

OUR PEOPLE

SUMMARY AND HIGHLIGHTS:

Hall & Wilcox is proud of its culture.

We are committed to creating a workplace that is welcoming, inclusive and supportive. Ongoing development of our people is a key priority. We

are committed to building and supporting a learning culture which features structured learning and development programs aligned to the firm's strategy, creating a high performance learning culture. This includes supporting our people to work flexibly to balance their professional, personal and family life, health and wellbeing. This includes formal flexible arrangements and informal arrangements such as agile working. This is central to our ongoing commitment to the wellbeing of all of our people.

We advocate a holistic approach to wellbeing to support our people both in and outside the workplace. This is also achieved by our pro bono practice and our engagement with not-for-profit community groups, individuals and charities. We run a coordinated pro bono practice that acknowledges the time spent by our people on pro bono matters. Recognising that there is a compelling unmet need for these legal services in our community, we encourage and give full credit for pro bono work to everyone at the firm.

INCLUSIVE WORKPLACE

POLICY PUBLISHED ✓

INITIATIVES:

- LGBTI Awareness training
- IDAHOT Week Participation
- Temporary Registered Office of Victorian Pride Centre
- Wear it Purple Day
- Interfirm Network
- Midsumma/Mardi Gras Recognition
- Trans Awareness Week

GENDER EQUALITY

POLICY PUBLISHED ✓

INITIATIVES:

- International Women's Day participant
- Employer of Choice for Gender Equity
- Mentoring program partnerships
- Charter for the Advancement of Women
- Women Leadership Program
- VIC Bar Equality of Opportunity Briefing Policy

30% FEMALE PARTNERS **60% FEMALE LEGAL STAFF** **80% FEMALE NON-LEGAL STAFF**

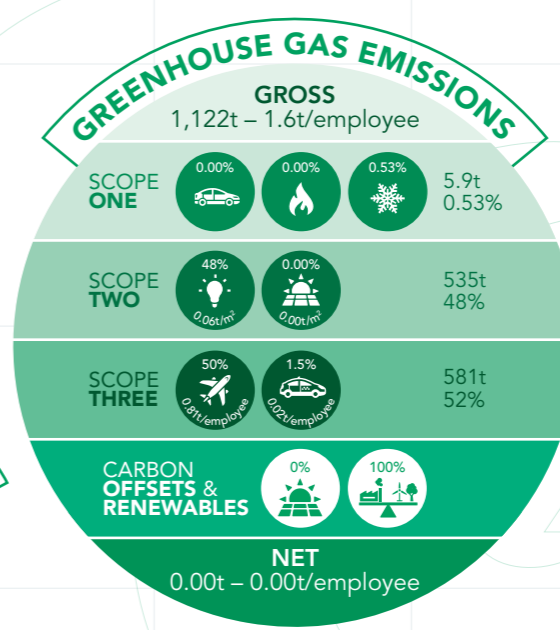
ENVIRONMENTAL MANAGEMENT

POLICY PUBLISHED ✓

INITIATIVES:

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

ENV IMPROVEMENT TARGET **ENV MANAGEMENT SYSTEM (EMS) IN DEVT**



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.

PAPER USAGE

CERTIFICATION: FSC

52,389kg / 339t/employee **92% Recycled content**

RECYCLING

OFFICES

100% 100%
50% 100%

% office availability

PSYCHOLOGICAL WELLBEING

POLICY PUBLISHED ✓

INITIATIVES:

- Signatory to the TJMF
- RUOK programs participant
- Confidential professional psychological support
- Partner / Manager program for managing mental health issues in the workplace
- Employee Assistance Program
- Mental Health Awareness session

STAFF SURVEYS

PHYSICAL WELLBEING

POLICY PUBLISHED ✓

INITIATIVES:

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

STAFF SURVEYS

FLEXIBLE WORKPLACE

POLICY PUBLISHED ✓

INITIATIVES:

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

18 WEEKS PAID PARENTAL LEAVE PRIMARY CARER **4 WEEKS SECONDARY CARER** **90% RETURN TO WORK AFTER PARENTAL LEAVE**

2019 AusLSA SUSTAINABILITY PROFILE

Headcount: 700 (FTE) Floor Area: 9,278m²

Hall & Wilcox is a leading independent Australian law firm. We are a firm of around 700 people delivering outstanding legal services to corporate, public sector and private clients, both Australian-based and those offshore doing business in Australia. Our purpose is to enable our clients, our people and our communities to thrive.

Our success depends upon the success of our clients, our people, and the communities in which we live. We're renowned for our Smarter Law approach, which means we look beyond the status quo to think differently and find solutions that are better, faster and cheaper.

Smarter Law includes enabling technology, challenging business models, innovative pricing and creative resourcing. We work with clients across sectors who lead, challenge and reshape their own industries. We build strong and enduring client relationships.

Clients tell us they value our commerciality, our responsive and personal service and our interest in their business and industry. Our collegial culture, shaped by our Hallmarks, guides the way everyone at Hall & Wilcox works every day.

We contribute to our communities through a range of areas, including our substantial pro bono work, community initiatives and partnerships, sustainable environmental and supply chain practices and our Emerging Artists Program.

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 General Counsel. 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 PUBLISHED ✓

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

SUSTAINABILITY REPORTING

AUSTRALIAN LEGAL SECTOR ALLIANCE PROMOTED ✓

CHARITABLE GIVING

INITIATIVES:

- Corporate donations
- Matched giving

CORPORATE GIVING PROGRAM

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). The firm now undertakes mentorship programs in nearly all of its offices assisting students from disadvantaged schools to realise their full potential.

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.

NON LEGAL VOLUNTEERING

INITIATIVES:

- Boards
- Non Legal volunteering programs
- Skilled volunteering

NON-PROFIT/COMMUNITY PARTICIPATION NON LEGAL VOLUNTEERING IN DEVT PARTICIPATION IN NON LEGAL ACTIVITIES VOLUNTEERING IN DEVT

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
- Internship and employment programs
- WorkSafe Victoria Indigenous Law Scholarship program
- Gawamga Jina Indigenous Careers Academy
- Yalari charity supporting young indigenous kids from regional/remote Australia

POLICY IN DEVT