

Global Compact
Communication on Progress

February 2009



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Statement of continued support from Michael Rose – Chief Executive Partner

Allens Arthur Robinson (**Allens**) is proud to be a signatory to the Global Compact and reiterates its support for the 10 principles.

We are pleased to work with the United Nations to increase awareness and improve outcomes for:

- the protection of human rights;
- the protection of labour in the workplace;
- environmental responsibility; and
- anti-corruption.

As a firm, we aim to uphold these principles in everything we do; that is, in the marketplace, environment, workplace and our communities – all across our Asia Pacific offices. Supporting the Global Compact through this *Communication on Progress* shows us and our stakeholders how *exactly* we meet the principles that are so important to Allens, our people and the wider community.

We want to make a difference, not only in the law and in business, but also in the wider community. Our charity, pro bono, human rights and environment programs are our way of responding to these aspirations. Also, as a firm, we recognise that we have broad responsibilities – to our people, their families, our suppliers and contacts, and the communities in which we all live.

For many years now, our firm has built close relationships with charities and has supported them through personal engagement, direct financial support and the provision of pro bono legal assistance. Our pro bono work is not limited to the charities with which we have continuing relationships. Through our extensive pro bono practice, we are able to use the talent and experience of our lawyers, not only for organisations and people in need, but also to advance the public interest and to assist in the resolution of important legal issues.

Guided by our Footprint Committee, we strive to minimise our impact on the environment. Our focus on the environment reflects another attribute of our people: a keen eye to the future.

We strive for fresh ideas, enthusiasm and passion from our people for us to work in accordance with Global Compact and the principles it stands for, so they deserve our thanks.

The last twelve months have been marked by our continued commitment to human rights and anti-corruption; as well as a number of charitable, pro bono and environmental activities and initiatives that have been very successful. All form part of our long term strategy for Allens.

Thank you for the opportunity to present our Communication on Progress.



Michael Rose
Chief Executive Partner
Allens Arthur Robinson

About Allens

Allens is an international law firm with 15 offices in Australia, South East Asia and China.

One of the largest law firms in Asia, Allens has 932 lawyers, including 201 partners working in the region. In 2008, we continued our growth by appointing 10 new partners across five offices and five practice groups. We also entered into a cooperation agreement with leading Indonesian law firm Widyawan & Partners and a strategic regional alliance with one of Malaysia's leading law firm's, RDL.

We provide a full range of commercial legal services to many of the region's leading corporations and government organisations, including more than 70 of Australia's and more than 25 of the world's top 100 companies.

Description of practical actions taken and process of implementation used

Allens' practical actions in support of the Global Compact are based on a set of long-standing core values. They are:

Excellence – We value excellence in all that we do. We strive to be the best. We work hard, as part of a team, for the good of our clients and our firm. We persevere until the task is completed. We enjoy success, and celebrate it.

Integrity – We are honest and trustworthy in our dealings with each other, with our clients and with all others with whom we deal. We act with integrity at all times.

Respect – We respect and show respect towards each other and others with whom we deal. We are considerate. We appreciate the contributions of all members of our team, and show it. We recognise that our future depends on the encouragement, development and recognition of our people.

Performance – We seek to engender a collegiate spirit among our people, and with our clients. We demonstrate a commitment to a common purpose, to each other, and to our clients. We are supportive of each other, and provide a work environment that is challenging, inclusive and enjoyable for all.

One firm – We share our knowledge, our experience and our expertise freely with each other. We help each other to develop solutions to our clients' problems and to achieve our clients' commercial objectives. We do our best to communicate with each other freely, openly and effectively.

The Golden Rule - We treat others as we would like them to treat us.

Category of principles 1: Human Rights

Policies

Our firm's Strategic Plan sets out seven strategies under the theme Leading People:

- We will build our future on the technical, commercial and intellectual excellence of our people;
- We will be engaged and committed with our clients and each other;
- We will excel in growing the future leaders of our firm;
- We will create a culture where high performance is expected, recognised and rewarded, and in which our values are observed and promoted;
- We will recruit outstanding people;
- We will develop our people within a culture that values learning and harnesses diversity and innovation; and
- We will achieve optimum leverage and manage workload and utilisation.

In support of our firm's strategic plan, our people strategy sets out five key people goals:

- Engage fully as partners, proprietors and leaders of our firm;
- Energise the firm with values, ambition, passion, enthusiasm and high performance;
- Create opportunity for people and help them seize it;
- Create a truly international firm with mobile, broadly skilled and culturally diverse and aware people; and
- Develop and accelerate outstanding professionals in all areas of the firm.

Our approach to managing our people, including our employment policies, is designed to support the achievement of these key people goals. The policies, procedures and guidelines in place that protect the rights of workers include:

- Ethics Guide;
- Grievance Procedure;
- Equal Employment Opportunity and Affirmative Action Policy;
- Workplace Bullying Policy;
- Workplace Harassment Policy;
- Workplace Health and Safety Policy; and
- Rehabilitation [of injured workers] Policy

These policies, procedures and guidelines and their implementation and management (including management of breaches) across the firm help to ensure the firm's commitment to human rights. Our people are made aware of these policies, procedures and guidelines when they commence work with our firm and participate in our induction program. Regular education is provided to our people on these issues to maintain awareness. In 2007/08, we conducted compulsory education and information sessions in all of our Australian offices and four of our Asian offices on equal employment opportunity, bullying, harassment, and workplace health and safety. In addition, a number of people throughout the firm have been appointed as conduct officers. Their role is to be a first point of contact for grievances together with members of the People & Development (HR) team. In calendar year 2009, we will be implementing a diversity program across the firm.

Pro Bono

Allens' substantial not-for-profit client base enables the firm to use our core expertise as corporate lawyers, while furthering the interests of human rights and the public good. Allens provides free legal assistance to individuals in need and to not-for-profit organisations, including those that assist the disadvantaged, arts organisations and organisations that work to protect the natural environment. Our extensive and varied pro bono practice provided free legal work to 200 individuals and 200 community organisations last year.

We were foundation signatories to the National Pro Bono Resource Centre's Pro Bono Target, whereby we committed to attempt to undertake an average of at least 35 hours of pro bono work per lawyer per year. Last year, the first year of reporting on the target, we exceeded the 35 hour target.

We have a number of ongoing pro bono projects through which we work to build relationships with community legal centres and supplement their capacity to provide legal assistance to those in need.

These include the following:

- Mental Health Legal Service - providing representation to those with a mental illness seeking to challenge the terms of their mandatory treatment orders;
- Homeless Persons' Legal Clinics in Melbourne, Brisbane and Sydney - providing free legal advice to people who are homeless or at risk of homelessness, at outreach clinics;
- Refugee and Immigration Legal Centres in Melbourne, Sydney and Brisbane - providing research back-up to legal centre lawyers on refugee matters and preparing and presenting courses on basic legal matters to refugees for the Queensland Refugee and Immigration Legal Service;
- Fitzroy Legal Centre - funding the graduate lawyer placement and providing a weekly secretarial intern to assist this busy inner city legal centre;
- Passages resource centre - Passages Resource Centre is a unique service offering information, referrals and support to Perth's marginalised young people. It operates as a 'drop-in' centre in the inner-city Perth suburb of Northbridge for homeless youth, alcohol and drug users, and young people with social problems and associated criminal behaviour; and
- Refugee project - Allens has developed relationships with a number of community legal centres (CLCs) which focus on refugees. They are the Refugee Advice Casework Service (RACS) in Sydney, Refugee and Immigration Legal Centre (RILC) in Melbourne and the South Brisbane Immigration and Community Legal Service (SBICLS). Allens provides these CLCs with various forms of pro bono assistance, including accepting referrals.

Approximately 20 per cent of our pro bono practice focuses on the needs of Australia's Indigenous population and includes:

- Native Title Internship Program, which offers four of our seasonal clerks per year a four to six week placement with a Native Title Representative Body, usually in a remote location;
- Support to the Aurora Project, which aims to build capacity in Native Title Representative Bodies (NTRB), including providing training for NTRB lawyers and other staff, assisting NTRBs with IT and other corporate services needs;
- Providing pro bono legal assistance to a large range of Aboriginal organisations, including Aboriginal Legal Services, Aboriginal cultural organisations and organisations working to build social and economic capacity in Aboriginal communities;
- Stolen Wages Project - The work of the Indigenous Justice Project since 2006 has included assisting over 130 clients who may have claims under the Aboriginal Trust Fund Repayment Scheme to gain access to the wages held by the New South Wales Government (Stolen Wages);
- Public Interest Advocacy Centre (PIAC) Indigenous Lawyer Project - Allens funds the PIAC Indigenous Lawyer Project, which seeks to address Indigenous people's needs and concerns through a mix of legal advice, casework, policy interventions and community education; and
- Arts Law Centre of Australia - staffing a telephone advice line for disadvantaged artists, including a specific project to provide intellectual property advice to Indigenous artists.

Allens is also involved in many other community projects, including the following.

Law firms encouraging and assisting promising students (LEAPS)

LEAPS is a ground-breaking mentoring program that has been run in partnership with the NSW Department of Education for the past four years. Allens has been involved since 2005.

Under this program, school students spend one morning 'shadowing' their mentor in the offices of Allens, followed by a team-building excursion with their mentors, and then making fortnightly trips to visit their mentors in the city for lunch and interactive group mentoring sessions for the remainder of the school year. These sessions take place at lunchtime every fortnight during the school term. The emphasis of the mentoring program is to encourage student participation and engagement in learning, to motivate students to set career and life goals, and, in particular, to complete high school and undertake some form of further education, broaden students' experiences and their understanding of career options, enhance their decision-making skills, and empower them to deal effectively with challenges and opportunities they will encounter in their lives.

Charity

As a firm, Allens recognises that organisations have broad responsibilities - to their people, their families and the communities in which they live. Allens is privileged to have gifted and motivated people who want to make a difference, not only in the law and in business, but also in the wider community.

Allens' Charity Committee

The Charity Committee seeks out and considers proposals for financial support from Australian charitable organisations. The Committee's general approach is to focus its resources on a small number of significant projects. Alongside these specific projects, there are the individual contributions of time and skills by partners and staff as office bearers in charitable organisations.

- In 2008, the firm has supported a number of charitable projects including:
- Sydney Children's Hospital Randwick, NSW – This year marks the 10th year of the Allens Arthur Robinson Neurology Fellowship, which provides funding for a doctor to receive intensive training in paediatric neurology at the Sydney Children's Hospital in Randwick. To celebrate this milestone, the firm hosted a special '10 year partnership celebration' with guests from the Hospital. Over the past 10 years, the various Allens Arthur Robinson Fellows have helped more than 5,000 young inpatients and outpatients with neurological problems including epilepsy, brain tumours and cerebral palsy
- **Turning Point, VIC** - Turning Point is a drug and alcohol research organisation and clinical service provider. This year, the Firm is funding a full time research position, which aims to generate new research in the delivery of care to drug and alcohol affected persons. This research will then be disseminated to providers such as doctors and nurses and ultimately provide better outcomes for patients. We hope to lay the foundations for a long relationship and trust that there will be significant opportunities for all members of staff to engage with Turning Point.
- **Charlies Leukaemia Foundation, WA** - Sir Charles Gairdner Hospital was recently involved with the treatment of two Perth staff members who were diagnosed with lymphoma and leukaemia. This experience gave first hand insight into the tremendous work of the hospital and its need for additional funding into research of these cancers. The Charlies Leukaemia Fund was established to raise funds for research into these diseases, including new drugs, clinical trials, new procedures and improving the supply of existing treatment at the hospital. The Firm has provided funds for the acquisition of a cryo-preservation tank, which is an important piece of equipment used in research into leukaemia and lymphoma
- **The Wesley Research Institute, QLD** - The Firm is funding the Wesley Research Institute for a pilot study in the training of health care workers in Vietnam to improve the treatment of patients. The funding will allow a Vietnamese doctor, Dr Nguyen Thi Ut, from the National Hospital of Paediatrics in Hanoi to be trained at the Wesley Research Institute in Patient Outcome Research. Dr Nguyen will undertake research and training in Brisbane with the view to implementing the findings in Vietnam. This Patient Outcome Research allows data to be collated and compared, and the information gained can be used to make improvements in the treatment process and patient outcomes.

A snapshot of some other recent charity projects supported by the firm includes –

- Northcott Disability Services, NSW
- NSW Rape Crisis Centre, NSW
- Technical Aid to the Disabled, NSW
- St Lucy's School, NSW
- Estia House, QLD
- The Mater Foundation, Adolescent Drug and Alcohol Withdrawal Service
- Street Swags, QLD
- Stewart House, NSW
- Vision Australia, VIC
- Blackwood Centre for Adolescent Development, VIC
- CASE for Refugees Inc, WA
- Princess Margaret Hospital Foundation, WA

For more information about the Allens' Charity Committee and its work, visit

<http://charity/AS03/CHARITY/RESOURCES/DOCUMENTS/PDFs/OurCommunityCommitmentBrochure.pdf>

Category of principles 2: Protection of labour in the workplace

Policy

We recognise the dignity of each partner and employee. We do not tolerate discrimination based on gender, race, religious views, marital or maternity status, political beliefs, age, homosexuality, disability or carer responsibilities. We have adopted internal policies that reflect our commitment to equality. Decisions on hiring, remuneration, benefits, advancement, termination or retirement are bound by these policies.

These standards also relate to our dealing with clients, potential clients, suppliers and the community as a whole.

Employer of Choice for Women

Allens is one of 99 businesses across Australia that has been recognised by the Equal Opportunity for Women in the Workplace Agency (EOWA) as a 2008 Employer of Choice for Women. This is the fourth consecutive time Allens have been awarded this important citation.

Allens was first awarded the citation in 2005.

Women@AAR

Our Women@AAR Networks are designed to foster networking, communication and career development opportunities for our women in each of our Australian offices. The networks operate in each of the Brisbane, Melbourne, Perth and Sydney offices, and provide women at Allens (and interested men) with regular opportunities to network with one another and to share experiences about their career development and other issues of interest with other women (both inside and outside the

firm), access to information, and education to enhance their career development. The networks generally promote the advancement and retention of talented women - just as we are very keen to continue to advance and retain talented men.

Under the mentoring program, each of the women participants is matched with an internal (partner) and external (leading business person) mentor, with a view to supporting them to develop strong professional relationships, providing them with high-level support for their career development and facilitating and supporting effective goal setting and career planning to enhance their development and promotion within the firm.

Equal Opportunity Briefing Policy

Allens has formalised our commitment to equal opportunity in briefing practices. The Law Council of Australia (**LCA**) released its Model Equal Opportunity Briefing Policy, which seeks to eliminate briefing practices that consciously or unconsciously limit opportunities for women barristers and thus preclude lawyers and clients from using the full resources of the Bar.

The Policy encourages those making briefing decisions to give measured consideration to whom they will brief, regardless of gender. In committing to the Policy, we are required to collect data on the nature of our briefing practices and to provide periodic reports to the LCA.

Category of principles 3: Environmental responsibility

Policy

Allens promotes the awareness of relevant environmental issues in our business network by encouraging a proactive approach and permanently monitoring our own environmental impact and those of our suppliers.

Allens Footprint Committees

State and International Footprint Committees were formed in response to partners', staff and clients' appreciation of the need to act responsibly in relation to our environment. This accords with Allens' core value of having respect for our colleagues, our clients and suppliers, and the broader community. While having their origins in Australia, Footprint Committees have started work in Hong Kong, Shanghai and Singapore, and are under discussion in Beijing, Hanoi and Ho Chi Minh City.

The aims are quite simple: to reduce our environmental footprint as much as possible. This is achieved by minimising our resource (input) usage, selecting the most environmentally friendly inputs, and through the appropriate disposal of waste (outputs). The Committee's main areas of interest are:

- energy;
- water;
- waste (reuse, recycling);
- greenhouse emissions; and
- procurement.

Although the Committee has found that the firm's environmental performance is strong, their work has already produced some excellent structural changes to the way Allens operates. For example, the Committees promote the use of double-sided (duplex) printing as the default setting on printers across all Australian offices. In just one month, moving to duplex printing saved 2.2 million pieces of paper versus single-sided printing. The paper saved in that month, if stacked, would be far taller than any of the office towers in which Allens' Australian premises are based. This paper reduction not only reduced our demand for wood pulp, it also reduced the greenhouse gas emissions emitted in the production, trucking and ultimate recycling of the paper and the amount of chemicals used such as bleach.

In addition, Allens has experienced continued success with the 'Reduce the Use' campaign; whereby paper use is down from 61 million in 2004 to 36 million last year. Allens is on track for 33 million this year.

Other initiatives undertaken by the Committee included:

- replacement of bottled water in meeting rooms with water jugs;
- the movement to more efficient movement-sensitive lights;
- installation of new water-saving devices in all bathrooms;
- supporting a move to the use of 75% Green Power on a national basis;
- invoking the use of 'green' stationery products, where possible, across all offices;
- over 1300 meals donated to Oz Harvest;
- significant reduction in office waste being sent to landfill;
- introduction of Met tickets in Melbourne for CBD travel to replace taxi travel;
- Sydney tenancy achieved a "5 star" NABERS rating;
- HP buy-back scheme used for all old PCs;
- changed to fully biodegradable internal courier bags;
- changed to 100% recycled white binders;
- 50% recycled stock used for all our printed matter (except marketing items);
- participation in Earth Hour by all Australian offices and many partners and staff;
- partners and staff encouraged to participate in Ride/Walk To Work; and
- seminars held in each Australian site.

These initiatives do not just occur within the firm. Through procurement policies that specifically take into account environmental concerns and through firm-wide staff awareness campaigns, the Committees are finding that their actions are translating to environmentally friendly practices among our suppliers and among our partners and staff when they are outside the workplace.

Measuring the results of these initiatives

In 2008, Allens commissioned Carbon Planet to measure our carbon footprint and to conduct an energy audit in each Australian office. The goal of this project is:

- to measure what Allens' carbon emissions were in 2006/2007 to provide a baseline;
- to measure carbon emissions in 2007/2008 to recognise our achievements so far; and
- to provide suggestions for changes to further reduce energy usage and footprint.

The second stage of this project is to put in place a Carbon Management Strategy to:

- clearly define our scope and set targets;
- address how we plan to go about reducing and avoiding emissions;
- develop a framework to continually review and improve; and
- increase education and promotion amongst partners and staff.

Australian Building Greenhouse Rating scheme

Allens takes our environmental responsibilities very seriously, both in our internal practices and in our involvement in outside programs. The firm is a member of a scheme that commits us to considering energy efficiency when we make changes to our offices or look for new premises. Allens was one of the largest business tenants in Australia to sign up to the Australian Building Greenhouse Rating scheme, run by the NSW Government Department of Energy, Utilities and Sustainability.

The idea of the scheme is that commercial tenants who sign up will both improve their existing buildings and look for good greenhouse performance when they're choosing new offices. This should, in turn, encourage the building sector to make energy efficiency a priority.

In 2008, Allens was awarded the highest rating possible, at 5 stars, which is a major achievement and was the result of an intense review of its operations by an external consultant accredited by the Government.

Earthcare

Allens has completed a review of its commitment to 'green' offices and made all its offices greener through improvements such as:

- using movement sensors for our lighting system: if offices or meeting rooms are empty, the lights are off;
- placing paper recycling bins under every desk;
- placing plastic and glass recycling bins on each floor;
- using glasses instead of polystyrene cups;
- encouraging staff to use less paper by using double-sided printing - or even two-to-a-page printing – and reviewing documents on screen;
- using recycled paper in photocopiers and printers;
- recycling all paper waste from our photocopiers and printers;
- recycling toner cartridges: we collect used cartridges and send them to Planet Ark;

- recycling stationery items where practicable, e.g. folders and unusable paper stocks are turned into notepads etc;
- returning all obsolete computers and monitors to the supplier for recycling; and
- installing water-saving devices in internal shower systems, reducing water usage and cost by 60 per cent.

CitySwitch (previously called the3CBDs environmental initiative)

The Sydney Office is a partner of the CitySwitch environmental initiative, joining many other companies in committing to:

- benchmarking the current greenhouse performance of their offices using the Australian Building Greenhouse Rating (**ABGR**);
- exceeding current best market practice;
- developing action plans to achieve greenhouse commitments; and
- reporting to local mayors on their achievements.

Allens initially committed to achieve a 4.5 star rating, under the scheme while the building owner committed to a similar rating so that the building met an agreed greenhouse emissions target. As a result of achieving the 5 star ABGR rating, CitySwitch recognises such rating at the same level and publicly announced it in November 2008 as part of their annual report of all organisations who are involved in the scheme.

Category of principles 4: Anti-corruption

Policy

As a leading professional services firm providing legal services, we are committed to ensuring that our partners and employees abide by the law. Allens does not, and will not, condone illegal conduct by anyone at the firm.

When we work in countries other than Australia, we must comply with local laws. We must also comply with Australian laws that have effect outside Australia. In particular, we must not be involved, directly or indirectly, with bribery of foreign public officials and we recognise that it is a criminal offence under Australian law.

Ethics Committee

Allens has established an Ethics Committee to help our people deal with ethical issues encountered in the course of their work, including situations where it might be suspected that a party to a transaction is engaging in corrupt conduct. The Ethics Committee is closely involved in a wide range of training in all Australian offices which covers issues of ethics and ethical conduct, professional responsibility and anti-corruption.