



# UNITED NATIONS GLOBAL COMPACT

COMMUNICATION ON PROGRESS

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*"As one of the leading law firms in South Africa, we understand that our privileged position comes with responsibilities - responsibilities we do not take lightly."*

## 1 ► STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER

### AT CLIFFE DEKKER HOFMEYR (CDH) WE PRIDE OURSELVES IN A CULTURE OF SERVICE, STARTING FROM OUR ENTRANCE BOOM RIGHT UP TO OUR TOP FLOOR.

Our valued clients receive quality legal advice and experience a high level of commitment in every interaction with the firm. This holistic approach is evident not only in our client relationships but in everything we do, including our dedication to the ten principles of the UN Global Compact.

As one of the leading law firms in South Africa, we understand that our privileged position comes with responsibilities – responsibilities we do not take lightly. We consider it our duty to leverage our resources, knowledge and expertise to the benefit of the clients we partner with, the communities we form part of, the cities we work within and the country we call home.

We believe that the most positive contribution our firm can make is within our own profession because we understand and are aware of the transformation and socio-economic issues at hand. To this end, we have launched a number of initiatives to help young and

upcoming black and female lawyers to advance their careers and overcome obstacles that may otherwise hinder their progression.

On behalf of CDH, I reaffirm our undertaking to the ten principles of the UN Global Compact and commit to advance and protect human rights, promote and teach fair labour practices, consider and safeguard the environment that sustains us, and ensure that our firm's governance remains corruption free.



**Brent Williams, Chief Executive Officer,  
Cliffe Dekker Hofmeyr Inc**



## 2 ► HUMAN RIGHTS PRINCIPLES

### ASSESSMENT, POLICY AND GOALS

As a responsible corporate citizen CDH is sensitive to the broader socio-economic context within which it conducts business and is committed to respecting and promoting human rights both internally in its relations with its employees and externally through its engagement with clients and communities. In 2013 as a manifestation of the firm's commitment to human rights CDH adopted a Human Rights Statement. In that statement we record as follows:

- We are cognisant of the social context within which we operate as a law firm, and we are committed to respecting the rights entrenched in the Constitution of the Republic of South Africa, 108 of 1996 (the Constitution), and in particular the Bill of Rights.
- We confirm that we support upholding the rights entrenched in the United Nations Universal Declaration of Human Rights, the African Charter on Human and Peoples' Rights, the International Covenant on Civil and Political Rights, the International Covenant on Economic, Social and Cultural Rights and the core conventions of the International Labour Organisation (ILO).
- We confirm our commitment to respecting the ten principles of the United Nations Global Compact.
- We communicate our commitments as set out in this Human Rights Statement to our clients, employees and other stakeholders.

In 2011 as part of its commitment to human rights, CDH adopted a Pro Bono Policy and set up a dedicated Pro Bono and Human Rights Practice (the Pro Bono Practice)

whose mandate is to assist vulnerable and disadvantaged people to access justice and to forward human rights and constitutionalism through public interest work. The Pro Bono Policy provides that:

- The firm has adopted and maintains a pro bono policy independent of any legislation or regulation requiring mandatory pro bono work;
- The firm is committed to the involvement of its practitioners and staff members in pro bono work;
- All CDH practitioners and staff members acknowledge that they have a role to play in assisting and supporting the firm in fulfilling these commitments;

CDH has also adopted a Corporate Social Responsibility (CSR) policy and has set up a Social and Ethics Committee.

### IMPLEMENTATION

#### OUR WORK IN PROMOTING HUMAN RIGHTS

We strive on a continued basis to realise our human rights commitments in various ways. First, we dedicate significant time and effort to ensuring in our everyday conduct that we promote and respect the rights and interests of all of our employees by means of adherence to the precepts of our Constitution and our domestic labour, employment equity, occupational health and safety and other relevant legislation. In this regard we recognise the need to continuously work at promoting a more inclusive and diverse work culture in which the equal rights of all are advanced and employees are

DURING THE PERIOD  
SEP 2015 TO NOV 2016  
CDH DONATED IN EXCESS OF  
R15 MILLION  
IN PRO BONO LEGAL SERVICES

encouraged to raise any grievances in accordance with our grievance policy. Our ongoing progress in this regard is outlined in more detail below in the section of this COP dealing with the Labour Principles.

Second, through the implementation, as described below, of our Pro Bono Policy. Our dedicated Pro Bono Practice continues to provide thousands of hours of pro bono assistance each year in the implementation of this policy, to numerous people and organisations who are unable to afford to pay for these services.

In the period under review our small but dedicated Pro Bono Practice has made a material contribution to promoting social justice by providing access to legal services to a number of people who would not have been in a position to enforce their rights without the aid of pro bono assistance.

Through some of the new cases that it has taken on during the period under review, our Pro Bono Practice has also made an important contribution in advancing the human rights causes of some particularly vulnerable and marginalised groups of people and has worked to extend the boundaries of our human rights and constitutional protections. It has also contributed towards advancing awareness and education on various human rights issues through the hosting of key events, participation in other partner organisation/stakeholder initiatives, and through special project work.

Our Pro Bono Practice has also encouraged and assisted members in other practice areas in the firm to make pro bono contributions. Many practitioners in numerous different practice areas in our firm both at our Johannesburg and Cape Town offices have given generously of their time over the 2016 year and have provided invaluable assistance to countless clients.

Third, through the firm's ongoing commitment to corporate social responsibility, we continue to dedicate significant financial and human resources to various social investment projects, vehicles and causes. A summary of some of our key corporate social responsibility projects and activities for the period under review is provided below.

### PRO BONO AND HUMAN RIGHTS WORK IN THE PERIOD UNDER REVIEW

We are proud to report that during the period under review CDH as whole donated over 8,000 hours/in excess of R15 million in free legal services to deserving individuals and organisations during the period September 2015 to November 2016.

We summarise some of the highlights of our pro bono and human rights work below.

### POWERS OF THE PUBLIC PROTECTOR

The Pro Bono Practice represented Corruption Watch (an NGO whose mandate is to fight corruption and promote transparency) in the Supreme Court of Appeal (the SCA) in a high profile matter concerning the powers of the Public Protector (one of the several watchdog bodies set up in terms of Chapter 9 of our Constitution to strengthen constitutional democracy). The matter concerned the alleged failure by the public broadcaster (the SABC) and the Minister of Communications to comply with remedial action directed by the Public Protector following an investigation conducted by her offices into various complaints of alleged abuse of power and maladministration by the SABC. Corruption Watch was successfully admitted as *amicus curiae* in the proceedings before the SCA.

*"The Pro Bono Practice has been assisting a member of the South African Police Services ... to obtain redress from a member of the public accused of committing serious acts of racially motivated hate speech against him."*

In a judgment which made ground breaking findings concerning the powers of the Public Protector (including the finding that the Public Protector has the power to make binding decisions) the SCA affirmed many submissions made by Corruption Watch to the Court.

The findings of the SCA concerning the powers of the Public Protector were subsequently relied upon and upheld by the Constitutional Court in another high profile matter (*Economic Freedom Fighters // the Speaker of the National Assembly & two Others and The Democratic Alliance // the Speaker of the National Assembly & two Others*) concerning an investigation into and decision made by the Public Protector in respect of the use of public resources on the private Nkandla homestead of the President. Both decisions have fundamentally strengthened the position of the Public Protector which plays an essential role in protecting the rights of all in this country.

### DEFENDING A VICTIM OF RACIST HATE SPEECH

The Pro Bono Practice has been assisting a member of the South African Police Services (SAPS) to bring proceedings in the Equality Court to obtain redress from a member of the public accused of committing serious acts of racially motivated hate speech against him.

During February 2016 our client was in a marked SAPS vehicle patrolling in and around Johannesburg. As he was driving, he noticed a civilian vehicle flashing its lights at him. Our client, accompanied by two other colleagues from the SAPS, pulled over in order to assist the driver of the vehicle (the respondent). The respondent - who claims that she had just been the victim of a smash and grab incident-refused to be assisted by a black officer and thereafter verbally attacked our client in a prolonged spate of racial abuse. Shocked and traumatised by the incident, our client approached the South African

Human Rights Commission (the SAHRC) for assistance in seeking redress. We have assisted our client to institute proceedings in the Equality Court. The SAHRC has been joined as the second applicant in the matter because of its special statutory mandate in terms of the Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000 (PEPUDA)) in the Equality Court proceedings.

We seek compensation for our client for the infringement of his constitutional rights to equality and human dignity and for the emotional pain suffered by him, together with an unconditional apology. Importantly, we also seek an order requiring the respondent to perform community service and to attend sensitivity training to be provided by the SAHRC. Requiring the respondent to attend sensitivity training will we hope usher in a new and important tool in addressing the root causes of racism and racially based hate speech going forward. This is especially important given that the SAHRC reports that the number of hate speech incidents occurring in the country has increased significantly in recent months.

### PROMOTING AND PROTECTING THE RIGHTS OF TRANSGENDER LEARNERS

In May 2016 the Pro Bono Practice agreed to assist the SAHRC with an urgent complaint that it had received from a transgender learner regarding unfair discrimination suffered by her at a public school. The learner who is in the process of transitioning from the male to female gender sought to express herself in a more feminine manner, in particular by growing her hair.

According to the School's Code of Conduct boys are strictly required to wear their hair short. After various incidents, the learner was suspended from the School and was only allowed to return if she complied with the School dress code requirements for boys. The learner who sought bravely to assert her constitutional



*"The Pro Bono Practice supports the rights of all transgender learners to equality, dignity and freedom and security of the person.*

*We will be assisting the SAHRC going forward to work for the necessary policy reform in order to ensure that the rights of transgender learners are respected and protected."*

rights refused to cut her hair both as a matter of principle and because she suffered from gender dysphoria (a clinically recognised condition often experienced by transgender people in which they suffer an intense and persistent discomfort with the primary and secondary sex characteristics of one's assigned birth sex). Forcing a transgender person to conceal their gender identity often exacerbates their dysphoria as was the case with our client.

As a result of the suspension the learner was unable to enrol for her final school year during the 2016 school year. Concerned and deeply hurt by the actions of the school, the learner approached the SAHRC for assistance.

After a lengthy engagement with the School we managed, in conjunction with the SAHRC, to arrange for the learner to return to the School during the course of 2017 as a girl and for sensitivity training to be conducted at the School. We also began a process of engaging with the School regarding the amendment of its code of conduct.

Sadly, the fear of facing ongoing hostility and being treated differently, combined with the lack of any policy governing the rights of transgender learners, resulted in the learner choosing at the last minute to complete her schooling via online correspondence instead of at the School in question.

Our client's experience clearly highlights the need for policy reform at all schools and for concrete steps to be taken by all relevant role players to address the needs of transgender children. Many transgender learners drop out of school because of acute victimisation and prejudice, often enabled by a schooling system that continues to be insensitive to their rights and needs. In recognition of the need for broader reform, during the course of this matter the SAHRC began a process of engagement with our Minister of Basic Education and the member of the Provincial Executive responsible for Education.

The Pro Bono Practice supports the right of all transgender learners to equality, dignity and freedom and security of the person. We will be assisting the SAHRC going forward to work for the necessary policy reform in order to ensure that the rights of all transgender learners are in future respected and protected.

### **HELPING REFUGEES BORN AND LIVING IN SOUTH AFRICA FOR MORE THAN 18 YEARS TO APPLY FOR CITIZENSHIP**

The Pro Bono Practice is currently assisting two brothers who were born in South Africa (SA) and who are over 18 (and have lived all of their lives in SA) to apply for citizenship in terms of section 4(3) of the Citizenship Act, 88 of 1995 (the Citizenship Act). Section 4(3) of the Citizenship Act provides that people who were born in SA to parents who are neither citizens nor permanent residents, and who have lived in SA continuously until the age of majority are entitled to apply for citizenship, provided that their births were registered in accordance with the Births and Deaths Registration Act, 51 of 1992.

The brothers' parents are Angolan citizens who fled Angola in 1995 and who sought and were granted refugee status in SA from 1997 until 2014 - when their refugee status was withdrawn as a result of the Angolan refugee repatriation process entered into by our government in 2013. The two brothers were born in SA in 1996 and 1997 respectively and were also granted refugee status until 2014 when their status was also withdrawn together with that of their parents. Both brothers who have never been to Angola, were in high school at the time that their refugee status was withdrawn and had to apply for temporary study permits in order to remain in the country.



No application forms have been promulgated by the Department of Home Affairs (the DHA) for section 4(3) applications. We have as a first step made applications to the DHA in terms of section 4(3) on behalf of both brothers by way of affidavit. We anticipate that we may have to bring legal proceedings to enforce our clients' rights and possibly even apply for interim protection pending the finalisation of the proceedings. The matter has the potential to set an important precedent for a whole class of vulnerable people who despite the provisions of section 4(3) of the Citizenship Act, are currently practically unable to assert their rights.

### OBTAINING ACCESS TO THE DATABASE OF THE TRUTH AND RECONCILIATION COMMISSION

After a very long battle we successfully assisted the South African History Archive Trust (SAHA) to gain access to a complete version of the Truth and Reconciliation Commission (TRC) Database. The Database has now been published by SAHA and is already being put to good use. Investigators affiliated to the Foundation for Human Rights are making use of the Database to identify information with a view to prosecuting perpetrators that did not apply for amnesty for human rights violations committed during the Apartheid years.

Material progress was also made during 2016 in another matter in which we have been representing SAHA for some time – the section 29 transcripts matter. The section 29 transcripts are the transcripts of hearings of the TRC investigative enquiries held in camera at which individuals were required under oath to divulge the full extent of some of Apartheid's most serious crimes. Hearings held under section 29 included discussions of the plane crash that killed Mozambiquan President Samora Machel; the Helderberg disaster; and the deaths

of anti-apartheid activists such as Griffiths Mxenge. Most of the transcripts have now been provided to SAHA.

### REFUGEE LAW CLINIC GUIDE

The Pro Bono Practice which regularly staffs a Refugee Law Clinic and assists a number of refugees with the asylum adjudication process, was requested by the convenors of the clinic to produce a Guide on Judicial Review in the context of the Refugee/Asylum Seeker Adjudication process. We have completed the Guide, which forms part of a larger project that aims to equip attorneys who assist with the refugee clinic with a basic overview of refugee law and related matters in order to enable them to more effectively advise clients at the clinics. The Guide will be launched together with two others compiled under the auspices of the project in early 2017.

### NATIONAL SCHOOLS MOOT COURT COMPETITION – NSMCC

Led by the Pro Bono Practice, CDH continued to provide extensive support for the National Schools Moot Court Competition (NSMCC) in 2016.

The NSMCC is an annual schools moot court competition which began in 2011. It is a joint - initiative of the University of Pretoria, the Foundation for Human Rights, the Department of Justice and the Department of Basic Education, amongst others. Learners from all secondary schools in the country are encouraged to participate in the Competition which involves two stages – an essay writing elimination round and various oral rounds culminating in a final round argued before a panel of adjudicators at the Constitutional Court. The aim of the NSMCC is to create greater awareness and understanding among schools and communities about





the Constitution as well as the rights and values that it embodies. In addition the Competition aims to provide young people with exposure to the legal system and profession, and encourage them to consider pursuing a career in law. Each year the moot problem is one which involves fictional learners faced with a scenario in a school environment implicating various bill of rights issues.

As part of CDH's 2016 contribution, our firm in conjunction with the University of Pretoria, facilitated a training workshop for 90 learners preparing for the oral component of the Competition, together with their educators. The seminar included presentations and panel discussions on various topics ranging from an introduction to the South African legal system, sources of law, the structure of the South African courts, pleadings and the use of authority. The workshop then divided into break away sessions which comprised of a facilitated discussion on relevant constitutional rights and the art of mooting amongst other things.

The highpoint of the workshop was a keynote address by former Justice of the Constitutional Court, Johann van der Westhuizen, who spoke passionately about following one's dreams, embracing one another's culture, the importance of diversity and respecting, protecting and promoting our constitutional democracy. The evening concluded with a dinner hosted at CDH's offices. Many members of the firm also assisted with the adjudication of the preliminary, quarter final and semi - final rounds of the Competition.

As has been the case with previous years, the standard of learners participating in the national rounds of the Competition and the level of dedication and determination displayed was impressive. CDH is once again offering a generous bursary to the 4 learners from the winning team (if they choose to study law).

## ADJUDICATING THE FINALS OF THE AFRICAN DISABILITY LAW MOOT COURT COMPETITION

During the week of 7 - 11 November Jacquie Cassette, National Practice Head of the Pro Bono Practice, acted as an adjudicator in the finals of the Fourth African Disability Rights Moot Court Competition. The Competition formed part of a weeklong Disability Rights in Africa conference hosted by the Centre for Human Rights, University of Pretoria. The theme for the conference and moot court competition was "Advancing the Rights of Persons with Albinism in Africa – A Call to Action." The conference highlighted the many atrocities and human rights abuses committed against People with Albinism (PWA) across the continent, and interrogated the legal complexities that the particular and distinct hurdles faced by PWA's give rise to in both international and domestic human rights law. This was one of the first times that a conference has been arranged to deal exclusively with the plight of PWA.

The conference was well attended by NGO's, academics, representatives of inter-governmental organisations and state officials from all over Africa and included a number of high-level panelists. Amongst the high level panelists were Ms Ikoponwosa Ero (the UN Independent expert on the Enjoyment of Human Rights by Persons with Albinism); the Honourable Abdallah Possi (the Deputy Minister of State, Prime Minister's Office (Persons with Disability) Tanzania; Commissioner Nomasonto Mazibuko from the South African Human Rights Commission and Dr Lungowe Matakala (Lecturer, University of Zambia). All four mentioned also acted as adjudicators of the final rounds of the Moot Court Competition. Students from law schools across the continent participated in the Moot Court Competition with the two final teams coming from the University of Malawi and the University of Makerere



(Uganda). There was little between both teams, both of whom excelled. Ultimately, it was the team from the University of Malawi that won the Competition. The finals of the Competition were live streamed and can be accessed through the following links:

<https://www.youtube.com/watch?v=Zn8Xo4ltPsU>

<https://www.youtube.com/watch?v=wRATclbR4SU>

## CLINICS

Members of our firm assisted with the staffing of legal clinics which offer free legal services to poor and vulnerable communities:

### INNER CITY HOUSING CLINIC

Our Property Practice staffed the Inner City Housing Clinic on a monthly to bimonthly basis. This clinic runs on a weekly basis and individuals from all walks of life visit the clinic in order to obtain assistance/advice on an array of issues including rectification of title deeds, transfer of ownership, endorsements, cancellation of bonds and drafting of various agreements.

### MASTER'S HELPDESK

Our Wills and Estates Practice staffed the Master's Helpdesk on a monthly basis. Individuals can obtain advice on all aspects of deceased estates at the clinic.

### HIGH COURT HELPDESK

Our Litigation Practice helped staff the High Court helpdesk. This clinic runs on a weekly basis and indigent individuals can obtain advice on instituting and defending matters in the High Court.

## REFUGEE LAW CLINIC

As mentioned above, our Pro Bono Practice staffs this clinic on a monthly basis and provide much needed advice on the asylum seeker adjudication process. We also assist with refugee appeal board hearings and high court reviews.

## SASLAW

Our Employment Practice staffed this clinic on a weekly basis and provide advice on all aspects of South Africa's labour law to indigent persons unable to pay for legal services.

## PRO BONO TRAINING INITIATIVES

### WORLD AIDS DAY

During the course of December 2015, our Practice hosted a talk with Mark Heywood, Executive Director of the non-profit public interest organisation Section 27. The event was held to commemorate World Aids Day and served to show the firm's support for the idea of 'Getting to Zero', an idea that echoes the UN AIDS vision of achieving 'Zero new HIV Infections, zero discrimination, zero AIDS-related deaths'.

The talk focused on the history of AIDS activism in South Africa and, in particular, on the role played by the law and the Constitution in shaping the framework for strategic litigation in the field.

### YOUTH DAY AWARENESS CAMPAIGN

On June 16 every year South Africa celebrates Youth Day in commemoration of the 1976 Soweto uprising in which black school children rose up against the mandatory



imposition of Afrikaans as a medium of instruction in black schools by the Apartheid government.

In June 2016, in honour of Youth Day, the Pro Bono Practice in conjunction with our marketing and Human Resources team hosted a Youth day awareness campaign in both our Johannesburg and Cape Town offices themed around youth empowerment.

A panel discussion was held with representatives from various youth organisations in which the panellists discussed the significance of Youth Day in the year 2016 and the problems our youth face now in contrast to 1976.

CDH also made a generous donation to each organisation as a show of gratitude for them participating in our Youth day campaign. The proceeds collected from a raffle was donated to the organisations.

### WOMEN'S DAY EVENT - TALK WITH JUSTICE MHLANTLA

On the evening of 16 August 2016, the Pro Bono Practice hosted the Honourable Justice Mhlantla (the most recent appointee to our Constitutional Court) at the firm for an event in commemoration of National Women's Day. The purpose of the event was to give recognition to the progress that has been made, but also to honestly explore and recognise the continued challenges that women in the legal profession continue to face.

Justice Mhlantla addressed a number of issues specific to gender equality in the workplace as well as a number of broader issues associated with transformation of the profession as a whole. Justice Mhlantla presented a powerful and meaningful talk interspersed with anecdotes of her own personal experience as an attorney and judicial officer. Perhaps the most compelling of

Justice Mhlantla's messages was her call to junior practitioners present at the event:

*"You all have long careers ahead of you and I hope that this discourse will inform that journey. The future of this profession is in your hands and with it the goal of making practicing in a profession that is discrimination-free and accessible to all a reality."*

### HOUSING WORKSHOP

During the course of May 2016, our Pro Bono Practice in conjunction with the offices of Probono.org hosted a housing workshop. The workshop was facilitated by a director in our Property Practice and included discussions on various topics of relevance to lawyers and NGO's assisting poorer communities with housing related legal problems.

### CSR INITIATIVES

CDH remains committed to discharging its corporate social responsibility (CSR) obligations through continued enforcement of its corporate social responsibility policy, as overseen by the Social and Ethics Committee (SEC). It is actively involved in a number of corporate social responsibility initiatives and projects and also continues each year to make significant donations to various charitable causes. Some of the main projects and initiatives with which CDH was involved over the reporting period include:

### TRANSFORMATION INITIATIVES

As part of its commitment to corporate social responsibility CDH has implemented a number of transformation initiatives both internally and externally in conjunction with other external role players. A core

*"As part of its commitment to Corporate Social responsibility CDH has implemented a number of transformation initiatives.*

*A core emphasis in its recent initiatives has been the transformation of the legal sector."*

emphasis in recent initiatives has been the transformation of the legal sector. Below are some of the external initiatives that the firm embarked upon during the course of the period under review:

### **ADVOCATES FOR TRANSFORMATION ("AFT") INITIATIVE**

As one of its enterprise development initiatives CDH has established a project with Advocates for Transformation (AFT). An agreement was concluded between CDH and AFT, in terms whereof CDH financially supports AFT, for the benefit of new Black advocates, at the start of their careers, to enable them to overcome the barriers to entry to that profession presented by the need to self-support for a considerable period of time during training, and while establishing a practice. In addition, the agreement entails the framework for further interactions to establish and cement relationships between the beneficiaries of the support (as well as other young Black and female advocates) and CDH's professionals, to encourage a change in exclusionary briefing patterns between attorneys and advocates.

### **LEGAL EDUCATION ADVANCEMENT FUND PROJECT ("LEAF")**

In response to an ongoing financial (and other) crisis in tertiary education in South Africa CDH came to the conclusion that as a large law firm we need to demonstrate more effective efforts at transformation in the corporate legal sector, as well as the skills development sector. We then proceeded to provide financial support to needy and academically deserving African black law students at various identified universities across the country. As part of the financial support to the universities CDH stipulated that it would make the agreed amount available through the CDH Legal Education

Advancement Fund (CDH LEAF) to each university on the basis that such funds be ring-fenced in the accounts of the University, in order to be utilized for the development of black African law students at any level/phase in their legal education and training in the academy.

### **NATIONAL SCHOOLS MOOT COURT COMPETITION AND BURSARY SCHEME**

As has already been mentioned above CDH provides extensive and varied assistance to the NSMCC, including the provision of generous bursaries to the 4 winning students (should they decide to study law).

### **PROFESSIONAL COLLABORATION**

We have established collaborative relationships with a number of small, black owned law firms in Johannesburg. We share information, knowledge and expertise on a regular basis through training sessions and seminars at CDH, and the distribution of our internal publications and marketing materials.

### **IKAMVA LABANTU**

We continue to provide support to Ikamva Labantu, a well-respected non-profit organisation whose primary objectives are to redress the damaging effects of South Africa's Apartheid past. Ikamva Labantu runs facilities and projects in townships across Cape Town which provide training, teaching, mentoring and support to vulnerable communities. The organisation works with seniors, orphans and vulnerable children; in the fields of early childhood development and primary healthcare and also runs and facilitates projects in townships across Cape Town. Our Cape Town office in particular provides Ikamva Labantu with ongoing pro bono legal assistance including advice on various legal, regulatory, tax and governance issues.





## COME TOGETHER HOME

The Come Together Home remains one of our key CSR beneficiaries. We continue to provide significant financial and other support to the Home. As part of our ongoing commitment to the Home, one of our Directors serves as board member on the Come Together Board. Members of our staff continue to visit and assist the home. As part of a long standing tradition at the firm, CDH will be hosting a Christmas party for the home during the course of December 2016. The Christmas Party provides an opportunity for the children and staff at the home to enjoy an afternoon with CDH staff filled with entertainment, treats and games. In 2015, individual gift boxes were prepared for each child and each caregiver at the Home.

## CEO SLEEPOUT

Our managing partner in Cape Town, Gasant Orrie, and our CDH Values Ambassador Themba Madubela participated in the Sun International CEO Sleepout supported by the Philanthropic Collection and hosted by the City of Johannesburg. Held on the longest and coldest night of Johannesburg's winter, the CEO Sleepout challenged corporate South Africa and business leaders to sleep under the stars for one night in aid of Boys' and Girls' Town. The CEO Sleepout is a global movement aimed at raising awareness around the plight of people living in poverty. The Johannesburg Sleepout raised in excess of R31 million from its participants.

## SANTA SHOEBOX PROJECT

CDH began participating in the Santa Shoebox Project in 2014. An initiative of the Kidz2Kidz Trust which aims to share the joy of giving over the festive season, the Santa Shoebox Project co-ordinates, collects and distributes personalised gifts to underprivileged children who would

otherwise not receive gifts over Christmas. CDH contribute around 300 individual boxes to the Santa Shoebox Project annually.

## CANSA SHAVATHON

Since its inception 12 years ago, the Shavathon has grown considerably in drawing support for those affected by cancer. Corporate businesses across the country are encouraged to host events to raise funds for the Cancer Association of South Africa. CDH has supported the CANSA Shavathon for a number of years and in 2016 and raised in excess of R17,000 for the cause.

## NELSON MANDELA DAY - MANDELA DAY

CDH honoured the legacy of Mandela by participating in Mandela Day initiatives across both its Johannesburg and Cape Town offices. In Johannesburg, staff visited the Masihambisane Day Care and Lerato Laka Day Care Centres in Alexandra Township in Northern Johannesburg. The visits were a fun-filled experience with fervent activity – from face painting, singing and dancing, to having one-to-one encounters with the little ones and handing over the offerings we had for them which consisted of blankets and party packs. In Cape Town, staff got together to make sandwiches for the Salesian Youth Institute which is dedicated to educating and empowering at-risk children and youth in the Western Cape Province.

## WINTER DRIVE COLLECTION

The Winter Drive is somewhat of an institution at CDH and CDHers come together annually to support the collection. Generous donations of clothing and non-perishable food items were made in 2016 to Rays of Hope: a Section 21 non-profit and Public Benefit Organisation which manages a large number of social





## CORPORATE SOCIAL INVESTMENT

outreach projects in Alexandra Township in northern Johannesburg. Rays of Hope aims to enable individuals and families to improve all aspects of their lives, thereby creating a lasting impact on the broader Alex residential community. It is also registered with the Department of Social Welfare to provide assistance to children. A similar donation was made by our Cape Town office to the Saartjie Baartman Centre in Manenberg which provides a safe haven for women and children who are victims of domestic violence. A further cash donation was also made to StreetSleeper - an organisation based in Cape Town that makes sleeping bags for the homeless using "upcycled" billboards.

### MEASUREMENT OF OUTCOMES

- While our policies do not commit our firm to a specific total pro bono or CSR spend each year, CDH takes pride in ensuring that every year it makes a significant and valuable contribution to forwarding the human rights of others through its pro bono and human rights related work and CSR activities.
- As the above summary of our work throughout the reporting period illustrates CDH made a material contribution to forwarding the rights of many through pro bono work, training and awareness building and through various CSR special projects.
- The total hours spent on pro bono by the firm in the period under review exceeded 8,000 and this we believe demonstrates a strong level of dedication and commitment. This amounts to a monetary spend of in excess of R15 million during the period under review.

- A particular emphasis was placed by the firm during the period under review on supporting and promoting the rights of some of the most vulnerable groupings in our society, including young people, people with disabilities, the transgender community and refugees.
- Over and above this, sizable new CSR projects were rolled out by the firm during the period under review aimed at transforming the legal sector. Significant financial and human resources were dedicated to these projects.



## 3 ► LABOUR PRINCIPLES

### ASSESSMENT, POLICY AND GOALS

South Africa is a member state of the International Labour Organisation (ILO), and ILO standards find their way into local law. Both ILO instruments that are binding on South Africa, and those to which the country is not a party, are used as tools of interpretation in a South African context. This is specifically required by the Constitution and has been confirmed by the Constitutional Court. These principles therefor inculcate the local legislation and case law.

CDH is committed to the fostering of social and economic progress for all South Africans, irrespective of individually defining characteristics, in accordance with the prescripts of applicable legal principles.

A comprehensive set of employment policies have been designed by CDH, to give effect to its commitment to respecting the dignity and equality of its employees, business partners and clients, while maintaining the professional standards and ethics expected of a leading South African law firm. These policies are available to all employees on an internal electronic platform, as well as in writing. Employment practices are tested against the employment policies, read with employment legislation and relevant codes of good practice.

### IMPLEMENTATION

The work of the CDH Employment Equity Committee, a widely representative employee body constituted in accordance with the requirements of the Employment Equity Act, 55 of 1998 (EEA), results in periodic

Employment Equity Plans (EEP) being created. Under these EEP's, annual goals are set, designed to remove under-representivity of designated groups (Black people (as defined in the EEA), women and people living with disabilities) in every level of the organisation. These goals do not function as absolute barriers to employment or advancement of non-designated, or already fully represented groups of employees, however, are guides that inform employment decisions, in a conscious effort to remove areas of under-representivity of the designated groups. Under-representivity is established by a comparison between actual employee numbers, per prescribed category, with an ideal position, typically either the national economically active population, and/or the regional economically active population, as may be appropriate.

Employees receive formal and informal feedback from their EEC representatives, on the work of the EEC. This work includes (amongst others) the identification of training needs on issues of employment equity, equality, and the respect for human dignity. Training on issues of sexual harassment and gender sensitivity is conducted regularly, and all levels of the organisation are exposed to such training.

The EEC further identifies barriers to employment or advancement of designated groups, and works to remove such barriers. This includes for instance ensuring that reasonable accommodation is made for people with disabilities; bringing employment barriers to the attention of HR or the EEC; and engaging with their constituents to ensure that an avenue is available to employees to

*“Over the past year Transcom has met extensively, and has done an exhaustive evaluation of past and existing transformation initiatives, including an evaluation of its failures and successes.”*

raise concerns. Individual grievances are raised and dealt with in accordance with the firm’s disciplinary code and grievance procedures, while issues of wider concern, such as an employment policy or practice that may have a discriminatory intent or effect, may be considered by the EEC before any further action is taken.

All new trainee lawyers (candidate attorneys) entering the organisation must participate in formal prescribed training, which includes Gender Law, Constitutional Law, and Labour Law training. Such training includes training on CDH’s policy regarding discrimination, sexual harassment and respect for the dignity of others in the organisation.

CDH has a Transformation Committee (Transcom), comprised of firm leaders (director level). Transcom reports directly to the CDH executive committee, and meets regularly to address transformation issues. Over the past year Transcom has met extensively, and has done an exhaustive evaluation of past and existing transformation initiatives, including an evaluation of its failures and successes. This has resulted in a report being presented to the firm’s directors, setting out the initiatives which the firm will embark on in the coming year, to progressively weed out actual or perceived prejudice resulting from race or gender.

Notable initiatives arising from Transcom’s work include the redesign of CDH’s mentorship programme, so as to offer greater support to junior professionals; adaptations to the firm’s remuneration structure to encourage increased briefing of colleagues who may not have otherwise had equal access to work, and, with that, advancement opportunities; formalised support to the advocates profession, to support the entrance into the profession of designated individuals; and a process of infusing interactions with and between employees with the principles of respect for, and celebration of, diversity.

Many of the initiatives envisaged by Transcom remain in the planning phase, for further development over the coming year(s), however many have already found implementation for example our AFT initiative (see discussion under CSR initiatives).

*Outcomes of transformation initiatives are formally measured in two ways:*

- *through a report to the Department of Labour; and*
- *through a formal evaluation of transformation initiatives in terms of the Broad-Based Black Economic Empowerment Act.*

## MEASUREMENT OF OUTCOMES

Outcomes of transformation initiatives are formally measured in two ways. Annually, the EEC prepares a report, in prescribed form, for submission to the Department of Labour. This report constitutes a breakdown of employees' race, gender, and disability profiles across the firm, and tracks whether CDH has met the goals it set for itself in its EEP, to reduce under-representivity in designated groups.

The second formal evaluation of transformation initiatives is done in terms of the Broad-Based Black Economic Empowerment Act, 53 of 2003. This legislation requires companies to obtain an annual certification of its BBBEE status. Certification is based on a detailed independent evaluation of many aspects of the company's transformation initiatives, and is not solely based on labour principles, although the under-representivity of designated groups in (especially) the higher categories of employee will adversely impact on a company's level. The BBBEE Act's purpose is to promote economic transformation in order to enable meaningful participation of black people in the South African economy, and to achieve a substantial change in the racial composition of ownership and management structures and in the skilled occupations of existing and new enterprises (amongst others).

CDH has consistently filed its EEP, and has never failed to meet the goals it set for itself, over the lifetime of its EEP (typically, 3 years). CDH's BBBEE level, for the year 2016, is level 3 (with level 1 being the highest possible level).

The firm further tracks internally whether any alleged violations of other employment legislation occurred. Any such alleged violations are resolved through our disciplinary and grievance procedures. We are again pleased to confirm that no awards have been made against us at any of the Courts or Tribunals with jurisdiction over us (ie the Commission for Conciliation, Mediation and Arbitration, or the Labour Court) since CDH's formation in 2008, nor have any complaints been lodged under any other labour related legislation.



## 4 ► ANTI-CORRUPTION

### INTRODUCTION

As always, maintaining the highest legal, professional and ethical standards remains a key part of CDH culture and the firm is committed to the fight against corruption and bribery. Anti-corruption initiatives at CDH are both internal and client facing to the extent that the firm runs anti-bribery and corruption seminars for its practitioners as well as clients.

A number of our attorneys continue to develop valuable expertise in advising on white-collar crime, bribery and corruption as well as the conduct of forensic audits and investigations. CDH has sought to formalise and coalesce this aspect of its service offering through a cross-disciplinary virtual practice in white collar crime and related advice made up of regulatory attorneys and litigation experts.

CDH's Pro-Bono Practice acts in support of the rule of law in its broadest sense, while other practices such as Competition Law contribute to advocating against corruption in the form of price-fixing and bid-rigging cartels.

South Africa's role in the global economy means that foreign legislation and treaty obligations also need to be considered, including obligations under the Organisation for Economic Cooperation and Development (OECD) Recommendations on Combating Bribery, Bribe Solicitation and Extortion; the UN Convention against Corruption and the African Union Convention Against Corruption; and more pointedly, the US Foreign Corrupt Practices Act and the UK Bribery Act.

Regrettably, corruption in public and private life remains part of the South African reality, and perhaps that of the world. In South Africa, the Zeitgeist in 2016 reflects something of a backlash against State capture and other more insidious forms of corruption. However, enforcement at a criminal level continues to lag.

Nevertheless, from a due diligence perspective, an understanding of the anti-corruption compliance risks inherent in today's local, regional and global business climate is gaining prominence. An awareness of local and global legislation influences the way we conduct business and interact with our clients, associates and suppliers and we continue to take our obligations in this regard seriously.

### COMPLIANCE

Through advice and advocacy, CDH supports compliance with a number of local laws that underpin anti-corruption enforcement in South Africa including:

- The Prevention of Organised Crime Act, 121 of 1998;
- The Protected Disclosures Act, 26 of 2000;
- The Financial Intelligence Centre Act, 38 of 2001;
- The Prevention and Combating of Corrupt Activities Act, 12 of 2004;
- The Public Services Act, 1994;
- The Protection of Constitutional Democracy against Terrorist and Related Activities Act, 33 of 2004; and
- The Companies Act, 71 of 2008.



*Ethical conduct remains a cornerstone of the legal profession and a fundamental part of CDH's ethos.*

The Financial Intelligence Centre Act, 2001 (FICA) and the Financial Intelligence Centre Amendment Act, 11 of 2008, are geared towards combatting money laundering. The firm, as a registered "accountable institution" under FICA has comprehensive policies and procedures in place to comply with our obligations in respect of, for example, verifying the identify of clients, keeping records of business relationships and transactions and reporting cash transactions as well as suspicious transactions to the Financial Intelligence Centre. We have comprehensive internal rules in this regard, which are made available to all employees as part of compulsory training on our FICA policies and procedures.

A key development in CDH has been the appointment of a dedicated risk and compliance manager. Our risk and compliance manager is responsible, inter alia, for overseeing compliance with all local anti-corruption and bribery related legislation; formulating recommendations for improvements in line with international best practice and statutory objectives; providing an ad-hoc advisory service to the business in respect of queries relating to due diligence, money laundering, reporting responsibilities and for leading the implementation of internal policies, guidelines, procedures and training.

## REGULATION

Ethical conduct remains a cornerstone of the legal profession and a fundamental part of CDH's ethos. In terms of the Attorneys Act, 53 of 1979, our attorneys are registered with the relevant provincial law societies where they practice and comply with the rules in regard to professional conduct and ethics.

## TRAINING

CDH offers focussed anti-bribery and corruption training as part of formal career academies for professionals.

In addition and as part of the firm's in-house training programme, newly appointed candidate attorneys are required, in preparation for their admission examinations, to attend various training sessions on professional conduct and ethics, which includes, for example, a discussion of risk management, fraud, bribery and corruption as well as attorney-client privilege.

As part of the new practice management course for new directors which has been introduced by the Law Society of South Africa, new directors attend in-house training sessions on professional conduct, ethics and risk management.

## OTHER INITIATIVES AND POLICIES

CDH adopts a zero tolerance policy on corruption, bribery and extortion. CDH recognises that anti-bribery and anti-corruption requires on-going vigilance from senior managers through to professional staff and other employees. The firm's internal guidelines on anti-corruption continues to be refined to take into account developing best practice in managing these risks and driving a culture of compliance at CDH and in relation to third parties with whom we work.



## 5 ► ENVIRONMENTAL PRINCIPLES

### RELEVANCE OF ENVIRONMENTAL PROTECTION FOR CDH

The legal sector has a relatively small environmental footprint. However CDH acknowledges that it has a responsibility to ensure its environmental impacts are minimised. We maintain that the greatest impact we can have on environmental sustainability is using our expertise in providing legal advice to our clients to help them understand and comply with environmental legislation and implement environmentally sound management, so as to respond to the environmental challenges facing the world.

### CDH'S ENVIRONMENTAL POLICY

At CDH we continue to recognise the critical importance natural resources have on economic growth and sustainable development, particularly in Africa. As can be seen from our projects implemented in 2016, we continue to strive to reduce our environmental impact in all areas of our business and contribute to projects that support positive environmental outcomes.

Our commitment to operate in a responsible way remains focused on the following areas:

- Reduction and efficient use of water, energy and paper.
- Reduction, re-use and recycling of waste.
- Creating environmental awareness among staff, clients and business partners.
- Providing *pro bono* legal support to non-profit organisations (NPOs).
- Furnishing environmental legal services to clients.

### IMPLEMENTATION

#### CARBON FOOTPRINT

CDH conducted its annual carbon footprint to obtain a clear overview of all the greenhouse gas emissions it causes, including energy use. The footprint is attached to this COP.

CDH's total emissions have increased from 2014/2015 by only 4.7%. This is much less than the increase between 2013/2014 and 2014/2015 of 15%.

The increase between 2014/2015 and 2015/2016 relates to commuting by private car (up 2%), and air travel (up 3%).

CDH's commitment to reduce its carbon footprints is shown by its emission reductions in electricity consumption (down by 5%) and paper consumption (down by 1%), in line with its goals in the 2014/2015 COP.

Electricity consumption makes up most of CDH's carbon footprint. The Sandton office has an electricity intensity of 37% less than the Cape Town office per full time employee ("FTE").

Cape Town's electricity intensity has however reduced as follows from the 2013/2014 carbon footprint due to proactive steps CDH has taken to reduce the Cape Town office's electricity intensity:

- 2013/2014  
1,869,720 kWh / FTE
- 2014/2015  
1,845,117 kWh / FTE
- 2015/2016  
1,824,500 kWh / FTE

*"CDH conducted its annual carbon footprint to obtain a clear overview of all the greenhouse gas emissions it causes, including energy use. The footprint is attached to this COP."*

The Sandton office also has an emission intensity of 38% less than the Cape Town office per FTE. Again, through steps taken by CDH, the Cape Town office's emission intensity has reduced as follows:

- 2013/2014  
14.04 tCO<sub>2</sub>e / FTE
- 2014/2015  
13.6 tCO<sub>2</sub>e / FTE
- 2015/2016  
13.3 tCO<sub>2</sub>e / FTE

### TRANSPORTATION

CDH used 'foot-messengers' for all inner-city deliveries (within a 1-4 km radius).

Our virtual meeting technology, installed in both our Cape Town and Johannesburg Offices provides an effective alternative to travel and is increasingly used.

CDH's increases in its carbon footprint however relate to transport (commuting by private car and air travel) and measures to reduce this portion of the carbon footprint will need to be considered in the next reporting year.

### REDUCTION AND EFFICIENT USE OF WATER AND ENERGY

The design of CDH's Johannesburg Office ensures the efficient use of water and energy. Solar panels on the roof generate hot water and evaporative cooling in the atrium controls the air temperature. The glass used extensively on the Office facades is a low e-glass, which emits low levels of radiant energy. The top basement levels are designed to allow for natural ventilation and the Office windows are designed to allow as much light in as possible. Double-glazing on vision panels and roof insulation allows for the conservation of natural energy.

Electrical energy consumption is reduced at the Johannesburg Office through movement sensors and timers for lighting systems. Timers have also recently been installed at the Cape Town Office. Energy efficient PCs and laptops are also used.

A large portion of the carbon footprint constitutes electricity usage in the Cape Town Office. CDH therefore conducted an energy efficiency audit on it in 2014. The findings of the Audit and the steps CDH has taken are set out below.

- *Lighting is believed to be the largest energy consumer, mainly due to some of the time schedules being set to extended hours. Adjusting the lighting operating hours and the installation of more efficient lighting will result in a saving of 24%.*

In 2014/2015 CDH piloted a process of adjusting the lighting timers for a certain period whilst it received feedback from employees that usually work later hours. The timers in the Cape Town Office are now set to turn off at 7pm in the evening and back on again at 7am.

*In order to achieve significant savings, it is recommended that the lighting be replaced with more efficient lighting and that occupancy control in the individual offices be installed.*

CDH has installed more energy efficient LED globes in areas that are able to accommodate them.

*It is recommended that the operating hours of both HVAC and lighting be specialized to reduce wastage. Furthermore, the tenant equipment (mainly computer equipment) could be specialized by installing specialized software whereby the operating hours can be reduced.*

CDH did not adjust the timers on the HVAC system in the 2014/2015 reporting period. This is now planned to occur in the next reporting year and will be piloted for



staff feedback. This will however differ from the lighting adjustment, as the need varies per season.

*Some proposals can be done internally without any additional costs (such as adjusting the air conditioning and lighting operating hours).*

Our security contractor/guards continue to assist with monitoring and switching off unnecessary equipment during their hourly patrols at night.

In an effort to reduce and save energy consumption on a larger scale, CDH enlisted the services of a Company that deals primarily in assisting corporate companies with their energy efficiency (Winterbourne-Green Energy (Pty) Ltd) in the 2014/2015 reporting year. This project has been put on hold, as Winterbourne-Green Energy (Pty) Ltd is still in the process of enlisting more corporates for this initiative. When the Project is implemented, it will assist greatly in both the Cape Town and Johannesburg Offices becoming more energy efficient, while still operating optimally.

#### REDUCTION, RE-USE AND RECYCLING OF WASTE

We remain committed to reducing paper use and recycling paper, plastics and other waste. CDH continues to utilise an accredited recycling company at its Johannesburg and Cape Town Offices. As with most law firms, paper constitutes the bulk of CDH's waste stream.

An employee of the recycling company is based permanently at the Johannesburg Office to separate waste streams for recycling purposes. In addition, recycling boxes are present in prominent positions in both the Cape Town and Johannesburg Offices.

CDH's paper consumption has reduced in 2015/2016 and it will continue to ensure efficient paper usage in the next reporting period.

#### PROVIDING PRO BONO LEGAL SUPPORT TO ENVIRONMENTAL NPOS

CDH has provided a wide range of pro bono legal services to the Endangered Wildlife Trust (EWT) since 2012. Our Property Department is presently involved in assisting EWT relating to the purchase and transfer of a property in a nature conservation area.

In 2015/2016 it has also provided corporate and employment pro bono legal services to Delta Environmental Centre.

#### CREATING ENVIRONMENTAL AWARENESS AMONG STAFF, CLIENTS AND BUSINESS PARTNERS

The Environmental Law Practice provides seminars to other Practice areas, candidate attorneys and clients on various aspects of environmental law. It also frequently publishes articles on developments in environmental law and environmental rights in Africa, aimed inter alia at increasing awareness amongst its clients and the general public.

#### FURNISHING ENVIRONMENTAL LEGAL SERVICES TO CLIENTS

CDH continues to represent several clients with significant environmental impacts due to the nature of their operations, such as the mining, industrial, waste sectors and nuclear power generation. Through our Environmental Law Practice we advise our clients on all environmental aspects of their business, from environmental regulation and compliance to strategic environmental planning.



## TRAVEL MONITORING

CDH's Social and Ethics Committee has an environmental representative, who is a Director in the Environmental Law Practice. She continues to report back on the extent and effectiveness of environmental strategies within the Firm and presents proposals on further reduction/mitigation strategies to reduce CDH's environmental impact.

Through the carbon footprint's outcome and data accumulated on our waste stream, we have a measurable baseline to set annual targets and objectives, enabling us to accurately track and report our progress and determine if our strategies are effective. Management regularly assesses the effectiveness of strategies that have been implemented and whether they successfully reduce the negative impact in the three key areas.

## GOALS

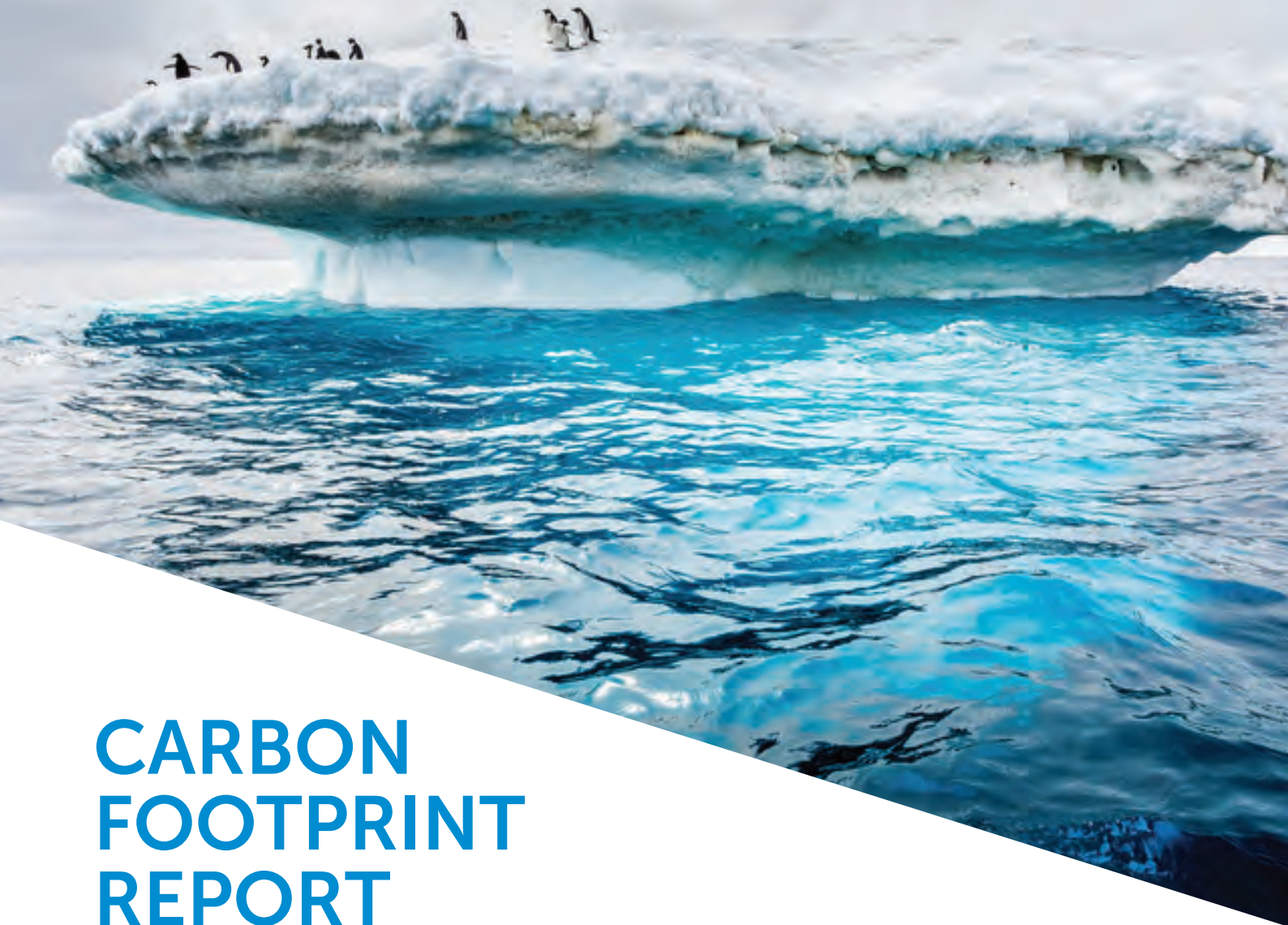
CDH is committed to further reducing our environmental impact in the three key areas identified in the carbon footprint assessment namely: energy efficiency, air travel and car travel. Measures to reduce our carbon footprint from air and car travel will be considered in the next reporting year.

The energy audit will determine where and how the Cape Town Office can become more energy efficient, thereby reducing our carbon footprint even further. For business air travel we are still formulating an appropriate travel policy. Regarding private car travel we continue to actively encouraging lift-sharing and the use of public transport. Lastly, in order to have an accurate carbon footprint, we have implemented the necessary data management processes and will continue striving to improve them.



# Climate Neutral Group®

for better business



## CARBON FOOTPRINT REPORT



Reporting period: 1 April 2015 – 31 March 2016

28 July 2016

[www.climateneutralgroup.co.za](http://www.climateneutralgroup.co.za)

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## ACKNOWLEDGEMENTS

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Franz Rentel from Climate Neutral Group would like to thank Sandra Gore and Beverley Winter for fielding all questions and coordinating the Cliffe Dekker Hofmeyr team for the carbon footprint.

# OVERVIEW OF CLIFFE DEKKER HOFMEYR'S 2015/2016 CARBON DIOXIDE EQUIVALENT (CO<sub>2</sub>e) EMISSIONS

**REPORTING PERIOD:** Financial Year 2015 / 2016 (1 April 2015 – 31 March 2016)  
**CONDUCTED ON:** Sandton & Cape Town office

## Basic Information

Total CDH employees:	630
Total square metres of space reported:	15.751

## Scope 1 Direct Emissions

	Metric tonnes of CO <sub>2</sub> e
Equipment owned or controlled (generators)	2.3
Company delivery vehicles	33.0
<b>TOTAL SCOPE 1 EMISSIONS</b>	<b>35.4</b>

## Scope 2 Indirect Emissions

Electricity consumption	4874.0
<b>TOTAL SCOPE 1 &amp; 2 EMISSIONS</b>	<b>4874.0</b>

## Scope 3 Indirect Emissions

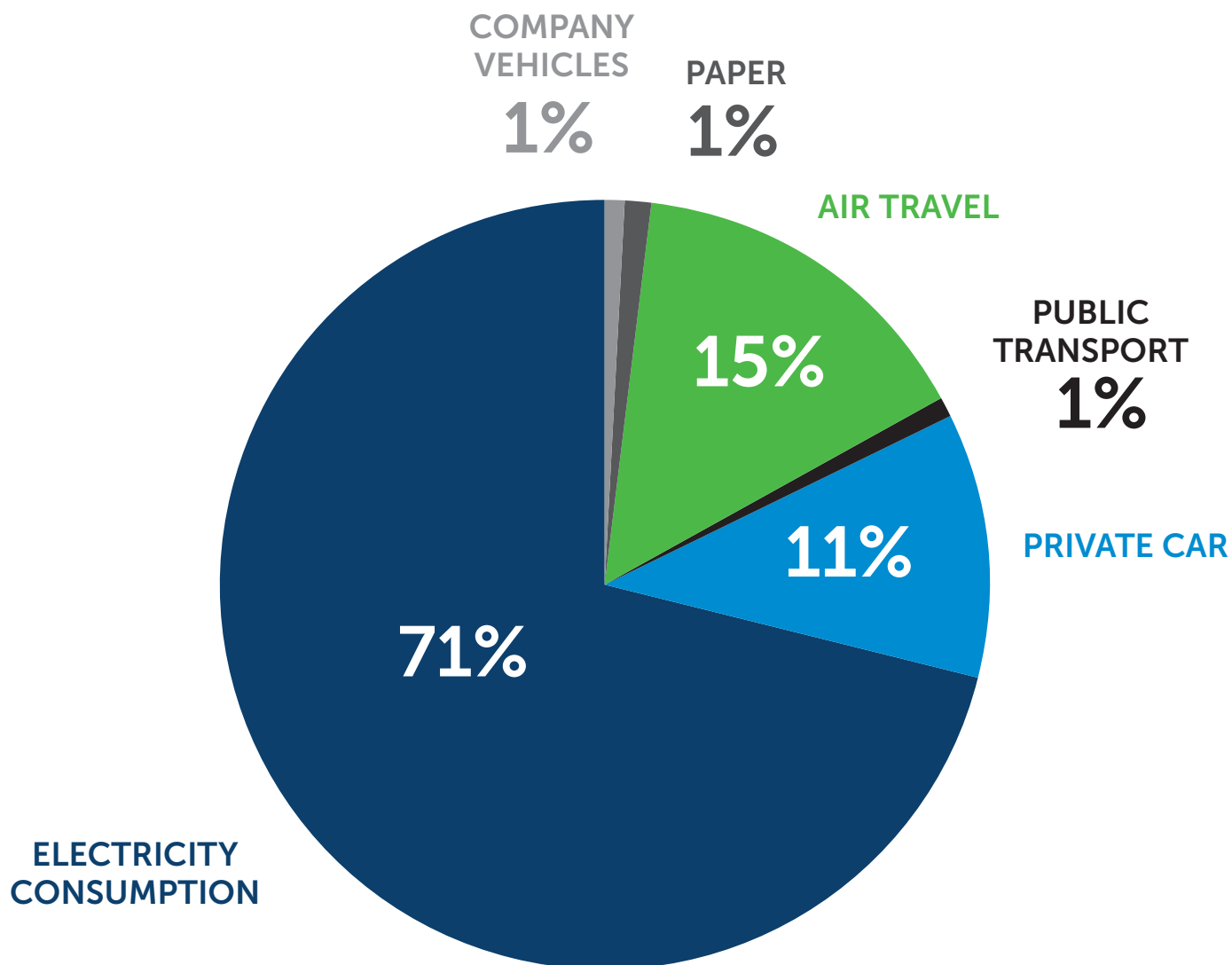
Commuting by private car	744.2
Commuting by public transport	54.2
Business travel in commercial airlines	1044.3
Business travel in rental cars	7.9
Business travel in hotels	7.2
Paper	60.7
<b>TOTAL SCOPE 3 EMISSIONS</b>	<b>1918.5</b>

<b>TOTAL SCOPE 1, 2 &amp; 3 EMISSIONS</b>	<b>6827.8</b>
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Total emissions per full-time employee (tCO <sub>2</sub> e/FTE)	10.84
Total emissions per square metre of space (tCO <sub>2</sub> e/m <sup>2</sup> )	0.43

## OVERVIEW OF RESULTS OF EMISSIONS BY SCOPE

Description	Metric tonnes of CO <sub>2</sub> e emissions
Scope 1	35.4
Scope 2	4874.0
Scope 3	1918.5



## EMISSION PER SOURCE IN THIS PERIOD





# 1. INTRODUCTION

---

An organisational carbon footprint serves as a starting point and foundation for your company's carbon management programme by providing you with a clear overview of all the greenhouse gas emissions caused by your operations, including energy use by your offices and processes. Gaining insight into your business or organisation's carbon footprint is the first step towards managing it. This will allow you to:

- disclose your carbon emissions to clients, government and other stakeholders
- prepare for future mandatory carbon reporting
- determine your carbon tax exposure
- realise potential energy and cost savings
- track and reduce your carbon emissions
- invest into carbon offsetting thereby linking your CSI mandate with your carbon strategy

This carbon footprint report is part of the standard service offering from Climate Neutral Group. It contains a brief description of the boundaries, scope and methodology used. The major part of the report gives a detailed account

of the carbon footprint, based on your reported data. This carbon footprint was determined in accordance with the Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard methodology<sup>1</sup>.

Climate Neutral Group has gone to all reasonable lengths to ensure that the primary information provided by you is correct but we take no responsibility for any inaccuracies that this information might contain. This report, in its entirety, is both material and complete and is intended for your company's internal use only. Information may, however, be extracted for reporting purposes, such as for submission into international and/or national greenhouse gas registries and sustainability reporting.

We hope that this carbon footprint report will provide you with the valuable insight you need to (further) limit your impact on the climate and/or demonstrate that any carbon reduction measures you might have taken in so far have had the desired effect. If you would like any advice on limiting your climate impact and/or how to offset (a part of) your footprint, please speak to one of our consultants.

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<sup>1</sup> The GHG Protocol is a multi-stakeholder partnership of business, NGOs and governments led by the World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD). It is the best source of information about corporate GHG accounting and reporting, and draws on the expertise and contributions of individuals and organisations from around the world. The GHG Protocol is the most widely used standard for mandatory and voluntary GHG Programmes.





## 2. REQUIRED INFORMATION

### 2.1. COMPANY DESCRIPTION

Cliffe Dekker Hofmeyr (“CDH”) is one of the largest business law firms in South Africa with some 115 directors/partners and 200 qualified lawyers, located at offices in Sandton and Cape Town. The firm specialises in services covering the complete spectrum of business legal needs with dedicated sector-led teams.

This 2015/2016 Carbon Footprint Report constitutes the fourth consecutive carbon footprint commissioned by Cliffe Dekker Hofmeyr (“CDH”) and should be compared against the previous carbon footprint calculations. This report covers emissions resulting from business activities of CDH’s two South African offices: Sandton (Johannesburg) and Cape Town. This covers a staff complement of some 630 full-time employees (FTEs), excluding contracted intermediaries, and 15 751 square metres (m<sup>2</sup>) of total office space.

### 2.2. GHG INVENTORY BOUNDARIES

In accordance with the GHG Protocol, clear organisational and operational boundaries (including “scopes”) have to be defined before a carbon footprint can be reported. It is important to highlight that under the GHG Protocol, the reporting of both direct emissions and indirect emissions resulting from purchased electricity are compulsory (scope 1 and 2 respectively). All other indirect emissions (scope 3) are reported on a voluntary basis. However Climate Neutral

Group advises that any emissions from significant scope 3 activities that your organisation has an influence over should also be included (for example business travel). This provides you with a realistic carbon footprint which is the best basis to initiate effective carbon reduction plans and communicate transparently to stakeholders. Below is a short description about boundaries and scopes.

#### ORGANISATIONAL BOUNDARIES

**Organisational boundaries determine which business units (core, subsidiaries, franchises, etc.), facilities, or physical places of operation, owned or controlled by the reporting company, are included in the carbon footprint. The more complex the company structure, the more important are the boundaries of an organisation for the clear definition and scope of the report.**

Organisational boundaries are established on either the control approach or the equity share approach. Under the control approach, a company accounts for all emissions by entities and activities that are controlled by the organisation. Under the equity share approach, a company accounts for its GHG emissions from operations according to its share of equity in the operation.

Cliffe Dekker Hofmeyr reports on all emissions using the Operational Control approach. This includes South African offices managed and controlled by the firm for which Scope 1 (direct), Scope 2 (indirect electricity) and Scope 3 (indirect) emissions can be accounted for. The offices included in the boundary are the Sandton and Cape Town office.

## OPERATIONAL BOUNDARIES

**Operational boundaries determine the actual business activities of the reporting company that generate emissions, which of these activities should be included in the calculation, and how these activities should be classified (i.e. direct or indirect emissions).**

The GHG-emitting activities covered by the report include direct emissions resulting from fuel used by company-owned or controlled equipment and fleet vehicles; indirect emissions from purchased electricity (referred to as Scope 1 and 2 emissions respectively); and selected indirect emissions resulting from your business travel activities, third-party vehicle fleet, employee commuting patterns and the consumption of office paper (referred to as Scope 3 emissions). Refer to Appendix B for a diagram to illustrate direct and indirect emissions and the different scopes of reporting.

Greenhouse Gas (GHG) emissions resulting from the following activities have been calculated:

### **Scope 1 (direct):**

- Equipment owned or controlled by company (e.g. back-up Diesel generators)
- Operation of company-owned delivery vehicles

### **Scope 2 (indirect – electricity):**

- Consumption of purchased electricity

### **Scope 3: (indirect – other):**

- Commuting of staff by private car & public transport
- Business travel in rental cars, commercial airlines & hotel stays
- Paper use

## 2.3. REPORTING PERIOD

The reporting period of this report is for CDH's 2015/2016 financial year (1 April 2015 – 31 March 2016).



## 3. METHODOLOGY

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### 3.1. CARBON DIOXIDE EQUIVALENT (CO<sub>2</sub>e)

The root cause of climate change is the release of man-made greenhouse gases into the atmosphere which trap heat. The most important are carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O). Due to the varying ability of greenhouse gases to trap heat in the atmosphere, some are more harmful to the climate than others. Each greenhouse gas has a “global warming potential” (GWP), which refers to its heat trapping potential relative to that of CO<sub>2</sub>. Therefore, to provide a comparable final figure, all emissions are reported as a relative figure to CO<sub>2</sub>, i.e. as CO<sub>2</sub>e values.

### 3.2. EMISSION FACTORS (EFS)

Emission factors convert activity data (e.g. amount of fuel used, kilometres driven, and kilowatt hours of purchased electricity) into a value indicating carbon dioxide equivalent (CO<sub>2</sub>e) emissions generated by that activity.

Default values are used by the GHG Protocol to assist businesses that are unable to develop accurate customised

values. These default values are representative averages based on the most extensive data sets available and are largely identical to those used by the Intergovernmental Panel on Climate Change (IPCC), the premier authority on greenhouse gas accounting practices at the global level.

The GHG Protocol recommends, however, that businesses should use customised values whenever possible, as industrial processes or the composition of fuels used by businesses may differ with time and by region. This report largely uses the latest emission factors provided by the UK government’s Department of Environment, Food and Rural Activities (Defra), May 2015.

In reporting emissions generated by the consumption of electricity purchased from Eskom, the emissions factor provided by the utility’s annual integrated report (2015) has been used to give local context accuracy.

It is important to note that emission factors from the relevant institutions are continuously updated in line with new developments. Sometimes this can make comparisons with a previous year’s carbon footprint less straight-forward. Therefore the changes you see in your footprint over time are not only caused by changes in your behaviour but also changes in emission factors.

## 4. CARBON FOOTPRINT CLIFFE DEKKER HOFMEYR

### 4.1. SCOPE 1 & 2 EMISSIONS

The following two tables outline all direct emissions under Scope 1 and indirect emissions from purchased electricity under Scope 2 for the 2015/2016 financial year. Emissions associated with the operation of air-conditioning units and refrigerators have not been included due to unreliable data.

#### TOTAL DIRECT SCOPE 1 EMISSIONS

Description	Units	Emission factors kgCO <sub>2</sub> e/unit <sup>2</sup>	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Fuel used in equipment owned or controlled (back-up generators)	Litres of diesel	3.257	768	2.4
Vehicle fleet	Litres of petrol	2.75	12,010	33.0
<b>TOTAL EMISSIONS FROM VEHICLE FLEET</b>				<b>35.4</b>

#### TOTAL INDIRECT SCOPE 2 EMISSIONS FROM PURCHASED ELECTRICITY

Description	Units	Emission factors kgCO <sub>2</sub> e/unit	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Purchased electricity	Kilowatt hours	1.01 <sup>3</sup>	4,825,724	4,874.0
Vehicle fleet	Litres of petrol	2.75	12,010	33.0
<b>TOTAL EMISSIONS FROM PURCHASED ELECTRICITY</b>				<b>4,874.0</b>

<b>TOTAL SCOPE 1 &amp; 2 EMISSIONS</b>	<b>4909.4</b>
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<sup>2</sup> Unless otherwise stated, all emission factors are provided by the UK Government Department of Environment, Food and Rural Affairs (Defra). Guideline to Defra's GHG Conversion Factors for Company Reporting; Annexes Updated May 2015.

<sup>3</sup> Eskom emission factor per kilowatt hours of electricity generated in South Africa from Eskom was sourced from the Eskom 2015 Integrated Report.



## 4.2. RELEVANT SCOPE 3 EMISSIONS

The following table outlines major and relevant Scope 3 emissions generated during the 2015/2016 financial year. Employee commuting carbon emissions have been calculated by means of a staff survey carried out in July, 2016 (details of the survey in Appendix C).

### TOTAL INDIRECT SCOPE 3 EMISSIONS

Description	Units	Emission factors kgCO <sub>2</sub> e/unit <sup>4</sup>	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Employee commuting	tCO <sub>2</sub> e/FTE	Various according to transportation mode	6510 km <sup>5</sup>	798.3
Business travel – air travel	km	Varies with distance	2825883 km	1044.3
Business travel – car hire	Km / liters	0.229/2.75	7970/2194	7.9
Business travel – hotel accommodation	Bed night	20.6	351	7.2
Paper	ton	Various types	55.212	60.7
<b>TOTAL SCOPE 3 EMISSIONS</b>				<b>1918.5</b>

<sup>4</sup> Unless otherwise stated, all emission factors are provided by the UK Government Department of Environment, Food and Rural Affairs (Defra). Guideline to Defra's GHG Conversion Factors for Company Reporting; Annexes Updated May 2015.

<sup>5</sup> An online commuting survey was completed on 26 July 2016. Total responses received: 201, representing 32% of full time employees. Appendix C contains details of the survey.

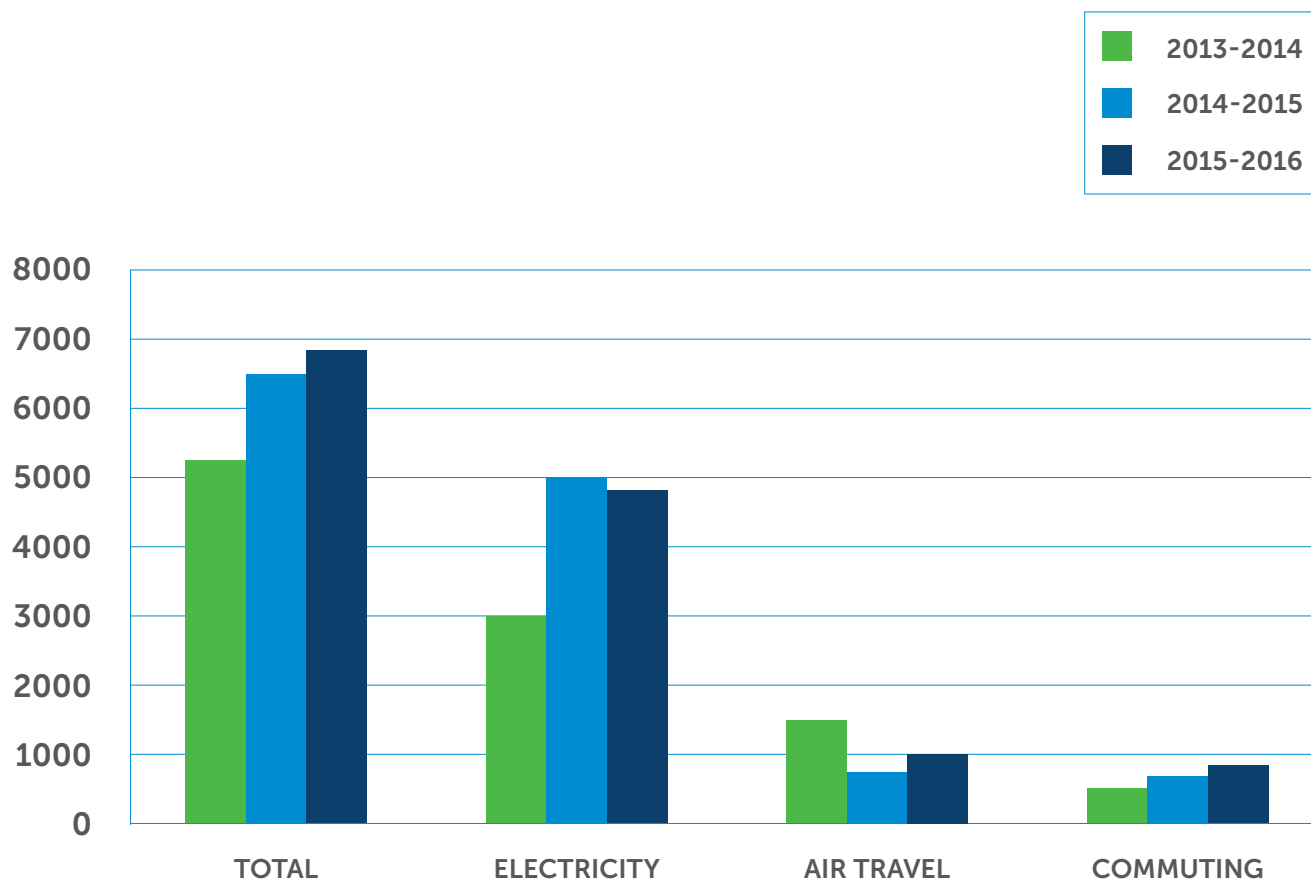
### 4.3. HISTORICAL OVERVIEW

Cliffe Dekker Hofmeyr had initially set 2012/2013 financial year as its base year for the carbon footprint calculations. A base year is the historical year against which a company's emissions are tracked and compared over time. It is typically the earliest relevant point in time for which a company has reliable data. However, this has been adjusted to the 2014/2015 financial year due to unreliable electricity consumption data in 2013/2014 financial year. The table below compares CDH's carbon footprint over the past three financial years of reporting.

**COMPARISON OF EMISSIONS AND INTENSITY**  
**1 April 2013 – 31 March 2016**

<b>BASIC INFORMATION</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>
Full-time employees (FTE)	583	601	630
Square metres (m <sup>2</sup> )	15.751	15.751	15.751
<b>ACTIVITY (tCO<sub>2</sub>e)</b>			
Equipment owned or controlled (back-up generators)	3.18	2.4	2.3
Company owned delivery vehicles	37.63	28.4	33.0
TOTAL SCOPE 1	40.8	30.8	35.4
TOTAL SCOPE 2 – Electricity	2871.62	5006.6	4874.4
TOTAL SCOPE 1 & 2	2912.42	5037.4	4909.4
Employee commuting by private car	417.45	547.8	744.2
Employee commuting by public transport	68.31	45.0	54.1
Business travel – commercial airlines	1543.51	737.2	1044.3
Business travel – car hire	0.27	No data	7.9
Business travel – hotel accommodation	5.46	No data	7.2
Paper	92.10	142.0	60.7
TOTAL SCOPE 3	2127.1	1472.0	1918.5
<b>TOTAL GROSS EMISSIONS</b>	5039.53	6509.3	6827.8
Carbon Offsets	0	0	0
<b>TOTAL NET EMISSIONS</b>	5039.53	6509.3	6827.8
Emission intensity per employee (tCO <sub>2</sub> e/FTE)	8.64	10.83	10.84
Emission intensity per square metre office space (tCO <sub>2</sub> e/m <sup>2</sup> )	0.32	0.41	0.43
Intensity: % tCO <sub>2</sub> e from electricity	58	77	73
Kilowatt Hours consumed	2,930,226	4,908,411	4,825,724
Electricity intensity: kWh/FTE	5,026	8,167	7,660

## HISTORICAL OVERVIEW



## 4.4. BENCHMARKING

For comparative purposes, the following international and South African companies in the legal and financial services sector are indicated below according to public disclosure.

It is important to note that differences between organisational and operational boundaries of companies need to be taken into account when comparing performance. This is especially true for Scope 3 emissions whereby companies would be reporting different emission activities, which is why for comparative purposes Scope 3 emissions have been omitted.

Company	Scope 1 & 2 Emissions (tCO <sub>2</sub> e)	Total scope 1 & 2 / FTE	Total Scope 1 & 2 emissions / m <sup>2</sup>
Cliffe Dekker Hofmeyr	4,904	7.79	0.31
Webber Wetzel	5,793	7.29	0.19
Norton Rose Fulbright	4,669	8.11	0.22
Linklaters Global	18,481	4.10	-
Sanlam	41,582	4.92	0.31
Nedbank	154,871	5.77	0.34
Liberty	47,052	5.59	0.25
Santam	8,163	3.12	0.22



## 4.5. INFORMATION ON OFFSETTING

Cliffe Dekker Hofmeyr has not (yet) offset any of its GHG emissions generated in the past four financial years by purchasing carbon offsets (credits).

Carbon offsetting offers a unique opportunity to make an immediate and significant difference to reducing your impact on the environment. Our projects not only reduce global greenhouse gas emissions, but also impact communities who benefit from the sale of carbon credits.

Carbon offsetting can help your business to gain competitive advantage, build brand value, support your CSI policy, improve your BEE scorecard, motivate staff, and encourage reduction activities by setting an internal price for carbon.

Climate Neutral Group has several exciting offset projects in its portfolio that reduce greenhouse gas emissions and improve livelihoods. All our projects comply with the three most internationally recognised carbon credit standards – the Gold Standard, Verified Carbon Standard and the Clean Development Mechanism. Our projects combine energy, environment and developmental solutions into sustainable business opportunities.



## 5. CARBON FOOTPRINT CDH SANDTON OFFICE

CDH's carbon footprint takes into account the GHG emissions of all your facilities and business activities as a whole (i.e. both CDH offices within South Africa). You have requested for us to produce individual sub-reports for each of your offices during this process. While this is not mandatory to satisfy the best practise in carbon accounting, it is beneficial from a carbon management point of view in order to track how the individual offices perform over time.

### 5.1. SCOPE 1 & 2 EMISSIONS

The following two tables outline all direct emissions under Scope 1 and indirect emissions from purchased electricity under Scope 2 for the 2015/2016 financial year for the Sandton office. Emissions associated with the operation of air-conditioning units and refrigerators have not been included due to unreliable data.

#### TOTAL DIRECT SCOPE 1 EMISSIONS – SANDTON OFFICE

Description	Units	Emission factors kgCO <sub>2</sub> e/unit	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Fuel used in in equipment owned or controlled (back-up generators)	Litres of diesel	3.257 <sup>6</sup>	768	2.3
Vehicle fleet	Litres of petrol	2.75	8.721	24.0
<b>TOTAL EMISSIONS FROM VEHICLE FLEET</b>				<b>26.3</b>

#### INDIRECT SCOPE 2 EMISSIONS FROM PURCHASED ELECTRICITY SANDTON OFFICE

Description	Units	Emission factors kgCO <sub>2</sub> e/unit	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Purchased electricity	Kilowatt hours	1.01 <sup>7</sup>	3,001,224	3,031.2
<b>TOTAL EMISSIONS FROM PURCHASED ELECTRICITY</b>				<b>3,031.2</b>

<sup>6</sup> Unless otherwise stated, all emission factors are provided by the UK Government Department of Environment, Food and Rural Affairs (Defra). Guideline to Defra's GHG Conversion Factors for Company Reporting; Annexes Updated May 2015.

<sup>7</sup> Eskom emission factor per kilowatt hours of electricity generated in South Africa from Eskom was sourced from the Eskom 2015 Integrated Report.

## 5.2. RELEVANT SCOPE 3 EMISSIONS

The following table outlines major and relevant Scope 3 emissions generated during the 2015/2016 financial year for the Sandton office. Employee commuting carbon emissions have been calculated by means of a staff survey carried out in July, 2016 (details of the survey in Appendix C).

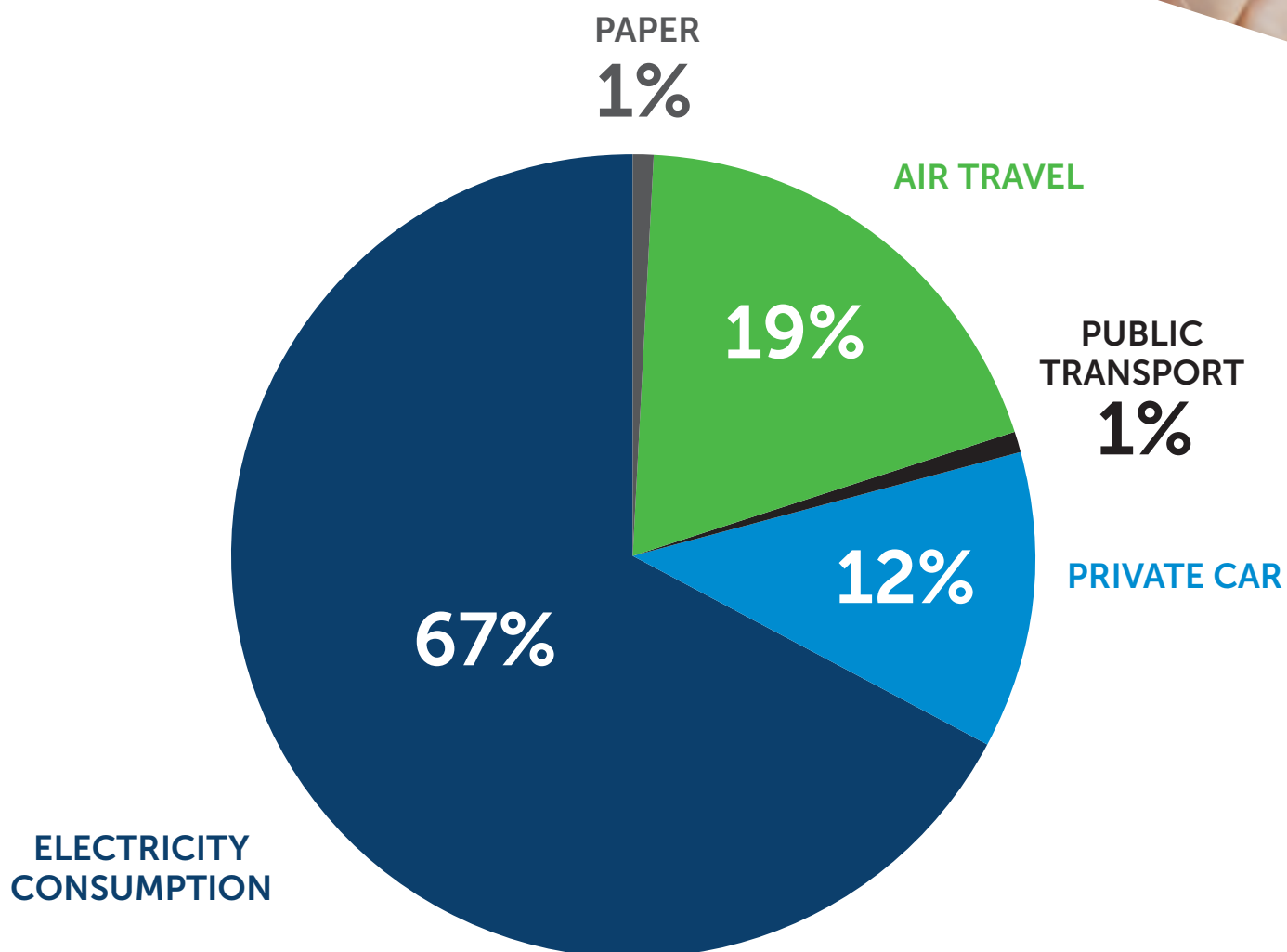
### INDIRECT SCOPE 3 EMISSIONS – SANDTON OFFICE

Description	Units	Emission factors kgCO <sub>2</sub> e/unit	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Employee commuting	tCO <sub>2</sub> e/FTE	Various according to transportation mode <sup>8</sup>	x	579.1
Business travel – air travel	km	Varies with distance	2204975	845.0
Business travel – car hire	Total kilometres travelled	0.229/2.75	484km+7970L	3.2
Business travel – hotel accommodation	Bed night	20.6	257	5.3
Paper	Tons	Varies with type	40.3	44.3
<b>TOTAL SCOPE 3</b>	tCO <sub>2</sub> e			<b>1476.9</b>

### OVERVIEW OF RESULTS OF EMISSIONS BY SCOPE - Sandton office

Description	Metric tonnes of CO <sub>2</sub> e emissions
Scope 1	26.3
Scope 2	3031.2
Scope 3	1476.9

<sup>8</sup> An online commuting survey was completed on 26 July 2016. Total responses received: 201, representing 32% of full time employees. Appendix C contains details of the survey.



## EMISSION PER SOURCE IN THIS PERIOD



## 6. CARBON FOOTPRINT CDH CAPE TOWN OFFICE

### 6.1. SCOPE 1 & 2 EMISSIONS

The following two tables outline all direct emissions under Scope 1 and indirect emissions from purchased electricity under Scope 2 for the 2015/2016 financial year for the Cape Town office. Emissions associated with the operation of air-conditioning units and refrigerators have not been included due to unreliable data.

#### DIRECT SCOPE 1 EMISSIONS - CAPE TOWN OFFICE

Description	Units	Emission factors kgCO <sub>2</sub> e/unit	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Fuel used in in equipment owned or controlled (back-up generators)	Litres of diesel	3.257	0	0
Vehicle fleet	Litres of petrol	2.75	3289	9.0
<b>TOTAL EMISSIONS FROM VEHICLE FLEET</b>				<b>9.0</b>

#### INDIRECT SCOPE 2 EMISSIONS FROM PURCHASED ELECTRICITY – CAPE TOWN OFFICE

Description	Units	Emission factors kgCO <sub>2</sub> e/unit	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Purchased electricity - SA	Kilowatt hours	1.01	1,824,500	1842.7
<b>TOTAL EMISSIONS FROM PURCHASED ELECTRICITY</b>				<b>1842.7</b>

## 6.2. RELEVANT SCOPE 3 EMISSIONS

The following table outlines major and relevant Scope 3 emissions generated during the 2015/2016 financial year for the Cape Town office. Employee commuting carbon emissions have been calculated by means of a staff survey carried out in July, 2016 (details of the survey in Appendix C).

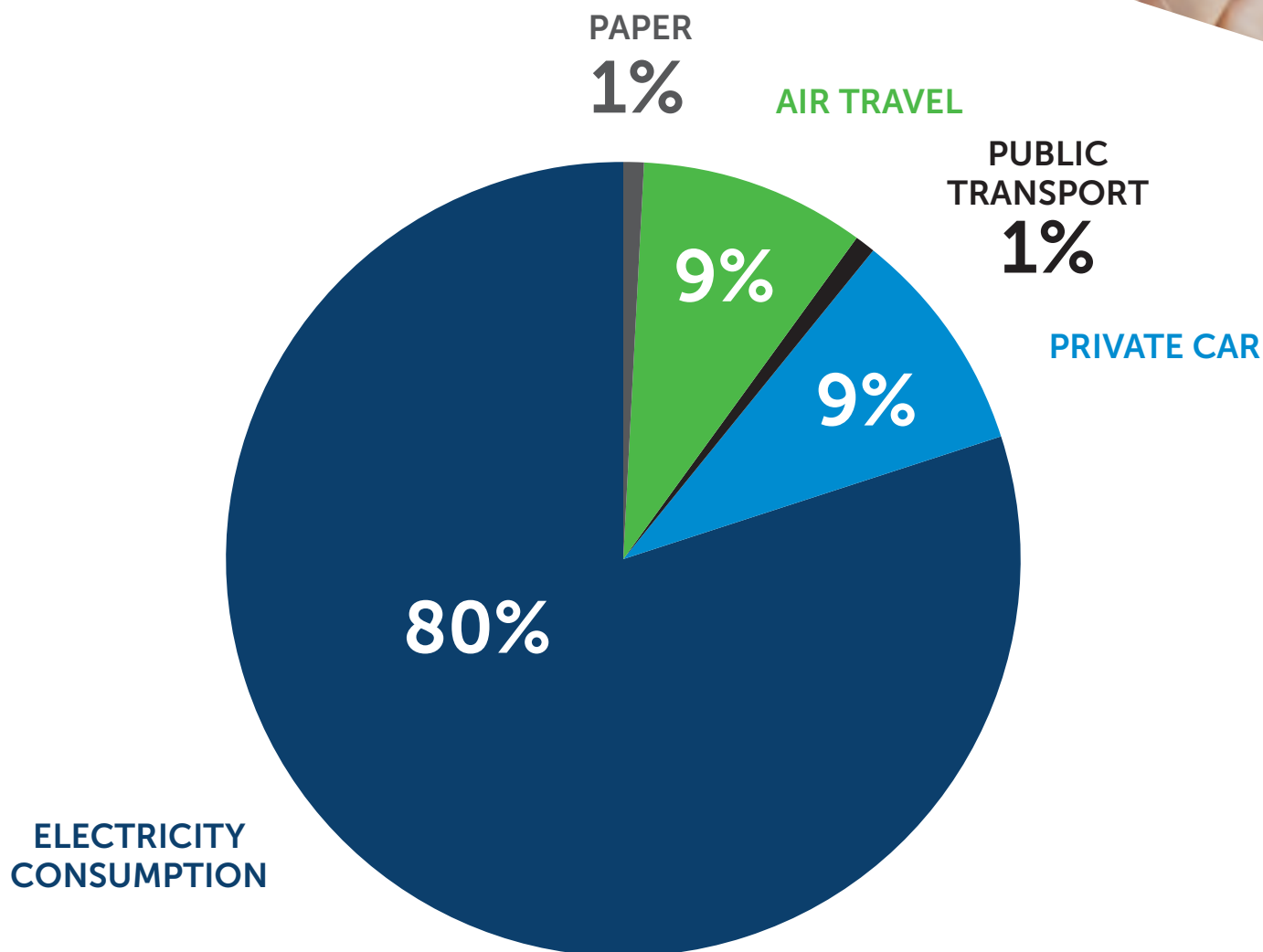
### INDIRECT SCOPE 3 EMISSIONS - CAPE TOWN OFFICE

Description	Units	Emission factors kgCO <sub>2</sub> e/unit	Total consumption	Metric tonnes of CO <sub>2</sub> e emissions
Employee commuting	tCO <sub>2</sub> e/FTE	Various according to transportation mode <sup>9</sup>	x	219.2
Business travel – air travel	km	Varies with distance	620908	199.3
Business travel – car hire	L petrol	2.75	1710	4.7
Business travel – hotel accommodation	Bed night	20.6	94	1.9
Paper	Tons	Various grades	14.9	16.4
<b>TOTAL SCOPE 3</b>	tCO <sub>2</sub> e			<b>441.66</b>

### OVERVIEW OF RESULTS OF EMISSIONS BY SCOPE - Cape Town office

Description	Metric tonnes of CO <sub>2</sub> e emissions
Scope 1	9.1
Scope 2	1842.8
Scope 3	441.66

<sup>9</sup> An online commuting survey was completed on 26 July 2016. Total responses received: 201, representing 32% of full time employees. Appendix C contains details of the survey.



## EMISSION PER SOURCE IN THIS PERIOD

### 6.3. COMPARISON BETWEEN SANDTON & CAPE TOWN OFFICE

To gain better insight into the carbon emissions and energy intensity between the two offices a direct comparison is provided in the table below. The biggest difference is the electricity intensity: Sandton's 4 Star Green Building has an electricity intensity of 6,567kWh per full-time employee whereas the Cape Town office is 10,546kWh per full-time employee.

**COMPARISON OF EMISSIONS AND INTENSITY CDH SANDTON & CAPE TOWN OFFICES  
2015/2016 FINANCIAL YEAR**

	Sandton	Cape Town
<b>BASIC INFORMATION</b>		
Full-time employees (FTE)	457	173
Square metres (m <sup>2</sup> )	11,882	3,869
<b>ACTIVITY (tCO<sub>2</sub>e)</b>		
Equipment owned or controlled (back-up generators)	2.3	0
Company owned vehicle fleet	24.0	9.0
<b>TOTAL SCOPE 1</b>	26.3	9.0
<b>TOTAL SCOPE 2 – ELECTRICITY</b>	3031.2	1842.8
<b>TOTAL SCOPE 1 &amp; 2</b>	3057.5	1851.8
Employee commuting by private car	539.8	204.3
Employee commuting by public transport	39.3	14.9
Business travel – commercial airlines	673.1	199.3
Business travel – car hire	3.1	4.7
Business travel – hotel accommodation	5.3	1.9
Paper	44.3	16.4
<b>TOTAL SCOPE 3</b>	1476.9	441.6
<b>TOTAL GROSS EMISSIONS</b>	4534.8	2296.4
Carbon Offsets	0	0
<b>TOTAL NET EMISSIONS</b>	4370.7	2296.4
Emission intensity per employee (tCO <sub>2</sub> e/FTE)	9.6	13.3
Emission intensity per square metre office space (tCO <sub>2</sub> e/m <sup>2</sup> )	0.37	0.59
Intensity: % tCO <sub>2</sub> e from electricity	69	80
Kilowatt Hours consumed	3,001,224	1,824,500
Electricity intensity: kWh/FTE	6,567	10,546





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## ABOUT CLIMATE NEUTRAL GROUP

Climate Neutral Group (CNG) aims to shape and promote the low-carbon agenda. We were established in 2001 in the Netherlands by the Doen Foundation and Triodos Bank. Since then we have grown to market leader in the Benelux thanks to our knowledge and experience in carbon management.

In 2012 we expanded operations into South Africa – a country with one of the largest carbon footprints in the world and increasing regulatory measures (such as the proposed carbon tax). Our expertise and services are well matched with the need for professional services that can ensure compliance and accelerate businesses' transition towards sustainability.

CNG is member of the International Carbon Reduction and Offset Alliance (ICROA), thereby helping to set standards for the carbon industry. As a member of the Southern Africa-Netherlands Chamber of Commerce (SANEC) we help strengthen business ties between the two regions. Through our National Business Initiative (NBI) membership we engage with business leaders in shaping a low carbon future in South Africa.

## APPENDIX A

### ABBREVIATIONS AND GLOSSARY OF TERMS

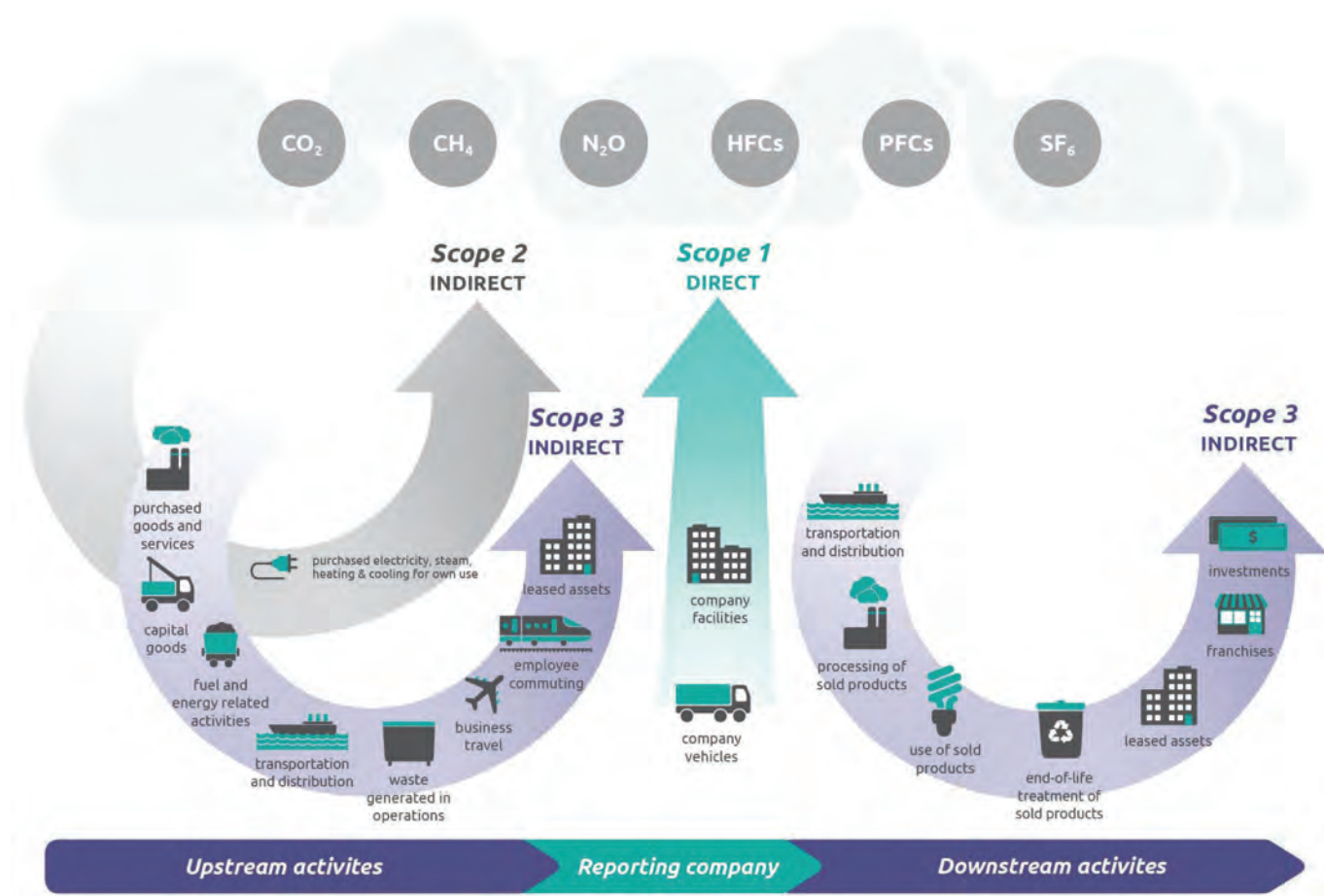
A/C	Air-conditioning
Baseline year	An historical year used to compare preceding year's emissions.
Carbon Offset	A unit of carbon dioxide-equivalent (CO <sub>2</sub> e) that is reduced, avoided, or sequestered to compensate for emissions occurring elsewhere
CO <sub>2</sub>	Carbon dioxide
CO <sub>2</sub> e	Carbon dioxide equivalent – standardisation of all greenhouse gases to reflect the global warming potential relative to carbon dioxide
Defra	United Kingdom Department of Environment, Food and Rural Affairs
Direct emissions	Greenhouse gas emissions from facilities/sources owned or controlled by a reporting company, e.g. generators, blowers, vehicle fleets
Emission factors	Specific value used to convert activity data into greenhouse gas emission values. Presented in specific units, e.g. kgCO <sub>2</sub> /km travelled
FTEs	Full-time employees
GHG	Greenhouse gases
GHG Protocol	Greenhouse Gas Protocol – uniform methodology used to calculate the carbon footprint of an organisation
GWP	Global Warming Potential – an indication of the global warming effect of a greenhouse gas in comparison to the same weight of carbon dioxide
IPCC	International Panel on Climate Change
Indirect emissions	Greenhouse gas emissions from facilities/sources that are not owned or controlled by the reporting company, but for which the activities of the reporting company are responsible, e.g. purchasing of electricity



Offset	See "Carbon Offset"
Operational boundary	Determination of which facilities or sources of emissions will be included in a carbon footprint calculation
Organisational boundary	Determination of which business units of an organisation will be included in a carbon footprint calculation
Relevant emissions	Emissions generated as a result of the business activities of the reporting company
Required information	Information relating to emissions that are compulsory under the GHG Protocol, namely direct emissions and indirect emissions from purchased electricity
Scope 1 emissions	Emissions resulting from equipment owned or controlled by a reporting company
Scope 2 emissions	Emissions resulting from consumption of electricity purchased by a reporting company
Scope 3 emissions	Emissions resulting from other activities of a reporting company, such as commuting travel, business air travel, paper consumption
WBCSD	World Business Council for Sustainable Development
WRI	World Resources Institute

## APPENDIX B

### DIAGRAM ILLUSTRATING DIRECT VS. INDIRECT EMISSIONS



## APPENDIX C

### DETAILED RESULTS OF EMPLOYEE COMMUTING SURVEY 2016

#### RESULTS OF EMPLOYEE COMMUTING EMISSIONS SURVEY 2016

Description	Emission factors kgCO <sub>2</sub> e/km <sup>10</sup>	Total consumption (km)		Metric tonnes of CO <sub>2</sub> e emissions
		Sandton	Cape Town	
Private car – petrol	0.228	2,017,223	763,631	636.1
Private car – diesel	0.185	419,511	158,808	107.0
Private car – hybrid	0.162	0	0	0
Private car – electric		0	0	0
Motorbike	0.107	0	0	0
<b>TOTAL PRIVATE CAR</b>				743.1
Minibus/taxi	0.0173	44,629	168,95	1.1
Bus	0.109		84,473	33.7
Train	0.047		119,388	20.5
Walking / Cycling	0		22,526	0
<b>TOTAL PUBLIC TRANSPORT</b>				55.3
<b>TOTAL COMMUTING</b>				798.3

<sup>10</sup> Unless otherwise stated, all emission factors are provided by the UK Government Department of Environment, Food and Rural Affairs (Defra). Guideline to Defra's GHG Conversion Factors for Company Reporting; Annexes Updated May 2015.