

**AusLSA Sustainability Reporting Framework
Consultation Draft
June 2017**

FULL LISTING OF PROPOSED QUESTIONS

Organisational Details

Page Title	Question	Answer Type	Criteria/Question Assistance
Organisational Details	Name of Firm	text	<ul style="list-style-type: none"> The name of your firm.
Organisational Details	Number of Employees - including Partners and casuals	Numerical	<ul style="list-style-type: none"> Enter the total number of full-time equivalent (FTE) employees working at your Australian offices as at 30 June. This information is used to generate per employee reporting indicators as well as allowing you to benchmark yourself with firms of similar size. Your human resources department will be able to assist in locating this information.

Organisational Details

Page Title	Question	Answer Type	Criteria/Question Assistance
	Floor Area	Numerical	<ul style="list-style-type: none"> • Enter the total floor area (in square metres) for all office sites that your firm operated in Australia as at 30 June. • This information is used to generate per metre reporting indicators as well as allowing you to benchmark yourself with firms of similar size. • Your premises or operations management department will be able to assist in locating information.
	Number of Offices	text	<ul style="list-style-type: none"> • Enter the number of office sites that your firm operated in Australia as at 30 June. • This information is used to calculate the percentage of offices with recycling facilities. • Your premises or operations management department will be able to assist in locating information.

Organisational Details

Page Title	Question	Answer Type	Criteria/Question Assistance
	Contact First Name	text	
	Contact Last Name	text	
	Contact Position	text	
	Contact Email	email	
	About your firm	Free Text	<ul style="list-style-type: none"> • Enter up to 200 words to describe your firm and its broader corporate responsibility philosophy and brand. This could include statements about your values, commitments priorities, activities and achievements. • This information will be reproduced verbatim in your section of the AusLSA member's report. • Your business development or marketing department will be able to assist with this. It may be like the general information already developed for your website.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
About People Programs	Summarise your firm's approach to people programs including commitment, priorities and achievements: (maximum 200 words)	Free Text	<ul style="list-style-type: none"> In this section, you have 200 words of free text to describe your people programs. You may wish to include significant awards received, or initiatives that your firm has developed, your planned priorities and other material issues that you might be addressing. If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report. Your HR department and Business Development group should be able to assist with this information.
About People Programs	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> Use this section to upload any working documents that you may want to save for future reference. Documents that are uploaded remain private and secure and are not used by AusLSA.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Gender Equity	Does your firm operate in accordance with a formally approved gender equity policy?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A formally approved gender equity policy is a document that outlines the firm’s position towards equal opportunities for all staff and is ratified by the managing partner or board of the firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Gender Equity</p> <p>NEW QUESTION</p>	<p>Is your firm's gender equity policy (or a variant) available in the public domain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has a gender equity policy, you may choose to publish this on your website. Alternatively, you may publicly state your firm's attitude to gender equity in another form. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Gender Equity	Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement the gender equity policy and report back to the leadership team?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • This question seeks to determine if the management and implementation of the gender equity policy has been delegated to someone in the firm. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Gender Equity	Who has the responsibility to oversee and implement the gender equity policy and report back to the leadership team? (select all that are appropriate)	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Partner • Director • Committee 	<ul style="list-style-type: none"> • Please select the appropriate management level responsible for the management and implementation of the gender equity policy. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. <p>Your HR department should be able to assist with this information.</p>

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Gender Equity	What kind of gender equity programs or activities does your firm engage in?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Employer of Choice for Gender Equity • Pay Equity Ambassador • Male Champions of Change • International Women's Day • Other gender equity programs (please specify) 	<ul style="list-style-type: none"> • There are numerous gender equity programs and activities available and some of the mainstream programs are listed below. • Please select any of the programs listed that your firm participates in. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Gender Equity	Does your firm have gender equity targets?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Gender Equity targets typically define the appropriate percentage of women:men employed by the firm and the date that the target should be achieved. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Gender Equity	What is the gender profile of your firm's partners?	range	<ul style="list-style-type: none">• Use the slider to indicate the percentage of MALE partners in the firm.• If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes.• Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Gender Equity	What is the gender profile of your firm's legal staff?	range	<ul style="list-style-type: none"> • Use the slider to indicate the percentage of MALE legal staff in the firm. • Legal staff are defined as partners, lawyers and paralegals engaged in the provision of legal services to clients. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Gender Equity	What is the gender profile of your firm's non-legal staff?	range	<ul style="list-style-type: none"> • Use the slider to indicate the percentage of MALE non-legal staff in the firm. • Non-legal staff are defined as support and business administration staff who are not engaged in the provision of legal services to clients. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.
Gender Equity	Upload any working documents that you may want to save for your future reference	File-Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Flexible Working	Does your firm operate in accordance with a formally approved flexible working policy?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A formally approved flexible working policy is a document that outlines the firm's position towards options regarding working flexibly (including maternity/paternity leave and carers leave) and is ratified by the managing partner or board of the firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Flexible Working</p> <p>NEW QUESTION</p>	<p>Is your firm's flexible working policy (or a variant) available in the public domain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has a flexible working policy, you may choose to publish this on your website. Alternatively, you may publicly state your firm's attitude to flexible working in another form. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Flexible Working	What kind of flexible working programs or initiatives does your firm offer?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Flexible hours of work • Time in lieu • Part time work • Job sharing • Telecommuting • Unpaid leave • Carers leave • Other gender equity programs (please specify) 	<ul style="list-style-type: none"> • There are numerous flexible working programs and initiatives available and some of the mainstream programs are listed below. • Please select any of the programs listed that your firm participates in. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Flexible Working	Does your firm have a paid parental leave scheme?	<p>Checkbox</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Indicate if your firm has a paid parental leave scheme. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Flexible Working	Is the parental leave scheme available to both primary care givers and secondary care givers?	<p>Checkbox</p> <ul style="list-style-type: none"> • Yes • No 	<ul style="list-style-type: none"> • If there are two care givers in the family, please indicate if the paid parental scheme is available to both primary and secondary care givers. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Flexible Working	What aspects does your paid parental scheme include?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Paid leave for primary care giver • Paid leave for secondary care giver • Additional leave without pay available • Other (please specify) 	<ul style="list-style-type: none"> • Please select which care giver/s are provided with paid parental leave and if there is any additional leave without pay available. If there are any other elements to your paid parental scheme, select 'Other' and describe those other benefits. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Flexible Working	Please specify the number of paid weeks of parental leave provided to the primary care giver?	Number	<ul style="list-style-type: none"> • In the text box provided, please specify the number of paid weeks provided to the primary care giver. Many firms have a sliding scale of paid weeks of leave depending on length of service. If this is the case for your firm, please describe this here. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Flexible Working	Please specify the number of paid weeks of parental leave provided to the secondary care giver?	Number	<ul style="list-style-type: none"> • In the text box provided, please specify the number of paid weeks provided to the secondary care giver. Many firms have a sliding scale of paid weeks of leave depending on length of service. If this is the case for your firm, please describe this here. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Flexible Working	What is the percentage of women returning to work for your firm after maternity leave?	percent	<ul style="list-style-type: none"> • Use the slider to indicate the percentage of women who return to work after maternity leave. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.
Flexible Working	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Diversity	Does your firm operate in accordance with a formally approved diversity policy covering disability, age, ethnicity, religion, stage of career?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A formally approved diversity policy is a document that considers that all employees of the firm be considered equally, regardless of their own beliefs and personal attributes, which is ratified by the managing partner or board of the firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Diversity</p> <p>NEW QUESTION</p>	<p>Is your firm's diversity policy (or a variant) available in the public domain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has a diversity policy, you may choose to publish this on your website. Alternatively, you may publicly state your firm's attitude to diversity in another form. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Diversity	Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement your diversity policy and report back to the leadership team?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • This question seeks to determine if the management and implementation of the diversity policy has been delegated to someone in the firm. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Diversity	Who has the responsibility to oversee and implement your diversity policy and report back to the leadership team? (select all that are appropriate)	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Partner • Director • Committee 	<ul style="list-style-type: none"> • Please select the appropriate management level responsible for the management and implementation of the diversity policy. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Diversity	Does your firm operate in accordance with documented disability access standards?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Disability Access Standards ensure that those with disabilities are not precluded from entering, working or moving around your firm. Depending on your premises and landlord or managing agent, there may be some restrictions in how such standards can be implemented. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department or Office Services Management Team may be able to assist in answering this question.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Diversity	Does your firm operate in accordance with a formally approved LGBTI inclusiveness policy or strategy?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A formally approved LGBTI inclusiveness policy is a document that ensures that staff who consider themselves to be part of the LGBTI community are equally considered and included in all aspects of the operations of the firm, which is ratified by the managing partner or board of the firm. • While LGBTI inclusion may be part of a general diversity policy, many firms have a stand-alone LGBTI inclusion policy. Consider your own firm's diversity and LGBTI policies before answering this question. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Diversity</p> <p>NEW QUESTION</p>	<p>Is your firm's LGBTI inclusiveness policy or strategy (or a variant) available in the public domain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has a LGBTI inclusiveness policy or strategy, you may choose to publish this on your website. Alternatively, you may publicly state your firm's attitude to LGBTI inclusivity in another form. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Diversity	Does your firm have a formally recognised officer or committee with responsibilities to implement the LGBTI Policy and report back to the leadership team?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • This question seeks to determine if the management and implementation of the LGBTI policy has been delegated to someone in the firm. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

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Diversity	Who has the responsibility to implement the LGBTI Policy and report back to the leadership team? (select all that are appropriate)	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Partner • Director • Committee 	<ul style="list-style-type: none"> • Please select the appropriate management level responsible for the management and implementation of the LGBTI policy. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Diversity	What kind of LGBTI activities or programs or activities does your firm engage in?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Pride in Diversity Membership • LGBTI Awareness training • Australian Workplace Equality Index (AWEI) reporting • IDAHOT Week Participation • Other LGBTI programs (please specify) 	<ul style="list-style-type: none"> • There are numerous LGBTI activities or programs available and some of the mainstream programs are listed below. • Please select any of the programs listed that your firm participates in. • There is additional space in 'OTHER' for you to list any different activities or programs that your firm is involved with. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Diversity	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Physical and Psychological Wellbeing	Does your firm have a formally approved psychological well-being policy or strategy?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A formally approved psychological well-being policy is a document that considers the mental health of all at the firm, which is ratified by the managing partner or board of the firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Physical and Psychological Wellbeing</p> <p>NEW QUESTION</p>	<p>Is your firm's psychological well-being policy or strategy (or a variant) available in the public domain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has a psychological well-being policy or strategy, you may choose to publish this on your website. Alternatively, you may publicly state your firm's attitude to psychological well-being in another form. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Physical and Psychological Wellbeing	Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement the psychological well-being policy or strategy and report back to the leadership team?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • This question seeks to determine if the management and implementation of the psychological well-being policy has been delegated to someone in the firm. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

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Physical and Psychological Wellbeing	Who has the responsibility to oversee and implement the psychological well-being policy or strategy and report back to the leadership team? (Select all that are appropriate)	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Partner • Director • Committee 	<ul style="list-style-type: none"> • Please select the appropriate management level responsible for the management and implementation of the psychological well-being policy. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

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Physical and Psychological Wellbeing	What kind of psychological wellbeing programs or activities does your firm engage in?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Signatory to the TJMF • Beyond Blue programs participant • RUOK programs participant • Black Dog programs participant • Confidential professional psychological support • Mental health first aid training • Other psychological wellbeing programs (please specify 20 characters) 	<ul style="list-style-type: none"> • There are numerous psychological wellbeing programs or activities available and some of the mainstream programs are listed below. • Please select any of the programs listed that your firm participates in. • There is additional space in 'OTHER' for you to list any different programs or activities that your firm is involved with. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Physical and Psychological Wellbeing	Does your firm undertake staff surveys and communicate results which include how staff feel their physical and psychological well-being is considered by the firm?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Psychological wellbeing staff surveys may be part of broader staff engagement surveys or may be discrete, however the intention here is to confirm that the firm is asking staff 'how they feel'. • The results of such surveys should be made available anonymously for all in the firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Physical and Psychological Wellbeing	Does your firm have a formally approved physical health and well-being policy or strategy?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A formally approved physical well-being policy is a document which considers the physical health (diet, exercise, health care etc) of all at the firm, which is ratified by the managing partner or board of the firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

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<p>Physical and Psychological Wellbeing</p> <p>NEW QUESTION</p>	<p>Is your firm's physical health and well-being policy or strategy (or a variant) available in the public domain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has a physical health and well-being policy or strategy, you may choose to publish this on your website. Alternatively, you may publicly state your firm's attitude to physical health and well-being in another form. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

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Page Title	Question	Answer Type	Criteria/Question Assistance
Physical and Psychological Wellbeing	Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement the physical well-being policy or strategy and report back to the leadership team?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • This question seeks to determine if the management and implementation of the physical well-being policy has been delegated to someone in the firm. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

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Physical and Psychological Wellbeing	Who has the responsibility to oversee and implement the physical well-being policy or strategy and report back to the leadership team? (Select all that are appropriate)	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Partner • Director • Committee 	<ul style="list-style-type: none"> • Please select the appropriate management level responsible for the management and implementation of the physical well-being policy. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Physical and Psychological Wellbeing	Which physical well-being programs or initiatives does your firm engage in?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Health checks • Flu vaccinations • Work based physical fitness • Ergonomics <p>Other work place health programs (please specify 20 characters)</p>	<ul style="list-style-type: none"> • There are numerous physical well-being programs or initiatives available and some of the mainstream programs are listed below. • Please select any of the programs listed that your firm participates in. • There is additional space in 'OTHER' for you to list any different programs or initiatives that your firm is involved with. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Physical and Psychological Wellbeing	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Staff Development</p> <p style="color: red; text-align: center;">NEW SECTION AND QUESTION</p>	<p>Does your firm have a staff development program which addresses training, development and continued education of individual staff?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not Reported 	<ul style="list-style-type: none"> • A staff development program should include training and other development activities included in an individual's learning and development plan. <p>For example:</p> <ul style="list-style-type: none"> ○ Opportunities for new roles and responsibilities ○ Coaching and mentoring ○ training about your firm's internal policies, procedures and systems ○ training and development to assist lawyers with CLE requirements ○ professional skills and knowledge development ○ supporting training and further education that provides an external and transferable qualification or certification. <ul style="list-style-type: none"> • For the 2017 reporting period, your response to this question will not be reported and will only be used anonymously for statistical purposes. • Your HR or training department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Staff Development</p> <p style="color: red; font-weight: bold;">NEW SECTION AND QUESTION</p>	<p>Select which staff members this program applies to:</p>	<p>Checkbox (check all that apply)</p> <ul style="list-style-type: none"> • Partners • Lawyers • Business Support Staff 	<ul style="list-style-type: none"> • Please indicate the categories(s) of staff that your development program applies and is delivered to. • For the 2017 reporting period, your response to this question will not be reported and will only be used anonymously for statistical purposes. • Your HR or training department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Staff Development</p> <p style="color: red; text-align: center;">NEW SECTION AND QUESTION</p>	<p>Typically, what type of training and development activities are included in your firm's staff development program?</p>	<p>Checkbox (check all that apply)</p> <ul style="list-style-type: none"> • Coaching • Mentoring • Professional Skills • Internally delivered training programs • Attending external training or seminars • Substantive Law • Personal Development • Technology Training • Internal Policy training 	<ul style="list-style-type: none"> • A staff development program will include a wide range of training and development activities. • If your firm has an internal training department, some of this training may be delivered by them or all of the training may be external or externally facilitated. • Several training types are listed here. Please select which ones apply to your firm. • For the 2017 reporting period, your response to this question will not be reported and will only be used anonymously for statistical purposes. • Your HR or training department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Staff Development</p> <p style="color: red; text-align: center;">NEW SECTION AND QUESTION</p>	<p>Does your firm, as part of its annual operating budget, make provision for training and development courses that provide a transferable certification or qualifications?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not Reported 	<ul style="list-style-type: none"> • Externally facilitated training may include seminars for legal CLE, specific technical or management training for support staff or any other training that may be identified as part of the professional development of any staff member. • For the 2017 reporting period, your response to this question will not be reported and will only be used anonymously for statistical purposes. • Your HR or training department should be able to assist with this information.

People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Staff Development NEW SECTION AND QUESTION	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
About Community Programs	Summarise your firm's approach to community programs including commitment, priorities and achievements: (maximum 200 words)	Free Text	<ul style="list-style-type: none"> • In this section, you have 200 words of free text to describe your community programs. You may wish to include significant awards received, or initiatives that your firm has developed, your planned priorities and other material issues that you might be addressing. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report. • Your CSR department, Business Development Group or Pro Bono Group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
About Community Programs	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Legal Pro Bono	Does your firm have a formally endorsed pro bono strategy?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A formally approved pro bono strategy is a document that outlines how the firm integrates its pro bono intentions and undertakings into normal operations of the firm, and is ratified by the managing partner or board of the firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department, Business Development Group or Pro Bono Group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Legal Pro Bono</p> <p>NEW QUESTION</p>	<p>Is your firm's pro bono strategy (or a variant) available in the public domain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has a pro bono strategy, you may choose to publish this on your website. Alternatively, you may publicly state your firm's attitude to pro bono in another form. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Legal Pro Bono	Does your firm have a formally appointed officer or committee with recognised responsibilities to implement the pro bono strategy and report back to the leadership team?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • This question seeks to determine if the management and implementation of the pro bono strategy has been delegated to someone in the firm. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR or Pro Bono group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Legal Pro Bono	Who has the responsibility to implement the pro bono strategy and report back to the leadership team?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Partner • Director • Committee 	<ul style="list-style-type: none"> • Please select the appropriate management level responsible for the management and implementation of the pro bono strategy. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR or Pro Bono group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Legal Pro Bono	Is your firm a signatory to the Australian Pro Bono Centre Aspirational Target?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • The Australian Pro Bono Centre has set an ‘aspirational target’ of 35 hours of pro bono work per lawyer per annum. ‘Aspirational’ means that firms who sign up to this target should strive to meet or exceed this target. • The total pro bono hours delivered by your firm should be divided by the number of lawyers to determine if this target has been met. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your pro bono group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Legal Pro Bono	Does your firm have a planned date to meet the Australian Pro Bono Centre Aspirational Target?	<p>Checkbox</p> <ul style="list-style-type: none"> • Target currently met • Goal date has been set • No date currently set 	<ul style="list-style-type: none"> • Indicate if you have met the Australian Pro Bono Centre Target. • If the target has not been achieved, indicate if a date has been set for the target to be achieved. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your pro bono group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Legal Pro Bono	What date has your firm set as a goal to meet the target?	date	<ul style="list-style-type: none"> • Enter the goal date your firm has set to meet the target. • This information is not reported. • Your pro bono group should be able to assist with this information.
Legal Pro Bono	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Non-Legal Volunteering</p>	<p>Does your firm actively support employees and partners participating on boards and administration of not for profit or community organisations including organisations such as community support, education and healthcare etc.?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Indicate if your firm approves of legal or non-legal staff participating in the management and operations of external not-for-profit or community organisations. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR or CSR department should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Non-Legal Volunteering</p>	<p>Does your firm coordinate employee non legal volunteering activities or formally support employees who undertake non legal volunteering?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Indicate if your firm supports or organises non-legal volunteering activities (such as gardening, painting, rubbish collection etc...) • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR or CSR department should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Non-Legal Volunteering</p>	<p>What kind of non-legal volunteering activities do your employees engage in?</p>	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Non-Legal volunteering programs • Allocation of paid volunteer time for employees • Other (please specify) 	<ul style="list-style-type: none"> • Several non-legal volunteering activities are listed here. Please select which of these are applicable for your firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR or CSR department should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Non-Legal Volunteering	What proportion of employees are participating in non-legal volunteering?	percent	<ul style="list-style-type: none"> • Use the slider to indicate the percentage of employees in your firm who are engaged in non-legal volunteering activities. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR or CSR department should be able to assist with this information.
Non-Legal Volunteering	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Corporate Giving	Does your firm have a corporate giving program?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Indicate if your firm has a corporate giving or donations program. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR or Finance department should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Corporate Giving	What kind of corporate giving activities does your firm engage in?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Corporate donations • Foundations • Staff giving • Matched giving • Other (please specify) 	<ul style="list-style-type: none"> • Several corporate giving activities are listed here. Please select which of these are applicable for your firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR or Finance department should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Corporate Giving	What proportion of employees are participating in corporate sponsored giving programs?	percent	<ul style="list-style-type: none"> • Use the slider to indicate the percentage of employees in your firm who are participating in sponsored corporate giving programs. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. <p>Your CSR or Finance department should be able to assist with this information.</p>
Corporate Giving	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Indigenous Reconciliation	Is your firm implementing a formally approved indigenous reconciliation policy?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Please indicate if your firm is implementing a formally approved indigenous reconciliation program. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR or pro bono group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Indigenous Reconciliation</p> <p style="color: red;">NEW QUESTION</p>	<p>Is your firm's indigenous reconciliation policy (or a variant) available in the public domain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has an indigenous reconciliation policy, you may choose to publish this on your website. Alternatively, you may publicly state your firm's attitude to indigenous reconciliation in another form. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Indigenous Reconciliation</p>	<p>Does your firm have a formally recognised officer or committee with responsibilities to implement the indigenous reconciliation policy and report back to the leadership team?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • This question seeks to determine if the management and implementation of the indigenous reconciliation policy has been delegated to someone in the firm. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR or Pro Bono group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Indigenous Reconciliation</p>	<p>Who has the responsibility to implement the indigenous reconciliation policy and report back to the leadership team?</p>	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Partner • Director • Committee 	<ul style="list-style-type: none"> • Please select the appropriate management level responsible for the management and implementation of the indigenous reconciliation policy. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR or Pro Bono group should be able to assist with this information.

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Indigenous Reconciliation	What kind of indigenous programs or activities does your firm engage in?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Reconciliation Action Plan • Cultural awareness training • NAIDOC Week activities • National Reconciliation Week activities • Internship and employment programs • Other (please specify 	<ul style="list-style-type: none"> • Several indigenous reconciliation programs are listed here. Please select which of these are applicable for your firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR or pro bono group department should be able to assist with this information

Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Indigenous Reconciliation	What level of Reconciliation Action Plan does your firm currently have in place?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Reflect • Innovate • Stretch • Elevate 	<ul style="list-style-type: none"> • There are four recognised levels of Reconciliation Action Plans. Please select the level of plan applicable for your firm. <p>If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes.</p> <ul style="list-style-type: none"> • Your CSR or pro bono group department should be able to assist with this information
Indigenous Reconciliation	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Environment Implementation	About your firm's environmental programs	Free Text	<ul style="list-style-type: none"> • In this section, you have 200 words of free text to describe your environmental programs. You may wish to include significant awards received, or initiatives that your firm has developed, your planned priorities and other material issues that you might be addressing. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Environment Implementation	Does your firm operate in accordance with a formally approved environmental policy?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A formally approved environmental policy is a document that outlines the firm's position towards addressing its material environmental issues and is ratified by the managing partner or board of the firm. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Environment Implementation</p> <p>NEW QUESTION</p> <p>(will only be asked if the previous question was = Y)</p>	<p>Is the environmental policy made available to the public?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Making your policy available to the public (probably via your firm's website) further demonstrates your firm's commitment to environmental responsibility. • If you are considering developing an Environmental Management System (EMS), then making your policy public is a mandatory requirement. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Environment Implementation</p> <p>NEW QUESTION</p> <p>(will only be asked if the previous question was = Y)</p>	<p>Does the policy consider the upstream environmental impacts that may arise from your supply chain?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • While you may or may not have a supply chain management program, your policy should consider how you select environmentally friendly product. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Environment Implementation</p>	<p>Does your firm have a formally appointed officer or committee with recognised responsibilities to oversee and implement the environment policy and report back to the leadership team?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • This question seeks to determine if the management and implementation of the environment policy has been delegated to someone in the firm. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Environment Implementation</p>	<p>Who has the responsibility to oversee and implement the environment policy and report back to the leadership team?</p>	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Partner • Director • Committee 	<ul style="list-style-type: none"> • Please select the appropriate management level responsible for the management and implementation of the environment policy. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. <p>Your CSR department should be able to assist with this information.</p>

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Environment Implementation	What kind of green office activities does your firm engage in?	<p>Checkbox</p> <ul style="list-style-type: none"> • CitySwitch Green Office • ECO-Buy • Sustainability Advantage (NSW) • Green Star rated buildings 4-6 star • National Greenhouse and Energy Reporting (NGERs) compliant reporting • Earth Hour • World Environment Day • Other (please specify) 	<ul style="list-style-type: none"> • There are numerous 'green office' activities and programs available and some of the mainstream programs are listed below. • Please select any of the programs listed that your firm participates in. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. <p>Your CSR department should be able to assist with this information.</p>

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Environment Implementation	Does your firm set and monitor targets for environmental improvements?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Environmental improvement targets might include reduction of electricity consumption, paper or travel or may implementation of energy or paper saving technologies. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Environment Implementation	Does your firm have a current Environmental Management System (EMS) in place?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • An Environmental Management System (EMS) is a formalised system that registers the material environmental impacts for your firm, develops methods for monitoring these impacts and sets targets for their reduction. This is a continual improvement program. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Environment Implementation	Is your firm's Environmental Management System independently certified to a relevant standard?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Please indicate if your EMS has been certified to any relevant standard (Yes or No) • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Environment Implementation	Which Environmental Management System is your firm certified against?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • AEMS • ISO 14001 • Other (please specify) 	<ul style="list-style-type: none"> • Typically, and EMS would be certified against that AusLSA standard (AEMS) or ISO14001. Please select (or enter) the standard that your EMS has been certified to. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.
Environment Implementation	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Electricity	Purchased Electricity Type	Drop-down-list <ul style="list-style-type: none"> • Purchased electricity (General) kWh • Green Tariff (General) Kwh • ACT • NSW • NT • QLD • SA • TAS • VIC • WA 	<ul style="list-style-type: none"> • Using the dropdown menu, select either a standard electricity supply tariff or green electricity supply tariff for each state where you purchase electricity. • If you have a mix of standard and green electricity supply in each state use the 'Add' button to create a separate entry for each type. • This information will be used to select the correct greenhouse gas emission factor when calculating the amount greenhouse gas generated from your standard supply. • Electricity consumption and tariff information is detailed on your regular electricity accounts. Your premises or operations management team will be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Electricity	What kind of sustainable energy use activities does your firm engage in?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Specify energy efficient appliances • Energy efficient refits undertaken • Other (please specify, max. 20 characters) 	<ul style="list-style-type: none"> • Firms may engage in implementing initiatives which assist in energy reduction, some of which are listed here. Please select the initiatives that your firm might use. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR department should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Offsets & Renewable Generation	Renewable electricity generated onsite	kWh	<ul style="list-style-type: none"> • Enter the generation in kilowatt hours (kWh) of any electricity you may have generated onsite or from any sources that may be owned by your firm. • This information is used to calculate your total greenhouse gas emissions, and any electricity derived from these sources has a different emission factor applied. • It is very uncommon for law firms to operate any energy generation from their sites. Your premises or operations management team will be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Offsets & Renewable Generation	Carbon offset credits purchased	Tonnes	<ul style="list-style-type: none"> • Enter the amount in tonnes of greenhouse gas (tCO₂-e) for any carbon offsets that your firm may have purchased. • This information is used to offset emissions from other sources in your firm to determine your net greenhouse gas emissions. • Carbon offsets may be purchased from several third-party providers, or may be through your firm's air travel bookings, or from your electricity provider. Ensure any offsets counted are from a reputable supplier and you have undertaken due diligence satisfy yourself of their legitimacy. • There are several people who may be responsible for purchasing offsets. Your premises or operations management team should be able to assist with this information.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Environment Implementation	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria
Domestic Air Travel	Ticket Type	<p>Ticket Type</p> <ul style="list-style-type: none"> • Economy • Business 	<ul style="list-style-type: none"> • Enter flight data for each category of travel for all Australian offices for the year ending 30 June. • Using the dropdown menu, select either the distance flown in kilometres (Km) or the number of flights taken. • Business travel is usually a significant contributor to a law firm's total greenhouse gas emissions. • Your firm's travel co-ordinator or travel agent can usually provide this information. • Ensure that all New Zealand and pacific flights are entered as international flights • Any flight costs should be entered GST free
Domestic Air Travel	Usage - Method	<p>Method (choose one)</p> <ul style="list-style-type: none"> • distance travelled (km) • Number of flights 	
International Air Travel	Ticket Type	<p>Ticket Type</p> <ul style="list-style-type: none"> • Economy class • Business class • First class 	
International Air Travel	Usage - Method	<p>Method (choose one)</p> <ul style="list-style-type: none"> • distance travelled (km) • Number of flights 	

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Air Travel	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Car Travel	Hire cars	Drop-down-list (select one) <ul style="list-style-type: none"> • number of journeys • total spend (AUD) distance travelled (kms)	<ul style="list-style-type: none"> • Enter taxi and hire car data for each by category by all Australian offices for the year ending 30 June. • Using the dropdown menu, select either the distance in kilometres (Km) travelled, the number of journeys taken or the total spend in AUD - excluding GST. • Taxis and hire cars are a significant contributor to some law firm's greenhouse gas emissions. Taxi and hire car use contributes to the calculation of your greenhouse gas emissions.
Car Travel	Personal Car use	Drop-down-list (select one) <ul style="list-style-type: none"> • number of journeys • total spend (AUD) • distance travelled (kms) 	
Car Travel	Company cars	Drop-down-list (select one) <ul style="list-style-type: none"> • number of journeys • total spend (AUD) • distance travelled (kms) 	

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Car Travel	What kind of sustainable travel and meetings activities does your firm engage in?	<p>Checkbox (check all applicable)</p> <ul style="list-style-type: none"> • Telecommuting • Policy on purchasing carbon offsets • Teleconferencing facilities and training • Ride to Work Day • End of trip facilities • Other (please specify, max. 20 characters) 	<ul style="list-style-type: none"> • There are several sustainable travel alternatives available to firms, some of which are listed here. • Please select which of these sustainable travel alternatives your firm uses. • Your firm's CSR group should be able to assist with this question.
Travel	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria
Refrigerant Loss	<p>Unit type</p> <ul style="list-style-type: none"> • Bar Fridges/freezers • Standard Fridges/freezers • Commercial Fridges/freezers • Standalone Air Conditioning Units 	Number of units	<ul style="list-style-type: none"> • Enter the number of types of different fridges, freezers and stand-alone air conditioning your firm uses below. • In law firms, a bar fridge is generally less than 200 litres, a domestic lunchroom fridge is generally less than 400 litres and commercial fridges used in catering kitchens are normally above 400 litres. You may need to use some discretion in applying this guide. Include any necessary explanations in the notes section of this page. • This information is used to determine the refrigerant loss from each type of device and factor this loss into your total greenhouse gas emissions. • Your premises manager will be able to help you collect this information

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Refrigerant Loss	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Paper Consumption	Enter, paper consumption (by type of paper) for all your firm's Australia offices for the year ending 30 June.	Paper Size drop-down-list <ul style="list-style-type: none"> • A0 • A1 • A2 • A3 • A4 • A5 • Legal • Letter 	<ul style="list-style-type: none"> • Enter, paper consumption (by type of paper) for all your firm's Australia offices for the year ending 30 June. • Include all internal paper use (usually measured by paper purchases in reams) and external or outsourced printing (usually measured by the number of A4 impressions). • This information is used to calculate the total weight of paper (in kilograms) that your firm has used during the year. This is reported as an absolute amount, and is also normalised by headcount and floor space. There are no greenhouse gas calculations performed on the paper amount. • You will need to enter consumption of different types of paper by using the "Add" button for each entry. • Your Office Services Manager will be able to assist with this information.
Paper Consumption	Paper Weight (gsm)	Paper Weight (gsm)	
Paper Consumption	Number of Reams Purchased	Number of Reams Purchased	
Paper specification	Environmental Certifications-Green Label	Checkbox (check one) <ul style="list-style-type: none"> • Yes • No 	
Paper specification NEW QUESTION	Environmental Certifications	Checkbox (check all applicable) <ul style="list-style-type: none"> • FSC (Forestry Standards Certification) • AFC (Australian Forestry Standard) • Carbon Neutral • Other please specify (100 characters) 	
Paper specification	Recycled Content	Percentage	

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Outsourced Printing - Paper Consumption	Number of impressions	Number	<ul style="list-style-type: none"> • Many firms employ outsourcing facilities (such as LitSupport, LawInOrder etc) for large volume printing. • To accurately assess the total paper consumption for your firm, we need to obtain the total number of page impressions ('prints') that were outsourced. • Your facilities manager should be able to assist with this.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Outsourced Printing - Paper Consumption	Percent of Double-Sided Impressions Paper Type	Percentage	<ul style="list-style-type: none"> • An 'impression' is at least one sheet of paper, however if your outsourced provider prints double sided, then it is possible to get two impressions per page. • Your outsourced provider, however, may be able to report on total pages of paper used, in which case you should report that there was zero percentage of double sided impressions. • Your facilities manager should be able to assist with this.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Paper Consumption	What kind of sustainable paper use activities does your firm engage in?	<p>Checkbox (check all that apply)</p> <ul style="list-style-type: none"> • Follow me printing • Paperless office program • Recycled paper purchase specification • Environmentally certified accredited paper purchase specification • Other (please specify, max. 20 characters) 	<ul style="list-style-type: none"> • We recognise that paper use in law firms is inevitable, however there are several systems that can be employed to assist in paper use minimisation. Where paper must be used, the best choice of paper is encouraged. • Some of the paper saving initiatives and paper type options are listed here. • Please select which apply to your firm. • Your facilities manager should be able to assist here.
Paper Consumption	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria
Waste	Paper & cardboard recycling Waste Description	Available Percentage of offices where available	<ul style="list-style-type: none"> For each type of waste listed below, enter the percentage of offices in your firm where treatment of this type of waste is available. Your Office Services Manager should be able to help with this.
Waste	Comingles recycling	Available Percentage of offices where available	
Waste	Organic waste treatment/removal Waste Description	Available Percentage of offices where available	
Waste	e-waste removal Waste Description	Available Percentage of offices where available	

Environmental Programs and Performance

Page Title	Question	Answer Type	Criteria/Question Assistance
Waste	What kind of sustainable waste management activities does your firm engage in?	<p>Checkbox</p> <ul style="list-style-type: none"> • Kitchen based recycling facilities and signage • Printer room paper recycling and signage • Catering kitchens recycling • E-waste and/or office furniture donations • Other (please specify, max. 20 characters) 	<ul style="list-style-type: none"> • Several waste management options are available to firms, which are listed here. • Please select which waste management activities your firm undertakes. • Your Office Services Manager should be able to assist with this.
Waste	Upload any working documents that you may want to save for your future reference	File Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
<p style="text-align: center;">Governance Programs and Activities</p>	<p>Summarise your firm's approach to governance programs including commitment, priorities and achievements:</p>	<p style="text-align: center;">Free Text</p>	<ul style="list-style-type: none"> • In this section, you have 200 words of free text to describe your approach to firm governance. For example, you may wish to include information regarding your ethics or compliance programs, your business continuity approach, risk management, matter management or other due diligence approaches. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report. • Your compliance or risk management group may be able to assist with this information.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
Governance	Upload any working documents that you may want to save for your future reference	File-Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
Sustainable Supply Chain Management	Does your firm have a Sustainable Supply Chain Management program?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A Sustainable Supply Chain Management (SSCM) program is a program that your firm may use to minimise risk with your supply chain. The intent of an SSCM program is to try and ensure that your firm’s major suppliers conduct their business in an ethical and responsible manner and do not expose your firm to risk arising from any misconduct on their part. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Those responsible for procurement in your firm should be able to assist with this information.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
Sustainable Supply Chain Management	How are supplier standards applied?	<p>Checkbox</p> <ul style="list-style-type: none"> • Supplier standards are applied to both existing and new suppliers • Supplier standards are applied to existing suppliers • Supplier standards are applied to new purchases 	<ul style="list-style-type: none"> • Please indicate if supplier standards are applied to new suppliers to the firm, retrospectively to existing suppliers or all suppliers. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Those responsible for procurement in your firm should be able to assist with this information.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
Sustainable Supply Chain Management	Which aspects does your Supplier Standard cover?	Checkbox <ul style="list-style-type: none"> • Human Rights • Labour • Environment • Fair Operating Practices • Consumer Issues • Community • Indigenous Inclusion • Gender Equality • Other (please specify) 	<ul style="list-style-type: none"> • Numerous supplier standards aspects are included here. Please select from the list all aspects that your standard includes, or select 'other' to include any other standard your firm uses. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Those responsible for procurement in your firm should be able to assist with this information.
Sustainable Supply Chain Management	Upload any working documents that you may want to save for your future reference	File-Upload	<ul style="list-style-type: none"> • Use this section to upload any working documents that you may want to save for future reference. • Documents that are uploaded remain private and secure and are not used by AusLSA.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
Code of Conduct	Does your firm have a code of conduct that deals with ethics (including bribery, corruption fraud, workplace bullying and sexual harassment)?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • 'Codes of Conduct' relate to policies which cover not only external bribery and corruption but also include ethical behaviour and behaviour in the workforce including bullying and harassment. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
Code of Conduct	Does your firm provide code of conduct training?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • If your firm has a code of conduct, please indicate if you undertake specific training on aspects of the code of conduct for all staff. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department should be able to assist with this information.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
Code of Conduct	Does your firm have a documented complaints and grievance mechanism for both internal and external issues?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Please advise if mechanisms exist for staff to report grievances of any sort to management (such as 'whistleblowing' procedures) as well as clear pathways for registering any client complaints. • Please select any of the programs listed that your firm participates in. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your HR department and risk management group should be able to assist with this information.

Governance

Page Title	Question	Answer Type	Criteria/Question Assistance
Code of Conduct	Upload any working documents that you may want to save for your future reference	File-Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Page Title	Question	Answer Type	Criteria
Risk Management	Does your firm have a risk management plan that is reviewed regularly by the leadership team?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • A risk management plan considers material risks to the firm and has a plan to mitigate those risks. Risk might include operational risks, risks related to matter management or risks related to legal advice and professional indemnity. • ‘Leadership Team’ may also be Executive Committee, Board or other senior management body. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your risk management group should be able to assist with this information.

Page Title	Question	Answer Type	Criteria
Risk Management	Does your firm have a documented Business Continuity Plan (BCP) or Emergency Response Plan (ERP) which is regularly tested?	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • These plans document how your firm will continue to operate in the event of a major disruption and may be known under several names (such as Business Continuity, Business Interruption, Disaster Recovery, Emergency Response etc). Such plans used to be just IT related, however more broadly should include 'all of firm' continuity. The biggest risks are often those of recovery of client documents in the risk of fire. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your IT, Premises, Risk Management or HR group should be able to assist with this information.

Governance

Page Title	Question	Answer Type	Criteria
Risk Management	Upload any working documents that you may want to save for your future reference	File-Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Page Title	Question	Answer Type	Criteria
<p>External Reporting</p> <p>NEW SECTION NEW QUESTION</p>	<p>Apart from the AusLSA Sustainability Insight, does your firm undertake any other external Sustainability Reporting?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Part of the sustainable development goals ask that organisations are transparent and provide public access to information. • Developing more in-depth information which is placed on your firm’s website shows best practice in achieving this. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR group should be able to assist with this information.

Page Title	Question	Answer Type	Criteria
<p>External Reporting</p> <p>NEW SECTION NEW QUESTION</p> <p>(Ask this question if the answer to the previous question =Y)</p>	<p>Please describe the type of external reporting your firm undertakes.</p>	<p>Text</p>	<ul style="list-style-type: none"> • Additional external reporting may include a stand-alone sustainability report or more in-depth reporting on any of the sustainability pillars. • It would be likely that this type of reporting would be placed on your firm’s website. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. <p>Your CSR group should be able to assist with this information.</p>

Page Title	Question	Answer Type	Criteria
<p>External Reporting</p> <p>NEW SECTION NEW QUESTION</p>	<p>Do you provide a link from your firm’s website to your AusLSA Sustainability Insight Report?</p>	<p>Checkbox (check one)</p> <ul style="list-style-type: none"> • Yes • No • In development • Not reported 	<ul style="list-style-type: none"> • Part of the sustainable development goals ask that organisations are transparent and provide public access to information. • Providing a link to your AusLSA report is a good way of addressing this goal. • If you choose to publish your results, this information will be included on your firm profile in the annual AusLSA report and will also be used for overall analysis purposes. • Your CSR group should be able to assist with this information.

Governance

Page Title	Question	Answer Type	Criteria
External Reporting NEW SECTION NEW QUESTION	Upload any working documents that you may want to save for your future reference	File-Upload	<ul style="list-style-type: none">• Use this section to upload any working documents that you may want to save for future reference.• Documents that are uploaded remain private and secure and are not used by AusLSA.

Data Submission and Post Use Survey

Page Title	Question	Answer Type
Finish	By checking this box you agree to make your data available to AusLSA, and your data for this reporting period will be locked from further changes being made. If you need to unlock your data, please contact AusLSA.	Checkbox (ticked)
Finish	Please indicate YES, if you agree to have your data published in this year's report, or NO if you want to keep your data private this year	Checkbox (check one) <ul style="list-style-type: none"> • Yes • No
Finish	AusLSA has worked hard to improve the efficiency of the reporting process and the usefulness of the data we collect. Please spend a few final minutes reflecting on your reporting experience to assist us in improving the efficiency of the reporting process and the usefulness of your Sustainability Reporting and Analysis Tool. The answers to this survey are totally confidential and for internal AusLSA use only.	Checkbox (select one) <ul style="list-style-type: none"> • Agree • Disagree
Finish	How many times have you personally completed the AusLSA Annual report before?	checkbox
Finish	How would you rate the ease of gathering the information from your firm for this year's annual report?	checkbox
Finish	Approximately how many weeks do you estimate are needed to collect the data take from across you firm - from start to finish?	range
Finish	How many people in your firm were involved in contributing data or information for the report?	Number
Finish	How would you rate the ease of entering your information in the AusLSA Sustainability Reporting and Analysis Tool?	Checkbox

Data Submission and Post Use Survey

Page Title	Question	Answer Type
Finish	How many hours would you estimate you spent entering your final information in the AusLSA Sustainability Reporting and Analysis Tool?	range
Finish	Did you have any unexpected problems gathering your data or imputing your data into the AusLSA Sustainability Reporting and Analysis Tool?	checkbox
Finish	A data management function to collect, store and automatically upload data into the report like monthly electricity, travel or paper data	checkbox
Finish	Automatic uploads of available data from the Workplace Gender Equity agency or The Australian Pro Bono Centre etc	checkbox
Finish	More automated data validation based on past entries and industry benchmarks	checkbox
Finish	More training on how to get the most from your reporting and the AusLSA Sustainability Reporting and Analysis Tool	checkbox
Finish	A database to store key information for your environmental management system (including action plans and performance data)	checkbox
Finish	A diagnostic feature that identifies your firm's highest priorities and provides guidance to address them	checkbox
Finish	Do you have any other functionality or improvements that you would like to see as part of your tool? Please provide details.	Text area
Finish	Any other comments, advice or suggestions to improve our tool and the reporting process in 2017?	Text area