

AUSTRALIAN  
LEGAL SECTOR

ALLIANCE

PROMOTING SUSTAINABILITY

# Australian Legal Sector Alliance Sustainability Insight 2016

## Swaab

### Firm Entry and Benchmarking Summary



## Our Firm

# Swaab

# 2016

### 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	2015 Response	2016 Response	2016 Benchmark
Firm Name	Swaab Attorneys	Swaab Attorneys	
Number of Employees	80	70	Lowest: 35 Highest: 1,724 Average: 592
Offices Floor Area	2,261	2,261	Lowest: 661 Highest: 46,486 Average: 14,144
Number of Offices	N/A	1	
Supporting files uploaded	N/A	Nil	

#### Person responsible for reporting

**Name:** Alison Parry

**Title:** Executive Assistant

**Email:** alp@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. This year we have offered to our people participation in a tailored mindfulness meditation and stress reduction program called Thrive which is a program aimed at giving our people necessary tools to better understand their stress response and give them the tools to deal with stress. We are revamping our reward and recognition program "Swaab Superstar" which has been in place for a number of years. This year we formally adopted the Law Council's Diversity and Equality Charter. 29% 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	2015 Response	2016 Response	2016 Benchmark
Supporting files uploaded	N/A	Nil	

### User comments and notes

Nil

## Gender Equality

Question	2015 Response	2016 Response	2016 Benchmark	
Gender equality - Policy?	N/A	Yes	Yes	78%
			No	11%
			Currently in development	6%
			Not reported	6%
Gender equality - Managed	N/A	Yes	Yes	96%
			No	4%
			Not reported	0%
Gender equality - Managed by	N/A	Partner	Partner	31%
		Director or Manager	Director or Manager	56%
		Committee	Committee	39%
Gender Equality - Programs	N/A	Law Council Diveristy and Equality Charter	International Women's Day	64%
			Employer of Choice for Gender Equality	44%

Pay Equity Ambassador	44%
Male Champion of Change	8%
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)	50%

Gender Equality - Targets	N/A	No	Yes	75%
			No	13%
			Not reported	13%
Gender profile - Partners	N/A	71% Male	Lowest:	68% Male
			Highest:	79% Male
			Average:	73% Male
Gender profile - Legal staff	N/A	34% Male	Lowest:	34% Male
			Highest:	47% Male

			Average:	39% Male
Gender profile - Non legal staff	N/A	10% Male	Lowest:	10% Male
			Highest:	27% Male
			Average:	20% Male
Supporting files uploaded	N/A	Nil		

**User comments and notes**

Nil

**Flexible Working**

Question	2015 Response	2016 Response	2016 Benchmark	
Flexible working - Policy	N/A	Yes	Yes	97%
			No	0%
			Not reported	3%
Flexible working - Programs and initiatives	N/A	Flexible work hours Unpaid leave Carer's leave	Flexible work hours	94%
			Part time options	0%
			Job sharing	83%
			Remote working tools and systems	0%
			Support for flexible working	0%
			Time in lieu	78%
			Unpaid leave	97%
			Carer's leave	89%
			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	28%			

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

Paid parental leave scheme	N/A	Yes	Yes No Not reported	92% 3% 6%
Parental scheme - Primary and secondary carers	N/A	Yes	Yes No	85% 15%
Parental scheme - Aspects	N/A	Paid leave for primary care giver Paid leave for secondary care giver Additional leave without pay available	Paid leave for primary care giver Paid leave for secondary care giver Additional leave without pay available	89% 75% 81%
Paid parental leave - Primary care giver	N/A	NaN	Lowest: Highest: Average:	0 18 13
Paid parental leave - Secondary care giver	N/A	NaN	Lowest: Highest: Average:	1 3 2
Maternity leave returns	N/A	100%	Lowest: Highest: Average:	73 % 100 % 85 %
Supporting files uploaded	N/A	Nil		

**User comments and notes**

Nil

**Diversity and Inclusion**

Question	2015 Response	2016 Response	2016 Benchmark	
Diversity policy	N/A	Yes	Yes No Partial Currently in development Not reported	81% 0% 11% 3% 6%
Diversity policy - Managed	N/A	Yes	Yes No	89% 0%

			Not reported	11%
Diversity policy - Managed by	N/A	Partner	Partner	44%
		Director or Manager	Director or Manager	72%
		Committee	Committee	47%
Disability accessibility standards?	N/A	Yes	Yes	50%
			No	19%
			Currently in development	11%
			Not reported	19%
Supporting files uploaded	N/A	Nil		

**User comments and notes**

Nil

**LGBTQ+ Inclusion**

Question	2015 Response	2016 Response	2016 Benchmark	
LGBTI inclusiveness - Policy	N/A	Yes	Yes	61%
			No	19%
			Not reported	19%
LGBTI inclusiveness - Managed	N/A	Yes	Yes	64%
			No	19%
			Not reported	17%
LGBTI inclusiveness - Managed by	N/A	Partner	Partner	33%
		Director or Manager	Director or Manager	42%
		Committee	Committee	42%
LGBTI inclusiveness - Activities or programs	N/A	Law Council Diversity and Equality Charter	Membership - Pride in Diversity	47%
			Training - LGBTQ+ awareness	42%
			AWEI survey	36%
			IDAHOBIT	33%
			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)	50%

**User comments and notes**

Nil

**Physical and Psychological Wellbeing**

Question	2015 Response	2016 Response	2016 Benchmark
Psychological well-being - Policy or strategy	N/A	Yes	Yes 89%
			No 6%
			Not reported 6%
Psychological well-being - Managed	N/A	Yes	Yes 86%
			No 6%
			Not reported 8%
Psychological well-being - Managed by	N/A	Partner Director or Manager Committee	Partner 39%
			Director or Manager 69%
			Committee 39%
Psychological wellbeing - Programs or activities	N/A	Minds Count -TJMF Guidelines R U OK? program Psychological support/ EAP Thrive stress reduction and meditation program	Minds Count -TJMF Guidelines 58%
			Beyond Blue program 31%
			R U OK? program 81%
			Black Dog Institute program 14%



			Psychological support/ EAP	86%
			Mental health first aid training and support	69%
			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)	61%
Physical and psychological well-being - Monitoring	N/A	Yes	Yes	53%
			No	14%
			Currently in development	14%
			Not reported	19%
Physical health and well-being - Policy or strategy?	N/A	Yes	Yes	81%
			No	8%
			Not reported	11%
Physical well-being - Managed	N/A	Yes	Yes	83%
			No	6%
			Not reported	11%
Physical well-being - Managed by	N/A	Partner	Partner	28%
		Director or Manager	Director or Manager	67%
		Committee	Committee	36%
Physical well-being programs or initiatives	N/A	subsidised gym membership, Thrive stress reduction and meditation program and Optum EAP	Ergonomics program	92%
		Ergonomics program	Proactive health checks	58%
		Flu vaccinations	Flu vaccinations	94%
			Internal exercise sessions	67%
			Gym memberships	0%
			Team events	0%
			Massages	0%

Wellness awareness and promotion	0%
Subsidised health insurance	0%
Onsite fruit and healthy catering	0%
Life & TPD insurance	0%
Ergonomics program - offsite	0%
Health EAP	0%
Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words)	0%

Supporting files uploaded	N/A	Nil
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**User comments and notes**

Nil

**Staff Development**

Question	2015 Response	2016 Response	2016 Benchmark
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No responses provided.

**User comments and notes**

Nil

**Data Validation**

Question	2015 Response	2016 Response	2016 Benchmark
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No responses provided.

**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. Two years ago we partnered with Corporate Citizen to launch 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	2015 Response	2016 Response	2016 Benchmark
Supporting files uploaded	N/A	Nil	

### User comments and notes

Nil

## Legal Pro Bono

Question	2015 Response	2016 Response	2016 Benchmark	
Pro bono - Strategy	N/A	Yes	Yes	97%
			No	0%
			In development	0%
			Not reported	3%
Pro bono Managed	N/A	Yes	Yes	97%
			No	0%
			In development	0%
			Not reported	3%
Pro bono coordinator - Managed by	N/A	Partner		
Australian Pro Bono Centre Aspirational Target - Signatory	N/A	No	Yes	75%
			No	25%
			In development	0%
			Not reported	0%
Australian Pro Bono Centre Aspirational Target - Plan	N/A	No date currently set	Target currently met	50%

Goal date has been set 13%  
 No date currently set 38%

Supporting files uploaded N/A Nil

**User comments and notes**

Nil

**Non Legal Volunteering**

Question	2015 Response	2016 Response	2016 Benchmark
Support for board positions of organisations for social and environmental good	N/A	Yes	Yes 83% No 0% Not reported 17%
Non legal volunteering - Support	N/A	No	Yes 83% Currently in development 3% No 3% Not reported 11%
Non-legal volunteering - Activities	N/A	charity fundraising NFP Boards	NFP Boards 72% Organised staff volunteering 83% Paid volunteer time 36% 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 not covered in the broad categories above - max 20 words) 0%
Non-legal volunteering - Employee participation	N/A	2%	Lowest: 0% Highest: 28%

Average: 6 %

Supporting files uploaded N/A Nil

**User comments and notes**

Nil

**Corporate and Workplace Giving**

Question	2015 Response	2016 Response	2016 Benchmark
Corporate giving - Program?	N/A	Yes	Yes 86% No 11% Not reported 3%
Corporate giving - Activities	N/A	Firm donation program Matched funding for employee donations	Firm donation program 86% Charitable foundation 31% Workplace giving 0% Matched funding for employee donations 72% Internal appeals and collections 0% External charity events and appeals 0% Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words) 0% Host external charity events 0%
Corporate sponsored giving - Employee participation	N/A	20	Lowest: NaN % Highest: NaN % Average: NaN %

Supporting files uploaded N/A Nil

**User comments and notes**

Nil

**Indigenous Reconciliation**

Question	2015 Response	2016 Response	2016 Benchmark
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Indigenous reconciliation - Policy?	N/A	Currently in development	Yes	44%
			No	31%
			Currently in development	11%
			Not reported	14%
Indigenous reconciliation - Managed	N/A	Yes	Yes	72%
			No	4%
			Not reported	24%
			In development	0%
Indigenous reconciliation - Managed by	N/A	Committee	Partner	25%
			Director or Manager	28%
			Committee	33%
Indigenous reconciliation - Activities or programs	N/A	Internships and employment	Reconciliation Action Plan	44%
			Cultural awareness training	50%
			NAIDOC Week	33%
			National Reconciliation Week	33%
			Internships and employment	42%
			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)	17%

Supporting files uploaded      N/A                                      Nil

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**User comments and notes**

Nil

**Data Validation**

Question	2015 Response	2016 Response	2016 Benchmark
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No responses provided.

**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	2015 Response	2016 Response	2016 Benchmark	
Environment -Policy?	N/A	Yes	Yes	83%
			No	0%
			Currently in development	14%
			Not reported	3%
Environment - Managed	N/A	Yes	Yes	86%
			No	8%
			Not reported	6%
Environment - Managed by	N/A	Committee	Partner	36%
			Director or Manager	50%
			Committee	56%
Green office - Activities or programs	N/A	Earth Hour	World Environment Day	22%
			Office green teams	0%
			Sustainability Advantage (NSW)	6%
			CitySwitch Green Office	28%
			Other programs not included above (please only include programs that are not covered in the broad categories above - max 20 words)	0%
Environmental Targets	N/A	No	Yes	64%
			No	19%
			Not reported	17%
Environmental Management System (EMS)	N/A	No	Yes	28%
			No	36%
			Currently in development	19%



Not reported

17%

Supporting files uploaded N/A Nil

**User comments and notes**

Nil

**Climate Change Action**

Nil

Question	2015 Response	2016 Response	2016 Benchmark
Renewable electricity generated onsite	N/A	0	Lowest: 0 Highest: 0 Average: 0
Renewable electricity generated onsite unit	N/A	kWh	kWh 100% MJ 0% GJ 0%
Carbon offset credits purchased	0	0	Lowest: 0 Highest: 9,911 Average: 583
Supporting files uploaded	N/A	Nil	

**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

Scope 1	Tonnes CO2e	Per employee	Per floor area
Refrigerants	1.37	0.0196	0.0006

Scope 2	Tonnes CO2e	Per employee	Per floor area
Purchased Electricity	176.81	2.5258	0.0782

Scope 3	Tonnes CO2e	Per employee	Per floor area
Flights	16.24	0.2320	0.0072
Taxis	2.29	0.0328	0.0010
Hire Cars	0.00	0.0000	0.0000
Personal Vehicles	0.02	0.0003	0.0000

## Electricity

Electricity Type	State	Consumption (kWh)
Purchased electricity (General)	NSW	186,115

## Natural Gas

Gas Type	State	Consumption (MJ)
No data available.		

## Domestic Air Travel

Seat Class	Distance (km)	Number of Flights
Economy	N/A	26
Business	0	N/A

## International Air Travel

Seat Class	Distance (km)	Number of Flights
Economy	N/A	7
Business	N/A	1
First Class	0	N/A

## Car Travel

Vehicle Type	Number of journeys	Distance (km)	Spend (AUD)
Taxi	N/A	N/A	28,683
Hire Cars	N/A	N/A	201
Company Cars	N/A	0	N/A
Personal Cars	N/A	N/A	78

## 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	2,145	Forestry Stewardship Council (FSC) certified	0
A4	80	355	Forestry Stewardship Council (FSC) certified	20
A4	120	34	Forestry Stewardship Council (FSC) certified	0

Paper size	Paper weight (gsm)	Paper purchased (reams)	Green label	% recycled content
A3	120	1	Forestry Stewardship Council (FSC) certified	0
A4	80	70	Forestry Stewardship Council (FSC) certified	0
A3	80	12	Forestry Stewardship Council (FSC) certified	0
A3	80	15	Forestry Stewardship Council (FSC) certified	20
A4	80	609	Forestry Stewardship Council (FSC) certified	0
A4	150	26	Forestry Stewardship Council (FSC) certified	0

### Outsourced Paper Consumption

No of impressions (sheets)	% of impressions that are printed double sided
0	0

### Total Paper Consumption

Type	Paper Consumption (kg)
Ream consumption	8,322.03
Outsourced Printing	0.00
Total paper consumption	8,322.03

**2.31**  
% recycled paper purchased

**118.89**  
Total paper consumption per employee

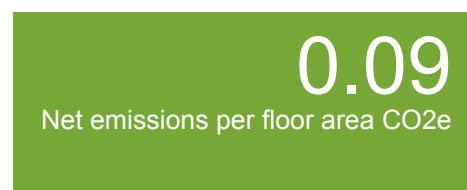
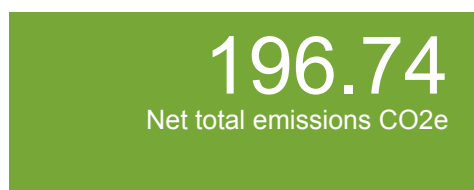
**3.68**  
Total paper consumption per floor area

## 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	Not Available	

## 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. We became 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	2015 Response	2016 Response	2016 Benchmark
Supporting files uploaded	N/A	Nil	

### User comments and notes

Nil

## Sustainable Supply Chain Management

Question	2015 Response	2016 Response	2016 Benchmark	
Sustainable Supply Chain Management - Program?	N/A	Yes	In development	0%
			Yes	39%
			No	33%
			Not reported	28%
Sustainable Supply Chain Management - Application	N/A	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	N/A	Environmental impacts	Human rights	28%
			Environmental impacts	36%
			Fair labour practices	14%
			Fair consumer and competition practices	0%
			Community development	19%
			Indigenous inclusion	14%
		Gender equality	22%	

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)	0%

Supporting files uploaded N/A Nil

**User comments and notes**

Nil

**Code of Conduct**

Question	2015 Response	2016 Response	2016 Benchmark
Code of conduct in place	N/A	Yes	Yes 97% No 0% Currently in development 0% Not reported 3%
Code of conduct - Training?	N/A	Yes	Yes 92% No 6% Currently in development 0% Not reported 3%
Documented complaints and grievance mechanism	N/A	Yes	Yes 97% No 0% Not reported 3%
Supporting files uploaded	N/A	Nil	

**User comments and notes**

Nil

**Risk Management**

Question	2015 Response	2016 Response	2016 Benchmark
Risk management plan	N/A	Yes	Yes 92% No 0%

			Not reported	8%
Business Continuity Plan (BCP) or Emergency Response Plan (ERP)	N/A	Yes	Yes	92%
			No	0%
			Not reported	3%
			Currently in development	6%
Supporting files uploaded	N/A	Nil		

**User comments and notes**

Nil

**Sustainability Reporting**

Question	2015 Response	2016 Response	2016 Benchmark
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No responses provided.

**User comments and notes**

Nil

**Data Validation**

Question	2015 Response	2016 Response	2016 Benchmark
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No responses provided.

**User comments and notes**

Nil