

COMPONENTS OF A SUCCESSFUL LAW FIRM DIVERSITY, EQUITY & INCLUSION STRATEGIC PLAN

Structure

- Create, support and maintain Diversity Committee that includes senior partners and reports to the Firm's highest governing body
- Establish and regularly update Diversity Committee charter
- Develop written DEI Strategic Plan that is incorporated into Firm's Strategic Plan
- Utilize DEI professional/consultant to evaluate Firm's DEI progress every 5 years
- Maintain and maximize membership in LCLD (Leadership Council on Legal Diversity) or similar organization

Incentives

- 10 hours billable credit to attorneys for work directly related to DEI efforts
- Establish minimum number of required hours devoted to meaningful DEI activities
- Tie component of attorney compensation to DEI efforts
- Afford earning of PTO for staff participation in meaningful DEI activities

Accountability

- Incorporate DEI competencies into all performance evaluation tools (evaluations, benchmarks, quarterly review templates, criteria for advancement)
- Move toward 360° evaluations
- Survey associates/paralegals/staff RE: how they have been supervised, supported, sponsored, mentored
- Formulate plan to recognize and reward behavior consistent with Firm values, including DEI
- Establish annual DEI award
- Enlist diversity professional as a consultant to review strategic plan and potentially return every 3 years to evaluate progression and necessary revision to plan

Recruiting

- Require inclusion of at least one diverse candidate in all hiring decisions
- Actively engage in at least one diversity pipeline program
- Implement clear, transparent process for communicating position openings, particularly lateral openings
- Coordinate with Recruiting Committee to identify, recruit, and hire diverse attorney candidates

Retention & Advancement

- Provide opportunity for attorneys to voluntarily disclose their disability and sexual orientation, gender identity, and gender expression through Firm data collection procedures
- Create/update employee handbook with clear and transparent policies that promote DEI
- Create/update anti-discrimination policy that specifically prohibits discrimination based on protected status, disability, sexual orientation, gender identity, and gender expression

- Create/update harassment-free workplace policy to clearly define unacceptable conduct, strengthen reporting mechanisms, and create greater transparency around investigation process and corrective actions
- Create/update family leave policy that is gender-neutral, applies to both exempt and non-exempt members, and includes adoptive and foster parents
- Create/update return-from-leave policy
- Create/update partner sabbatical policy
- Create/update attorney flex-time and flex-space policy
- Create/update attorney reduced hours policy
- Create/update alternative attorney roles policy
- Create/update breast milk shipping program
- Explore care-takers support program for care-taking attorneys and staff (i.e., child care and elder care programs?)
- Adopt same-sex and different-sex domestic partner benefits
- Mandate and monitor that diverse lawyers have equal access to clients, quality work assignments, committee appointments, marketing efforts, and internal/external Firm events
- Evaluate succession plans for inclusion of diverse lawyers
- Set representation goals for diverse lawyers and professional staff in leadership positions
- Mandate DEI training and educational experiences for all lawyers and staff
- Institute a supplier diversity program