**AusLSA Sustainability Reporting Framework**

**July 2021**

**Sustainability questions**

| **Page Title** | **Question** | **Answer Type** | **Criteria/Question Assistance** |
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| **Organisational Details** | Name of Firm | text | * The name of your firm. |
| **Organisational Details** | * Number of Employees - including Partners and casuals | Numerical | * Enter the total number of full-time equivalent (FTE) employees working at your Australian offices as at 30 June. * This information is used to generate per employee reporting indicators as well as allowing you to benchmark yourself with firms of similar size. * Your human resources department will be able to assist in locating this information. |
| **Organisational Details** | Floor Area | Numerical | * Enter the total floor area (in square metres) for all office sites that your firm operated in Australia as at 30 June. * This information is used to generate per metre reporting indicators as well as allowing you to benchmark yourself with firms of similar size. * Your premises or operations management department will be able to assist in locating information. |
| **Organisational Details** | Number of Offices | text | * Enter the number of office sites that your firm operated in Australia as at 30 June. * This information is used to calculate the percentage of offices with recycling facilities. * Your premises or operations management department will be able to assist in locating information. |
| **Organisational Details** | Number of desks maintained at serviced offices | Numerical |  |
| **Organisational Details** | Contact First Name | text |  |
| **Organisational Details** | Contact Last Name | text |  |
| **Organisational Details** | Contact Position | text |  |
| **Organisational Details** | Contact Email | email |  |
| **Organisational Details** | Please Upload a copy of your firms Logo that you would like AusLSA to use for this year's published report | Attachment |  |
| **Organisational Details** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Organisational Details** | About your firm | Free Text | * Enter up to 200 words to describe your firm and its broader corporate responsibility philosophy and brand. This could include statements about your values, commitments priorities, activities and achievements. * This information will be reproduced verbatim in your section of the AusLSA member's report. * Your business development or marketing department will be able to assist with this. It may be like the general information already developed for your website. |

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| **About People Programs** | Summarise your firm's approach to people programs including commitment, priorities and achievements: (maximum 200 words) | Free Text | * In this section, you have 200 words of free text to describe your people programs. You may wish to include significant awards received, or initiatives that your firm has developed, your planned priorities and other material issues that you might be addressing. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report. * Your HR department and Business Development group should be able to assist with this information. |
| **About People Programs** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |
|  |  |  |  |
| **Gender Equality** | Does your firm operate in accordance with a formally approved gender equality policy? | * **About People Programs** | * (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. |  |  |
| **Gender Equality** | Is your firm’s gender equality policy (or a variant) available in the public domain? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * If your firm has a gender equality policy, you may choose to publish this on your website. Alternatively, you may publicly state your firm’s attitude to gender equality in another form. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Gender Equality** | Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement the gender equality policy and report back to the leadership team? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * This question seeks to determine if the management and implementation of the gender equality policy has been delegated to someone in the firm. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Gender Equality** | Who has the responsibility to oversee and implement the gender equality policy and report back to the leadership team? (select all that are appropriate) | **Checkbox (check all applicable)**   * Partner * Director * Committee | * Please select the appropriate management level responsible for the management and implementation of the gender equality policy. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes.   Your HR department should be able to assist with this information. |
| **Gender Equality** | What kind of gender equality programs or activities does your firm engage in? | **Checkbox (check all applicable)** International Women's Day   * Employer of Choice for Gender Equity * Pay Equity Ambassador * Male Champions of Change * Board Links Champion * Law Council Diversity and Inclusion Charter * CommBar Equitable Briefing Charter * Hosting or leading external programs and/or forums * Structured female advancement, mentoring and coaching * Training - Gender awareness unconscious bias and inclusion * Gender sensitive promotion and recruitment initiatives * Convene internal networks or committees * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * There are numerous gender equality programs and activities available and some of the mainstream programs are listed below. * Please select any of the programs listed that your firm participates in. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Gender Equality** | Does your firm have gender equity targets? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Gender Equality targets typically define the appropriate percentage of women:men employed by the firm and the date that the target should be achieved * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Gender Equality** | What is the gender profile of your firm's partners? | range | * Use the slider to indicate the percentage of MALE partners in the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Gender Equality** | What is the gender profile of your firm's legal staff? | range | * Use the slider to indicate the percentage of MALE legal staff in the firm. * Legal staff are defined as partners, lawyers and paralegals engaged in the provision of legal services to clients. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Gender Equality** | What is the gender profile of your firm's non-legal staff? | range | * Use the slider to indicate the percentage of MALE non-legal staff in the firm. * Non-legal staff are defined as support and business administration staff who are not engaged in the provision of legal services to clients. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Gender Equality** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Gender Equality** | Upload any working documents that you may want to save for your future reference | File-Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Flexible Working** | Does your firm operate in accordance with a formally approved flexible working policy? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A formally approved flexible working policy is a document that outlines the firm’s position towards options regarding working flexibly (including maternity/paternity leave and carers leave) and is ratified by the managing partner or board of the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. Your HR department should be able to assist with this information. |
| **Flexible Working** | Is your firm’s flexible working policy (or a variant) available in the public domain? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * If your firm has a flexible working policy, you may choose to publish this on your website. Alternatively, you may publicly state your firm’s attitude to flexible working in another form. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Flexible Working** | What kind of flexible working programs or initiatives does your firm offer? | **Checkbox (check all applicable)**   * Flexible hours of work * Part time opportunities for most roles * Job sharing * Working from home/Telecommuting tools and systems * Flexible leave program promotion Coaching and support * Time in lieu * Unpaid leave * Carer's leave * Study leave * Volunteer leave * Religious and Ceremonial Leave * Purchase Leave * Career break /Sabbaticals * Child Care * Phased retirement * Return from leave budget allowances * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * There are numerous flexible working programs and initiatives available and some of the mainstream programs are listed below. * Please select any of the programs listed that your firm participates in. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Flexible Working** | Does your firm have a paid parental leave scheme? | **Checkbox**   * Yes * No * In development * Not reported | * Indicate if your firm has a paid parental leave scheme. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Flexible Working** | Is the parental leave scheme available to both primary care givers and secondary care givers? | **Checkbox**   * Yes * No | * If there are two care givers in the family, please indicate if the paid parental scheme is available to both primary and secondary care givers. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Flexible Working** | What aspects does your paid parental scheme include? | **Checkbox (check all applicable)**   * Paid leave for primary care giver * Paid leave for secondary care giver * Additional leave without pay available * Other (please specify) | * Please select which care giver/s are provided with paid parental leave and if there is any additional leave without pay available. If there are any other elements to your paid parental scheme, select ‘Other’ and describe those other benefits. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Flexible Working** | Please specify the number of paid weeks of parental leave provided to the primary care giver? | Number | * In the text box provided, please specify the number of paid weeks provided to the primary care giver. Many firms have a sliding scale of paid weeks of leave depending on length of service. If this is the case for your firm, please describe this here. If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Flexible Working** | Please specify the number of paid weeks of parental leave provided to the secondary care giver? | Number | * In the text box provided, please specify the number of paid weeks provided to the secondary care giver. Many firms have a sliding scale of paid weeks of leave depending on length of service. If this is the case for your firm, please describe this here. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Flexible Working** | What is the percentage of women returning to work for your firm after maternity leave? | percent | * Use the slider to indicate the percentage of women who return to work after maternity leave. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Flexible Working** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Flexible Working** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Diversity** | Does your firm operate in accordance with a formally approved diversity policy covering disability, age, ethnicity, religion, stage of career? | **Checkbox (check one)**   * Yes * No * Partial * In development Not reported | * A formally approved diversity policy is a document that considers that all employees of the firm be considered equally, regardless of their own beliefs and personal attributes, which is ratified by the managing partner or board of the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | Is your firm’s diversity policy (or a variant) available in the public domain? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * If your firm has a diversity policy, you may choose to publish this on your website. Alternatively, you may publicly state your firm’s attitude to diversity in another form. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement your diversity policy and report back to the leadership team? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * This question seeks to determine if the management and implementation of the diversity policy has been delegated to someone in the firm. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | Who has the responsibility to oversee and implement your diversity policy and report back to the leadership team? (select all that are appropriate) | **Checkbox (check all applicable)**   * Partner * Director * Committee | * Please select the appropriate management level responsible for the management and implementation of the diversity policy. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | Does your firm operate in accordance with documented disability access standards? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Disability Access Standards ensure that those with disabilities are not precluded from entering, working or moving around your firm. Depending on your premises and landlord or managing agent, there may be some restrictions in how such standards can be implemented. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department or Office Services Management Team may be able to assist in answering this question. |
| **Diversity** | Does your firm operate in accordance with a formally approved LGBTI inclusiveness policy or strategy? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A formally approved LGBTI inclusiveness policy is a document that ensures that staff who consider themselves to be part of the LGBTI community are equally considered and included in all aspects of the operations of the firm, which is ratified by the managing partner or board of the firm. * While LGBTI inclusion may be part of a general diversity policy, many firms have a stand-alone LGBTI inclusion policy. Consider your own firm’s diversity and LGBTI policies before answering this question. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | Is your firm’s LGBTI inclusiveness policy or strategy (or a variant) available in the public domain? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * If your firm has a LGBTI inclusiveness policy or strategy, you may choose to publish this on your website. Alternatively, you may publicly state your firm’s attitude to LGBTI inclusivity in another form. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | Does your firm have a formally recognised officer or committee with responsibilities to implement the LGBTI Policy and report back to the leadership team? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * This question seeks to determine if the management and implementation of the LGBTI policy has been delegated to someone in the firm. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | Who has the responsibility to implement the LGBTI Policy and report back to the leadership team? (select all that are appropriate) | **Checkbox (check all applicable)**   * Partner * Director * Committee | * Please select the appropriate management level responsible for the management and implementation of the LGBTI policy. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | What kind of LGBTI activities or programs or activities does your firm engage in? | **Checkbox (check all applicable)**   * Pride in Diversity Membership * LGBTI Awareness training * Australian Workplace Equality Index (AWEI) reporting * IDAHOT Week Participation * Wear it Purple * World Aids Day * Out for Australia * Convene internal networks or committees * Legal support * Law Council Diversity and Inclusion Charter * Hosting or leading external programs and/or forums * Training - LGBTIQ awareness unconscious bias and inclusion * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * There are numerous LGBTI activities or programs available and some of the mainstream programs are listed below. * Please select any of the programs listed that your firm participates in. * There is additional space in ‘OTHER’ for you to list any different activities or programs that your firm is involved with. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Diversity** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Diversity** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Physical and Psychological Wellbeing** | Does your firm have a formally approved psychological well-being policy or strategy? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A formally approved psychological well-being policy is a document that considers the mental health of all at the firm, which is ratified by the managing partner or board of the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Is your firm’s psychological well-being policy or strategy (or a variant) freely available to staff and stakeholders in the public domain? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * If your firm has a psychological well-being policy or strategy, you may choose to publish this on your website and intranet. Alternatively, you may publicly state your firm’s attitude to psychological well-being in another form. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement the psychological well-being policy or strategy and report back to the leadership team? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * This question seeks to determine if the management and implementation of the psychological well-being policy has been delegated to someone who is accountable in the firm. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Who has the responsibility and accountability to oversee and implement the psychological well-being policy or strategy and report back to the leadership team? (Select all that are appropriate) | **Checkbox (check all applicable)**   * Partner * Director * Committee | * Please select the appropriate management level responsible for the management and implementation of the psychological well-being policy. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | What kind of psychological wellbeing programs or activities does your firm engage in? | **Checkbox (check all applicable)**   * Signatory to the TJMF * Beyond Blue programs participant * RUOK programs participant * Black Dog programs participant * Confidential professional psychological support/ Employee Assistance Programs AP * Mental health first aid training and internal support * Mental Health Awareness Week * Resilience at Law participation * Awareness Resilience and Stress Management Training * Salary continuance * Hosting or leading external collaborations, programs and/or forums * COM Violence Awareness * Mental Health Office Champion * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * There are numerous psychological wellbeing programs or activities available and some of the mainstream programs are listed below. * Please select any of the programs listed that your firm participates in. * There is additional space in ‘OTHER’ for you to list any different programs or activities that your firm is involved with. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Does your firm undertake staff surveys and communicate results which include how staff feel their physical and psychological well-being is considered by the firm? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Psychological wellbeing staff surveys may be part of broader staff engagement surveys or may be discrete, however the intention her is to confirm that the firm is asking staff ‘how they feel’. * The results of such surveys should be made available anonymously for all in the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Does your firm have a formally approved physical health and well-being policy or strategy? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A formally approved physical well-being policy is a document which considers the physical health (diet, exercise, health care etc) of all at the firm, which is ratified by the managing partner or board of the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Is your firm’s physical health and well-being policy or strategy (or a variant) available in the public domain? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * If your firm has a physical health and well-being policy or strategy, you may choose to publish this on your website. Alternatively, you may publicly state your firm’s attitude to physical health and well-being in another form. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement the physical well-being policy or strategy and report back to the leadership team? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * This question seeks to determine if the management and implementation of the physical well-being policy has been delegated to someone in the firm. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Who has the responsibility to oversee and implement the physical well-being policy or strategy and report back to the leadership team? (Select all that are appropriate) | **Checkbox (check all applicable)**   * Partner * Director * Committee | * Please select the appropriate management level responsible for the management and implementation of the physical well-being policy. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | Which physical well-being programs or initiatives does your firm engage in? | **Checkbox (check all applicable)**   * Ergonomics * Proactive health checks (including skin, eye, heart health and dietary checks * Flu vaccinations * Work based physical fitness such as classes yoga, HIT etc * External gym memberships * Team events participation * Massages * Fitness and wellness awareness and promotion * Discount health insurance * Fruit boxes * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * There are numerous physical well-being programs or initiatives available and some of the mainstream programs are listed below. * Please select any of the programs listed that your firm participates in. * There is additional space in ‘OTHER’ for you to list any different programs or initiatives that your firm is involved with. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Physical and Psychological Wellbeing** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Physical and Psychological Wellbeing** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Staff Development** | Does your firm have a staff development program which addresses training, development, and continued education of individual staff? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A staff development program should include training and other development activities included in an individual’s learning and development plan.  For example:   + Opportunities for new roles and responsibilities   + Coaching and mentoring   + training about your firm’s internal policies, procedures and systems   + training and development to assist lawyers with CLE requirements   + professional skills and knowledge development   + supporting training and further education that provides an external and transferable qualification or certification. * Firm’s responses to this question were not included in the 2016/17 report. Future reporting will be considered depending on the quality of data received in 2017/18. * Your HR or training department should be able to assist with this information. |
| **Staff Development**  **Ask if Q1=Y** | Select which staff members this program applies to: | **Checkbox (check all that apply)**   * Partners * Lawyers * Business Support Staff | * Please indicate the categories(s) of staff that your development program applies and is delivered to. * Firm’s responses to this question were not included in the 2016/17 report. Future reporting will be considered depending on the quality of data received in 2017/18. * Your HR or training department should be able to assist with this information. |
| **Staff Development** | Typically, what type of training and development activities are included in your firm’s staff development program? | **Checkbox (check all that apply)**   * Coaching * Mentoring * Professional Skills * Internally delivered training programs * Attending external training or seminars * Substantive Law * Personal Development * Technology Training * Internal Policy training | * A staff development program will include a wide range of training and development activities. * If your firm has an internal training department, some of this training may be delivered by them or all of the training may be external or externally facilitated. * Several training types are listed here. Please select which ones apply to your firm. * Firm’s responses to this question were not included in the 2016/17 report. Future reporting will be considered depending on the quality of data received in 2017/18. * Your HR or training department should be able to assist with this information. |
| **Staff Development** | Does your firm, as part of its annual operating budget, make provision for training and development courses that provide a transferable certification or qualifications? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Externally facilitated training may include seminars for legal CLE, specific technical or management training for support staff or any other training that may be identified as part of the professional development of any staff member. * Firm’s responses to this question were not included in the 2016/17 report. Future reporting will be considered depending on the quality of data received in 2017/18. * Your HR or training department should be able to assist with this information. |
| **Staff Development** | Physical and Psychological Wellbeing |  |  |
| **Staff Development** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **About Community Programs** | Summarise your firm's approach to community programs including commitment, priorities and achievements: (maximum 200 words) | Free Text | * In this section, you have 200 words of free text to describe your community programs. You may wish to include significant awards received, or initiatives that your firm has developed, your planned priorities and other material issues that you might be addressing. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report. * Your CSR department, Business Development Group or Pro Bono Group should be able to assist with this information. |
| **About Community Programs** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **About Community Programs** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

| **Page Title** | **Question** | **Answer Type** | **Criteria/Question Assistance** |
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| **Legal Pro Bono** | Does your firm have a formally endorsed pro bono strategy? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A formally approved pro bono strategy is a document that outlines how the firm integrates its pro bono commitments, objectives and expectations into normal operations of the firm, and is ratified by the managing partner or board of the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department, Business Development Group or Pro Bono Group should be able to assist with this information. |
| **Legal Pro Bono** | Does your firm have a formally appointed coordinator or manager who has a primary responsibility to coordinate your firm’s pro bono work? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * This question seeks to determine if the management and implementation of the pro bono strategy has been delegated to someone in the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or pro bono group should be able to assist with this information. |
| **Legal Pro Bono** | If a pro bono coordinator or manager is appointed, are they working in a formal full-time or part-time role? | **Checkbox (check one)**   * Full-time * Part-time * No coordinator or manager * Not reported | * This question seeks to determine the time and resources allocated to coordination and management of the pro bono practice. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Legal Pro Bono** | Who has the responsibility to implement the pro bono strategy and report back to the leadership team? | **Checkbox (check one)**   * Partner * Special Counsel * Senior Associate * Associate/Lawyer * Director/Non-legal staff * Not reported | * Please select the appropriate management level responsible for the management and implementation of the pro bono strategy. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or pro bono group should be able to assist with this information. |
| **Legal Pro Bono** | Is your firm a signatory to the Australian Pro Bono Centre Aspirational Target (Target)? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * The Australian Pro Bono Centre has set an ‘aspirational target’ (Target) of 35 hours of pro bono work per lawyer per annum. ‘Aspirational’ means that firms who sign up to the Target should strive to meet or exceed the Target. * The total pro bono hours delivered by your firm should be divided by the number of lawyers, using the average number of FTE lawyers at the first and last day of the reporting period, to determine if the Target has been met. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your pro bono group should be able to assist with this information. |
| **Legal Pro Bono** | Does your firm have a planned date to meet the Australian Pro Bono Centre Aspirational Target? | **Checkbox**   * Target currently met * Goal date has been set * No date currently set | * Indicate if you have met the Australian Pro Bono Centre Target. * If the Target has not been achieved, indicate if a date has been set for the Target to be achieved. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your pro bono group should be able to assist with this information. |
| **Legal Pro Bono** | What date has you firm set as a goal to meet the Target? | date | * Enter the goal date your firm has set to meet the Target. * This information is not reported. * Your pro bono group should be able to assist with this information. |
|  | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Legal Pro Bono** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Non-Legal Volunteering** | Does you firm actively support employees and partners participating on boards and administration of not for profit or community organisations including organisations such as community support, education and healthcare etc.? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Indicate if your firm approves of legal or non-legal staff participating in the management and operations of external not-for-profit or community organisations. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR or CSR department should be able to assist with this information. |
| **Non-Legal Volunteering** | Does your firm coordinate employee non legal volunteering activities or formally support employees who undertake non legal volunteering? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Indicate if your firm supports or organises non-legal volunteering activities (such as gardening, painting, rubbish collection etc…) * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR or CSR department should be able to assist with this information. |
| **Non-Legal Volunteering** | What kind of non-legal volunteering activities do your employees engage in? | **Checkbox (check all applicable)**   * Boards * Organised volunteering activities * Paid volunteer time for employees * Charity events and appeals * Blood donations * Student tutoring and mentoring * Host or lead external sporting days or events * Secondments to NGOs * Skilled volunteering * General Community Volunteering * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * Several non-legal volunteering activities are listed here. Please select which of these are applicable for your firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR or CSR department should be able to assist with this information. |
| **Non-Legal Volunteering** | What proportion of employees are participating in non-legal volunteering? | percent | * Use the slider to indicate the percentage of employees in your firm who are engaged in non-legal volunteering activities. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR or CSR department should be able to assist with this information. |
| **Non-Legal Volunteering** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Non-Legal Volunteering** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Corporate Giving** | Does your firm have a structured documented giving strategy, annual plan or program? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Indicate if your firm has a corporate giving or donations program. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or Finance department should be able to assist with this information. |
| **Corporate Giving** | What kind of corporate giving activities does your firm engage in? | **Checkbox (check all applicable)**   * Corporate donations * Charitable Foundation * Workplace giving programs * Matched contributions for workplace giving * Internal Appeals and Collections * External charity events and appeals * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words) | * Several corporate giving activities are listed here. Please select which of these are applicable for your firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or Finance department should be able to assist with this information. |
|  | Does your firm collect data on levels of staff participation in corporate supported giving programs? | **Checkbox (check one)**  • Yes  • No  • In development  • Not reported |  |
| **Corporate Giving** | What proportion of employees are participating in corporate sponsored giving programs? | percent | * Use the slider to indicate the percentage of employees in your firm who are participating in sponsored corporate giving programs. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes.   Your CSR or Finance department should be able to assist with this information. |
| **Corporate Giving** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Corporate Giving** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Indigenous Reconciliation** | Is your firm implementing a formally approved indigenous reconciliation policy? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Please indicate if your firm is implementing a formally approved indigenous reconciliation program. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or pro bono group should be able to assist with this information. |
| **Indigenous Reconciliation** | Is your firm’s indigenous reconciliation policy (or a variant) available in the public domain? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * If your firm has an indigenous reconciliation policy, you may choose to publish this on your website. Alternatively, you may publicly state your firm’s attitude to indigenous reconciliation in another form. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Indigenous Reconciliation** | Does your firm have a formally recognised officer or committee with responsibilities to implement the indigenous reconciliation policy and report back to the leadership team? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * This question seeks to determine if the management and implementation of the indigenous reconciliation policy has been delegated to someone in the firm. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or Pro Bono group should be able to assist with this information. |
| **Indigenous Reconciliation** | Who has the responsibility to implement the indigenous reconciliation policy and report back to the leadership team? | **Checkbox (check all applicable)**   * Partner * Director * Committee | * Please select the appropriate management level responsible for the management and implementation of the indigenous reconciliation policy. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or Pro Bono group should be able to assist with this information. |
| **Indigenous Reconciliation** | What kind of indigenous programs or activities does your firm engage in? | **Checkbox (check all applicable)**   * Reconciliation Action Plan * Cultural awareness training * NAIDOC Week activities * National Reconciliation Week activities * Internship and employment programs * Scholarships and student mentoring * Indigenous employment and internship programs * Affirmative procurement programs * Pro bono support * Non Legal volunteering and secondments * Structured collaboration for reconciliation * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * Several indigenous reconciliation programs are listed here. Please select which of these are applicable for your firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or pro bono group department should be able to assist with this information |
| **Indigenous Reconciliation** | What level of Reconciliation Action Plan does your firm currently have in place? | **Checkbox (check one)**   * Reflect * Innovate * Stretch * Elevate | * There are four recognised levels of Reconciliation Action Plans. Please select the level of plan applicable for your firm. If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR or pro bono group department should be able to assist with this information |
| **Indigenous Reconciliation** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Indigenous Reconciliation** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

| **Page Title** | **Question** | **Answer Type** | **Criteria/Question Assistance** |
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| **Environment**  **Implementation** | About your firm's environmental programs | Free Text | * In this section, you have 200 words of free text to describe your environmental programs. You may wish to include significant awards received, or initiatives that your firm has developed, your planned priorities and other material issues that you might be addressing. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report. * Your CSR department should be able to assist with this information. |
| **Environment Implementation** | Does your firm operate in accordance with a formally approved environmental policy? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A formally approved environmental policy is a document that outlines the firm’s position towards addressing its material environmental issues and is ratified by the managing partner or board of the firm. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation**  **(will only be asked if the previous question was = Y)** | Is the environmental policy made available to the public? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Making your policy available to the public (probably via your firm’s website) further demonstrates your firm’s commitment to environmental responsibility. * If you are considering developing an Environmental Management System (EMS), then making your policy public is a mandatory requirement. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation**  **(will only be asked if the previous question was = Y)** | Does the policy consider the upstream environmental impacts that may arise from your supply chain? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * While you may or may not have a supply chain management program, your policy should consider how you select environmentally friendly product. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation** | Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement the environment policy and report back to the leadership team? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * This question seeks to determine if the management and implementation of the environment policy has been delegated to someone in the firm. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation** | Who has the responsibility to oversee and implement the environment policy and report back to the leadership team? | **Checkbox (check all applicable)**   * Partner * Director * Committee | * Please select the appropriate management level responsible for the management and implementation of the environment policy. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes.   Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation** | What kind of green office activities does your firm engage in? | **Checkbox**   * CitySwitch Green Office * ECO-Buy * Sustainability Advantage (NSW) * Green Star rated buildings 4-6 star * National Greenhouse and Energy Reporting (NGERs) compliant reporting * Earth Hour * World Environment Day * Other (please specify) | * There are numerous ‘green office’ activities and programs available and some of the mainstream programs are listed below. * Please select any of the programs listed that your firm participates in. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes.   Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation** | Does your firm set and monitor targets for environmental improvements? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Environmental improvement targets might include reduction of electricity consumption, paper or travel or may implementation of energy or paper saving technologies. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation** | Does your firm have a current Environmental Management System (EMS) in place? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * An Environmental Management System (EMS) is a formalised system that registers the material environmental impacts for your firm, develops methods for monitoring these impacts and sets targets for their reduction. This is a continual improvement program. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation** | Is your firm's Environmental Management System independently certified to a relevant standard? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Please indicate if your EMS has been certified to any relevant standard (Yes or No) * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation** | Which Environmental Management System is your firm certified against? | **Checkbox (check one)**   * AEMS * ISO 14001 * Other (please specify) | * Typically, and EMS would be certified against that AusLSA standard (AEMS) or ISO14001. Please select (or enter) the standard that your EMS has been certified to. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Environment**  **Implementation** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

| **Page Title** | **Question** | **Answer Type** | **Criteria/Question Assistance** |
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| **Electricity** | Purchased Electricity Type | Drop-down-list   * Purchased electricity (General) kWh * Green Tariff (General) Kwh * ACT * NSW * NT * QLD * SA * TAS * VIC * WA | * Using the dropdown menu, select either a standard electricity supply tariff or green electricity supply tariff for each state where you purchase electricity. * If you have a mix of standard and green electricity supply in each state use the 'Add' button to create a separate entry for each type. * This information will be used to select the correct greenhouse gas emission factor when calculating the amount greenhouse gas generated from your standard supply. * Electricity consumption and tariff information is detailed on your regular electricity accounts. Your premises or operations management team will be able to assist with this information. |
| **Electricity** | What kind of sustainable energy use activities does your firm engage in? | **Checkbox (check all applicable)**   * Specify energy efficient appliances * Energy efficient refits undertaken * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * Firms may engage in implementing initiatives which assist in energy reduction, some of which are listed here. Please select the initiatives that your firm might use. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR department should be able to assist with this information. |
| **Offsets & Renewable Generation** | Renewable electricity generated onsite | kWh | * Enter the generation in kilowatt hours (kWh) of any electricity you may have generated onsite or from any sources that may be owned by your firm. * This information is used to calculate your total greenhouse gas emissions, and any electricity derived from these sources has a different emission factor applied. * It is very uncommon for law firms to operate any energy generation from their sites. Your premises or operations management team will be able to assist with this information. |
| **Offsets & Renewable Generation** | Carbon offset credits purchased | Tonnes | * Enter the amount in tonnes of greenhouse gas (tC02-e) for any carbon offsets that your firm may have purchased. * This information is used to offset emissions from other sources in your firm to determine your net greenhouse gas emissions. * Carbon offsets may be purchased from several third-party providers, or may be through your firm's air travel bookings, or from your electricity provider. Ensure any offsets counted are from a reputable supplier and you have undertaken due diligence satisfy yourself of their legitimacy. * There are several people who may be responsible for purchasing offsets. Your premises or operations management team should be able to assist with this information. |
| **Environment**  **Implementation** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Domestic**  **Air Travel** | Ticket Type | Ticket Type   * Economy * Business | * Enter flight data for each category of travel for all Australian offices for the year ending 30 June. * Using the dropdown menu, select either the distance flown in kilometres (Km) or the number of flights taken. * Business travel is usually a significant contributor to a law firm’s total greenhouse gas emissions. * Your firm’s travel co-ordinator or travel agent can usually provide this information. * Ensure that all New Zealand and pacific flights are entered as international flights * Any flight costs should be entered GST free   Note there is guidance in the tool about how to effectively ask your travel agent for a report to answer this question easily and accurately |
| **Domestic**  **Air Travel** | Usage - Method | Method (choose one)   * distance travelled (km) * Number of flights |
| **International**  **Air Travel** | Ticket Type | Ticket Type   * Economy class * Business class * First class |
| **International**  **Air Travel** | Usage - Method | Method (choose one)   * distance travelled (km) * Number of flights |
| **Air Travel** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |
| **Car Travel** | Hire cars | **Drop-down-list (select one)**   * number of journeys * total spend (AUD) * distance travelled (kms) | * Enter taxi and hire car data for each by category by all Australian offices for the year ending 30 June. * Using the dropdown menu, select either the distance in kilometres (Km) travelled, the number of journeys taken or the total spend in AUD - excluding GST. * Taxis and hire cars are a significant contributor to some law firm's greenhouse gas emissions. Taxi and hire car use contributes to the calculation of your greenhouse gas emissions. * Your firm's travel co-ordinator or finance department will be able to assist with gathering this information. |
| **Car Travel** | Personal Car use | **Drop-down-list (select one)**   * number of journeys * total spend (AUD) * distance travelled (kms) |
| **Car Travel** | Company cars | **Drop-down-list (select one)**   * number of journeys * total spend (AUD) * distance travelled (kms) |
| **Car Travel** | What kind of sustainable travel and meetings activities does your firm engage in? | **Checkbox (check all applicable)**   * Telecommuting * Policy on purchasing carbon offsets * Teleconferencing facilities and training * Ride to Work Day * End of trip facilities * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * There are several sustainable travel alternatives available to firms, some of which are listed here. * Please select which of these sustainable travel alternatives you firm uses. * Your firm’s CSR group should be able to assist with this question. |
| **Travel** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Refrigerant Loss** | Unit type   * Bar Fridges/freezers * Standard Fridges/freezers * Commercial Fridges/freezers * Standalone Air Conditioning Units * Chilled drinking water taps and/or fountains * Refrigerated vending machines | Number of units | * Enter the number of types of different fridges, freezers and stand-alone air conditioning, water coolers and vending machines your firm uses below. * In law firms, a bar fridge is generally less than 200 litres, a domestic lunchroom fridge is generally less than 400 litres and commercial fridges used in catering kitchens are normally above 400 litres. You may need to use some discretion in applying this guide. Include any necessary explanations in the notes section of this page. * This is information is used to determine the refrigerant loss from each type of device and factor this loss into your total greenhouse gas emissions. * Your premises manager will be able to help you collect this information |
| **Page Title** | **Question** | **Answer Type** | **Criteria/Question Assistance** |
| **Refrigerant Loss** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

| **Page Title** | **Question** | **Answer Type** | **Criteria/Question Assistance** |
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| **Paper Consumption** | Enter, paper consumption (by type of paper) for all your firm's Australia offices for the year ending 30 June. | **Paper Size drop-down-list**   * A0 * A1 * A2 * A3 * A4 * A5 * Legal * Letter | * Enter, paper consumption (by type of paper) for all your firm's Australia offices for the year ending 30 June. * Include all internal paper use (usually measured by paper purchases in reams) and external or outsourced printing (usually measured by the number of A4 impressions). * This information is used to calculate the total weight of paper (in kilograms) that your firm has used during the year. This is reported as an absolute amount, and is also normalised by headcount and floor space. There are no greenhouse gas calculations performed on the paper amount. * You will need to enter consumption of different types of paper by using the "Add" button for each entry. * Your Office Services Manager will be able to assist with this information. |
| **Paper Consumption** | Paper Weight (gsm) | Paper Weight (gsm) |
| **Paper Consumption** | Number of Reams Purchased | Number of Reams Purchased |
| **Paper specification** | Environmental Certifications-Green Label | **Checkbox (check one )**   * Yes * No |
| **Paper specification** | Environmental Certifications | **Checkbox (check all applicable)**   * FSC (Forestry Standards Certification) * AFC (Australian Forestry Standard) * NCOS - Carbon Neutral * Other please specify (100 characters) |
| **Paper specification** | Recycled Content | Percentage |
| **Outsourced Printing - Paper Consumption** | Number of impressions | Number | * Many firms employ outsourcing facilities (such as LitSupport, LawInOrder etc) for large volume printing. * To accurately assess the total paper consumption for your firm, we need to obtain the total number of page impressions (‘prints’) that were outsourced. * Your facilities manager should be able to assist with this. |
| **Outsourced Printing - Paper Consumption** | Percent of Double-Sided Impressions Paper Type | Percentage | * An ‘impression’ is at least one sheet of paper, however if your outsourced provider prints double sided, then it is possible to get two impressions per page. * Your outsourced provider, however, may be able to report on total pages of paper used, in which case you should report that there was zero percentage of double sided impressions. * Your facilities manager should be able to assist with this. |
| **Paper Consumption** | What kind of sustainable paper use activities does your firm engage in? | **Checkbox (check all that apply)**   * Follow me printing * Paperless office program * Recycled paper purchase specification * Environmentally certified accredited paper purchase specification * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * We recognise that paper use in law firms is inevitable, however there are several systems that can be employed to assist in paper use minimisation. Where paper must be used, the best choice of paper is encouraged. * Some of the paper saving initiatives and paper type options are listed here. * Please select which apply to your firm. * Your facilities manager should be able to assist here. |
| **Paper Consumption** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

| **Page Title** | **Question** | **Answer Type** | **Criteria** |
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| **Waste** | Paper & cardboard recycling Waste Description | **Available**  Percentage of offices where available | * For each type of waste listed below, enter the percentage of offices in your firm where treatment of this type of waste is available. * Your Office Services Manager should be able to help with this. |
| **Waste** | Comingles recycling | **Available**  Percentage of offices where available |
| **Waste** | Organic waste treatment/removal Waste Description | **Available**  Percentage of offices where available |
| **Waste** | e-waste removal Waste Description | **Available**  Percentage of offices where available |  |
| **Waste** | What kind of sustainable waste management activities does your firm engage in? | **Checkbox**   * Kitchen based recycling facilities and signage * Printer room paper recycling and signage * Catering kitchens recycling * E-waste and/or office furniture donations * Other programs not included above (please only include programs that are nor covered in the broad categories above - max 20 words | * Several waste management options are available to firms, which are listed here. * Please select which waste management activities your firm undertakes. * Your Office Services Manager should be able to assist with this. |
| **Waste** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Waste** | Upload any working documents that you may want to save for your future reference | File Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

| **Page Title** | **Question** | **Answer Type** | **Criteria/Question Assistance** |
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| **About Governance Programs** | Summarise your firm's approach to governance programs including commitment, priorities and achievements: | **Free Text** | * In this section, you have 200 words of free text to describe your approach to firm governance. For example, you may wish to include information regarding your ethics or compliance programs, your business continuity approach, risk management, matter management or other due diligence approaches. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report. * Your compliance or risk management group may be able to assist with this information. |
| **Governance** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Governance** | Upload any working documents that you may want to save for your future reference | File-Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Public Sustainability Reporting** | Apart from the AusLSA Sustainability Insight, does your firm undertake any other external Sustainability Reporting? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Part of the sustainable development goals ask that organisations are transparent and provide public access to information. * Developing more in-depth information which is placed on your firm’s website shows best practice in achieving this. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR group should be able to assist with this information. |
| **Public Sustainability Reporting**  **(Ask this question if the answer to the previous question =Y)** | Please describe the type of external reporting your firm undertakes. | **Checkbox (check All that apply)**   * Stand-alone report on a full range of Corporate Social Responsibility / Sustainability issues * A stand-alone report on Environmental Sustainability only * Comprehensive information on targets and performance on a range of Corporate Social Responsibility / Sustainability issues embedded in your website * Comprehensive information on targets and progress on Environmental Sustainability issues embedded is in your website * Comprehensive information about the firm’s commitments on a range of Corporate Social Responsibility / Sustainability issues embedded in your website * Comprehensive information about the firms commitments to address Environmental Sustainability issues embedded is in your website * Other (please provide details) | * Additional external reporting may include a stand-alone sustainability report or more in-depth reporting on any of the sustainability pillars. * It would be likely that this type of reporting would be placed on your firm’s website. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes.   Your CSR group should be able to assist with this information. |
| **Public Sustainability Reporting** | Do you promote your participation in the AusLSA Sustainability Insight on your website and provide a link to the AusLSA report? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Part of the sustainable development goals ask that organisations are transparent and provide public access to information. * Providing a link to your AusLSA report is a good way of addressing this goal. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your CSR group should be able to assist with this information. |
| **Public Sustainability Reporting** | (Optional Information) Please provide weblinks that are available to the public that provide additional information about your programs and commitments in this area. | URL |  |
| **Public Sustainability Reporting** | Upload any working documents that you may want to save for your future reference | File-Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Sustainable Supply Chain Management** | Does your firm have a Sustainable Supply Chain Management program? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A Sustainable Supply Chain Management (SSCM) program is a program that your firm may use to minimise risk with your supply chain. The intent of an SSCM program is to try and ensure that your firm’s major suppliers conduct their business in an ethical and responsible manner and do not expose your firm to risk arising from any misconduct on their part. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Those responsible for procurement in your firm should be able to assist with this information. |
| **Sustainable Supply Chain Management** | How are supplier standards applied? | **Checkbox**   * Supplier standards are applied to both existing and new suppliers * Supplier standards are applied to existing suppliers * Supplier standards are applied to new purchases | * Please indicate if supplier standards are applied to new suppliers to the firm, retrospectively to existing suppliers or all suppliers. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Those responsible for procurement in your firm should be able to assist with this information. |
| **Sustainable Supply Chain Management** | Which aspects does your Supplier Standard cover? | **Checkbox**   * Human Rights * Labour * Environment * Fair Operating Practices * Consumer Issues * Community * Indigenous Inclusion * Gender Equality * Other (please specify) | * Numerous supplier standards aspects are included here. Please select from the list all aspects that your standard includes, or select ‘other’ to include any other standard your firm uses. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Those responsible for procurement in your firm should be able to assist with this information. |
| **Sustainable Supply Chain Management** | Does your firm have a formal program to manage the risks of Modern Slavery in your procurement? | * Yes * No * In development |  |
| **Sustainable Supply Chain Management** | Does your firm plan to participate in either the Federal and or NSW state legislation? | * Yes, both Commonwealth and NSW state requirements * Yes, Commonwealth requirements only * Yes, NSW state requirements only * No |  |
|  |  | URL |  |
| **Sustainable Supply Chain Management** | Upload any working documents that you may want to save for your future reference | File-Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Code of Conduct** | Does your firm have a code of conduct that deals with ethics (including bribery, corruption fraud, workplace bullying and sexual harassment)? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * ‘Codes of Conduct’ relate to policies which cover not only external bribery and corruption but also include ethical behaviour and behaviour in the workforce including bullying and harassment. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Code of Conduct** | Does your firm provide code of conduct training? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * If your firm has a code of conduct, please indicate if you undertake specific training on aspects of the code of conduct for all staff. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department should be able to assist with this information. |
| **Code of Conduct** | Does your firm have a documented complaints and grievance mechanism for both internal and external issues? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * Please advise if mechanisms exist for staff to report grievances of any sort to management (such as ‘whistleblowing’ procedures) as well as clear pathways for registering any client complaints. * Please select any of the programs listed that your firm participates in. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your HR department and risk management group should be able to assist with this information. |
| **Code of Conduct** | Upload any working documents that you may want to save for your future reference | File-Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Risk Management** | Does your firm have a risk management plan that is reviewed regularly by the leadership team? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * A risk management plan considers material risks to the firm and has a plan to mitigate those risks. Risk might include operational risks, risks related to matter management or risks related to legal advice and professional indemnity. * ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your risk management group should be able to assist with this information. |
| **Risk Management** | Does your firm have a documented Business Continuity Plan (BCP) or Emergency Response Plan (ERP) which is regularly tested? | **Checkbox (check one)**   * Yes * No * In development * Not reported | * These plans document how your firm will continue to operate in the event of a major disruption and may be known under several names (such as Business Continuity, Business Interruption, Disaster Recovery, Emergency Response etc). Such plans used to be just IT related, however more broadly should include ‘all of firm’ continuity. The biggest risks are often those of recovery of client documents in the risk of fire. * If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. * Your IT, Premises, Risk Management or HR group should be able to assist with this information. |
| **Risk Management** | Upload any working documents that you may want to save for your future reference | File-Upload | * Use this section to upload any working documents that you may want to save for future reference. * Documents that are uploaded remain private and secure and are not used by AusLSA. |

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| **Finish** | By checking this box, you agree to make your data available to AusLSA, and your data for this reporting period will be locked from further changes being made. If you need to unlock your data, please contact AusLSA. | Checkbox (ticked) |
| **Finish** | Please indicate YES, if you agree to have your data published in this year's report, or NO if you want to keep your data private this year | **Checkbox (check one)**   * Yes * No |
| **Finish** | AusLSA has worked hard to improve the efficiency of the reporting process and the usefulness of the data we collect. Please spend a few final minutes reflecting on your reporting experience to assist us in improving the efficiency of the reporting process and the usefulness of your Sustainability Reporting and Analysis Tool. The answers to this survey are totally confidential and for internal AusLSA use only. | **Checkbox (select one)**   * Agree * Disagree |