal Solutions**, a small law firm in Pakistan, to guide all partners, advocates, associates, paralegals, and staff. It derives from the Legal Practitioners and Bar Councils Act, 1973; the Pakistan Legal Practitioners and Bar Councils Rules, 1976 (particularly the Canons of Professional Conduct); the ADR Act, 2017; and the SIMI/IMI Codes for mediators.

Purpose: Uphold professional dignity, protect client interests, ensure integrity, and inspire public confidence.

Application: Applies to all firm members. Each member shall sign an acknowledgement of receipt and understanding upon joining and annually thereafter.

PART I: GENERAL PRINCIPLES

1. **Dignity & Integrity** – Members shall uphold the profession’s honour and avoid dishonesty, fraud, or disreputable conduct.
2. **Rule of Law** – Respect the Constitution and lawful administration of justice.

PART II: CONFIDENTIALITY

3. **Duty** – All client information (current or former) is strictly confidential. Duty continues indefinitely and applies to staff and third-party vendors.
4. **Exceptions** (only when strictly required): (a) client’s written consent; (b) court order or legal mandate; (c) to prevent a serious criminal offence; (d) to defend the Firm against misconduct allegations.
5. **Mediation Confidentiality** – Strictly observe ADR Act, 2017. Mediation communications shall not be disclosed or used in subsequent proceedings except as permitted by law.
6. **Firm Protection** – When in doubt, members shall seek internal guidance before disclosing any information.

PART III: CONFLICT OF INTEREST

7. **Pre-Acceptance Inquiry** – Before accepting any matter, conduct a reasonable inquiry to identify actual, potential, or perceived conflicts (adverse representation, material limitation, personal/financial interest, prior representation in related matter).
8. **Disclosure & Written Consent** – If a conflict exists, provide full written disclosure to all affected parties and obtain **informed written consent** before proceeding. In mediation, disclose all circumstances affecting impartiality.
9. **Withdrawal** – Decline or withdraw if consent cannot be obtained or if no reasonable party would consent.
10. **Mediator Impartiality** – Act as neutral facilitator. Do not take sides or make decisions for parties.

PART IV: COMPETENCE & DILIGENCE

11. **Standard** – Provide services with reasonable knowledge, skill, and preparation expected of competent Pakistani legal practitioners.
12. **No Guarantee of Outcomes** – Nothing in this Code guarantees any particular result. The Firm shall exercise reasonable diligence, not perfect results.

13. **Continuing Education** – Maintain skills through CLE and training.
14. **Decline if Incompetent** – Do not accept matters beyond competence unless associating with a qualified professional and client consents in writing.

PART V: FEES & FINANCIAL ARRANGEMENTS

15. **Reasonable Fees** – Fees shall be reasonable and proportionate (considering time, complexity, customary rates, results, experience).
16. **Written Fee Agreement** – All fee arrangements must be confirmed in writing before services commence, including any potential additional costs. No hidden charges.
17. **Client Funds Separate** – Any client funds or property held by the Firm shall be maintained in a designated, separate client account (not commingled with firm operating funds). Complete records shall be kept and provided to client upon request. Withdrawals only as authorized.
18. **Pro Bono Encouraged** – Not mandatory; as circumstances permit.
19. **Fee Disputes** – Make reasonable efforts to resolve amicably (including mediation) before legal action.

PART VI: CLIENT RELATIONS

20. **Communication** – Keep clients reasonably informed of significant developments. Respond to communications in a timely manner.
21. **Termination** – Provide reasonable notice and good cause (non-cooperation, non-payment, unresolvable conflict). Upon termination, surrender client papers/property and allow reasonable time to find new counsel.

PART VII: ADVOCACY & CONDUCT

22. **No Ex Parte Communication** – Do not communicate with a represented opposing party without their counsel's consent.
23. **Candour to Tribunal** – No false statements, no knowing failure to disclose adverse controlling authority, no false evidence.
24. **Respect for Opponents & Court** – Treat other advocates and judicial officers with courtesy and professionalism.
25. **Independence** – Do not permit external pressures (political, commercial, personal) to influence professional judgment.

PART VIII: MEDIATION PRACTICE

26. **Pre-Mediation Conflict Check** – Conduct reasonable inquiry and provide written disclosure of any actual, potential, or perceived conflict. Withdraw if any party refuses consent.
27. **Impartiality & Self-Determination** – Remain impartial; do not coerce or impose settlement.
28. **Competence & Accurate Representation** – Serve only matters within competence. Accurately state qualifications and accreditation status.
29. **Confidentiality (ADR Act)** – All mediation communications confidential; mediator shall not testify in subsequent proceedings.
30. **Advertising** – No false, misleading, or unsubstantiated claims regarding mediation services or outcomes.
31. **Continuing Accreditation** – SIMI-accredited mediators shall renew every two years and maintain CPD.

PART IX: SOLICITATION & ADVERTISING

32. **No Improper Solicitation** – Comply with Rule 135 of Pakistan Legal Practitioners and Bar Councils Rules, 1976. Permitted: professional cards, name plates, directory listings with qualifications, contact info, practice areas. No self-laudatory claims or specific success rates. Firm website shall be factual and dignified.

PART X: INTERNAL COMPLIANCE

33. **Reporting** – Any member with reasonable good-faith belief of a Code breach shall report to the Firm’s Managing Partner (acting as Ethics Officer). Good-faith reporting shall not result in retaliation.
34. **Internal Review** – Upon receipt of a report, the Firm shall conduct a prompt, reasonable inquiry. The accused member shall receive notice and opportunity to respond.
35. **Sanctions** – Depending on severity: written warning, mandatory training, supervision, suspension, termination, or reporting to Bar Council/regulatory authority.
36. **Regulatory Reporting** – The Firm shall report to the relevant Bar Council any conduct that likely violates the Act or Rules.
37. **SIMI/IMI Complaints** – Cooperate fully with any SIMI/IMI disciplinary process.
38. **No Civil Liability for Internal Actions** – Good-faith compliance with this Part (reporting, inquiry, sanctions) shall not give rise to any civil claim against the Firm or its members.

PART XI: IMPLEMENTATION

39. **Annual Review** – This Code shall be reviewed annually by the Managing Partner and updated as needed. Amendments communicated in writing.
40. **Training** – The Firm shall provide periodic ethics training; new members receive orientation.

ENACTMENT & ACKNOWLEDGEMENT

Adopted: **17th May, 2026**

For M/s Legal Solutions:

Founder / Managing Partner

DISCLAIMER: *This Code is an internal policy document setting forth ethical aspirations and guidelines for firm members. It is not intended to create, and shall not be construed as creating, any contractual right or third-party beneficiary right, nor any private cause of action against the Firm or its members. Compliance with this Code does not guarantee compliance with all applicable laws, and the Firm’s primary professional obligations are governed by the Legal Practitioners and Bar Councils Act, 1973, and the Pakistan Legal Practitioners and Bar Councils Rules, 1976, which shall prevail in case of any conflict.*

END OF CONSOLIDATED CODE