

SHOOK, HARDY & BACON L.L.P.

DIVERSITY & INCLUSION COMMITTEE CHARTER



PURPOSE

To develop, lead and guide Shook, Hardy & Bacon L.L.P.'s diversity and inclusion initiatives and to partner with all firm constituents including firm leadership, committees, lawyers and professional staff to fully drive inclusion throughout the firm and to leverage this inclusion as a market differentiator.

Specifically, the Diversity Committee will:

- Help accelerate the recruiting, hiring, retention and promotion of lawyers in currently underrepresented groups including ethnic minorities, LGBTQ, and persons with differing ability, while maintaining and growing their representation at all levels throughout the firm.
- Develop, monitor, track and report on specific, measurable, time bound objectives to achieve agreed upon goals.
- Collaborate with firm management and committees to ensure that inclusion focus informs strategy and priorities.
- Help develop the next generation of inclusive leadership throughout the firm's office locations.
- Facilitate and sponsor programming designed to elevate inclusion topics, to raise competency on inclusion strategies and tactics, and to enroll the entirety of the firm as stakeholders in this work.
- Formulate proposed policy, for consideration by the firm's Executive Committee, Management Council, Practice Group Leaders, Office Leadership and Professional Staff leadership to effectuate the objectives and goals of this Committee.

MEMBERSHIP & STRUCTURE

The Diversity & Inclusion Committee shall consist of 12 members who will serve for one, three-year term (with the exception of the Co-Chairs who can serve two consecutive terms), after which members will rotate off for at least two years. Members are eligible to re-apply after the two-year period. In the interim, members rotating off the Committee may serve on the Committee Task Forces for at least one year.

To ensure that the Committee benefits from the broad perspectives of all firm stakeholders, the Committee will optimally consist of members representing the following positions or groups (members shall be appointed by the Chair of the Firm, Co-Chairs of Diversity Initiatives, and Director of Strategic Diversity Initiatives):

- Firm Chair
- (2) Executive Committee member(s) including a designated liaison
- (1) Practice Managing Partner
- Chair of Diversity Initiatives
- Director of Strategic Diversity Initiatives
- Chief Human Resources Officer
- Director of Employee Relations
- Attorneys in office locations outside Kansas City
- (2) Of Counsel/Associate/Staff Attorney Lawyers

Aside from its 12 members, the following roles will hold ex-officio seats on the Committee and will attend the Committee's regular meetings:



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- Chief Operating Officer
- Chief Client Development & Marketing Officer
- Associates Committee Chair
- Professional Development Committee Chair

Committee service terms will commence on January 1st of each year. Terms will be staggered to ensure continuity of the Committee's work.

COMMITTEE TASK FORCES

In addition to the Committee, two specific Task Forces (Recruiting and Professional Staff) will be ongoing and serve specific purposes. Task Force Chairs will be assigned and assist with member assignments. Task Forces will consist of six to eight members serving two year terms.

PROCEDURES & ADMINISTRATION

Meetings | The Diversity & Inclusion Committee will meet bi-monthly and in an all-day strategic planning meeting, which will be held the third quarter of each year and will result in action items to be carried out by Committee members. Members are asked to miss no more than two meetings within the calendar year. The Committee will keep such records of its meetings as it shall deem appropriate.

Reports to Executive Committee | The Committee will report to the Executive Committee a minimum of twice annually.

Charter | At least annually, the Committee will review and reassess the adequacy of this Charter and recommend any proposed changes.

Annual Self-Evaluation | At least annually, the Committee will evaluate its performance. The Co-Chairs of Diversity Initiatives, together with the Director of Strategic Diversity Initiatives, will determine the form and nature of the annual self-evaluation.

Sponsorships & Diversity-Related Conferences | Sponsorship consideration is determined by the Director of Strategic Diversity Initiatives and the Co-Chairs of Diversity Initiatives, with deference to the budget, priorities through key goals, firm needs and in consultation with practice group and committee leaders. The requestor's prior attendance and level of involvement, as well as sponsorship entitlements, firm membership, client involvement, and budget guidelines also factor into sponsorship consideration. For more information on attendance at sponsored events, please see the "[Criteria for Attendance at Diversity & Inclusion Sponsored Conferences](#)", also on Onelink on the Diversity & Inclusion page on the menu bar.

Metrics & Data | The Diversity & Inclusion Team will coordinate and collaborate with other groups, including Human Resources and Accounting, to develop and produce various relative reporting mechanisms with a focus on creating accountability for all levels of the organization, and tracking against goals and objectives.