

AUSTRALIAN
LEGAL SECTOR

ALLIANCE

PROMOTING SUSTAINABILITY

Australian Legal Sector Alliance Sustainability Insight 2017

Swaab

Firm Entry and Benchmarking Summary



Our Firm

Swaab

2017

About Our Firm

Swaab Attorneys is a multi-award winning, mid-sized commercial law firm offering legal services across a number of core practice areas and industry groups. With 14 partners we have been helping our clients' businesses grow for over 30 years. We have strong capabilities in the areas of commercial and corporate law and our large private client practice provides family law, estate planning and other high net worths personal services. In recent years, we have been recognised for both our excellent client service and our exceptional work environment. We also have a number of international clients for whom we act as attorneys and agents to assist them with their introduction to Australia's business landscape and the development of their business in Australia.

Firm Details

Question	2016 Response	2017 Response	2017 Benchmark	
Firm Name	Swaab Attorneys	Swaab Attorneys		
Number of Employees	70	82	Lowest:	39
			Highest:	1,751
			Average:	574
Offices Floor Area	2,261	2,261	Lowest:	661
			Highest:	47,172
			Average:	13,920
Number of Offices	1	1		
Supporting files uploaded	Nil			

Person responsible for reporting

Name: Paul Barbour

Title: IT & Operations Manager

Email: pxb@swaab.com.au

User comments and notes

Nil

Our People

About People Programs

We place a high value on the well-being of our people. Our Managing Partner is on the board of the Tristan Jepson Memorial Foundation and our firm is a regular supporter by monthly donation. We have partnered with Optum to provide an employee assistance program with 24 hours seven days a week access for our people and their families. We have a range of learning and development initiatives that focus on mental health and well-being. We are a signatory to the Law Council's Diversity and Equality Charter. 43% of our partners are females and we demonstrate a disproportionately high female leadership team. This is something that our firm is extremely proud of because this has happened organically, without any set targets for diversity. We have a high number of part-time employees, both female and male and we have embraced flexible working across all levels of the firm.

Question	2016 Response	2017 Response	2017 Benchmark
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User comments and notes

Nil

Gender Equality

Question	2016 Response	2017 Response	2017 Benchmark
Gender equality - Policy?	Yes	Yes	Yes 91% No 6% Currently in development 3% Not reported 0%
Gender equality policy - Published	N/A	No	Yes 58% No 39% In development 0% Not reported 3%
Gender equality - Managed	Yes	Yes	Yes 97% No 3% Not reported 0%
Gender equality - Managed by	Partner Director or Manager Committee	Partner Director or Manager Committee	Partner 54% Director or Manager 54% Committee 54%
Gender Equality - Programs	Law Council Diveristy and Equality Charter	International Women's Day	International Women's Day 83% Employer of Choice for Gender Equality 49%

Pay Equity Ambassador	51%
Male Champion of Change	17%
Board Links Champion	0%
LCA Diversity and Inclusion Charter	0%
Equitable briefing pledge (e.g. CommBar/LCA)	0%
Host or lead external programs and/or forums	0%
Female advancement, mentoring and coaching	0%
Training - Gender awareness unconscious bias	0%
Gender sensitive promotion and recruitment	0%
Internal D&I networks or committees	0%
LSNSW Charter - Advancement of Women	0%
Equal pay controls	0%
DCA major sponsor	0%
Showcasing gender diversity experiences	0%
Women on Boards	0%
UN Womens' Empowerment Signatory	0%
Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words)	54%

Gender Equality - Targets	No	No	Yes	65%
			No	26%
			Not reported	9%

Gender profile - Partners	71% Male	57% Male	Lowest:	0% Male
			Highest:	92% Male
			Average:	68% Male

Gender profile - Legal staff	34% Male	43% Male	Lowest:	0% Male
			Highest:	52% Male

			Average:	40% Male
Gender profile - Non legal staff	10% Male	12% Male	Lowest:	0% Male
			Highest:	49% Male
			Average:	22% Male

User comments and notes

Nil

Flexible Working

Question	2016 Response	2017 Response	2017 Benchmark	
Flexible working - Policy	Yes	Yes	Yes	100%
			No	0%
			Not reported	0%
Flexible working policy - Published	N/A	No	Yes	32%
			No	62%
			In development	0%
			Not reported	6%
Flexible working - Programs and initiatives	Flexible work hours Unpaid leave Carer's leave	Flexible work hours Time in lieu Unpaid leave Carer's leave	Flexible work hours	94%
			Part time options	0%
			Job sharing	89%
			Remote working tools and systems	0%
			Support for flexible working	0%
			Time in lieu	89%
			Unpaid leave	97%
			Carer's leave	94%
			Study leave	0%
			Volunteering leave	0%
			Religious and ceremonial leave	0%
			Purchased leave	0%
			Career breaks	0%
			Subsidised child care	0%
			Phased retirement	0%
			Adjusted KPIs after absences	0%
			Sabbaticals	0%
			Bonus leave	0%
			Domestic violence leave	0%
Family and fertility leave	0%			

			School Holiday Programs	0%
			Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words)	46%
Paid parental leave scheme	Yes	Yes	Yes	94%
			No	6%
			Not reported	0%
Parental scheme - Primary and secondary carers	Yes	Yes	Yes	94%
			No	6%
Parental scheme - Aspects	Paid leave for primary care giver	Paid leave for primary care giver	Paid leave for primary care giver	91%
	Paid leave for secondary care giver	Paid leave for secondary care giver	Paid leave for secondary care giver	86%
	Additional leave without pay available	Additional leave without pay available	Additional leave without pay available	91%
Paid parental leave - Primary care giver	NaN	NaN	Lowest:	0
			Highest:	18
			Average:	9
Paid parental leave - Secondary care giver	NaN	NaN	Lowest:	0
			Highest:	4
			Average:	2
Maternity leave returns	100%	100%	Lowest:	0 %
			Highest:	100 %
			Average:	75 %

User comments and notes

Nil

Diversity and Inclusion

Question	2016 Response	2017 Response	2017 Benchmark	
Diversity policy	Yes	Yes	Yes	88%
			No	0%
			Partial	12%
			Currently in development	0%
			Not reported	0%

Diversity policy - Published	N/A	No	Yes No In development Not reported	47% 53% 0% 0%
Diversity policy - Managed	Yes	Yes	Yes No Not reported	97% 3% 0%
Diversity policy - Managed by	Partner Director or Manager Committee	Partner Director or Manager Committee	Partner Director or Manager Committee	51% 69% 54%
Disability accessibility standards?	Yes	Yes	Yes No Currently in development Not reported	62% 9% 12% 18%

User comments and notes

Nil

LGBTQ+ Inclusion

Question	2016 Response	2017 Response	2017 Benchmark	
LGBTI inclusiveness - Policy	Yes	Yes	Yes No Not reported	71% 6% 24%
LGBTI inclusiveness policy - Published	N/A	No	Yes No In development Not reported	54% 46% 0% 0%
LGBTI inclusiveness - Managed	Yes	Yes	Yes No Not reported	71% 15% 15%
LGBTI inclusiveness - Managed by	Partner Director or Manager Committee	Partner Director or Manager Committee	Partner Director or Manager Committee	43% 43% 51%
LGBTI inclusiveness - Activities or programs	Law Council Diversity and Equality Charter	Law Council Diversity and Equality Charter	Membership - Pride in Diversity Training - LGBTQ+ awareness AWEI survey	51% 54% 40%

IDAHOBIT	46%
Wear it Purple Day	0%
World Aids Day	0%
Membership - Out for Australia	0%
Internal LGBTQ + networks or committees	0%
Pro bono support	0%
LCA Diversity and Inclusion Charter	0%
External LGBTQ+ programs hosting	0%
Training - LGBTQ+ awareness	0%
Gender pronouns promotion	0%
Trans Awareness Week	0%
Pride March	0%
Mardi Gras	0%
Midsumma	0%
Gender affirmation policy	0%
InterFirm events	0%
AWEI award	0%
Stonewall top Global Employer	0%
Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words)	57%

User comments and notes

Nil

Physical and Psychological Wellbeing

Question	2016 Response	2017 Response	2017 Benchmark	
Psychological well-being - Policy or strategy	Yes	Yes	Yes	91%
			No	6%
			Not reported	3%
Psychological well-being policy or strategy - Published	N/A	No	Yes	29%
			No	61%
			In development	6%

			Not reported	3%
Psychological well-being - Managed	Yes	Yes	Yes	88%
			No	9%
			Not reported	3%
Psychological well-being - Managed by	Partner	Partner	Partner	46%
	Director or Manager	Director or Manager	Director or Manager	63%
	Committee	Committee	Committee	43%
Psychological wellbeing - Programs or activities	Minds Count -TJMF Guidelines	Minds Count -TJMF Guidelines	Minds Count -TJMF Guidelines	60%
	R U OK? program	R U OK? program	Beyond Blue program	31%
	Psychological support/ EAP	Psychological support/ EAP	R U OK? program	89%
	Thrive stress reduction and meditation program	Mental health first aid training and support	Black Dog Institute program	31%
			Psychological support/ EAP	86%
			Mental health first aid training and support	74%
			Mental Health Awareness Week	0%
			Resilience at Law	0%
			Training - Mental health awareness and management	0%
			Salary continuance	0%
			External mental health programs hosting	0%
			Domestic violence strategy	0%
			Mental health office champion	0%
			Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words	51%
Physical and psychological well-being - Monitoring	Yes	Yes	Yes	59%
			No	18%
			Currently in development	12%
			Not reported	12%
Physical health and well-being - Policy or strategy?	Yes	Yes	Yes	88%
			No	6%
			Not reported	6%

Physical health and well-being policy or strategy - Published	N/A	No	Yes No In development Not reported	27% 67% 7% 0%
Physical well-being - Managed	Yes	Yes	Yes No Not reported	91% 3% 6%
Physical well-being - Managed by	Partner Director or Manager Committee	Partner Director or Manager Committee	Partner Director or Manager Committee	40% 71% 40%
Physical well-being programs or initiatives	Ergonomics program Flu vaccinations	Ergonomics program Flu vaccinations Subsidised wellness activities and gym membership	Ergonomics program Proactive health checks Flu vaccinations Internal exercise sessions Gym memberships Team events Massages Wellness awareness and promotion Subsidised health insurance Onsite fruit and healthy catering Life & TPD insurance Ergonomics program - offsite Health EAP Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words)	94% 71% 91% 80% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 54%

User comments and notes

Nil

Staff Development

Question	2016 Response	2017 Response	2017 Benchmark
Staff development program	N/A	Yes	Yes No
			97% 0%

		In development	0%
		Not reported	3%
Staff development program - Coverage	N/A	Partners	91%
		Lawyers	91%
		Business Support Staff	89%
Staff development program - Activities and initiatives	N/A	Coaching	86%
		Mentoring	91%
		Professional skills	94%
		Internally delivered training programs	94%
		Attending external training or seminars	94%
		Substantive Law	80%
		Personal development	86%
		Technology training	91%
		Internal policy training	89%
		Other (please specify, max 20 words)	6%
Staff development program - Resourcing	N/A	In development	79%
		No	3%
		In development	3%
		Not reported	15%

User comments and notes

Nil

Data Validation

Question	2016 Response	2017 Response	2017 Benchmark
I confirm that data validation has been completed for this section	N/A	Yes	97%

User comments and notes

Nil

Community

About Community Programs

We have a formal sustainability charter which includes focus on pro bono and community engagement. We have a structured alliance with the Tristan Jepson Memorial Foundation and Lifeline for whom we do pro bono work. We are working towards formalising and better streamlining our sustainability charter across the firm with respect to pro bono and community focused activities so that we have an internal formal strategy and focus. We take on work experience students and a number of our partners have built relationships through University alumni to support law students as they progress through their university journey. We actively encourage involvement in the not for profit sector, providing support and resources when requested by employees around organisations about which they are passionate. We partner with Corporate Citizen for our workplace giving program. We hold a number of fundraising events throughout the year and any money raised during firm activities is matched by Partners.

Question	2016 Response	2017 Response	2017 Benchmark
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User comments and notes

Nil

Legal Pro Bono

Question	2016 Response	2017 Response	2017 Benchmark	
Pro bono - Strategy	Yes	Yes	Yes	97%
			No	0%
			In development	3%
			Not reported	0%
Pro bono Strategy - published	N/A	In development	Yes	44%
			No	44%
			In development	6%
			Not reported	6%
Pro bono Managed	Yes	Yes	Yes	91%
			No	6%
			In development	0%
			Not reported	3%
Pro bono coordinator - Managed by	Partner	Partner		
Pro bono coordinator - Full-time or part-time role	N/A	Full-time	Full-time	41%
			Part-time	44%
			No coordinator or manager	6%

			Not reported	9%
Australian Pro Bono Centre Aspirational Target - Signatory	No	No	Yes	76%
			No	21%
			In development	0%
			Not reported	3%
Australian Pro Bono Centre Aspirational Target - Plan	No date currently set	No date currently set	Target currently met	47%
			Goal date has been set	6%
			No date currently set	47%

User comments and notes

Nil

Non Legal Volunteering

Question	2016 Response	2017 Response	2017 Benchmark	
Support for board positions of organisations for social and environmental good	Yes	Yes	Yes	85%
			No	0%
			Not reported	15%
Non legal volunteering - Support	No	No	Yes	79%
			Currently in development	9%
			No	6%
			Not reported	6%
Non-legal volunteering - Activities	NFP Boards	NFP Boards	NFP Boards	74%
			Organised staff volunteering	80%
			Paid volunteer time	51%
			Charity events and appeals	0%
			Blood donations	0%
			Student tutoring and mentoring	0%
			Secondments to NFPs	0%
			Skilled volunteering program	0%
			Community volunteering	0%
			Arts support	0%
			CPD for community sector lawyers	0%
			Other programs not included above (please only include programs that are nor	20%

			covered in the broad categories above - max 20 words	
Does your firm collect data on the levels of staff participation in non-legal volunteering?	N/A	In development	Yes	21%
			No	48%
			In development	30%

User comments and notes

Nil

Corporate and Workplace Giving

Question	2016 Response	2017 Response	2017 Benchmark	
Corporate giving - Program?	Yes	Yes	Yes No Not reported	91% 3% 6%
Corporate giving - Activities	Firm donation program Matched funding for employee donations	Firm donation program Matched funding for employee donations	Firm donation program Charitable foundation Workplace giving Matched funding for employee donations Internal appeals and collections External charity events and appeals Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words) Host external charity events	80% 26% 0% 60% 0% 0% 6% 0%
Does your firm collect data on levels of staff participation in corporate supported giving programs?	N/A	Yes	Yes No In development	36% 48% 15%
Corporate sponsored giving - Employee participation	N/A	15	Lowest: Highest: Average:	NaN % NaN % NaN %

User comments and notes

Nil

Indigenous Reconciliation

Question	2016 Response	2017 Response	2017 Benchmark	
Indigenous reconciliation - Policy?	Currently in development	Currently in development	Yes	44%
			No	24%
			Currently in development	24%
			Not reported	9%
Indigenous reconciliation - Managed	Yes	Yes	Yes	65%
			No	8%
			Not reported	12%
			In development	15%
Indigenous reconciliation - Managed by	Committee	Partner	Partner	31%
		Director or Manager	Director or Manager	26%
		Committee	Committee	40%
Indigenous reconciliation - Activities or programs	Internships and employment	Internships and employment	Reconciliation Action Plan	43%
			Cultural awareness training	46%
			NAIDOC Week	49%
			National Reconciliation Week	40%
			Internships and employment	49%
			Scholarships and student mentoring	0%
			Indigenous employment and internship programs	0%
			Affirmative ATSI procurement	0%
			Pro bono support	0%
			Volunteering and secondments	0%
			Collaboration for reconciliation	0%
			Funding and donations	0%
			Indigenous Business Month	0%
			Indigenous Literacy Day	0%
Supply Nation Membership	0%			
CareerTrackers participation	0%			

Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words) 29%

User comments and notes

Nil

Data Validation

Question	2016 Response	2017 Response	2017 Benchmark	
I confirm that data validation has been completed for this section	N/A	Yes	Yes	97%

User comments and notes

Nil

Environment

Environmental Management

We are committed to our green initiatives, both simple and complex, which include stationary recycling drives, waste recycling, reducing power usage through such initiatives as lighting reductions and introduced utilities such as follow me print to avoid unnecessary printing. We are currently developing a paper-lite program to encourage everyone to reduce paper use.

Question	2016 Response	2017 Response	2017 Benchmark	
Environment -Policy?	Yes	Yes	Yes	94%
			No	0%
			Currently in development	6%
			Not reported	0%
Environment policy - Published	N/A	No	Yes	38%
			No	47%
			In development	9%
			Not reported	6%
Environment Policy - Includes supply chain impacts	N/A	Yes	Yes	50%
			No	13%
			In development	19%
			Not reported	19%
Environment - Managed	Yes	Yes	Yes	82%
			No	12%
			Not reported	6%
Environment - Managed by	Committee	Partner	Partner	43%
		Director or Manager	Director or Manager	46%
		Committee	Committee	49%
Green office - Activities or programs	N/A	Earth Hour	World Environment Day	34%
			Office green teams	0%
			Sustainability Advantage (NSW)	6%
			CitySwitch Green Office	34%
			Other programs not included above (please only include programs that are not covered in the broad	20%

		categories above - max 20 words		
Environmental Targets	No	No	Yes	71%
			No	15%
			Not reported	15%
Environmental Management System (EMS)	No	No	Yes	32%
			No	41%
			Currently in development	9%
			Not reported	18%

User comments and notes

Nil

Climate Change Action

Nil

Question	2016 Response	2017 Response	2017 Benchmark	
Renewable electricity generated onsite	0	0	Lowest:	0
			Highest:	0
			Average:	0
Renewable electricity generated onsite unit	kWh	kWh	kWh	100%
			MJ	0%
			GJ	0%
Carbon offset credits purchased	0	0	Lowest:	0
			Highest:	16,000
			Average:	861

User comments and notes

Nil



Carbon emission sources

Scope 1	Tonnes CO2e	Per employee	Per floor area
On-Site Combustion	0.00	0.0000	0.0000
Company Vehicles	0.00	0.0000	0.0000
Refrigerants	1.37	0.0168	0.0006
Scope 2	Tonnes CO2e	Per employee	Per floor area
Purchased Electricity	158.14	1.9285	0.0699
Scope 3	Tonnes CO2e	Per employee	Per floor area
Flights	15.67	0.1911	0.0069
Taxis	2.84	0.0347	0.0013
Hire Cars	0.00	0.0000	0.0000
Personal Vehicles	0.00	0.0000	0.0000

Electricity

Electricity Type	State	Consumption (kWh)
Purchased electricity (General)	NSW	171,890

Natural Gas

Gas Type	State	Consumption (MJ)
No data available.		

Domestic Air Travel

Seat Class	Distance (km)	Number of Flights
Economy	N/A	42
Business	0	N/A

International Air Travel

Seat Class	Distance (km)	Number of Flights
Economy	N/A	2
Business	N/A	2
First Class	0	N/A

Car Travel

Vehicle Type	Number of journeys	Distance (km)	Spend (AUD)
Taxi	N/A	N/A	35,559
Hire Cars	N/A	N/A	411
Company Cars	N/A	0	N/A
Personal Cars	N/A	0	N/A

Refrigerant Loss

Fridge Type	Number of Units
Bar Fridges/freezers	1
Standard Fridges/freezers	6
Commercial Fridges/freezers	0
Standalone Air Conditioning Units	5

Inhouse Paper Consumption

Paper size	Paper weight (gsm)	Paper purchased (reams)	Green label	% recycled content
A4	80	3,400	NCOS Certified Carbon Neutral	20
A3	80	49	NCOS Certified Carbon Neutral	20
A4	120	4	Other Certifications	100

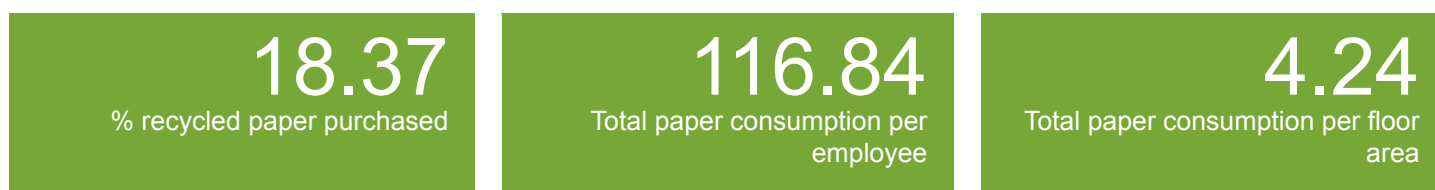
Paper size	Paper weight (gsm)	Paper purchased (reams)	Green label	% recycled content
A4	250	1	Other Certifications	0
A3	120	2	Other Certifications	0
A4	120	6	Other Certifications	0

Outsourced Paper Consumption

No of impressions (sheets)	% of impressions that are printed double sided
212,849	50

Total Paper Consumption

Type	Paper Consumption (kg)
Ream consumption	8,784.75
Outsourced Printing	796.52
Total paper consumption	9,581.27

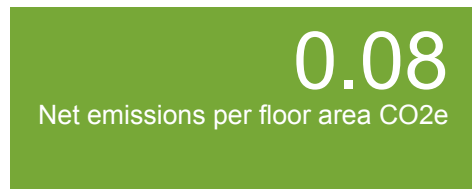


Waste

Waste type	Facilities available	Percentage of sites where available
Paper & cardboard recycling	Available	100
Comingles recycling	Available	100
Organic waste treatment/recycling	Not Available	
e-Waste reuse or recycling	Available	100

Carbon mitigation activities

Activity	Tonnes CO2e
Emissions Avoided from Green Tariff Electricity	0.00
Voluntary carbon offsetting	0.00



Governance

About Governance Programs

Swaab Attorneys has introduced a formal policy on sustainability. The five pillars of the firm's sustainability initiative are people, community, environmental, pro bono and supply chain. At Swaab, sustainability is regarded as an integral part of our business management practice. We have a sustainability committee comprised of partners and staff who take responsibility for each pillar of the sustainability initiative. The sustainability committee have been successful this year in establishing a firm-wide response to sustainability. Projects include indigenous internship program, increased community engagement through corporate citizen, developing a paper lite-program, moving to carbon neutral paper, engaging with suppliers regarding CSR as part of our procurement process, recycling drives, setting a formal pro bono budget and strengthening our relationship with Lifeline and TJMF. We are a signatory to the Law Council's Diversity and Equity Charter. The sustainability committee has been successful in keeping sustainability on the partnership and management's agenda on a regular basis.

Question	2016 Response	2017 Response	2017 Benchmark
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User comments and notes

Nil

Sustainable Supply Chain Management

Question	2016 Response	2017 Response	2017 Benchmark	
Sustainable Supply Chain Management - Program?	Yes	Yes	In development	0%
			Yes	41%
			No	44%
			Not reported	15%
Sustainable Supply Chain Management - Application	To both existing and new suppliers and products	To both existing and new suppliers and products	To new suppliers and products	0%
			To both existing and new suppliers and products	100%
Sustainable Supply Chain Management Coverage	Environmental impacts	Environmental impacts	Human rights	31%
			Environmental impacts	40%
			Fair labour practices	14%
			Fair consumer and competition practices	0%
			Community development	23%
			Indigenous inclusion	20%
Gender equality	29%			

Sustainable development goals	0%
Modern Slavery	0%
Diversity and Inclusion	0%
Fraud bribery & corruption	0%
UN Global compact and SDGs	0%
Other (please specify, max 20 words)	3%

User comments and notes

Nil

Code of Conduct

Question	2016 Response	2017 Response	2017 Benchmark	
Code of conduct in place	Yes	Yes	Yes	100%
			No	0%
			Currently in development	0%
			Not reported	0%
Code of conduct - Training?	Yes	Yes	Yes	88%
			No	9%
			Currently in development	3%
			Not reported	0%
Documented complaints and grievance mechanism	Yes	Yes	Yes	100%
			No	0%
			Not reported	0%

User comments and notes

Nil

Risk Management

Question	2016 Response	2017 Response	2017 Benchmark	
Risk management plan	Yes	Yes	Yes	97%
			No	0%
			Not reported	3%

Business Continuity Plan (BCP) or Emergency Response Plan (ERP)	Yes	Yes	Yes	97%
			No	0%
			Not reported	3%
			Currently in development	0%

User comments and notes

Nil

Sustainability Reporting

Question	2016 Response	2017 Response	2017 Benchmark	
Sustainability Reporting - Published	N/A	No	Yes	32%
			No	47%
			In development	12%
			Not reported	9%
Firms' AusLSA reporting - Promotion	N/A	Yes	Yes	26%
			No	47%
			In development	15%
			Not reported	12%

User comments and notes

Nil

Data Validation

Question	2016 Response	2017 Response	2017 Benchmark	
I confirm that data validation has been completed for this section	N/A	Yes	Yes	94%

User comments and notes

Nil