

ANNUAL CSR REPORT

2018 - 2019



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SECTION 1:

Welcome from John Joyce

Welcome to our 2018- 2019 Annual CSR Report. For Addleshaw Goddard, contributing positively to our communities is at the heart of how we do business. Our new Unlocking Young Potential CSR strategy has allowed us, as a firm, to bring about a new level of professionalism and strategic vision that enables us to promote a point of difference to our clients and our people. The engagement with the programme we have seen across the firm has been testament to the changes that have been made and the impact we are making in the communities around us and we want to continue this work over the coming years. The commitment of our people across all of our offices to support our community, charity and pro bono work showcases the talent we have at its very best and we look forward to developing our programme further.



JOHN JOYCE
Managing Partner

SECTION 2:

Introduction to CSR at AG

In 2018 we launched our new CSR strategy to ensure that we could best support our communities and provide meaningful opportunities for our people.

Our key objectives in our strategy development were to:

1

Create a professional, strategic approach to CSR that could be communicated effectively

2

Increase engagement and participation across the firm with opportunities for client collaboration

3

Devise a recognition structure to acknowledge and champion the participation and commitment of our people

4

Ensure tangible and valued community impact through meaningful strategic partnerships

Unlocking Young Potential



Our CSR strategy is framed around our ultimate objective of Unlocking Young Potential. We aim to make an active contribution to our communities through supporting young people to reach their full potential through our three CSR pillars: Access to Education, Access to the Profession and Access to Work.

We implement our CSR strategy through our community work, charity work and our pro bono programme. All of this is underpinned by a wider commitment and investment from the firm through the AG Charitable Trust and our environmental policies and initiatives.

We aspire to be a positive force for good in the community and therefore encourage active participation from our people in our CSR initiatives, schemes and programmes. We are also committed to directing central time, budget and resource into ensuring the success of our CSR programmes and driving our social purpose.



We have seen renewed levels of internal engagement with our new CSR programme and this has been recognised by our people, our clients and our partners in the third sector. It is evident that the impact we are making in our communities is shaping our positive reputation in our local markets.

CATHERINE FEARNHEAD - MANCHESTER OFFICE CSR PARTNER

Our new approach to CSR is as follows:

- ▶ We take steps to ensure we have an appropriate CSR governance structure, which is supported and endorsed by the partners. This structure comprises of CSR Partners at each office, who sponsor the CSR activities of the firm along with a Pro Bono Partner, a local committee structure to oversee local implementation and central supervision from the CSR and Diversity Manager
- ▶ We are committed to a CSR Strategy, which is reviewed and monitored on a regular basis
- ▶ We report and evaluate on CSR activity
- ▶ All members of the firm are given appropriate access to CSR opportunities, which are promoted fairly and equally across the firm
- ▶ We are proud to give our people time to participate in CSR initiatives and schemes and support them in doing so
- ▶ Our people are managed, valued and recognised for their contribution to the firm's CSR programmes, where appropriate
- ▶ Our CSR Programme involves the following work streams: Community, Pro Bono and Charity
- ▶ We aim to have a sector leading CSR proposition that acts as a unique selling point for both talent and our clients
- ▶ We are committed to continued development and improvement of our CSR strategy and offer
- ▶ We expect our suppliers to mirror our values in respect of their ethics policies

SECTION 3:

Community

We are committed to being a positive force for good in the areas in which we operate and one of the key tenants of our CSR approach is our community work. Alongside our charity partnerships and our pro bono portfolio, we recognise and appreciate the importance of giving back directly to the locations in which we are based. The roll out of our Unlocking Young Potential strategy has given us the opportunity to explore how we can work closely with charities and community groups to support young people achieve their aspirations.

Our Office CSR Partners chair our local CSR Committees, with responsibility for identifying how we can best contribute to the socio-economic climate around our office. The committees, made up of volunteers from across the firm, in a range of different roles, not only co-ordinate local activity but are key in instigating CSR partnership conversations with clients and teams and on average

we are 20% oversubscribed

on the volunteering opportunities we promote internally, highlighting our high levels of engagement.

2018/2019 was an important year for our Scottish offices, with the re-launch of their CSR Committees. Following the launch of the new CSR strategy, the Scottish committees now have 57 engaged members.

Our current firm wide committee membership stands at a total of 175 colleagues - over 100 being new members.

In order to invest in those who are driving our CSR agenda forward, we give our people an additional day's leave to use to take part in lengthier volunteering opportunities- we have seen a year on year increase in usage of this policy of 39.5% from the previous financial year. 22 of these programmes have been introduced since the launch of the new strategy and we continue to identify new ways in which we can share the skills of our people and make a difference in our communities.

We have 46 ongoing CSR programmes and schemes



Our CSR Committees across the firm play an integral role in implementing our wider CSR commitments. The enthusiasm we see from our people demonstrates a real commitment to our values and we are particularly proud of the way in which our Scottish offices have re-grouped this year and formed an effective committee structure that has been delivering social impact in our communities.

HEATHER PEARSON, SCOTLAND CSR PARTNER

Some of our key community partnerships across the 2018/2019 financial year have included:



Enabling Enterprise: Skills Builder

We are proud to have worked in partnership with Enabling Enterprise for a number of years, bringing to life the world of work to classrooms of young people.

We have supported the development of young people's skills and aspirations, including raising awareness of the many careers available in the legal sector and hosted inspirational visits to our offices for students. Over 450 students and 110 AG volunteers have taken part and we continue to look at ways in which we can share work place experience with the pupils Enabling Enterprise work with.

"AG have been hosting Enabling Enterprise events for a number of years now. Regular visits from local primary schools give the kids a chance to learn a little about the law and more importantly about transferrable skills for working in business. Volunteering to support the activities is really rewarding as the children get a lot out of the day and getting the chance to speak to someone who works in a law firm really helps raise aspirations and open the door to potential new career paths."
Susan Porritt, Associate, Leeds Enabling Enterprise Co-ordinator

One pupil at our recent event said *"I really enjoyed learning about law today. I want to be a paralegal when I'm older, like my volunteer today - he was really cool."* This is exactly the kind of impact we seek to have on the young people we work with on our programmes.



Young Citizens

Over the last year we have partnered with Young Citizens to deliver legal education sessions to local secondary school pupils. Our London, Leeds and Manchester offices have hosted year 9 students and facilitated sessions on topics such as social media and the law and human rights. Over 50 of our people volunteered in 2018/19 and we have worked with over 100 pupils. We are looking forward to extending our partnership in the coming year.

"AG's partnership with Young Citizens on their Smart Law Programme has provided our offices with a fantastic opportunity to develop the young community. We have received extremely positive feedback on our workshops, where students learn about important laws relevant to their age and generation (which are often outside their school's curriculum) such as the law concerning social media. After our sessions, students have said that they developed confidence, communication and decision-making skills as well as an increased ability to interact with adults and peers. As a volunteer, I have learnt a lot about the young people's views on the topics that we have delivered. I have equally enjoyed the rewarding task of motivating young people to think about career goals and aspirations."
Harvey Shaw, Paralegal, Leeds Smart Law Co-ordinator

"We are thrilled that our students had the opportunity to work closely with the lawyers- something that would never normally be an opportunity available to them". Teacher- Manchester Academy



Upreach

In August 2018 we welcomed our new trainee intake at our trainee induction week. We used this opportunity to launch our Law Academy with Upreach- working with undergraduate students from across the country and from challenging backgrounds access career opportunities. This scheme not only supports the students but provides our trainees with valuable experience. Our trainee solicitors spent a day working with the students and following this session 26 of our trainees went on into a formal mentoring role with the students.

“Having launched a mentoring programme with Addleshaw Goddard following our Law Academy event held together in August 2018, 28 of our students received 1-to-1 support from a trainee at the firm through the first 6-month mentoring cycle. This support has helped students to develop their commercial awareness and understanding of the sector, thereby helping them to secure legal work experience and career opportunities. Indeed, 10 of these students (36%) have secured roles with top firms in the sector, including Addleshaw Goddard. We have been impressed with the mentors’ engagement and commitment to helping students to overcome barriers throughout the programme.” Eugene Malthouse, Employer Partnerships Manager, Upreach

67% of students who participated in the mentoring scheme found the programme very useful (33% found it ‘somewhat useful’).

“My AG mentor helped me improve my commercial awareness by talking through current issues with me and how they relate to the legal sector, as well as helping me understand how to structure my applications to be concise but still include everything grad recruitment would want to see. She gave me advice on all aspects of my interviews/assessment centres based on her own experience, which meant I knew what to expect when heading into them and allowed me to be so much more confident in my performance”. Student, Mentoring Programme.

Client Partnership Activity



One of the most innovative elements of the new CSR strategy has been introducing partnership opportunities to our clients that make social impact in our communities across shared objectives. This extends far beyond detailing our credentials in reviews and bid processes, we are committed to partnering with our clients to impact long lasting change and bring together our people through strategic volunteering opportunities

JAMES HERRING, LONDON OFFICE CSR PARTNER

Since the launch we have been working on 26 client projects to date and we continue to look at how we can come together with our client base and our supplier network to affect positive change in a meaningful and strategic way.

Client Partnership Case Studies

Team Community Volunteering

In August 2018 AG co-ordinated a CSR volunteering day for the in house legal team at one of our building society clients, along with our account team made up of fee earners and business development team members. The day was an opportunity to work together across shared CSR goals and make a positive difference in the community, whilst using the time for valuable relationship development.

The team attended Sunnyside Community Gardens in London, a garden that is used by a cross section of the community- including young people, children and those with special educational needs. The day was a great success with the team having worked together to support the locality.

Work Experience Partnership

Together with the in house legal team at one of our banking clients we partnered with third sector organisation Aspiring Solicitors to provide a week's work experience in private practice and a week's work experience in an in house legal setting. The two students both had a registered disability and felt that this had acted as a barrier to them gaining employment and work experience. Both students have been allocated an AG mentor to support their career goals on an ongoing basis.

Employability Workshop

In November 2018 we held an Enabling Enterprise dragon's den activity session with basic legal advice for primary school pupils from the London Borough of Hackney in partnership with one of our banking clients. Our shared objectives of employability skills for young people meant that this activity supported both organisations portfolios of CSR work. 10 volunteers made up of AG account team members and in house legal gave the pupils a valuable experience and insight into the world of work and more specifically the legal professional. 100% of the pupils that participated in the session would recommend it to classmates.

SECTION 4:

Charity



Addleshaw Goddard has a long history of contributing to the communities in which we operate to ensure that we are making positive community and social investment. Our people are passionate and committed to our CSR programme and we have a proud track record in charity partnerships and charitable giving.

Our colleagues are vital to the success of our partnership - the majority of the money we raise through our charity partnership structure comes from colleague based fundraising activity across our offices. The business also supports our partnerships through some client facing activity, community fundraising, matched funding through the AG Charitable Trust and where appropriate, pro bono work.

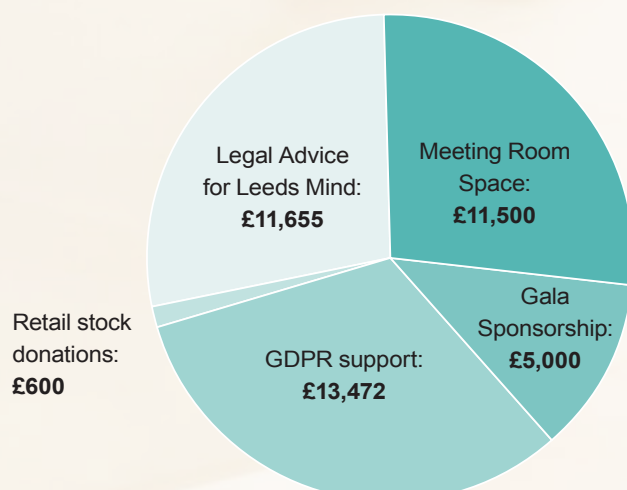
In May 2018 we reached the end of our two year firm-wide charity partnership with Mind, which was a huge success- our people were extremely supportive of a wider mental health and wellbeing agenda, which is vital work we are continuing post partnership. We are extremely proud of our partnership fundraising record, which we are pleased to share.

I wanted to take this opportunity to thank everyone who has been involved in supporting Mind through fundraising and raising awareness of mental health.

From runs, treks and sweepstakes, Addleshaw Goddard staff have risen to the challenge to help raise money for Mind. Whether you have run the London Marathon, bought a raffle ticket or held a cake sale; all of this has contributed to this fantastic total.

The money you have raised will help Mind carry out our essential work, supporting the 1 in 4 people who experience mental health problems in any given year. On behalf of everyone at Mind, we are incredibly grateful for your support.

Paul Farmer CBE, Chief Executive, Mind



Final fundraising total: £161,314 **Added value:** £42,227

Total partnership value:
= £203,541



New Charity Partnerships

Following the end of a two year national partnership with Mind we appointed new charity partners based on colleague feedback, industry/sector research and our governance structure in July 2018. The new charity partnership structure involved the following four sites voting for their own charity partner: Leeds, London, Manchester and Scotland (encompassing Aberdeen, Edinburgh and Glasgow).

Although each office is partnering with a different charity for a partnership tenure of 18 months, each partnership is positioned around our ultimate aim of Unlocking Young Potential, providing a collaborative firm wide approach to charity, whilst retaining local relevance and significance.

87% of our people voted for their chosen charity, demonstrating unprecedented engagement followed by the registration of over 100 charity committee members across the firm.

All of our charity committees are working hard co-ordinating innovative ways to raise funds and awareness for our partners. We have seen a range of activity including sports days, ice bucket challenges, bake sales, colleague quizzes as well as sponsorship events including dragon boat racing, marathons, fell walks and much more!

"The NSPCC partnership with Addleshaw Goddard has been wonderful and we cannot thank you enough for your continued enthusiasm and support. From collecting over 100 Easter eggs for families most at need to the vital donations we've received from your fundraising activity, Addleshaw Goddard are truly helping us to be there for even more children when they need us the most. With even more exciting things planned, Addleshaw Goddard are truly helping the NSPCC in our fight for every childhood."

Tim Bradshaw, NSPCC Corporate Partnerships Manager.

Our current Unlocking Young Potential partnerships are as follows and have reached the following totals;



In July 2018, after our successful partnership with Mind came to its conclusion, our Unlocking Young Potential partnerships commenced with the ultimate aim of supporting charities within our communities that assist young people in reaching their aspirations. In order to revise our appointment process we looked at best practice amongst the legal sector and our clients and we took feedback from our people to establish how we can best formulate effective and meaningful partnerships that promote employee engagement.

BRUCE LIGHTBODY, LEEDS OFFICE CSR PARTNER

SECTION 5:

Pro Bono



We are proud of our collaborative and innovative approach to pro bono work, giving our people the opportunity to share their expertise and skills to support individuals and organisations who do not have access to it. We are working hard to grow our pro bono proposition, with particular emphasis on our international initiatives

REBECCA GARNER, PRO BONO PARTNER

Pro Bono work allows us to live out our firm's values and promote our brand in our communities.

We can have significant **impact** on individuals, charities and social enterprises through taking on pro bono matters. Our CSR strategy is framed around helping young people reach their full potential and our pro bono programme allows us to make a lasting impact on the students we work with in legal advice centres and clinics as well as on our pro bono clients.


AG is committed to providing excellent **quality** legal services and, where possible alongside the business's commercial ambitions, we will be involved in pro bono programmes that enable the communities within which we operate to thrive while developing the skill sets of our people and relationships with clients.

Our pro bono hours per fee earner have increased 25% year on year over the 2018/2019 financial year.

The pro bono steering committee, with the support of the Pro Bono Partner and the firm's CSR and Diversity Manager are working to take an innovative approach to new initiatives that demonstrate real **imagination** and complement existing pro bono provision in our communities.

AG's pro bono strategy is built around:

- ▶ the provision of pro bono advice to charities and social enterprises; and
- ▶ providing pro bono advice at legal advice centres and/or supervising students at local universities and law schools which provide legal advice centres.



AG encourages fee earners to take on Pro Bono matters- fee earners can complete up to 50 hours per year of Pro Bono, which can be attributed to utilisation (more at their discretion if they wish). We re-launched our involvement with pro bono providers- Law Works and Trust Law and promoted our partnerships with university and community clinics.

As a firm we operate our “Unlocking Young Potential Charity Partnerships” with Centrepont, Street League, Changing Faces and NSPCC. We have a framework to assist and support our charity partner’s work through pro bono legal advice and training which our people have participated in over the last year. Over 40 fee earners have worked on pro bono matters for our charity partners in the last financial year, giving out much needed legal advice and support to carry out their charitable aims.

AG is a member of TrustLaw (a Thomson Reuters Foundation programme) and LawWorks (a Law Society sponsored charity), both of which work with lawyers to deliver pro bono advice to community groups, social enterprises and charities across a range of legal disciplines. TrustLaw facilitates global projects while LawWorks focuses on England and Wales. We also host and are invited to regular LawWorks training sessions on topics that frequently come up at legal advice centres.

Legal Advice Centres

AG provides lawyers to give advice and/or supervise students at:

- ▶ A South London Legal Advice Centre on a weekly basis;
- ▶ Manchester Metropolitan University Business Law Café;
- ▶ BPP Legal Advice Clinic in Leeds;
- ▶ University of Strathclyde in Edinburgh.

Case Study: Manchester Business Law Café

In 2016 we founded Manchester Business Law Café in partnership with Manchester Metropolitan University. To date we have run 6 sessions (6 clients at each), meaning 72 students and 36 members of the public have benefitted from the programme. 36 AG fee earners and 8 paralegals have so far taken part in the programme- supporting not only the community but mentoring law students at the university.

“The AG lawyers should all be proud. They have been part of encouraging the next generation of lawyers to make pro bono services an everyday part of their practice”
Emma Goodwin, MMU.

Case Study: Supporting Manchester Arena Bombing Cases

Our Health and Safety team is representing three family members on a pro bono basis, who lost their loved ones during the Manchester Arena bombing in May 2017. AG is a member of the Law Society Pro Bono Panel and volunteered its services, having the expertise and manpower to help but mainly because the tragedy impacted the Manchester office as a whole, with many members of staff knowing a friend or relative injured in the blast.

Inquests will be held into the deaths of the twenty-two victims and the health and safety team has particular experience of representing clients in the Coroner’s Court and at Public Inquiries. As former prosecutors, AG is adept at handling vulnerable clients, who need to absorb sensitive and distressing material. AG has and is playing a pivotal role in the discussions regarding legal representation for the bereaved families at the forthcoming Inquests.

Case Study: 2018 Asia Pro Bono Conference

We have been working hard to widen our pro bono proposition across our international offices and as such we were proud to be a sponsor for the 2018 Asia Pro Bono Conference. Our team in Hong Kong attended the conference and supported in the planning and programming for the sessions to ensure a successful and effective event.

SECTION 6:

The Addleshaw Goddard Charitable Trust

For over 30 years the Addleshaw Goddard Charitable Trust (originally the Theodore Goddard Charitable Trust), has been providing support to a wide range of local, national and international charities. The Addleshaw Goddard Charitable Trust is a registered charity (286887).

The charity is separate from the firm but has strong links to how the business supports local communities, the foundations of which have been built over many years. The charity has supported many good causes over the last few years, including the charities chosen as our charity partners such as Martin House Children's Hospice, St Joseph's Hospice, Bleakholt Animal Sanctuary and others such as: St Ann's Hospice, Citizenship Foundation, Learning Partnerships, Bolton Lads and Girls Club, The Anthony

Nolan Trust, Dreams Come True, Walking with the Wounded, British Heart Foundation, St Michaels' Hospice, Cancer Research UK and many more.

As well as offering support to charities put forward by our people, the Trust also promotes a culture of charitable fundraising amongst colleagues through a programme of matched funding support.

We are pleased to share that over the 2018/2019 financial year the trust made the following donations to charities that matter to our people:



I'm proud of the activities the AG Charitable Trust supports, which consistently link us with the communities around us and the charitable initiatives which our people are often actively involved with and support.

PERVINDER KAUR, AG CHARITABLE TRUST TRUSTEE AND PARTNER- HEAD OF PRIVATE CAPITAL

SECTION 7:

Environmental Impact

As a firm we are committed to doing all we can to ensure that we reduce our impact on the environment, whilst further reducing our carbon footprint and wider effects on the planet.

Over the last 12 months we have worked hard on a number of key areas across our offices to ensure our environmental responsibility:



General Measures

We have removed coffee and sauce sachets from all café areas and tea bays, along with plastic straws, plastic drinking cups and cutlery and replaced them with bio-degradable versions. We are also encouraging staff to purchase keep cups, which we are selling in our café areas. Along with these measures we are providing facilities for staff to recycle; including used battery and light bulb collections and we are making used coffee grounds available to staff to take home to be utilised as fertiliser and slug repellent. Overall we have managed to reduce our plastic cup consumption by 89% over the last financial year.



Waste Stream Measures

We currently separate waste into the following waste streams and are continuing to do work in this area:

- ▶ Paper waste collected for shredding (recycled into toilet paper and hand towels)
- ▶ Plastics recycled
- ▶ Cardboard (recycled, pulped and reused as cardboard)
- ▶ Glass (recycled, crushed and used in road maintenance materials)
- ▶ Electrical Items recycled where possible to voluntary organisations (controlled by WEEE Regs)
- ▶ Printer Cartridges recycled for charitable organisations
- ▶ Food to biodegradable handler
- ▶ Anything entering the general waste stream is taken to a Materials Recycling Facility (MRF) where the waste is separated through various systems and again taken for recycling



Stationery Measures

We have implemented default duplex printing for all users with the aim of reducing paper usage and we have seen an initial reduction of 15%. This equates to a saving of:

- ▶ Leeds and Manchester, 12,500 sheets per site per month
- ▶ London, 25,000 sheets per month

We have co-ordinated the donation of desk top printers to local schools in Leeds and Manchester. For example, we donated 14 printers to Cardinal Heenan Catholic High School in Leeds- a school that we support through a number of our other CSR programmes. In addition to this recycling scheme we have also adopted the Bic- Used Pen Recycling Scheme into all of our UK offices.



Recognition and Commitment

We are delighted to share that we have achieved ISO14001 Environmental Management Accreditation (2015 Standard) for four consecutive years, including the improved 2015 standard this year.

We are a founding member of the Legal Sustainability Alliance, which involves regular meetings to look at lowering carbon footprint and annual reporting on all members carbon output.

In 2016 our London office received the Gold Award for the Lord Mayors City of London Environmental Scheme for carbon reduction and our Leeds and Manchester offices are members of Ground Work MSST.

We have seen a reduction of our carbon footprint by 40% over the last four years as a direct result of good management in our London office, reducing electricity and gas use.

SECTION 8:

Our Ongoing Objectives and Priorities

Whilst we are proud of our achievements over the 2018/2019 financial year, culminating with our success in being shortlisted for “Best CSR Initiative Award” at the HR in Law Awards 2019, we are striving to achieve further positive impact across our community, charity and pro bono work streams.

These are our high level priorities to work towards over 2019/2020.



Ongoing Recruitment drive for both CSR and Charity Committees at a strategic level



Identify and implement new programmes-appealing to a cross section of the employee population



Implementation of a client partnership programme



Expand our pro bono programme to meet local need



Robust monitoring and evaluation to demonstrate progress and ROI



Strengthen our international offer across all of our offices (Asia, Germany and the GCC)

Contact us

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