



OUR PEOPLE

SUMMARY AND HIGHLIGHTS:

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DIVERSITY

POLICY **POLICY**

INITIATIVES:

- IDAHOT Week Participation
- Temporary Registered Office of Victorian Pride Centre
- Wear it Purple Day participation
- Supporter of Stand Up Events
- LGBTI Interfirm Network

GENDER EQUALITY

INITIATIVES:

- International Women's Day
- Mentoring program partnerships
- Signatory The Law Society of NSW
- Charter for the Advancement of Women in the Legal Profession

POLICY **PUBLISHED**

GENDER EQUITY TARGET

26% FEMALE PARTNERS **56% FEMALE LEGAL STAFF** **81% FEMALE NON-LEGAL STAFF**

ENVIRONMENTAL MANAGEMENT

INITIATIVES:

- National Greenhouse and Energy Reporting (NGERs) compliant reporting
- Earth Hour
- World Environment Day

POLICY **PUBLISHED**

ENV IMPROVEMENT TARGET **ENV MANAGEMENT SYSTEM (EMS) IN DEV'T**

GREENHOUSE GAS EMISSIONS

GROSS 747t – 1.5t/employee

SCOPE ONE 0.00% 0.00% 0.55% 4.0t 0.55%

SCOPE TWO 50% 0.00% 372t 50%

SCOPE THREE 46% 3.9% 370t 49.6%

NET 747t – 1.5t/employee

PSYCHOLOGICAL WELLBEING

INITIATIVES:

- Signatory to the TJMF
- RUOK programs participant
- Confidential professional psychological support
- Partner / Manager program for managing mental health issues in the workplace

POLICY **STAFF SURVEYS**

PHYSICAL WELLBEING

INITIATIVES:

- Ergonomics
- Health checks
- Flu vaccinations
- Work based physical fitness
- Gym subsidy
- Skin checks
- Sports teams / events
- Informative seminars
- Massages

POLICY **STAFF SURVEYS**

PAPER USAGE

CERTIFICATION: FSC • NCOS

58,857t 100% 175t/employee

RECYCLING

OFFICES

100% 100% 50% 100%

% office availability

FLEXIBLE WORKING

INITIATIVES:

- Flexible hours of work
- Time in lieu
- Part time work
- Job sharing
- Telecommuting
- Unpaid leave
- Carer's leave

POLICY **PUBLISHED**

18 WEEKS PAID PARENTAL LEAVE PRIMARY CARER **2 WEEKS PAID PARENTAL LEAVE SECONDARY CARER** **88% RETURN TO WORK AFTER PARENTAL LEAVE**

2017 AusLSA SUSTAINABILITY PROFILE

Headcount: 510 (FTE) Floor Area: 7,873m²

Hall & Wilcox is a pre-eminent independent business law firm. We have offices in Melbourne, Sydney, Newcastle, Perth, Canberra and Brisbane and act nationally for Australian-based clients and multinational clients with Australian interests. We are a firm of more than 510 people, including 70 partners. We have depth and breadth of expertise across a number of practices and industry sectors.

OUR GOVERNANCE

SUMMARY AND HIGHLIGHTS:

The Hall & Wilcox Board of Partners (Board) is responsible for firm strategy, firm governance, firm clients, firm performance and risk management. The Board discharges its responsibility for risk management via the firm's Legal Excellence & Risk Committee (a subcommittee of the Board) as regards client/legal risks, and via the COO, the Managing Partner and the firm's Corporate Services managers as regards all other categories of risk.

Responsibility for individual risks is allocated in accordance with the firm's Risk Register, which is maintained by the COO and the Legal Excellence & Risk Manager. The Risk Register allocates responsibility for business continuity risk to the COO, as regards physical risks to building and equipment, and to the IT Manager, as regards technology risk.

The firm's Executive Leadership Team (ELT) is responsible for collaborating in leading the firm and its practices. The ELT is responsible for managing firm operations.

Responsibility for managing individual firm policies that govern the conduct of firm personnel is allocated primarily to the relevant Corporate Services manager. Each policy will be overseen by either the Board or the ELT, in conjunction with the relevant firm committee (if applicable), depending on the subject matter of the policy.

CODE OF CONDUCT / RISK MANAGEMENT

POLICY

CODE OF CONDUCT TRAINING COMPLAINTS & GRIEVANCE MECHANISM RISK MANAGEMENT PLAN BCP OR ERP

SUSTAINABILITY REPORTING

AUSTRALIAN LEGAL SECTOR ALLIANCE PROMOTED

NON-LEGAL VOLUNTEERING

INITIATIVES:

- Boards
- Non Legal volunteering programs
- Allocation of paid volunteer time for employees

NON-PROFIT/ COMMUNITY PARTICIPATION NON-LEGAL VOLUNTEERING ACTIVITIES IN DEV'T

LEGAL PRO BONO

Further information from AusLSA

The below icons provide limited information about the firm's legal pro bono commitment. More extensive information is reported by the Australian Pro Bono Centre and on individual firm's websites.

STRATEGY **PUBLISHED** **PRO BONO CENTRE TARGET**

INDIGENOUS RECONCILIATION

INITIATIVES:

- National Reconciliation Week activities
- WorkSafe Victoria Indigenous Law Scholarship program
- Gawamga Jina Indigenous Careers Academy
- Yalari charity supporting young indigenous kids from regional/remote Australia

POLICY **IN DEV'T**

OUR ENVIRONMENT

SUMMARY AND HIGHLIGHTS:

Hall & Wilcox recognises that our community faces real and pressing environmental challenges. We acknowledge that we have an important part to play in helping to confront these challenges.

We demonstrate our commitment to the environment and a sustainable future in a number of ways, including; using natural resources responsibly to minimise the environmental impact of our business; continually striving to improve our environmental performance through training, engagement with staff and involvement with community bodies; identifying and managing environmental risks within our operation and applying best practice principles to address those risks; implementing strategic initiatives to reduce our consumption of energy and paper.

Our goal is to significantly reduce the production of greenhouse gases, the depletion of natural resources and non-recyclable waste resulting from our business operations.

OUR COMMUNITY

SUMMARY AND HIGHLIGHTS:

The firm's community program has a strong focus on mentorship and education. The firm has a long and proud history with the Australian Business and Community Network (ABCN). In 2016, the firm mentored 121 students. The firm now undertakes mentorship programs in nearly all of its offices.

Continuing this tradition, the firm has been one of the first participants in the Gawamga Jina Indigenous Careers Academy, which was initiated by Career Trackers. This project introduces students to career paths that they may not previously have considered. The firm plans to further develop its involvement in this project.