



UNITED NATIONS GLOBAL COMPACT COMMUNICATION ON PROGRESS

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"Taking stock of our contributions in the areas of human rights, labour, environment and anti-corruption in the last year, I am proud of our firm and of the legal experts that dedicate their time, skills and know-how to empower and protect the communities in which we practice."

STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER

As a firm, we are aware that with every new success comes added responsibility to give back to our society. We are extremely proud of our achievements in the last year and conscious that our duty to our people - both within our firm and within our communities - has never been more profound. Fulfilling this firm-wide duty demands collective effort but it begins with leadership and the importance of placing integrity at centre of our strategies, policies and procedures, ensuring that our decisions align with the 10 Principles of the UN Global Compact.

One of the largest South African corporate law firms, CDH prides itself in forging long-term partnerships with our clients, leveraging our legal expertise, strategic insight and business acumen to turn ambitious goals into notable achievements. We believe that the same qualities and skillsets that serve our clients should be channelled to help and further our communities and cities. The pages that follow detail many of these projects and initiatives, but I provide a few examples below: Staffing a Refugee Law Clinic on a monthly basis; advising on

all aspects of South Africa's labour law at the SASLAW Clinic on a weekly basis; presenting an NGO workshop geared at empowering and equipping NGOs to run legally compliant entities; hosting a finance and banking community workshop in partnership with ProBono.Org and the Ekurhuleni Municipality; and presenting a wills and estate planning practice workshop at the Rabasotho Civic Centre, Tembisa, East of Johannesburg. Our dedicated Pro Bono & Human Rights Practice also advised on a number of notable pro bono and human rights cases in the last 12 months, including a dispute defending the right to equality and religious freedom, and a case in which we are assisting asylum seekers who are being unlawfully deprived of unemployment insurance benefits.

Taking stock of our contributions in the areas of human rights, labour, environment and anti-corruption in the last year, I am proud of our firm and of the legal experts that dedicate their time, skills and know-how to empower and protect the communities in which we practice.

A stylized handwritten signature in black ink, consisting of a large 'B' and 'W' intertwined.

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

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 10 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 & Human Rights Practice (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, as well as a CSR 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

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

HUMAN RIGHTS PRINCIPLES...continued

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 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 2018 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 & Human Rights Work in the Period under Review

We are proud to report that during the period under review CDH as a whole donated over 9,940 hours/in excess of R26,060,000 in free legal services to deserving individuals and organisations.

We summarise some of the highlights of our pro bono and human rights work below and outline our CSR activities for the year.

We are proud to report that during the period under review CDH as whole donated over 9,940 hours/ in excess of R26,060,000 in free legal services to deserving individuals and organisations.

HUMAN RIGHTS AWARENESS AND TRAINING INITIATIVES

NSMCC

Led by the Pro Bono Practice, CDH continued to provide extensive support for the National Schools Moot Court Competition (NSMCC) in 2018.

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.

Prides and Plights

On 28 November 2018 our Pro Bono Practice hosted an exhibition and cocktail event at our Johannesburg Office in partnership with the Centre for Human Rights, University of Pretoria (the Centre). The Exhibition which was titled "Prides and Plights" formed part of a year-long

campaign by the Centre to draw attention to the plights of older persons, with a particular focus on older women on the African continent. The aim of the campaign was to advocate for their human rights, to promote an environment for older persons to age with dignity and to promote the ratification of the protocol to the African Charter on Human and People's Rights on the Rights of Older Persons (the Protocol).

The Exhibition brought together works of art by several generations of practicing South African artists all who hail from institutional and self-taught backgrounds and focused on "the Prides and the Plights" of older African women. As the title of the Exhibition indicated, the works of art on display aimed to honour the dignity, resilience and contribution of elderly African women (their "Pride") while highlighting some of the human rights challenges and abuses suffered by them ("their Plight").

As a result of pervasive misconceptions and stereotypes about ageing, older persons in many African countries face a triple jeopardy namely, sexism, disempowerment and ageing. Older persons are often viewed as unproductive, an inconvenience, burdensome, dependent, passive and many are isolated, poor, abused and suffer various forms of violence and discrimination.

In 2016, member states of the African Union adopted the abovementioned Protocol. The Protocol provides a framework for governments to end ageism and covers a wide range of rights including prohibition of all forms of discrimination against older people. The Protocol further requires the member states to adopt policies,

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HUMAN RIGHTS AWARENESS AND TRAINING INITIATIVES...continued

legislation and other measures that ensure the rights of older persons to enjoy all aspects of life, including active participation in socio-economic development, cultural programmes, leisure and sports.

Regrettably, the adoption of the Protocol has not come without its challenges, and two years later only five countries have signed the Protocol, and only one member state has ratified it. The non-ratification of the Protocol by state parties perhaps highlights the lack of political will or non-prioritisation of the rights of older persons as well as the invisibility of civil society advocacy on this issue.

The Exhibition was showcased at a cocktail event at our Sandton offices and members of the profession, the public interest legal sector as well as corporate clients attended the event. We were honoured to have Chief Justice Mogoeng Mogoeng attend as guest speaker.

Commitment to Ending Violence Against Women and Children

In solidarity with the international 16 days of activism campaign to combat violence against women and children, held annually between 25 November and 10 December, the Pro Bono Practice hosted a firm wide 16 days of activism campaign to address the issue of violence against women and children in our society.

The purpose of the campaign was to create constructive discourse within the firm about the daily human rights violations committed against women and children and to encourage members of our firm to contribute to, and participate in, initiatives aimed at combatting violence against women and children.

During the campaign, the Pro Bono Practice hosted a panel discussion with members from various institutions who work to combat gender-based violence in South Africa including, Sonke Gender Justice, Rape Crisis South Africa, the Saartjie Baartman Centre and the Institute of Security Studies. The panel discussed "why allegations of sexual violence are often not reported, when reported, survivors are often not believed and the manner in which state institutions, private intuitions and the broader civil society can create safe spaces for survivors to come forward". The panel discussion was aimed at addressing victim blaming and creating an environment where survivors of violence are encouraged to share their experiences without the fear of being retraumatised.

As part of the campaign's aim to empower survivors of abuse, the Pro Bono Practice also hosted a basic self-defence sensitivity training to assist members of our staff with some practical tools to deal with dangerous situations. The purpose of the training was to both empower members of our staff but also to create awareness around fleeing dangerous situations.

CDH and the Pro Bono Practice are committed to meaningful partnerships and creating networks of people and organisations that work together rather than dividing efforts. As part of an initiative to contribute to the existing work in the area of gender-based violence, the Pro Bono Practice in partnership with Rape Crisis South Africa organised a donation initiative in terms of which every R100 contributed by a member of staff was donated to rape crisis South Africa to fund a counselling session for a survivor of abuse.

HUMAN RIGHTS AWARENESS AND TRAINING INITIATIVES...continued

We hope that members of our staff will take the campaign forward, in order for it to have a meaningful impact outside the parameters of our firm.

Finance and Banking Workshop

On 14 February 2018, our Pro Bono Practice collaborated with our Finance & Banking Practice to organise and host a finance and banking community workshop in partnership with ProBono.Org and the Ekurhuleni Municipality. The purpose of the workshop was to present on various literacy and banking concepts that are relevant to the everyday lives of ordinary South Africans.

The workshop was held at the Etafeni Skills Development Centre in Tembisa, a township located east of Johannesburg, and was delivered to a crowd of approximately 85 elderly persons (mostly women) living in the community. The attendees were highly engaged and posed a number of questions during the presentations by the speakers.

The presentations sought to cover some basic financial concepts that affect people on a daily basis such as:

- what is the difference between a cheque and a savings account;
- how does compound interest work;
- what is a mortgage bond and how does it work;
- how and when does a bank typically advance a loan to a person;
- what are the laws relating to stokvels and how can these be utilised as a powerful tool for investment;

- what is the national credit act and how does it regulate the relationship between consumers and credit providers – including unscrupulous providers such as loan sharks; and
- how to identify some common fraudulent financial scams such as pyramid schemes.

NGO Pro Bono Workshop

In July 2018, CDH's Pro Bono, Tax & Exchange Control, Employment, Dispute Resolution and Corporate & Commercial Practices collaborated with Pro Bono.Org to present a daylong NGO workshop geared at empowering and equipping NGO's to run legally compliant entities.

A group of approximately 50 individuals representing an array of NGO's from different sectors attended the workshop with some travelling from as far as Orange Farm, Dobsonville and Tembisa to participate in the day's activities.

Director Yaniv Kleitman from our Corporate & Commercial Practice commenced the workshop with a discussion on different forms of entities, general compliance, MOI's, registration of entities, boards of directors and finished off with a discussion on trusts after lunch.

Associate Louis Botha from our Tax & Exchange Control Practice began the afternoon sessions with a discussion on a basic guide to tax compliance for NGO's focusing in particular on PBO's, tax benefits to donors, 18A certificates and a general discussion on VAT, transfer duty and dividend tax.



HUMAN RIGHTS AWARENESS AND TRAINING INITIATIVES...continued

One of the highlights of the workshop was the presentation by Director Michael Yeates and Associate Bheki Nhlapo from our Employment Practice, who dealt in great detail with the importance of employment contracts, basic conditions of employment, obligations towards voluntary, part-time and full-time employees along with independent contractors.

The workshop ended on a high note with a presentation by Director Burton Meyer and Senior Associate Nicole Meyer from our Dispute Resolution Practice on delinquent directors and the processes involved in order to remove such directors. The attendees found the workshop extremely informative and thoroughly enjoyed the day as demonstrated by their engagement throughout the programme and many requesting that the NGO workshop become an annual event.

CDH Youth Day Community Workshop

The Pro Bono Practice in collaboration with our Finance & Banking and Corporate & Commercial Practices and in partnership with ProBono.Org organised and hosted a finance, banking and corporate governance workshop on 28 June 2018 in Tembisa. The workshop formed part of our firm's 'empower and inspire' youth day initiative.

The workshop was held at the Ekurhuleni Council Chambers in Tembisa, east of Johannesburg, and a crowd of approximately 40 youth from the community attended the workshop. The workshop was geared at equipping up and coming social entrepreneurs and social activists with practical finance, banking and corporate governance knowledge.

The speakers guided the attendees through the rudimentary aspects of funding and corporate governance as well as the costs, timelines and documentary requirements involved in the incorporation of different entities.

The workshop was a tremendous success as was displayed by the enthusiasm of the attendees and the highly interactive nature of the presentations. Furthermore, the feedback received from both the attendees as well as a number of other interested parties has been overwhelmingly positive.

Wills and Estates Workshop

On Tuesday 10 July 2018 CDH's Trusts and Estates' Practice in collaboration with our Pro Bono Practice presented a wills and estate planning practice workshop at the Rabasotho Civic Centre, Tembisa, East of Johannesburg.

The workshop was initiated by the Department of Social Development in conjunction with Pro Bono.Org and our Pro Bono Practice.

Presenters from our Trusts & Estates Practice presented to approximately 40 ECD (early childhood development) practitioners. The workshop was attended in the majority by women who run ECD centres from their homes.

Topics canvassed during the training included:

- issues to consider when drafting a last will and testament;
- marital property regimes and relevant implications when drafting a last will and testament and estate planning;

CDH's Trusts and Estates' Practice in collaboration with our Pro Bono Practice presented a wills and estate planning practice workshop.

HUMAN RIGHTS AWARENESS AND TRAINING INITIATIVES...continued

- estate structuring and a consideration of the relevant tax implications;
- an overview of the deceased estate administration process;
- continuation of the practitioner's ECD practice after death; and
- the concept of family homes, ownership thereof and how to deal therewith in a last will and testament.

The workshop was interactive, and the presenters raised various questions and concerns, often shared by the group of attendees and the community as a whole.

Our presenters endeavoured to drive home the importance of drawing up a last will and testament and proper estate planning. The workshop aimed to empower the women in attendance and encourage them to take steps to protect their estates and preserve them for the long - term benefit of their families and communities.

Emancipate yourselves

On the evening of 13 June 2018, our Pro Bono Practice hosted Tembeka Ngcukaitobi, acclaimed advocate, social activist and author of the book "The Land is Ours" for a Youth Day talk at our Johannesburg Office. An audience at our Cape Town office also joined in the event by way of video conference.

In his usual bold, unflinching and searchingly honest way, Tembeka delivered a powerful and thought - provoking address on the topic of the continued significance of Youth Day, social activism and the role of young lawyers in effecting meaningful social transformation. He also offered some profound and at times discomforting reflections on transformation and what he believes stands in the way of meaningful change - within the profession and in South African society as a whole. Reflections which call on us all (white and black, male and female) to introspect and to transcend deeply engrained perceptions of ourselves and others.

Tembeka began his address with a moving homage to Tsietshi Mashinini, one of the student leaders who led the fateful June 16 student protest marches in 1976, and who was forced into exile as a result of the brutal lock down by the Apartheid state after events of that day. Mashinini died at the age of 33 in mysterious circumstances in Guinea in a savage attack. After recounting the injuries suffered by Mashinini, in an emotive appeal Tembeka called on the audience to reflect on the senseless waste of human potential inflicted by Apartheid – by pondering on what Mashinini and many other young people from his generation could have achieved had their lives not been thwarted. Might Tsietshi have become a lawyer, doctor, an engineer, an...? Reminding us that much has indeed


HUMAN RIGHTS AWARENESS AND TRAINING INITIATIVES...continued

changed, he then went on to urge all the young lawyers in the room to remember their relative privilege as educated young professionals (who have been afforded the opportunity to unlock their potential) and the power and responsibility that attaches to this privilege. The power to make a difference in the lives of others and the responsibility to use this power to promote social justice.

While stressing the many systemic conditions that remain obstacles for many young black professionals and women, quoting from Bob Marley's famous "Redemption Song" Tembeka reminded us all of the power of our own agency,

that freedom is a state of mind ("non but ourselves can free our minds") and that in the end we are all our own liberators. He also urged all young professionals to create their own opportunities to foster social change. "What" he asked "are you doing" – "for yourselves and for others?" And for those cynics in the audience, one perhaps need look no further than to Tembeka's own example – to appreciate the power of transcendence.

Tembeka's talk sparked much discussion in a long question and answer session, which while it may not always have been easy, was honest yet respectful, deeply refreshing and ultimately very meaningful.



The power to make
a difference in the
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Section 2(2) was promulgated as part of SA's commitment in terms of various international instruments to end statelessness.

NOTABLE PRO BONO & HUMAN RIGHTS CASES

Commitment to Ending Statelessness

The Pro Bono Practice is currently assisting a client with an application for citizenship in terms of various provisions of the Citizenship Act. Our client was born in South Africa (SA) to Angolan parents who resided in SA as refugees and has lived here all her life. As a result of having no status in SA and receiving a constructive refusal by the Angolan Embassy to grant our client Angolan citizenship, our client is *de facto* stateless.

Section 2(2) of the Citizenship Act provides that persons who are born in SA, registered in terms of the Births and Registration Act and who do not have the citizenship or nationality of another country or any right to same, shall be a SA citizen at birth. Section 2(2) was promulgated as part of SA's commitment in terms of various international instruments to end statelessness.

Our client's parents are both Angolan refugees who arrived in SA during the ongoing civil war in Angola during the early 1990's. Our client's birth was not registered at the time of her birth because her parents did not have the requisite paperwork. Our client only obtained a hand - written birth certificate during the course of October 2017. This is the only identification document that our client has. Her refugee permit was lost in or around 2011 and they never took steps to obtain a duplicate. As a result, our client's refugee status was not renewed and she has had no status in SA since late 2011.

Legal recognition in SA will afford our client the human dignity to which she is entitled in terms of the Constitution and a recognition and acknowledgment of her personhood. As the SA Constitutional Court stated in *Minister of Home Affairs v Watchenuka*:

"Human dignity has no nationality. It is inherent in all people citizens and non-citizens alike simply because they are human. And while that person happens to be in this country for whatever reason it must be respected and protected, by section 10 of the Bill of Rights."

Defending the Right to Equality and Religious Freedom

The Pro Bono Practice assisted a group of Muslim learners, together with their parents, to successfully challenge provisions of the learners' School Dress Code which they believed discriminated against them by requiring them to wear a separate "Muslim uniform" if they wished to observe their religious beliefs and wear the hijab (head scarf), thereby denying them the opportunity to identify with the school by wearing the ordinary school uniform while at the same time practising their religious beliefs.

The School's Code of Conduct stipulated that Muslim learners must wear a black jubbah (cloak) together with the hijab. Muslim learners wearing this uniform were also precluded from wearing the official school blazer (and thereby displaying their academic and other achievements) and were only allowed to attach a small school badge to their jubbah.

NOTABLE PRO BONO & HUMAN RIGHTS CASES...continued

A dispute arose between the School Governing Body (SGB) and our clients during 2018 after one of our clients elected to wear the school uniform with her hijab, instead of complying with the prescribed Muslim dress code. A number of other Muslim learners soon followed her example. The objection to the Muslim dress code was that it differentiated between learners on the basis of religion and did not allow Muslim learners to practice their faith and identify with the school simultaneously. Our clients sought for the Code of Conduct to be amended in order to achieve a balance between the right to religion, the right to equality and the right of learners to take pride in and identify with the School.

After consultations between the SGB and the parents of the affected learners broke down, the School instituted disciplinary proceedings against the learners for a breach of the Code of Conduct. After intervention by our Practice and various engagements between our Practice, the Gauteng Department of Education and the SGB, the disciplinary proceedings against the learners were withdrawn and a consultative process with all relevant stakeholders to review the Code of Conduct (to be overseen by the South African Human Rights Commission) was embarked upon.

Pursuant to this review process the provisions of Code of Conduct regarding the Muslim uniform have been revised to accommodate our client's concerns and now also includes an exemption provision which enables learners to apply to be exempt from provisions of the Code on religious, cultural or other justifiable grounds.

Assisting HIV Positive Individual to Defend Discrimination at Workplace

The Cape Town Pro Bono Practice is currently assisting an adult male who it is alleged was removed from a project at work following his HIV status being communicated to his employer (which is a Department of State).

Our client worked for his employer for a period of four years before taking up alternative employment. During this interim period our client contracted HIV. When our client re-joined to relevant employer, he was immediately assigned to the relevant project. Later in the year our client participated in a routine medical examination required by his employer. The results of the medical examination revealed our client's HIV positive status to his employer.

Shortly thereafter, our client was removed from the project by his employer. All indications were that our client would be assigned to the project until its completion, which was at that stage imminent. Our client took great pride in his achievements on the project. He had developed skills over the years and there was no reason apparent to the client for him to be removed from the project. Our client's removal from the project came shortly after the medical examination and his HIV status had been revealed to the employer.

Angered and frustrated by the employer's conduct our client approached the SAHRC for assistance. Having received no satisfactory response to its interventions the commission approached our Pro Bono Practice in Cape Town for assistance.

The Cape Town Pro Bono Practice is currently assisting an adult male who it is alleged was removed from a project at work following his HIV status being communicated to his employer.

NOTABLE PRO BONO & HUMAN RIGHTS CASES...continued

We have subsequently launched an application on client's behalf in the Western Cape High Court seeking a declaration that the employer's conduct was discriminatory and unlawful, that our client be appointed to a similar project by his employer and that the employer formally apologise to client. Attempts to settle the matter have not been successful and we are arranging for the matter to be set down for hearing.

Assisting Asylum Seekers who are being Unlawfully Deprived of Unemployment Insurance Benefits

Our Pro Bono Practice is currently assisting a number of asylum seekers and refugees who, after having made the necessary contributions to the Unemployment

Insurance Fund (UIF) have been unlawfully deprived of their UIF benefits because they do not have South African Identity Documents.

A number of interventions have been made on behalf of various clients and we will in due course be bringing court proceedings where necessary to declare that the necessary regulations and policies regulating the processing of UIF benefits are unconstitutional in so far as they prevent asylum seekers and refugees who are unable to obtain any other form of identification, other than their relevant asylum and/or refugee permits, to obtain the benefits they are entitled to in terms of the Unemployment Insurance Act.

Our Pro Bono Practice is currently assisting a number of asylum seekers and refugees who have been unlawfully deprived of their UIF benefits because they do not have South African identity documents.

ASSISTANCE WITH THE STAFFING OF LAW CLINICS

Refugee Law Clinic

Our Pro Bono Practice staffs this clinic on a monthly basis and provides much needed advice on the asylum seeker process. Assistance is also given with respect to refugee appeal board hearings and high court reviews.

Deeds Office Help Desk

Our Real Estate Practice staffs the Deeds Office Help Desk on a monthly to bimonthly basis. This clinic runs on a weekly basis and individuals from all walks of life visit it in order to obtain assistance/advice on an array of issues including the rectification of title deeds, transfer of ownership, endorsements, cancellation of bonds and drafting of various agreements

Master's Help Desk

Our Trusts & Estates Practice staffs the Master's Helpdesk on a monthly basis. Indigent individuals can obtain advice on all aspects of deceased estates at the clinic.

High Court Help Desk

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.

SASLAW Clinic

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

The Practice has over the years built a name for itself as being one of the leading Employment Practices that dedicated the most hours to the SASLAW Pro Bono NPC. The SASLAW Pro Bono NPC is a non – profit organisation formed by SASLAW to administer the Pro Bono projects in the four Labour Courts in South Africa, namely Johannesburg, Durban, Cape Town and Port Elizabeth.

Students for Law and Social Justice Clinics

In collaboration with the University of Cape Town's Students for Law and Social Justice, our Pro Bono Practice together with other members of our Cape Town office attended mobile clinics in Khayelitsha during the university terms. Indigent individuals obtained advice on all aspect of commercial civil law at the clinic.

Our Pro Bono Practice staffs this clinic on a monthly basis and provides much needed advice on the asylum seeker process.

ASSISTANCE WITH THE STAFFING OF LAW CLINICS...continued

Skills Development Initiatives

CDH invests in its people and in the community at large. One of the ways it does this is through Skills and Development Initiatives that make a difference:

- Annually the firm welcomes candidate attorneys from smaller black owned firms into its in-house Practical Legal Training Course at no cost to the firms or candidates. In 2018, CDH also hosted a Practice Management Course for attorneys struggling to obtain their Fidelity Fund Certificates. This was hosted in association with the Black Lawyers Association and Legal Education and Development.
- In support of people living with disabilities, CDH sponsors the learnerships of deaf learners through its contributions to eDeaf for projects in the operations of the business so that they can get practical experience in a corporate environment.
- Each year CDH provides funding to universities for the purpose of the provision of bursaries to deserving students in need. The CDH LEAF (Legal Education Advancement Fund) has been running for three years now and the aim is to bolster access to the legal profession for designated groups at a rate that is faster than we can achieve by employing candidates directly.

CDH invests in its people and in the community at large.

CSR INITIATIVES

Women's Day Breakfast Talk

In honour of women's month, csr@cdh hosted several UJ, Wits, UCT and UWC female law students for breakfast. The selection criteria for the students: excelling female law students from previously disadvantaged backgrounds that are currently in their 2nd or 3rd year of their studies.

The purpose of the gathering was for the students to be inspired by those paving the way for them. The round table discussion touched on various topical elements such as career, social and personal development. The students posed questions and engaged with CDH's young female attorneys who shared their journeys to "becoming" the multi-faceted women they are today. The theme of the breakfast was "becoming" and drew inspiration from Maya Angelou's quote "we delight in the beauty of the butterfly, but rarely admit the changes it has gone through to achieve that beauty".

Wills Information Session

During the law society wills week, the Trust & Estate Practice together with the CSR team hosted an information wills session for all our employees. This session covered topics on the importance of having a will, preparing a will and the consideration and consequences of having a will. Employees are encouraged to consult with the Trust and Estate attorneys regarding any matters or queries on wills and also the drafting of their wills.

Mandela Day

On 18 July 2018, which would have been tata Madiba's 100th birthday, the CDH community came together to show their united support Madiba's most cherished

cause: the education of South Africa's children. The Cape Town office partnered with the Just Grace Non-Profit Organisation to help them to collect stationery for students at Isilimela Secondary School and Langa High School both situated in Langa. The Johannesburg colleagues also whipped up stationery packs for each pupil of Riversands Primary, a school on the outskirts of Diepsloot educating pupils from Grade R to Grade 7. Behind the scenes soccer balls were ready to be given to each class in the spirit of the 2018 world cup, together with books for the school library, that had been generously donated by our colleagues.

CDH Winter Drive

csr@cdh with the help of our active candidate attorneys, ran various winter drives in both offices to assist all those in need. When we feel the bite of the winter cold in the air most of us curl up with a blanket and warm food. But this is an unknown luxury for far too many South Africans. The Johannesburg Office partnered with Andries Snyman Old Age home in Pretoria and Itlokomeleng Old Age Home in Alexandra by donating quality blankets, whilst the Cape town office partnered with Journey of Enrichment ("joes") to donate blankets and feed the hungry with a hearty soup.

Other Initiatives

Other initiatives that CDH worked on this year include assisting our Cape Town Office during the Cape Town water crisis by donating some water supplies and essential hygiene goodies, donating textbooks to law students at the University of Nelson Mandela who are from previously disadvantaged backgrounds and participating in the Santa Shoe Box Project as well as the CANSA Shavathon.

csr@cdh with the help of our active candidate attorneys, ran various winter drives in both offices to assist all those in need.

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 9,940 and this we believe demonstrates a strong level of dedication and commitment. This amounts to a monetary spend of in excess of R26,060,000 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 the elderly, youth and asylum seekers.

Over and above this, sizable new CSR projects were rolled out by the firm during the period under review. Significant financial, human resources were dedicated to these projects.

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.

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 (EEC), a widely representative employee body constituted in accordance with the requirements of the Employment Equity Act, No 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.

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.

LABOUR PRINCIPLES...continued

The EEC further identifies barriers to employment or advancement of designated groups and works to remove such barriers.

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 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 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 professional 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.

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.

LABOUR PRINCIPLES...continued

The second formal evaluation of transformation initiatives is done in terms of the Broad-Based Black Economic Empowerment Act, No 53 of 2003.

The second formal evaluation of transformation initiatives is done in terms of the Broad-Based Black Economic Empowerment Act, No 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 underrepresentivity 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, three years). CDH's BBBEE level, for the year 2018, is level 2 (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.

CDH has established a dedicated corporate investigations and forensics practice which has bolstered our service offering in all areas of white collar crime.

ANTI-CORRUPTION

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 established a dedicated corporate investigations and forensics practice which has bolstered our service offering in all areas of white collar crime. These services include conducting fraud, theft, corruption and other commercial crime investigations; providing regulatory advice on anti-bribery and corruption; conducting forensic due diligence exercises as well as drafting anti-bribery and corruption policies.

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, ongoing allegations of state capture and an alarming number of corporate scandals have served to highlight risks in both the public and private sectors.

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 1998;
- The Protected Disclosures Act 2000;
- The Financial Intelligence Centre Act 2001;
- The Prevention and Combating of Corrupt Activities Act 2004;
- The Public Services Act 1994;
- The Protection of Constitutional Democracy against Terrorist and Related Activities Act 2004; and
- The Companies Act 2008.

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

ANTI-CORRUPTION...continued

The Financial Intelligence Centre Act, 2001, as amended (FICA) is geared towards combating 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. Over the last few months a special committee was set up to ensure that we are doing all necessary to comply with the provisions of the new Legal Practice Act of 2014 which has replaced the now repealed Attorneys Act 1979 and which came into force in various stages with the majority of the Act being in force as of 1 November 2018.

Training

CDH offers focused 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 is accredited by the Law Society of South Africa (through its educational arm LEAD) and which will continue to be overseen by the Legal Practice Council, new directors attend in-house training sessions on professional conduct, ethics and risk management.

This year, CDH has sought to formalise and update a number of initiatives related to driving its anti-corruption policies and procedures.

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 anticorruption 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.

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. We acknowledge the importance of reducing our environmental impact in all areas of our business and contributing to projects that support positive environmental outcomes.

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

- Assessing and reporting on carbon emissions.
- 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 fourth 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 emission decreased in 2017/2018 by 6.5% from 2016/2017.
- In the 2016/2017 COP it was reported that CDH's total emission had increased by 13% from 2015/2016. During the 2017/2018 annual carbon footprint it was noted that emissions from electricity purchased were incorrect for the 2016/2017 annual carbon footprint (as well as in the 2015/2016 annual carbon footprint) due to the Cape Town Offices floor space figures utilised being incorrect. CDH's total emissions for 2016/2017 therefore only increased by 1.9% from 2015/2016.

At CDH we continue to recognise the critical importance natural resources have on economic growth and sustainable development, particularly in Africa.

The carbon footprint for business travel decreased by 18% in 2017/2018 from 2016/2017.

ENVIRONMENTAL PRINCIPLES...continued

- Electricity consumption has decreased by 7.4% in the 2017/2018 financial year. It also decreased in the 2016/2017 financial year by 7.9% (the reported 19% annual increase in the 2016/2017 COP was incorrect). These decreases were due to proactive steps CDH has taken to reduce the Cape Town office's electricity intensity.
- The carbon footprint for business travel (airlines, car hire and hotel accommodation) decreased by 18% in 2017/2018 from 2016/2017.
- There is however a 10.3% increase in the footprint for employees commuting to work (by private car and public transport) and 32% for paper.
- Electricity consumption makes up most of CDH's carbon footprint (64% of total emissions in the 2017/2018 financial year and 68% in the 2016/2017 financial year). During 2017/2018 the Cape Town Office had an electricity intensity of almost double the Johannesburg office per full time employee ("FTE").
- For CDH as a whole, emission intensity per square metre of office space has decreased from the initial carbon footprint in 2014/2015 (0.27tCO₂e/m²) to 0.22tCO₂e/m² in 2017/2018) due to steps taken by CDH to become more energy efficient.

- Emission intensity per employee has also decreased in the 2017/2018 year by 10% from 2016/2017 financial year. As noted, this is largely due to decreases in business travel and electricity usage.
- CDH's steps to decrease its footprint further are discussed below.

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 commuting to work. Measures to reduce this portion of the carbon footprint will need to be considered in the next reporting year, which could include encouraging the use of public transport and lift clubs.

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.

ENVIRONMENTAL PRINCIPLES...continued

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.
- Energy efficient PCs and laptops are also used at both the Cape Town and Johannesburg Offices.
- A large portion of the carbon footprint constitutes electricity usage in the Cape Town Office. Presently, 75% of the Cape Town Office's carbon footprint relates to electricity usage, compared to only 47% for the Johannesburg Office.
- CDH conducted an energy efficiency audit on the Cape Town Office 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%.
- The lighting timers in the Cape Town Office are now set on all floors to turn off automatically at a set time.
- 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 previously installed more energy efficient LED globes in areas that can 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 has not yet adjusted the timers on the HVAC system.
- Some proposals can be done internally without any additional costs (such as adjusting the air conditioning and lighting operating hours).
- Our security contractor/guards in the Johannesburg Office continue to assist with monitoring.
- CDH employees are encouraged to switch lighting and equipment when leaving work.

ENVIRONMENTAL PRINCIPLES...continued

Reduction, re-use and recycling of waste

- We remain committed to reducing paper use and recycling paper, plastics and other waste. Paper usage only accounts for 1% of CDH's carbon footprint but has increased significantly in the 2017/2018 financial year. It is however significantly lower than the 2014/2015 financial year for CDH's initial carbon footprint (142 tCO₂e reduced to 82.32 in this financial year).
- Cape Town has increased its paper usage by 22% and Johannesburg has decreased by 36%.
- CDH continues to utilise an accredited recycling company at its Johannesburg Office. 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, paper recycling boxes are present in prominent positions in the Johannesburg Offices.

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 with various matters.

- In 2017/2018 it has provided corporate and employment pro bono legal services to Delta Environmental Centre. It also provided pro bono advice to members of the informal waste management sector regarding regulatory requirements.

Creating environmental awareness among staff, clients and business partners

- The Environmental Law Practice has provided seminars to other Departments, 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 and coal 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.

CDH has provided a wide range of pro bono legal services to the Endangered Wildlife Trust (EWT) since 2012.

ENVIRONMENTAL PRINCIPLES...continued

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 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 further considered.
- Footprint and environmental impacts arising from our operations. 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.

CDH's Social and Ethics Committee has an environmental representative, who is a Director in the Environmental Law Practice.

CARBON FOOTPRINT REPORT



Reporting period: 1 April 2017 to 31 March 2018

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ACKNOWLEDGEMENTS

Jana Hofmann 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 2017/2018 CARBON DIOXIDE EQUIVALENT (CO₂e) EMISSIONS

REPORTING PERIOD: Financial Year 2017 / 2018 (1 April 2017 – 31 March 2018)
CONDUCTED ON: Sandton & Cape Town office

Basic Information

Total full-time employees	623
Total square metres of space reported:	19,628

Scope 1 Indirect Emissions

Metric tonnes of CO₂e

Equipment owned or controlled (generators)	0.15
Company owned / leased vehicles	39.5
TOTAL SCOPE 1 EMISSIONS	39.65

Scope 2 Indirect Emissions

Electricity consumption	4,158.49
TOTAL SCOPE 1 & 2 EMISSIONS	4,198.14

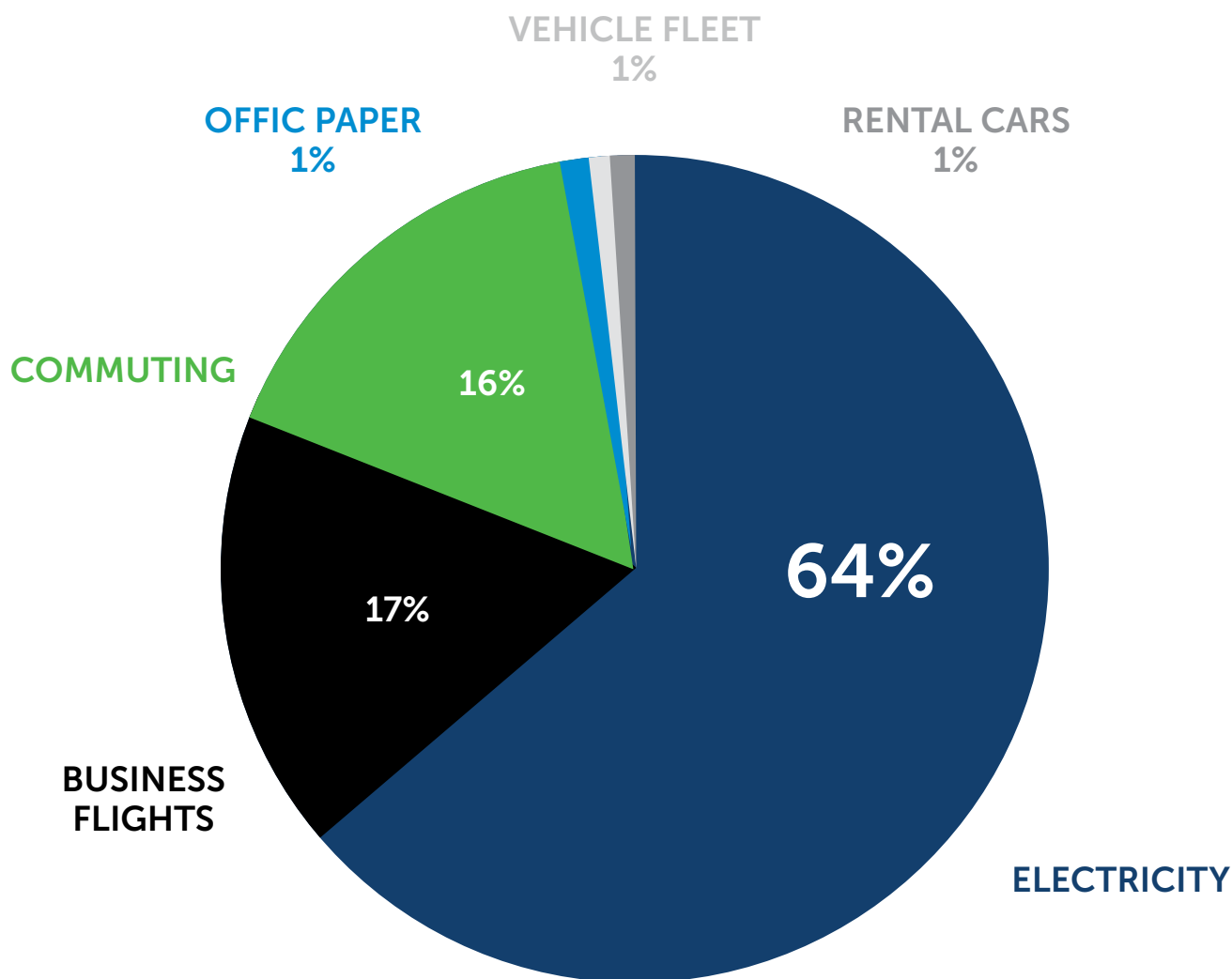
Scope 3 Indirect Emissions

Commuting by private car	970.17
Commuting by public transport	80.79
Business travel in commercial airlines	1,108.81
Business travel in rental cars	49.91
Business travel in hotels	17.28
Paper	82.32
Landfill waste	1.45
TOTAL SCOPE 3 EMISSIONS	2,310.73

TOTAL SCOPE 1, 2 & 3 EMISSIONS	6,508.87
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Total emissions per full-time employee (tCO ₂ e/FTE)	10.45
Scope 1 & 2 emissions per square metre of space (tCO ₂ e/m ²)	0.22





EMISSIONS 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 methodology¹.

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.

¹ 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. ORGANISATION DESCRIPTION

Cliffe Dekker Hofmeyr (“CDH”) is one of the largest business law firms in South Africa with some 130 directors/partners and 493 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 2017/2018 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 623 full-time employees (FTEs), excluding contracted intermediaries, and 19,628 square metres (m²) 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 Neural 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 or leased 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, taxis, commercial airlines & hotel stays
- Paper use
- Landfill waste

2.3. REPORTING PERIOD

The reporting period of this report is for CDH's 2017/2018 financial year (1 April 2017 – 31 March 2018).



3. METHODOLOGY

3.1. CARBON DIOXIDE EQUIVALENT (CO₂e)

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 (CO₂), methane (CH₄) and nitrous oxide (N₂O). 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 CO₂. Therefore, to provide a comparable final figure, all emissions are reported as a relative figure to CO₂, i.e. as CO₂e 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 (CO₂e) 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), August 2017.

In reporting emissions generated by the consumption of electricity purchased from Eskom, the emissions factor provided by the utility’s annual integrated report (2017) 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 2017/2018 financial year.

TOTAL DIRECT SCOPE 1 EMISSIONS

Description	Units	Emission factors kgCO ₂ e/unit ²	Total consumption	Metric tonnes of CO ₂ e emissions
Fuel used in equipment owned or controlled (back-up generators)	Litres of diesel	3.29	47	0.15
Vehicle fleet	Litres of petrol	2.89	13,637	39.5
TOTAL EMISSIONS FROM SCOPE 1 EMISSIONS				39.65

TOTAL INDIRECT SCOPE 2 EMISSIONS FROM PURCHASED ELECTRICITY

Description	Units	Emission factors kgCO ₂ e/unit	Total consumption	Metric tonnes of CO ₂ e emissions
Purchased electricity	Kilowatt hours	0.98 ³	4,243,357	4,158.49
TOTAL EMISSIONS FROM PURCHASED ELECTRICITY				4,158.49
TOTAL SCOPE 1 & 2 EMISSIONS				4,198.13

² 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 August 2017.

³ Eskom emission factor per kilowatt hours of electricity generated in South Africa from Eskom was sourced from the Eskom 2017 Integrated Report.

4.2. RELEVANT SCOPE 3 EMISSIONS

The following table outlines major and relevant Scope 3 emissions generated during the 2017/2018 financial year. Calculations for the employee commuting are based on proportion of the number of employees obtained for 2016/2017 financial year (details of the survey in Appendix C).

TOTAL INDIRECT SCOPE 3 EMISSIONS

Description	Units	Emission factors kgCO ₂ e/unit ⁴	Total consumption	Metric tonnes of CO ₂ e emissions
Employee commuting	Km	Various according to transportation mode	5,858,863	1,050.96
Business travel – air travel	Km	Varies with distance	1,043,482	1,108.81
Business travel – car hire	Km	0.236	211,312	49.91
Business travel – hotel accommodation	Bed night	20.6	839	17.28
Paper	Kg	1.5	54,880	82.32
Landfill waste	Kg	0.588	2,460	1.45
TOTAL SCOPE 3 EMISSIONS				2,310.73

OVERVIEW OF RESULTS OF EMISSIONS BY SCOPE

Description	Metric tonnes of CO ₂ e emissions
Scope 1	39.65
Scope 2	4,158.49
Scope 3	2,310.73
ALL SCOPES	6,508.87

⁴ 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 August 2017



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 four financial years of reporting.

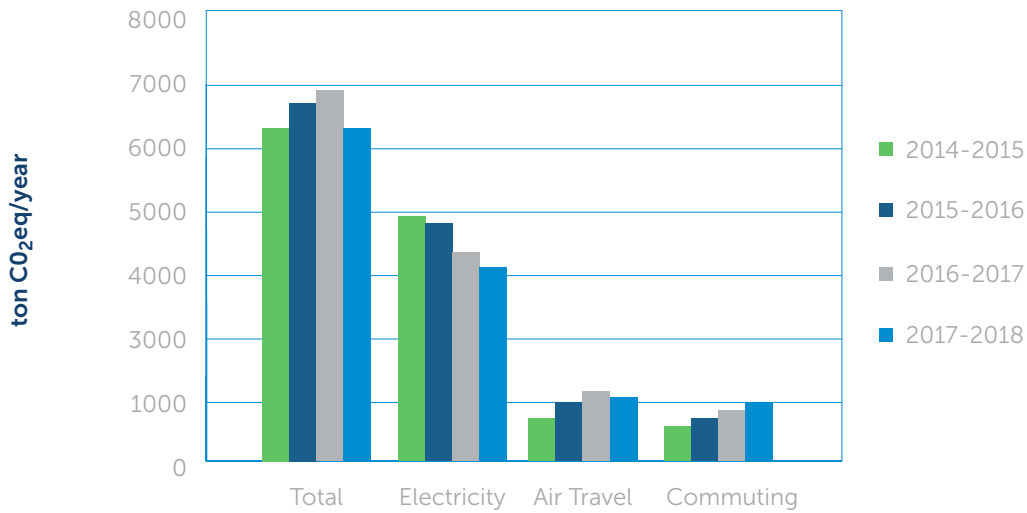
COMPARISON OF EMISSIONS AND INTENSITY 1 April 2014 – 31 March 2018

	2014/2015	2015/2016	2016/2017	2017/2018
BASIC INFORMATION				
Full-time employees (FTE)	601	630	602	623
Square metres (m ²)	18,410	18,410	19,628	19,628
ACTIVITY (tCO₂e)				
Back-up generators for electricity generation	2.4	2.3	0.79	0.15
Company owned / leased vehicles	28.4	33	38.79	39.5
TOTAL SCOPE 1	30.8	35.4	39.58	39.65
TOTAL SCOPE 2 – Electricity	4,957.49⁵	4,874.4	4,490.4⁶	4,158.49
TOTAL SCOPE 1 & 2	4,988.29	4,909.4	4,529.98	4,198.13
Employee commuting by private car	547.8	744.2	888.31	970.17
Employee commuting by public transport	45	54.1	54.05	80.79
Business travel – commercial airlines	737.2	1044.3	1346.31	1108.81
Business travel – car hire	No data	7.9	57.03	49.91
Business travel – hotel accommodation	No data	7.2	24.88	17.28
Paper	142	60.7	56.12	82.32
Landfill waste	No data	No data	No data	1.45
TOTAL SCOPE 3	1,472	1,918.5	2,426.69	2,310.73
TOTAL GROSS EMISSIONS	6,460.29	6,827.8	6,956.67	6,508.89
Carbon Offsets	0	0	0	0
TOTAL NET EMISSIONS	6,460.29	6827.8	6956.67	6508.87
Emission intensity per employee (tCO ₂ e/FTE)	10.75	10.84	11.55	10.45
Emission intensity per square metre office space (scope 1 & 2 tCO ₂ e/m ²)	0.27	0.27	0.23	0.22
Intensity: % tCO ₂ e from electricity	77	73	65	64
Kilowatt Hours consumed	4,908,411	4,825,724	4,445,944	4,243,357
Electricity intensity: kWh/FTE	8167	7660	7385	6811

⁵ Emissions for electricity purchased has been corrected and the total emissions for 2014/2015 financial year have been adjusted for 2014/2015 financial year

⁶ Emissions for electricity purchased have been corrected and the total emissions have been changed and adjusted for 2016/2017 financial year

HISTORICAL OVERVIEW



4.4. INFORMATION ON OFFSETTING

Cliffe Dekker Hofmeyr has not (yet) offset any of its GHG emissions generated in the past five 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.

A few examples of projects in our portfolio are: household Biogas in Cambodia, Wonderbag in South Africa, Basa Magogo in South Africa



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 2017/2018 financial year for the Sandton office.

TOTAL DIRECT SCOPE 1 EMISSIONS – SANDTON OFFICE

Description	Units	Emission factors kgCO ₂ e/unit	Total consumption	Metric tonnes of CO ₂ e emissions
Fuel used in in equipment owned or controlled (back-up generators)	Litres of diesel	3.29	47	0.15
Vehicle fleet	Litres of petrol	2.89	8,759	25.37
TOTAL EMISSIONS FROM VEHICLE FLEET				25.52

INDIRECT SCOPE 2 EMISSIONS FROM PURCHASED ELECTRICITY SANDTON OFFICE

Description	Units	Emission factors kgCO ₂ e/unit	Total consumption	Metric tonnes of CO ₂ e emissions
Purchased electricity	Kilowatt hours	0.98 ⁷	2,336,932.71	2,290.19
TOTAL EMISSIONS FROM PURCHASED ELECTRICITY				2,290.19
TOTAL SCOPE 1 & 2 EMISSIONS				2,315.71

⁷ Eskom emission factor per kilowatt hours of electricity generated in South Africa from Eskom was sourced from the Eskom 2017 Integrated Report.



5.2. RELEVANT SCOPE 3 EMISSIONS

The following table outlines major and relevant Scope 3 emissions generated during the 2017/2018 financial year for the Sandton office. Refer to Appendix C for details of the employee commuting data.

TOTAL INDIRECT SCOPE 3 EMISSIONS

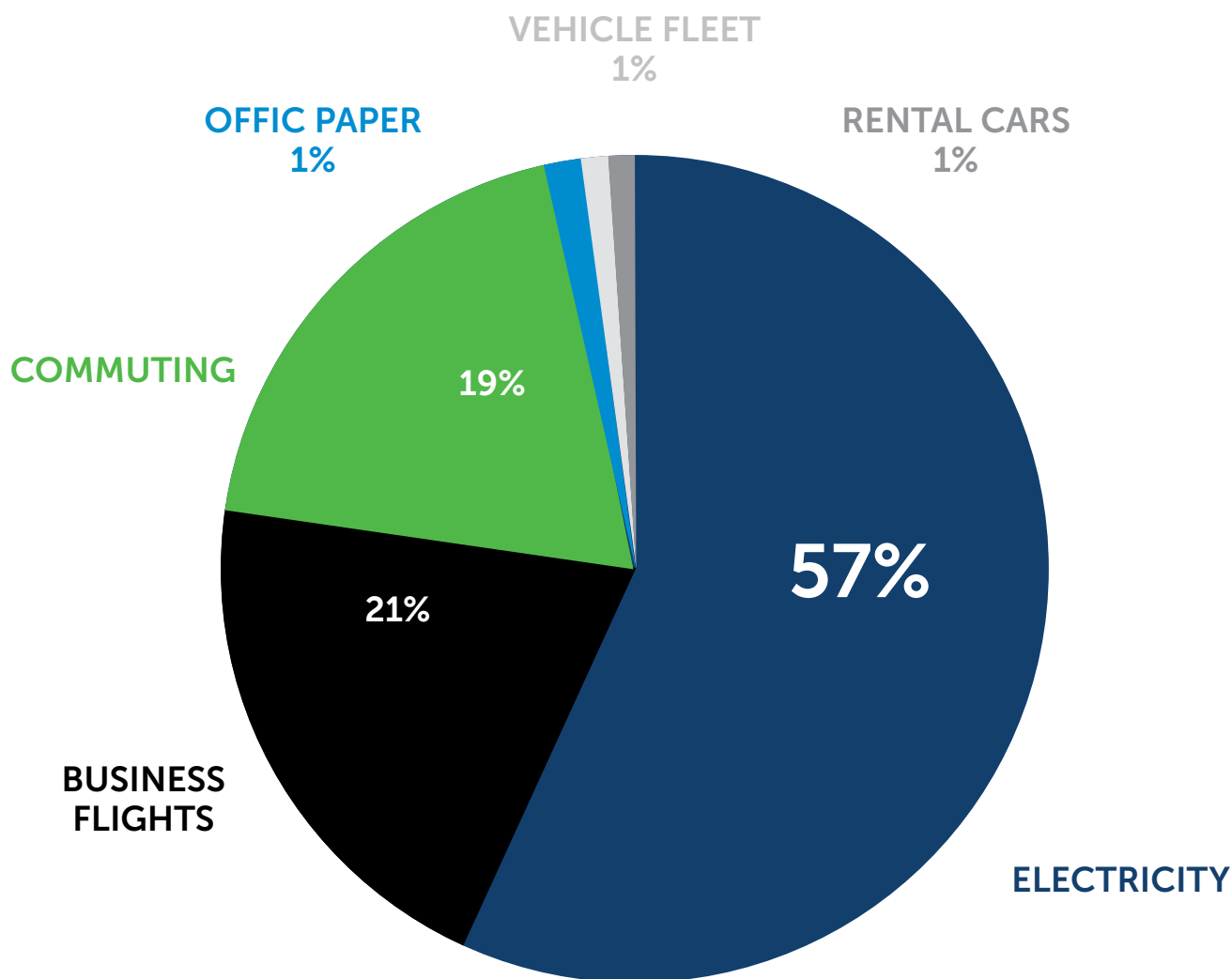
Description	Units	Emission factors kgCO ₂ e/unit ⁷	Total consumption	Metric tonnes of CO ₂ e emissions
Employee commuting ⁹	Km	Various according to transportation mode	4,175,498	749
Business travel – air travel	Km	Varies with distance	2,177,137	836.6
Business travel – car hire	Km	0.236	201,788.92	47.66
Business travel – hotel accommodation	Bed night	20.6	608	12.52
Paper	Kg	1.5	38,560	57.84
Landfill waste	Kg	0.58	1,230	0.72
TOTAL SCOPE 3 EMISSIONS				1,704.37

OVERVIEW OF RESULTS OF EMISSIONS BY SCOPE Sandton office

Description	Metric tonnes of CO ₂ e emissions
Scope 1	25.52
Scope 2	2,290.19
Scope 3	1,704.37
TOTAL ALL SCOPES	4,020.08

⁸ 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 August 2017

⁹ An online commuting survey was completed on 21 November 2017. Total responses received: 150, representing 25% of full time employees. Calculations for the employee commuting are based on proportion of the number of employees obtained for 2015/2016 financial year



EMISSIONS PER SOURCE IN THIS PERIOD



6. CARBON FOOTPRINT CDH CAPE TOWN OFFICE

The following two tables outline all direct emissions under Scope 1 and indirect emissions from purchased electricity under Scope 2 for the 2017/2018 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.

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 2017/2018 financial year for the Sandton office.

TOTAL DIRECT SCOPE 1 EMISSIONS – CAPE TOWN OFFICE

Description	Units	Emission factors kgCO ₂ e/unit	Total consumption	Metric tonnes of CO ₂ e emissions
Fuel used in in equipment owned or controlled (back-up generators)	Litres of diesel	3.29	0	0
Vehicle fleet	Litres of petrol	2.89	4,878	14.1
TOTAL EMISSIONS FROM VEHICLE FLEET				14.1

INDIRECT SCOPE 2 EMISSIONS FROM PURCHASED ELECTRICITY - CAPE TOWN OFFICE

Description	Units	Emission factors kgCO ₂ e/unit	Total consumption	Metric tonnes of CO ₂ e emissions
Purchased electricity - SA	Kilowatt hours	0.98	1,906,425.6	1,868.3
TOTAL EMISSIONS FROM PURCHASED ELECTRICITY				1,868.3
TOTAL SCOPE 1 & 2 EMISSIONS				1,882.39

6.2. RELEVANT SCOPE 3 EMISSIONS

The following table outlines major and relevant Scope 3 emissions generated during the 2017/2018 financial year for the Cape Town office. Refer to Appendix C for details of the employee commuting data

INDIRECT SCOPE 3 EMISSIONS - CAPE TOWN OFFICE

Description	Units	Emission factors kgCO ₂ e/unit ⁷	Total consumption	Metric tonnes of CO ₂ e emissions
Employee commuting ¹⁰	Km	Various according to transportation mode ¹¹	1,683,365	301.64
Business travel – air travel	Km	Varies with distance	1,043,482	272.21
Business travel – car hire	Km	0.236	9,523.61	2.25
Business travel – hotel accommodation	Bed night	20.6	231	4.76
Paper	Kg	1.5	16,320	24.48
Landfill waste	Kg	0.58	1,230	0.72
TOTAL SCOPE 3 EMISSIONS				606.06

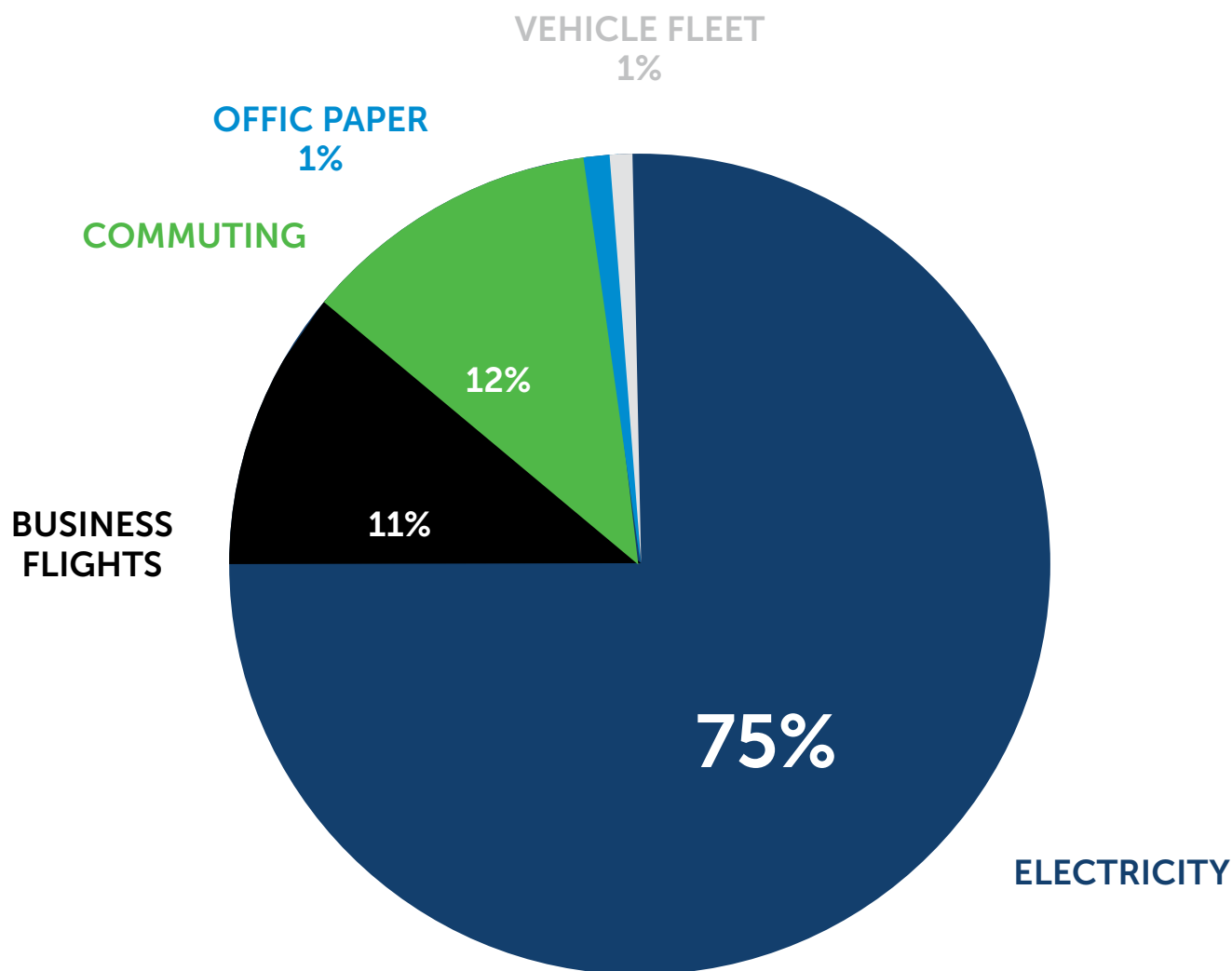
OVERVIEW OF RESULTS OF EMISSIONS BY SCOPE Cape Town office

Description	Metric tonnes of CO ₂ e emissions
Scope 1	14.1
Scope 2	1,868.3
Scope 3	606.06
TOTAL ALL SCOPES	2,488.46

¹⁰ An online commuting survey was completed on 21 November 2017. Total responses received: 150, representing 25% of full time employees. Calculations for the employee commuting are based on proportion of the number of employees obtained for 2016/2017 financial year

¹¹ An online commuting survey was completed on 21 November 2017. Total responses received: 150, representing 25% of full time employees. Appendix C contains details of the survey





EMISSIONS 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 0.18kWh per square metre whereas the Cape Town office is 0.28kWh per square metre.

COMPARISON OF EMISSIONS AND INTENSITY CDH SANDTON & CAPE TOWN OFFICES 2017/2018 FINANCIAL YEAR

	SANDTON	CAPE TOWN
BASIC INFORMATION		
Full-time employees (FTE)	444	179
Square metres (m ²)	13,100	6,528
ACTIVITY	Ton CO₂e	Ton CO₂e
Equipment owned or controlled (back-up generators)	0.15	0
Company owned vehicle fleet	25.37	14.13
TOTAL SCOPE 1	25.52	14.13
TOTAL SCOPE 2 – Electricity	2,290.19	1,868.3
TOTAL SCOPE 1 & 2	2,315.71	1,882.43
Employee commuting by private car	691.42	278.75
Employee commuting by public transport	57.58	23.21
Business travel – commercial airlines	836.6	272.21
Business travel – car hire	47.66	2.25
Business travel – hotel accommodation	12.52	4.76
Paper	57.84	24.48
Landfill Waste	0.72	0.72
TOTAL SCOPE 3	1,704.37	606.06
TOTAL GROSS EMISSIONS	4,020.08	2,488.46
Carbon Offsets	0	0
TOTAL NET EMISSIONS	4,020.08	2,488.46
% change in emissions from previous reporting year	-15%	-18%
Emission intensity per employee (tCO ₂ e/FTE)	9.05	13.90
Emission intensity per square metre office space (scope 1 & 2 tCO ₂ e/m ²)	0.18	0.28
Intensity: % tCO ₂ e from electricity	57%	75%
Kilowatt Hours consumed	2,336,932.71	1,906,425.6
Electricity intensity: kWh/FTE	5,263	10,650



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ABOUT CLIMATE NEUTRAL GROUP

Climate Neutral Group (CNG) aims to assist businesses navigate along the transition to a climate-resilient and low-carbon economy. Our team has the expertise to identify climate-related risks and opportunities for businesses to maintain and generate competitive advantage. Together with our clients we develop market-based solutions which are tailor-made to suit each individual company's needs. Like this we believe that we can add value to companies that have taken the route towards future-proofing their business. With offices in both Europe and Africa we offer local knowledge regarding developments in the arena of carbon regulations both locally as well as in an international context.

Climate Neutral Group distinguishes itself through the offering of a full cycle of services that can help your company reach climate neutral status. In addition, we assist organisations with reporting in response to legal requirements as well as requests from investors and/or customers and suppliers with regards to management of climate-related issues.

Climate Neutral Group has commissioned millions of tonnes of carbon from over 50 projects in more than 20 countries, since its launch in 2003. We are a trusted partner to over 600 clients worldwide and through our ICROA (International Carbon Reduction & Offset Alliance) and IETA (International Emissions Trading Association) memberships we help set standards for the carbon industry and define industry's best practice.



APPENDIX A

ABBREVIATIONS AND GLOSSARY OF TERMS

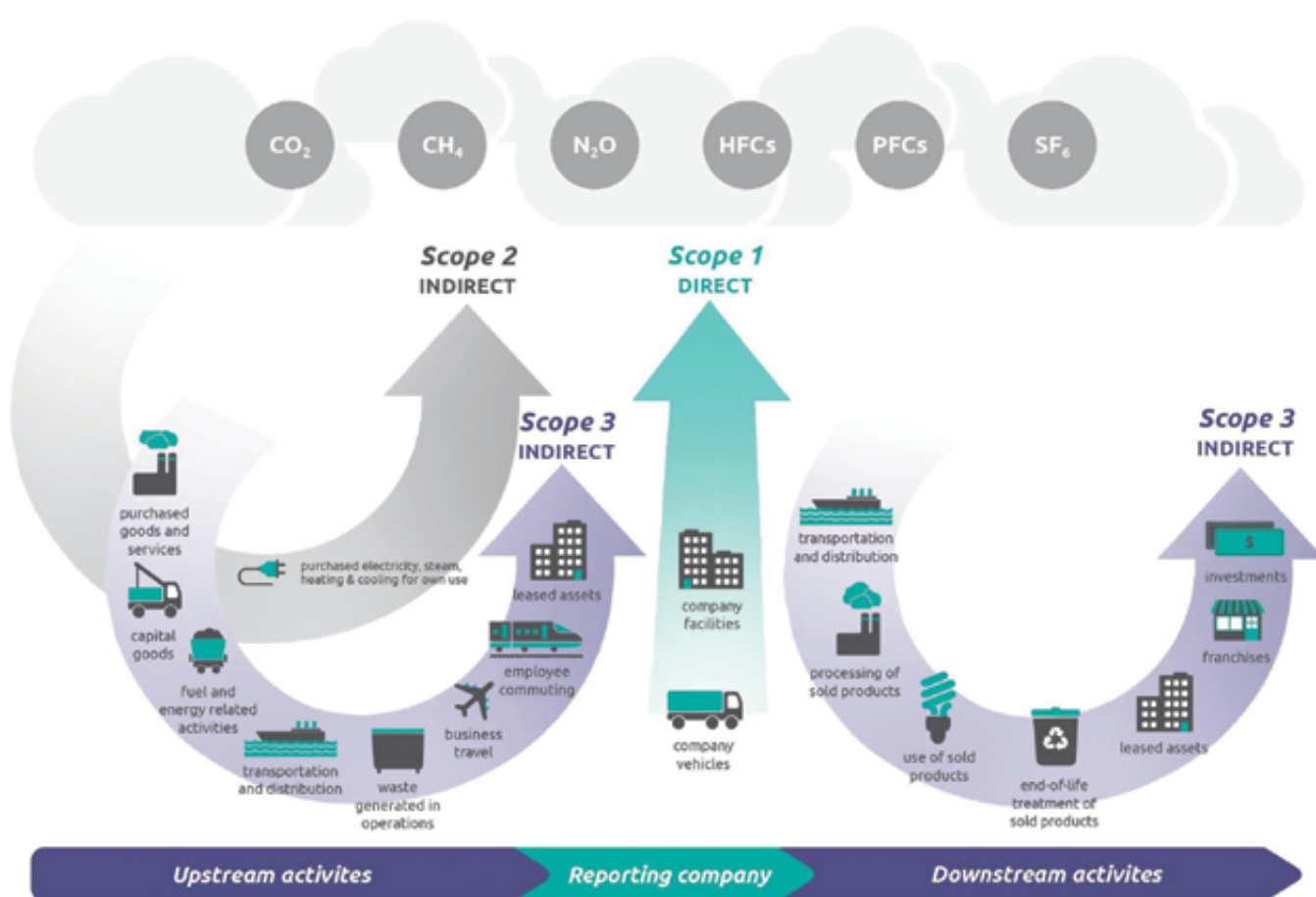
A/C	Air-conditioning
Baseline year	An historical year used to compare preceding year's emissions.
Carbon Offset	A unit of carbon dioxide-equivalent (CO ₂ e) that is reduced, avoided, or sequestered to compensate for emissions occurring elsewhere
CO ₂	Carbon dioxide
CO ₂ e	Carbon dioxide equivalent – 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 ₂ /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 DATA¹²

RESULTS OF EMPLOYEE COMMUTING EMISSIONS DATA 2017/2018						
Description	Emission factors kgCO ₂ e/km ¹³	Total consumption (km)		Metric tonnes of CO ₂ e emissions		
		Sandton	Cape Town	Sandton	Cape Town	Total
Private car – petrol	0.236	1,959,840	790,116	462.52	186.46	648.98
Private car – diesel	0.221	407,577	164,316	90.07	36.31	126.38
Carpooling – petrol	0.118	979,920	395,058	115.63	46.62	162.25
Carpooling – diesel	0.110	203,788	82,158	22.41	9.04	31.45
Motorbike	0.147	0	0	0	0	0
TOTAL private car						969.06
Minitaxi	0.173	43,359	17,480	7.50	3.024	10.52
Bus	0.151	216,796	87,402	32.74	13.19	45.93
Train	0.055	306,406	123,528	16.85	6.79	23.64
Walking/ Cycling	0	57,812	23,307	0	0	0
TOTAL public transport						80.09
TOTAL commuting						1,049.15

¹² Calculations for the employee commuting are based on proportion of the number of employees obtained for 2015/2016 financial year

¹³ 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 August 2017