

Sample Two-Year Plan for Law Firm DEI Committee

The Diversity, Equity & Inclusion Committee (“DEI”) believes it is important to have a long-term strategic plan that also identifies short-term goals and benchmarks. The Two-Year Plan is designed to be an evolving document, which will change as we progress. Some of our goals and benchmarks may be exceeded; others may not be achieved, but the Two-Year Plan will provide the DEI Committee with a clear path of where we intend to go.

The firm’s Diversity, Equity & Inclusion Statements form a solid foundation upon which to build the Two-Year Plan:

Non-discrimination: Equal Employment Opportunity is a fundamental principle at [firm]. In keeping with this principle, [firm] does not discriminate in employment decisions on the basis of race, color, religion, gender, age, national origin, citizenship, disability, sexual orientation, veteran status or any other protected characteristic under applicable federal, state or local law. Equal Employment Opportunity applies to all practices and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Diversity & Inclusion: [Firm] believes we provide a stronger and better place to work, think and grow when we draw from the views of a diverse team. We strive to recruit, employ and support individuals who contribute to our diversity. We recognize that achieving a truly diverse working environment is an on-going process, and we continue to foster diversity and inclusion to ensure that everyone at [firm] has a meaningful professional experience.

The DEI Committee defines diversity and inclusion as follows:

Diversity: Not only respect for and appreciation of differences in ethnicity, gender, age, national origin, disability, sexual orientation, education, and religion, but also respect for and appreciation of differences in perspectives, work experiences, lifestyles and cultures.

Inclusion: A state of being valued, respected, and supported. It’s about helping our firm sustain its long-term diversity goals by creating a workplace where diverse individuals will want to stay and an environment in which they will thrive.

In simple terms, diversity is the mix; inclusion is getting the mix to work well together.

Main Objective and Long-Term Goal: Diversity, Equity & Inclusion will be reflected and integrated in our culture, practices, and relationships. Thinking about and incorporating diversity, equity and inclusion in all aspects of the firm’s activities will become second nature.

With these principles in mind, the DEI I Committee has identified four “areas of impact” where it believes we can have the most impact. Our objectives for each area of impact are included below, along with our goals for the next quarter. We will be adding new quarter goals as we progress.

1. Education:

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| <p>Objectives:</p> | <p>INTERNAL EDUCATION:</p> <ul style="list-style-type: none"> • Educate employees by providing various types of training on a variety of DEI-related topics, such as what diversity and inclusion means to our firm; how to open the lines of communication between individuals who think differently (i.e., multigenerational training); how diversity and inclusion makes good business sense, etc. • Increase communication of and accessibility to all employees of outside training/educational opportunities • Continuous education and communication to our employees and the firm of our commitment to DEI, including, for example: regular updates in firm newsletter, active section on firm website, active section on firm intranet <p>EXTERNAL EDUCATION:</p> <ul style="list-style-type: none"> • Educate the community on our DEI efforts |
| <p>First Quarter Goals:</p> | <ul style="list-style-type: none"> • Distribute Two-Year Plan to all employees, upon approval from Management Committee and/or partners; • Develop a communication forum – newsletter, postings around office, etc. • Research and schedule training on multi-generational issues for second quarter. |

2. Policies and Practices:

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| Objectives: | <ul style="list-style-type: none">• Review current policies to determine if changes can be made to better serve Firm's DEI goals.• Work with other committees and practice groups to ensure implementation of policies is in concert with DEI goals. |
| First Quarter Goals: | <ul style="list-style-type: none">• Review current policies to ensure they align with Shared Values• Assist Management Committee in creation of employee handbook with clear and transparent policies that promote DEI• Work to develop new Return from leave, flex time policy• Discuss additional policies that may be of benefit to the Firm |

3. Recruiting:

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| Objectives: | <ul style="list-style-type: none">• Work with the Hiring Committee to establish recruiting goals and implement a process to expand the pool of diverse applicants• Implement a clear, transparent process for communicating position openings, particularly lateral openings |
| First Quarter Goals: | <ul style="list-style-type: none">• Participate in local DEI Career or Job Fair |

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4. Retention:

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| Objectives: | <ul style="list-style-type: none"> • Retain talent by assisting with and promoting mentoring, sponsorship and inclusiveness culture-building |
| First Quarter Goals: | <ul style="list-style-type: none"> • Create sponsorship program • Plan activities for inclusiveness culture-building <ul style="list-style-type: none"> ○ Develop an activity to help associates, partners, staff, etc. to better understand each others' perspectives. For example, have associates draft a "day in the life" that would be anonymous and distributed to everyone. Have partners and staff do the same. The goal of the letter would be to educate everyone about the various stresses, worries, fears, etc. that each group feels. |

5. Community:

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| Objectives: | <ul style="list-style-type: none"> • Build rapport and camaraderie within the firm • Give back to the greater community |
| First Quarter Goals: | <ul style="list-style-type: none"> • Develop activities that foster communication and interaction among employees within the firm, particularly those that encourage employees to step outside their comfort zones and interact with co-workers with whom they generally do not interact. • Create a list of the charitable organizations in which employees are involved. • Find an outside event to support. • Work with local organizations serving diverse clientele to schedule community days. |