

## OUR PEOPLE

### SUMMARY AND HIGHLIGHTS:

Gadens' Employee Program is aligned with our strategic intent of being an employer of choice. Priority areas are:

- Flexibility – Gadens recognises that staff need to achieve an effective balance between their work and other commitments, and that a flexible workplace is essential to attracting and retaining high performing people.
- Diversity – We engage with staff to create an environment that promotes individuality and diversity. Our Indigenous Intern Program has been operating for over ten years (to date we have employed 25 interns). We signed up to the CareerTrackers 10x10 Program.
- Health and wellbeing – Our wellbeing initiatives support a healthy and balanced lifestyle, providing opportunities for staff to mentally and physically unwind through participation in a range of activities.
- Learning and development – Our L&D Framework has been designed to deliver focused, career-long L&D to improve skills at all levels and support career progression. This covers technical and business skills training.
- Corporate social responsibility – We maintain a culture of sustainability and sound corporate responsibility. We assist the communities in which we live and work, enhance access to the legal system and embrace social responsibility. We also provide many other benefits including education assistance.

### INCLUSIVE WORKPLACE

**POLICY** PUBLISHED ✓

**INITIATIVES:**

- Unconscious Bias Training
- Diversity Law Firm of the Year 2016 (Lawyers Weekly Women in Law Awards 2016)

### GENDER EQUALITY

**INITIATIVES:**

- International Women's Day participant
- WGEA Employer of Choice for Gender Equality
- WGEA Pay Equity Ambassador

**POLICY** PUBLISHED ✓

**GENDER PROFILE**

- 38% FEMALE PARTNERS
- 62% FEMALE LEGAL STAFF
- 79% FEMALE NON-LEGAL STAFF

### ENVIRONMENTAL MANAGEMENT

**INITIATIVES:**

- Green Star rated buildings 4-6 star
- Earth Hour
- Bio waste separation

**POLICY** PUBLISHED ✓

### GREENHOUSE GAS EMISSIONS

**GROSS** 1,073t – 1.7t/employee

**SCOPE ONE** 0.00% 0.00% 0.47% 5.0t 0.47%

**SCOPE TWO** 84% 0.00% 899t 84%

**SCOPE THREE** 14.7% 1.0% 169t 15.8%

**NET** 1,073t – 1.7t/employee

### PAPER USAGE

**CERTIFICATION:**

- FSC
- Other

86,868kg 139kg/employee

0% Recycled content

### PSYCHOLOGICAL WELLBEING

**INITIATIVES:**

- Signatory to the TJMF
- Beyond Blue programs participant
- RUOK programs participant
- Confidential professional psychological support
- Mental health first aid training
- Employee assistance program
- Ad hoc training (e.g. stress management)
- Domestic and Family Violence Support Policy
- Health and wellbeing program

### PHYSICAL WELLBEING

**INITIATIVES:**

- Ergonomics
- Flu vaccinations
- Work based physical fitness
- Firm-sponsored sports activities throughout the year
- Massages
- Discounted health insurance and gym memberships
- Wellbeing seminars

**POLICY** PUBLISHED ✓

### FLEXIBLE WORKPLACE

**INITIATIVES:**

- Flexible hours of work
- Time in lieu
- Part time work
- Job sharing
- Telecommuting
- Unpaid leave
- Carer's leave
- Leave of absence
- Purchased annual leave
- Working from home
- Flexibility upon return from parental leave.

**POLICY** PUBLISHED ✓

26 WEEKS PAID PARENTAL LEAVE PRIMARY CARER

3 WEEKS SECONDARY CARER

84% RETURN TO WORK AFTER PARENTAL LEAVE

### RECYCLING

**OFFICES**

- 100% 100%
- 75% 100%

% office availability

# 2018 AusLSA SUSTAINABILITY PROFILE

## gadens

Headcount: 641 (FTE) Floor Area: 16,073m<sup>2</sup>

Gadens is a leading, independent top 10 Australian law firm with offices in Adelaide, Brisbane, Melbourne and Sydney. We have over 90 partners and 700 staff across Australia. Our vision is to be a preeminent, independent firm renowned for providing outstanding client service, innovative solutions and value.

Our core values are the firm's foundation and reflect the essence and character of the firm – they define how we interact with one another and our clients. We promote individuality and diversity while instilling pride in the firm and our values, are committed to equality in the workplace and achieving gender parity. We strive to create a culture where the principles of sustainability and sound corporate responsibility are embraced and lived by our people every day. We seek to make a difference in the world by contributing to the development of the communities in which we live and work. We are committed to giving back, and our people participate in projects that make a difference.

The firm provides additional support by way of donations, group participation and direct financial contribution. We recognise the importance of fostering sustainable communities, minimising our impact on the environment and taking responsibility for our environmental footprint.

### CHARITABLE GIVING

**INITIATIVES:**

- Corporate donations
- Staff giving
- Charity event
- Smith Family Toy & Book Appeal

54% PARTICIPATION IN CORPORATE GIVING

### NON LEGAL VOLUNTEERING

**INITIATIVES:**

- Boards
- Non Legal volunteering programs
- Organisation volunteers
- Organisation committee members
- Student mentoring
- Fundraising and donations
- Avalon Centre Sorting and Distribute Clothes Program

### 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:**

- Cultural awareness training
- NAIDOC Week activities
- National Reconciliation Week activities
- Internship and employment programs
- Unconscious Bias Training

## OUR GOVERNANCE

### SUMMARY AND HIGHLIGHTS:

Gadens has an Operations and Risk Management Framework that is underpinned by our values and prescribes our approach to corporate governance, risk management and compliance with legal and regulatory requirements. The framework incorporates extensive business continuity and disaster recovery protocols. Our interaction with clients, contractors and suppliers is guided by this framework.

For each decision that is to be made, we undertake an analysis of the impact that a particular risk or group of risks may have on the firm's operations, and ensure that mitigating controls and / or actions are put in place to minimise such impact.

In support of our actions, we have a significant number of policies and procedures in place that govern the firm and ensure our compliance with all relevant laws. Our Operations and Risk Management Framework covers the following areas:

- Governance and Ethics,
- Workplace Health and Safety (WHS),
- Quality,
- Sustainability,
- Procurement, and
- Business Continuity.

Our Boards and Management Teams operate within the above governance framework and are accountable for their respective areas of responsibility. Equity and other partner meetings are held as required.

### 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 ✓

### SUSTAINABLE SUPPLY CHAIN MANAGEMENT

**SUPPLIER STANDARDS COVER:**

- Labour
- Environment
- Community
- Governance and ethics
- Workplace health and safety
- Risk management

SUSTAINABLE SUPPLY CHAIN MANAGEMENT STANDARDS APPLY TO EXISTING SUPPLIERS STANDARDS APPLY TO NEW SUPPLIERS

## OUR ENVIRONMENT

### SUMMARY AND HIGHLIGHTS:

Gadens aims to be recognised as an environmentally responsible business that respects the environment and communities in which it operates. We believe our commitment to managing our operations in an environmentally sustainable manner will maximise value for the firm and all our stakeholders.

We are committed to minimising adverse environmental impacts and reducing our environmental footprint by continually reviewing operations and improving the efficiency of our natural resource consumption.

Our initiatives are focused around:

- Reducing our power consumption;
- Reducing paper usage or only using carbon neutral, acid-free paper.
- Moving towards a more electronic way of working across the firm.
- Ensuring our key, discretionary suppliers are adopting sustainable business practices wherever possible.
- Improving our waste management and recycling practices.

## OUR COMMUNITY

### SUMMARY AND HIGHLIGHTS:

As a law firm, our privileged professional standing confers a responsibility to contribute to the general betterment of our community. This includes our professional and ethical responsibility to enhance access to the legal system.

We also have a responsibility to assist disadvantaged and marginalised people within the communities in which we live and work.

We are signatories to the Australian Pro Bono Centre's Target, and we encourage staff across all areas and levels of our firm to proactively undertake pro bono work and participate in community assistance initiatives.

Gadens has a long history of supporting emerging and established artists. Our involvement with the arts extends beyond traditional forms of corporate support such as sponsorships and corporate art collections, to the integration of the arts into many facets of the firm. Our approach to the arts is based on a philosophy of creative engagement designed to encourage our people to think outside the box and to feel comfortable sharing ideas. We are a strong supporter of the Arts within South Australia and the Helpmann Academy. The firm regularly hosts art exhibitions for local and emerging artists within our office.