

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

**PROPOSED NEW QUESTIONS**

## People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Gender Equity</p> <p><b>NEW QUESTION</b></p>	<p>Is your firm's gender equity policy (or a variant) available in the public domain?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Your HR department should be able to assist with this information.</li> </ul>

## People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Flexible Working</p> <p><b>NEW QUESTION</b></p>	<p>Is your firm's flexible working policy (or a variant) available in the public domain?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Your HR department should be able to assist with this information.</li> </ul>

## People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Diversity</p> <p><b>NEW QUESTION</b></p>	<p>Is your firm's diversity policy (or a variant) available in the public domain?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Your HR department should be able to assist with this information.</li> </ul>

## People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Diversity</p> <p><b>NEW QUESTION</b></p>	<p>Is your firm's LGBTI inclusiveness policy or strategy (or a variant) available in the public domain?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Your HR department should be able to assist with this information.</li> </ul>

## People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Physical and Psychological Wellbeing</p> <p><b>NEW QUESTION</b></p>	<p>Is your firm's psychological well-being policy or strategy (or a variant) available in the public domain?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Your HR department should be able to assist with this information.</li> </ul>

## People Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Physical and Psychological Wellbeing</p> <p><b>NEW QUESTION</b></p>	<p>Is your firm's physical health and well-being policy or strategy (or a variant) available in the public domain?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Your HR department should be able to assist with this information.</li> </ul>

## 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><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not Reported</li> </ul>	<ul style="list-style-type: none"> <li>• A staff development program should include training and other development activities included in an individual’s learning and development plan.</li> </ul> <p>For example:</p> <ul style="list-style-type: none"> <li>○ Opportunities for new roles and responsibilities</li> <li>○ Coaching and mentoring</li> <li>○ training about your firm’s internal policies, procedures and systems</li> <li>○ training and development to assist lawyers with CLE requirements</li> <li>○ professional skills and knowledge development</li> <li>○ supporting training and further education that provides an external and transferable qualification or certification.</li> </ul> <ul style="list-style-type: none"> <li>• For the 2017 reporting period, your response to this question will not be reported and will only be used anonymously for statistical purposes.</li> <li>• Your HR or training department should be able to assist with this information.</li> </ul>



## People Programs

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

## People Programs

<p>Staff Development</p> <p><b>NEW SECTION AND QUESTION</b></p>	<p>Typically, what type of training and development activities are included in your firm's staff development program?</p>	<p><b>Checkbox (check all that apply)</b></p> <ul style="list-style-type: none"> <li>• Coaching</li> <li>• Mentoring</li> <li>• Professional Skills</li> <li>• Internally delivered training programs</li> <li>• Attending external training or seminars</li> <li>• Substantive Law</li> <li>• Personal Development</li> <li>• Technology Training</li> <li>• Internal Policy training</li> </ul>	<ul style="list-style-type: none"> <li>• A staff development program will include a wide range of training and development activities.</li> <li>• 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.</li> <li>• Several training types are listed here. Please select which ones apply to your firm.</li> <li>• For the 2017 reporting period, your response to this question will not be reported and will only be used anonymously for statistical purposes.</li> <li>• Your HR or training department should be able to assist with this information.</li> </ul>
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## 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><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not Reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• For the 2017 reporting period, your response to this question will not be reported and will only be used anonymously for statistical purposes.</li> <li>• Your HR or training department should be able to assist with this information.</li> </ul>

## People Programs

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

## Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Legal Pro Bono</p> <p><b>NEW QUESTION</b></p>	<p>Is your firm's pro bono strategy (or a variant) available in the public domain?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Your HR department should be able to assist with this information.</li> </ul>

## Community Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Indigenous Reconciliation</p> <p>NEW QUESTION</p>	<p>Is your firm's indigenous reconciliation policy (or a variant) available in the public domain?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Your HR department should be able to assist with this information.</li> </ul>

## Environmental Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Environment Implementation</p> <p><b>NEW QUESTION</b></p>	<p>Is the environmental policy made available to the public?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• Making your policy available to the public (probably via your firm's website) further demonstrates your firm's commitment to environmental responsibility.</li> <li>• If you are considering developing an Environmental Management System (EMS), then making your policy public is a mandatory requirement.</li> <li>• 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.</li> <li>• Your CSR department should be able to assist with this information.</li> </ul>

## Environmental Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
<p>Environment Implementation</p> <p><b>NEW QUESTION</b></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><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• While you may or may not have a supply chain management program, your policy should consider how you select environmentally friendly product.</li> <li>• 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.</li> <li>• Your CSR department should be able to assist with this information.</li> </ul>



## Environmental Programs

Page Title	Question	Answer Type	Criteria/Question Assistance
Paper specification <b>NEW QUESTION</b>	Environmental Certifications	<b>Checkbox (check all applicable)</b> <ul style="list-style-type: none"><li>• FSC (Forestry Standards Certification)</li><li>• AFC (Australian Forestry Standard)</li><li>• Carbon Neutral</li><li>• Other please specify (100 characters)</li></ul>	

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

## Governance

Page Title	Question	Answer Type	Criteria
External Reporting  <b>NEW SECTION NEW QUESTION</b>	Please describe the type of external reporting your firm undertakes.	Text	<ul style="list-style-type: none"><li>• Additional external reporting may include a stand-alone sustainability report or more in-depth reporting on any of the sustainability pillars.</li><li>• It would be likely that this type of reporting would be placed on your firm's website.</li><li>• 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.</li><li>• Your CSR group should be able to assist with this information.</li></ul>

## Governance

Page Title	Question	Answer Type	Criteria
<p>External Reporting</p> <p><b>NEW SECTION</b> <b>NEW QUESTION</b></p>	<p>Do you provide a link from your firm's website to your AusLSA Sustainability Insight Report?</p>	<p><b>Checkbox (check one)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• In development</li> <li>• Not reported</li> </ul>	<ul style="list-style-type: none"> <li>• Part of the sustainable development goals ask that organisations are transparent and provide public access to information.</li> <li>• Providing a link to your AusLSA report is a good way of addressing this goal.</li> <li>• 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.</li> <li>• Your CSR group should be able to assist with this information.</li> </ul>

## 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"><li>• Use this section to upload any working documents that you may want to save for future reference.</li><li>• Documents that are uploaded remain private and secure and are not used by AusLSA.</li></ul>