

Review 2017

Corporate Social
Responsibility
and Inclusion



Great Ormond Street Hospital Charity



ST. HILDA'S
WORKING FOR THE COMMUNITY SINCE 1889



The BRAIN TUMOUR CHARITY
MICHAEL BARRY FUND



Contents

| | |
|----|---------------------------------|
| 02 | Introduction |
| 03 | Corporate social responsibility |
| 04 | Increasing access to justice |
| 07 | Supporting opportunity |
| 09 | Charity partnerships |
| 10 | Sustainable business |
| 12 | Inclusion |

“

This report showcases some of the highlights and successes over the past year in inclusion and corporate social responsibility (CSR).

You will read about our work to improve vulnerable people's access to justice, how we are supporting education and employability, the tangible support we provide to charities and our approach to diversity and inclusion. A big “thank you” to all our staff for their commitment and enthusiasm - we could not deliver many of these projects without them.



Louise Zekaria

Head of inclusion and CSR

Contact

DD +44 (0)20 7849 2803

louise.zekaria@macfarlanes.com



Masuma Begum

Inclusion and CSR executive

Contact

DD +44 (0)20 7791 4246

masuma.begum@macfarlanes.com

The firm's CSR programme uses the skills and time of our people - solicitors and business services staff - to support disadvantaged communities, through the provision of practical help and financial support. The firm actively encourages its employees to get involved wherever possible.

Our CSR activities are developed and co-ordinated by the CSR Committee, comprising staff across the firm.

The firm's CSR programme has four key areas of focus:

- 1 Increasing access to justice**
As a major law firm, we have a role to play in promoting fairer access to legal advice by providing free legal assistance to disadvantaged communities and to charitable organisations (thereby enabling those organisations to focus their economic resources on delivering support to their beneficiaries).
- 2 Supporting opportunity**
Our staff support young people from disadvantaged backgrounds to develop their skills and aspirations for the future, through education, employability and enterprise support, work experience and mentoring programmes.
- 3 Charity partnerships and volunteering**
As well as fundraising for our charity partners, we offer meeting room space, operational support, governance and strategy advice and volunteering time.
- 4 Sustainable business**
Raising awareness of environmental issues e.g. energy, carbon and waste reduction, using technology and responsible supply chains.

1. Increasing access to justice



Partners, solicitors, trainees and paralegals across the firm volunteer to provide pro bono legal advice to a range of charities and community groups. Macfarlanes is a signatory to the national Pro Bono Protocol and to the Law Society's Pro Bono Charter, both of which confirm the firm's commitment to providing pro bono advice.

“

St Hilda's Legal Advice Clinic has created terrific added value in building resources within the local community. The Macfarlanes advice sessions have successfully brought people from very diverse backgrounds together in an area marked by social division. The clients assisted at the clinic are often in poverty, with very limited access to legal advice. A great many individuals have received assistance in housing and money matters as well as other areas, who otherwise would not have been able to access their rights.

Rupert Williams, St Hilda's East Director

We booked an appointment because we heard from local community members that the clinic provided a great and efficient service.

Client, St Hilda's East Legal Advice Clinic

Launching St Hilda's East Legal Advice Clinic

In November, we launched our new pro bono clinic at St Hilda's East Community Centre in Tower Hamlets. St Hilda's is a well-established community organisation, providing a wide-range of services and opportunities to local people.

Community legal clinics are a vital part of the framework by which individuals are able to access legal advice they would otherwise not be able to afford. Our pro bono clinic runs every Thursday evening in tandem with a food co-op offering locally grown produce at affordable prices to help those in poverty access good quality food and ingredients.

The clinic aims to, in some small way, close the "justice gap" as well as providing excellent skills training for our volunteer solicitors.

In the first three months of operation, 18 staff participated, including our future trainees currently undertaking the Legal Practice Course at BPP Law School. 20 appointments have been booked and our legal advisers have provided support to clients around small claims, housing and contract issues.

“

After some nerves about my ability to be helpful as a junior adviser, at the end of the evening I left feeling elated. I was able to help, in some small way, three individuals who needed some advice to help them move forward in solving practical and legal issues for which they would otherwise have no support. It very much seemed that being able to speak to someone in itself was a massive relief.

Volunteer Legal Adviser, Trainee



Great Ormond Street Hospital Children's Charity (GOSH)

Macfarlanes has supported GOSH Charity for 10 years. This has included advice on naming rights, commercial participator and sponsorship agreements residential tenancies and IP issues. Additionally, our solicitors have drafted template agreements for GOSH Charity and have provided training to GOSH Charity staff on the terms of these agreements and the negotiation of key points.

Lasting impact

In autumn 2017, a team from Macfarlanes delivered an intensive workshop on commercial participator agreements to five internal departments at GOSH Charity. These agreements are valuable to GOSH Charity, enabling it to licence the GOSH Charity brand to companies, who in turn use the branding on products they are selling and pass on a certain amount of the proceeds to GOSH Charity.

The training session covered charity law, commercial participation agreements, contract law and a review of some of the key terms that we often see through the queries sent to us from GOSH Charity. The aim of the session was to give all those who use the template a greater level of confidence when talking about the contractual provisions in the template and a better understanding of which terms can or should not be negotiated.

“

As a result of this bespoke training, our colleagues have more confidence in their understanding of legal contracts, which is hugely beneficial for the variety of relationships managed by teams across the charity. This in turn has a positive impact upon the funds we raise to support the care of seriously ill children from across the UK. I would like to say a huge thank you to everyone at Macfarlanes who has been involved in our partnership. We are very grateful for your on-going support.

Sophie Powell-White, Head of Account Management, Great Ormond Street Hospital Children's Charity



Children enjoying the GOSH Charity Christmas party where Macfarlanes had volunteers helping.



Impetus - The Private Equity Foundation transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life. Impetus find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations.

Macfarlanes has supported Impetus and its charities since 2010. Last year this advice included supporting Impetus' Investment Committee with on-boarding a new charity, **Springboard**, into their portfolio. Solicitors advised on conflict of interest and due diligence during the evaluation of the charity's application. In addition, the firm is currently providing on-going support to **Teens and Toddlers** on their data collection system before the General Data Protection Regulation comes into force in May.

“

Macfarlanes was prompt in providing clear and helpful pro bono advice on the suitability of the governance structure of a new charity we were intending to support. This reassured us around the legal position - resulting in us progressing to a partnership with the charity - and identified areas for improved governance in future.

Springboard



Prostate Cancer UK (PCUK) has a simple ambition - to stop men dying from prostate cancer, through radical improvements in diagnosis, treatment, prevention and support. Macfarlanes has been providing pro bono legal support to PCUK since it was our Charity of the Year in 2014. Last year we reviewed contracts with a major funder planning to invest a new research centre, contracts with university researchers undertaking ground-breaking studies into prostate pathology and key events and sponsorship contracts which generate important income for the charity.

“

We assisted PCUK with setting up a new funding scheme in collaboration with the Movember Foundation. It was a good opportunity to do some commercial legal work for a different kind of client and PCUK really appreciated our help. It was great to use our legal skills for a good cause and to help PCUK in our work.

Adam Rider and Alex Chapman, Solicitors

Macfarlanes is an integral partner for PCUK. The advice and support we receive not only saves us a significant sum per annum in legal fees, but the value to us is much greater in that it gives us confidence that the projects we invest in have a sound contractual basis.

George Ruiz, Director of Resources, PCUK

Noah's Ark Children's Hospice is a community-based hospice providing support for young people and their families with life-limiting conditions in North and Central London. It supports over 160 children who are seriously unwell, 230 of their siblings and 350 of their parents/guardians. It is in the process of building "the Ark", a specialist children's hospice.

Macfarlanes has provided pro bono advice to the charity since October 2014, primarily in relation to the charity's site in Barnet, consisting of a nature reserve set in 7.5 acres of woodland and fields. The "Ark" will be built within this site, together with an environmental centre to share with the Friends of Barnet Countryside.

We have provided pro bono legal support involving documenting the arrangements with Barnet Council and the Friends of Barnet Countryside and drafting the construction documents for the build of the environmental centre. Ten members of the CREG team also used their newly implemented Community Day to assist the charity in maintaining the nature reserve.

“

Whilst we hadn't quite built the Ark in a day, we had contributed to the ongoing efforts required to keep the site such a special place. With all the attention focused on building the hospice, the charity is keen to make sure that its nature reserve is also cared for and looked after - it cannot do this without a steady stream of volunteers and we all felt that our Community Day had been exceptionally well spent.

Katy Rose, Senior Solicitor

2. Supporting opportunity



We focus on Newham

As part of our efforts around social mobility, we work to encourage young people from less privileged backgrounds to broaden their horizons and to aim high in their education and aspirations. As a firm, we have chosen to focus our support on the borough of Newham which, of all our neighbouring boroughs, receives far less support from the corporate sector.

Macfarlanes has partnered with 15billionebp (the Education Business Partnership for Newham) for over 10 years, supporting students at local schools and colleges develop the skills and qualities needed for the world of work.

School Mentoring Programme

Each year staff mentor 40 pupils on a one-to-one basis across three schools, providing careers support, conducting mock interviews, developing their confidence and presentation skills, and exploring problems which they may encounter. Students' feedback shows that this programme has a significant impact on supporting their academic development, raising future aspirations and providing a valuable insight into the world of work.

“

Setting targets with my mentor was really useful because it helped me plan ahead, which is something I am normally poor at.

Year 10 Mentee

It is wonderful to see such a significant improvement in the mentees' confidence and communication skills at the end of the programme.

Lauren Holmes, Programme Manager, 15billionebp



Accessing apprenticeships

Our support in the Newham borough extends further than our School Mentoring Programme. In autumn 2017 we launched a large-scale careers programme to educate teachers within Newham on the different levels of apprenticeships available and particularly higher level qualifications. Research shows that there is a significant gap around teachers receiving the relevant information on higher level apprenticeships and how this compares to a university qualification. As a result, teachers are unable to provide accurate advice to their students.

The first workshop was delivered to 150 teachers working in secondary schools across Newham. Transport for London and the Royal Air Force also participated in this workshop. As a result of the very positive feedback received, a second workshop is being planned for 2018.



Roll on Monday with St Mungo's

Two years ago, St Mungo's homeless charity partnered with legal publication RollOnFriday to launch the RollOnMonday scheme, which sees City firms employ work-ready homeless candidates for a minimum of three months on at least the London Living Wage. Macfarlanes was one of the founding supporter employers on this scheme. Over the last two years we have employed people in various departments across the firm from St Mungo's, thereby considerably improving their future employability prospects.

RollOnMonday is all about giving someone the chance to rebuild their lives after homelessness. Many people who fall on hard times have the capability to find meaningful work, but their experiences can often leave them lacking the confidence to get back out there. Macfarlanes continues to be a dedicated supporter of the scheme, helping people to leave homelessness behind for good.

Hayley Conboy,
Assistant Head of Partnerships at St Mungo's

“

Macfarlanes' Community Day

In May 2017 we launched the “Macfarlanes' Community Day” as part of the firm's CSR programme. Every member of staff may take one paid day per calendar year to volunteer for a firm-approved charity or community project. This also forms part of our trainee solicitor induction.

“

I recently arranged my Macfarlanes' Community Day with a charity called Share Community. Share provides training and employment for disabled people. As part of this initiative, Share offers horticulture courses for disabled adults. Those teaching the courses are very knowledgeable and I learnt a great deal from them while volunteering, including from the students themselves.

Macfarlanes' Volunteer

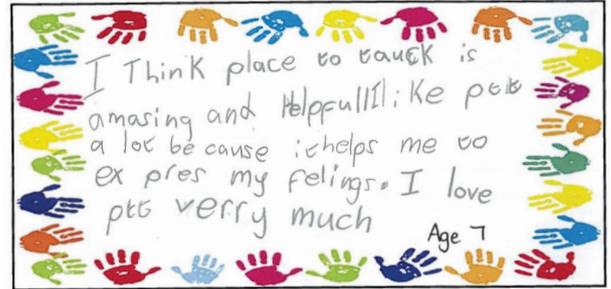
Lindsay Tink, Eugene Atkinson, Gwen Llewelyn Jones and Liam Preston spent their day stacking crates at FareShare.

I booked a day at Islington Food Bank (IFB) using the Benefacto website. IFB provides emergency food and support to local people who are referred to them in crisis. Their clients come from different walks of life whom, for various reasons, have found themselves in food poverty. On the day, I sorted and organized food donations in the warehouse and also prepared emergency food parcels. The IFB team were very welcoming and I enjoyed the experience.

Macfarlanes' Volunteer

The CREG team went back to nature to help Noah's Ark Children's Hospice with their gardens.

3. Charity partnerships



Each year a Charity of the Year is selected by a firm wide vote from a shortlist nominated by members of staff.



During 2017 we had an extremely successful partnership with **The Brain Tumour Charity – Michael Barry Fund**, raising funds which will be spent on pioneering, high-grade medical research. Events included the Great Macfarlanes Bake Off, the Christmas raffle, Happy Hour (staff donate one hour of their July salary) and 50p from each hot drink sold in September via our in house coffee shop, the Department of Coffee. Staff also participated in quiz nights, film screenings, concerts by our firm choir and sporting events such as the London Marathon, all in aid of the charity.

We also provided the charity with legal advice.



Our new Charity of the Year is Place2Be, the UK's leading children's mental health charity working in 282 schools across the UK. One in 10 children in the UK currently suffer from a diagnosable mental health problem, and over half of lifetime mental health issues originate before the age of 14. Place2Be intervenes early to prevent childhood challenges from manifesting as more serious problems later on in life.

For every £5,000 we raise for Place2Be, we are enabling the charity to provide its service in an additional London school. This means that a team of counsellors will provide the following services from a dedicated Place2Be classroom:

- Weekly one-to-one counselling sessions for children with the greatest need.
- A lunchtime drop-in service, Place2Talk, open to all children who need someone to talk to.
- Group work about worries children share, e.g. the move to secondary school or separating parents.
- Parent partnership work open to all parents to ensure that they understand and engage with any behavioural or emotional challenges their children might be experiencing.
- Place2Think - Support and training for teachers to ensure that school staff understand challenging or withdrawn behaviour, and can better support the child in the classroom.

To further support our Charity of the Year, we introduced a new matched sponsorship scheme this year.



Macfarlanes is committed to reducing the environmental impact of our business operations through the adoption of sustainable practices and continual improvement in our environmental performance. The firm is conscious of the impact on the environment through its operations and is working to be increasingly efficient in making a cleaner and safer environment.

This year has seen a tremendous number of initiatives, as part of the move to our new office at 98 Fetter Lane.

- There has been a reduction from over 600 devices printers, copiers, scanners and fax machines across the firm to just 80. Duplex printing has been introduced as standard with fewer paper types. So far, these initiatives have resulted in a 25% reduction in paper, and reduction too for toner and power consumption.
- No 98 and No 20 are both BREEAM energy efficient buildings and are rated as excellent.
- Zip taps have been introduced which use less water and save energy by quickly reaching a desired temperature.
- Water-efficient shower heads have been installed at No 98, which use up to 40% less water.
- In order to reduce the number of disposable coffee cups we use, our in house coffee shop, the Department of Coffee has introduced Keep Cups. We are very keen to encourage this as part of our environmental commitment, and so the CSR Committee is subsidising the cost, also matched by the Department of Coffee.

Hospitality and catering

Elior has been the firm's catering and hospitality supplier for over 30 years. Some facts about their environmental commitment:

- All produce is sourced from local suppliers
- Deliveries have been reduced from daily to weekly frequency to reduce carbon footprint
- Any waste oil produced is collected and converted to bio-diesel for use in the Bidfood delivery vehicles
- The majority of disposable ware is from the London Bio and are biodegradable
- Food wastage is split between food waste and recyclable waste with a minimum going to general waste

Legal Sustainability Alliance

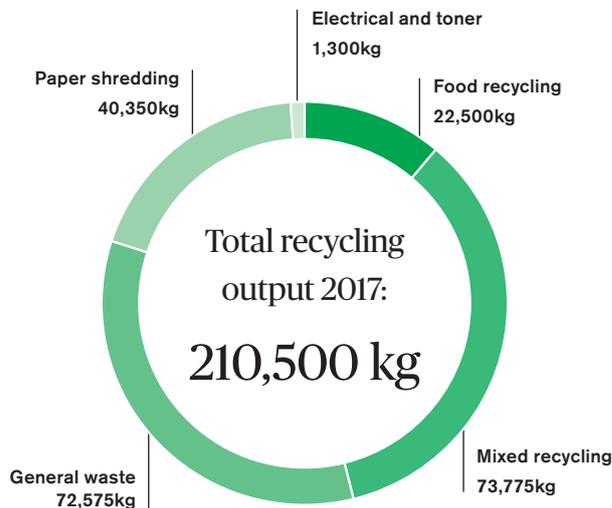
This year the firm became a member of the Legal Sustainability Alliance - an inclusive movement of law firms and related organisations committed to working collaboratively to take action in improving the environmental sustainability of their operations and activities. This platform enables us to share and learn best practice around sustainability issues from other firms and industries.





Waste collection and recycling

We are continually trying to improve our recycling initiative by working with First Mile, a recycling and waste organisation. Over the last 12 months we have recycled the following materials:



Overview of waste destinations and processes

Mixed recycling

All mixed recycling (paper products) that First Mile collects is taken to Bywaters facility in East London. Here it is sorted into 14 separate material streams (plastic, metal, glass etc) ready to be used in re-manufacturing.

Confidential paper and data

Confidential paper is taken to First Mile's own fully accredited facility. Here it is shredded and pulped, before being processed into new, closed loop office paper. Confidential data stored on hard drives, USB sticks etc are also shredded and then incinerated to produce energy.

Food recycling

Food waste is taken to Biogen Bygrave. Here it goes through a process called 'Anaerobic Digestion'. By depriving the waste of oxygen, it breaks down and is converted into nutrient-rich fertiliser and renewable energy which is used to power the natural grid.

General waste

Any waste that cannot be recycled into other materials is taken to Powerday Waste Recovery. It is then incinerated to produce heat and electricity.



Our focus is to foster an inclusive culture throughout the firm, from entry level to partnership. It is about recruiting, retaining and promoting all groups in the firm fairly, and we are carefully reviewing our processes to ensure that everyone has the same chance to develop and advance. An inclusive, forward-thinking culture also enables us to provide innovative solutions to our clients.

Some of our current initiatives are:

Staff networks

Three staff-led networks were launched in May 2017 to provide opportunities for social interaction, peer support and personal development. A variety of partners co-chair these networks:

Balance

A forum for all staff managing careers and home lives, enabling discussion, support and the exchange of information and ideas, to achieve a balance of opportunity for all

BAME & friends

A forum for networking and peer support between ethnic minority staff and allies, which enables the sharing and exchange of relevant information and ideas

LGBT & friends

A forum for networking and peer support, open to everyone regardless of their sexual orientation, to inform staff on LGBT action and to communicate information to colleagues interested in LGBT matters



rare

DIVERSITY
RECRUITMENT
EXCELLENCE

aspiringsolicitors®
access | opportunity | assistance



Gender imbalance in senior roles

We are particularly focused on improving the retention and development of our female talent in all areas of the firm. We are members of the **30% Club** - established with the aim of having 30% women on every FTSE-100 board. There are specific challenges for professional services firms and we are working collaboratively with other firms to accelerate progress across the profession. In autumn 2017, the firm joined the 30% Club cross company mentoring scheme with 40 other organisations across the City. All four year PQE female solicitors across the firm are able to participate as mentees and some of our senior partners and heads of business services participate as mentors. We appreciate that greater transparency about paths into senior roles is important and this area is being improved as part of the career progression programme.

Social and cultural diversity at intake

In 2014, the graduate recruitment team redesigned elements of our recruitment processes to ensure that we recruit the best candidates regardless of their background. Macfarlanes was one of the first signatories to **Rare Recruitment's** Contextual Recruitment System which enables us to understand the context of a candidate's experiences and qualifications. This is a useful tool because it shows a candidate's actual A-Level grades against the average for their school, as well as other social mobility factors, thereby helping to level the playing field between candidates from different backgrounds. Our partnership with Rare Recruitment helps us to attract training contract and vacation scheme applications from young people from black and ethnic minority (BAME) communities.

In 2016, the firm partnered with **Aspiring Solicitors** which enables us to better reach students from a variety of backgrounds across a broad spread of universities. As part of this we have firm ambassadors who are available to offer advice to Aspiring Solicitors' members. We also run two full-day events each year specifically for Aspiring Solicitors' members which comprise mock assessments, skills and networking sessions. In our first year of partnership, ten per cent of our intake of future trainees came from Aspiring Solicitors.

Macfarlanes is a signatory to **PRIME**, a commitment by the legal profession to provide fair access to high quality work experience to students from less privileged backgrounds. As a result, our relationship with Pathways to Law began in 2012. This relationship enables us to offer meaningful work experience to students enrolled in the programme who would not otherwise have this opportunity. Pathways is an innovative widening participation initiative to provide opportunities for students from state schools in England who are interested in a career in law and will be first generation attendees at university. The programme targets students from under-represented backgrounds and provides support throughout years 12 and 13, and beyond into university.

“

The scheme gives students a chance to put themselves in the shoes of qualified solicitors and see whether it suits their personalities and talents; a chance which many people do not have until applying for formal vacation schemes.

Macfarlanes' Solicitor and former Pathways Student

As a result of these initiatives we have seen a 20% increase in ethnic minority trainee applications in the last four years.



Please recycle when you have finished reading

Macfarlanes LLP

20 Cursitor Street London EC4A 1LT

T +44 (0)20 7831 9222 | F +44 (0)20 7831 9607 | DX 138 Chancery Lane | www.macfarlanes.com

Macfarlanes LLP is a limited liability partnership registered in England with number OC334406. Its registered office and principal place of business are at 20 Cursitor Street, London EC4A 1LT. The firm is not authorised under the Financial Services and Markets Act 2000, but is able in certain circumstances to offer a limited range of investment services to clients because it is authorised and regulated by the Solicitors Regulation Authority. It can provide these investment services if they are an incidental part of the professional services it has been engaged to provide.