

# 2023 AusLSA SUSTAINABILITY PROFILE



**Clayton Utz**  
**Headcount:** 1,334 (FTE)  
**Floor Area:** 35,386m<sup>2</sup>  
**Number of Offices:** 6

Clayton Utz is a leader in legal services, bringing together teams of smart, committed and collaborative lawyers to guide our clients to the right solution and bring value to their businesses. We are much more than our commercial client work. We have a genuine and substantial commitment to environmental sustainability, community, diversity & inclusion, and pro bono. We are a founding member of AusLSA. We have been awarded in Australia's Top 40 Best Workplaces to Give Back for four years. We are a WGEA Employer of Choice for Gender Equality and the first law firm to become an Australian Workplace Equality Index Platinum Employer, reflecting our long-term leadership in LGBTIQ inclusion. With FY23 being the 8th year in a row that we have averaged 50 pro bono hours per lawyer, pro bono is an entrenched part of our lawyers' everyday practice.



## OUR PEOPLE SUMMARY AND HIGHLIGHTS:

Our values of trust, respect and co-operation underpin our workplace culture and our people strategy, comprising these key pillars:

**Sustainable high performing workforce** - Utilising technology to design our future workforce and attract the best people to our firm.

**Engaging people, experience, and culture** - Regularly listening to and surveying our people to make sure we understand what we're doing well and where we could improve.

**Talent and career management** - Continuously reviewing our talent management frameworks to support our people's performance, development and growth, and recognise their contributions.

**Developing our partners and employees** - Focusing on learning and development that aligns with different career stages, leadership and mentoring programs, and self-initiated professional education.

**Health and wellbeing** - Holistic health, safety and wellbeing program that aims to help our people live a healthier lifestyle across all aspects of wellbeing, integrate wellbeing into their day-to-day experience, and bring together all wellbeing initiatives into one accessible program.

**Diversity and inclusion** - Regularly updated strategy that covers gender, flexibility, LGBTIQ inclusion, cultural diversity, and disability. We educate our leaders and encourage participation in internal interest groups.

### GENDER EQUALITY POLICY

**INITIATIVES:**

- International Women's Day • Employer of Choice for Gender Equality
- Pay Equity Ambassador • Board Links Champion • LCA Diversity and Inclusion Charter • Equitable briefing pledge (e.g. CommBar/LCA) • Host or lead external programs and/or forums • Female advancement, mentoring and coaching
- Training - Gender awareness unconscious bias • Gender sensitive promotion and recruitment • Internal D&I networks or committees • LNSW Charter - Advancement of Women • Equal pay controls • Women on Boards

### INCLUSIVE WORKPLACE POLICY

**INITIATIVES:**

- Recruitment and promotion for D&I • Internal D&I networks or committees
- Membership - DCA • LCA Diversity and Inclusion Charter • External D&I programs and/or forums hosting • Training - Awareness and unconscious bias
- Membership - Aust Network On Disability • Staff Surveys - D&I • Managing Partners Diversity Forum • Membership - Pride in Diversity • Training - LGBTIQ+ awareness • AWEI survey • IDAHOBIT • Wear it Purple Day • World Aids Day
- Internal LGBTIQ+ networks or committees • Pro bono support • External LGBTIQ+ programs hosting • Training - LGBTIQ+ awareness • Gender pronouns promotion
- Trans Awareness Week • Pride March • Gender affirmation policy
- InterFirm events • AWEI award

### FLEXIBLE WORKPLACE POLICY

**INITIATIVES:**

- Flexible work hours • Part time options • Job sharing • Remote working tools and systems
- Time in lieu • Unpaid leave • Carer's leave • Study leave • Volunteering leave • Religious and ceremonial leave • Purchased leave • Career breaks • Phased retirement • Domestic violence leave

### PSYCHOLOGICAL WELLBEING POLICY

**INITIATIVES:**

- Minds Count -TJMF Guidelines • R U OK? program • Psychological support/ EAP
- Mental health first aid training and support • Mental Health Awareness Week • Resilience at Law • Training - Mental health awareness and management
- Salary continuance • External mental health programs hosting • Domestic violence strategy • Mental health office champion

### PHYSICAL WELLBEING POLICY

**INITIATIVES:**

- Ergonomics program • Proactive health checks • Flu vaccinations • Internal exercise sessions • Gym memberships • Team events • Massages • Wellness awareness and promotion • Subsidised health insurance • Onsite fruit and healthy catering
- Life & TPD insurance • Ergonomics program - offsite • Health EAP

## OUR ENVIRONMENT SUMMARY AND HIGHLIGHTS:

Clayton Utz aims to minimise our use of resources, maximise re-use and recycle where possible; understanding our impacts, measuring these and developing systems and processes to minimise greenhouse gas emissions. We further commit to incorporating sustainability into our strategic decision making with respect to our premises, technology and office furnishings and fittings to ensure reductions in our carbon footprint.

We are carbon neutral and measure our emissions in line with the federal government's Climate Active Standard. We fully offset our remaining emissions through the retirement of carbon offset units eligible under that standard. We further acknowledge that our consideration of environmental impacts extends to the products and services that we buy and we therefore seek to encourage our suppliers to adopt a sustainable approach when working with the firm.

In FY23, the firm met over 60% of its electricity needs from renewable sources through the purchase of 100% renewable electricity for its Sydney, Melbourne, and Canberra offices.



### CLIMATE ACTION POLICY

**INITIATIVES:**

- Green Star rated buildings 4-6 star • Energy efficient refits undertaken
- Teleconferencing facilities and training • Earth Hour • Ride to Work Day
- End of trip facilities • NABERSs Energy Rating • Efficient building and lighting automation • Renewable Electricity • Voluntary Carbon Offsets

**GROSS EMISSIONS**  
2,768t - 2.1t per employee

**BUILDINGS**  
25% 0.44% 0.72% 713t 26%

**TRAVEL**  
0.12% 70% 3.0% 2,055t 74%

**CARBON OFFSETS & RENEWABLES**  
66% 100%

**NET EMISSIONS**  
0t - 0t per employee

### ENVIRONMENTAL MANAGEMENT POLICY

**INITIATIVES:**

- World Environment Day • Office green teams
- CitySwitch Green Office

### RECYCLING OFFICES

100% 83% 83% 83%  
% office availability

### PAPER USAGE POLICY

**INITIATIVES:**

- Paperlite office program • Green accredited paper purchase specification
- Follow me printing • Recycled paper purchase specification

**PAPER CERTIFICATION:**

- Forestry Stewardship Council (FSC) certified • NCOS Certified Carbon Neutral • PEFC Australian Forestry standard

## OUR COMMUNITY SUMMARY AND HIGHLIGHTS:

Pro bono work is fundamental to who we are as a firm and is an entrenched part of our lawyers' everyday practice. In FY23, we provided 49,423 pro bono hours, averaged at 57.6 pro bono hours per lawyer, acted for 759 people, advised 921 more and 282 NFPs.

The firm continued our established community partnerships with over 18 charities across the country to address disadvantage and facilitate access to justice. In FY23, we celebrated 20 years of Community Connect and the Clayton Utz Foundation. Over 20 years, our Foundation has donated over \$13.9 million, and our people have fundraised over \$2.2 million. In FY23 we continued to connect our people and put their resources, skills and enthusiasm to use. The Clayton Utz Foundation donated over \$632,700 to 44 charities, and our people fundraised \$153,000.

We are developing First Nations cultural capability across our people and practice. We are committed to cultural safety, removing barriers, and meeting the cultural needs of our people and workplace. This year the firm launched the First Nations Traineeship which saw 5 Trainees commence their careers in our Sydney, Brisbane, and Melbourne offices. The firm also procured over \$429,800 in goods and services from First Nations owned businesses.



### INDIGENOUS RECONCILIATION POLICY

**INITIATIVES:**

- Reconciliation Action Plan • Cultural awareness training • NAIDOC Week
- National Reconciliation Week • Internships and employment • First Nations Procurement • Pro bono support • Volunteering and secondments • Collaboration for reconciliation • Funding and donations • Supply Nation Membership
- CareerTrackers participation

### NON LEGAL VOLUNTEERING PROGRAM

**INITIATIVES:**

- NFP Boards • Organised staff volunteering • Paid volunteer time
- Blood donations • Student tutoring and mentoring
- Skilled volunteering program • Community volunteering

### CHARITABLE GIVING PROGRAM

**INITIATIVES:**

- Firm donation program • Charitable foundation • Workplace giving
- Matched funding for employee donations • Internal appeals and collections
- External charity events and appeals • Host external charity events

### LEGAL PRO BONO STRATEGY

These icons provide limited information about the firm's legal pro bono commitment. More extensive information is reported by the Australian Pro Bono Centre and on individual firm's websites.

Click for further information from AusLSA:

## OUR GOVERNANCE SUMMARY AND HIGHLIGHTS:

We have a robust governance structure to support our risk management approach, with a Finance Risk and Audit Committee sub-committee as part of our firm's Board, supported by a Risk Management Team and Office of General Counsel.

Our approach to risk and governance is set out in our Risk Appetite Statement and Risk Management Framework. Risk Appetite is embedded through our key policy documents including our Partner Handbook, Employee Handbook, Risk Management Handbook, ISMS and WHSMS. On-boarding training and regular risk management training are provided to all partners and employees to ensure they are familiar with key policies and expectations. These training sessions are supplemented by regular risk management email alerts and communications.

We have a genuine commitment to D&I. In particular, we were awarded the status of WGEA Employer of Choice for Gender Equality (2014-22) and AWEI LGBTIQ Inclusion Platinum Employer status for 2022.

We also have a Cyber Security Board which oversees our approach to information security. We are whole of firm ISO27001 certified as assessed by SAI Global. Clayton Utz has a mature crisis management, business continuity and disaster recovery approach, which is reviewed, updated and tested annually.

### CODE OF CONDUCT /RISK MANAGEMENT POLICY

**INITIATIVES:**

- Code of Conduct Training
- Complaints & Grievance Mechanism
- Risk Management Plan
- BCP OR ERP

### SUSTAINABLE SUPPLY CHAIN MANAGEMENT POLICY

**INITIATIVES:**

- Both Current and New Suppliers
- Modern Slavery Program
- Federal Legislation Participation

**SUPPLIER STANDARDS COVER:**

- Human rights • Environmental impacts • Fair labour practices
- Community development • Indigenous inclusion • Gender equality
- Modern Slavery • Diversity and Inclusion • Fraud bribery & corruption

### SUSTAINABILITY REPORTING REPORT

**REPORTING COVERS:**

- Website - ESG targets and performance information
- Website - Environmental sustainability targets and performance information
- Website - ESG commitments information
- Website - Environmental sustainability commitments information