



SHOOSMITHS LLP

CORPORATE RESPONSIBILITY REPORT

2015/2016

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INTRODUCTION

Welcome to our fifth annual Corporate Responsibility (CR) report. The report provides details of our CR practices and progress for the financial operational year beginning 1 May 2015 and ending 30 April 2016. The report also explains our plans for 2016/2017.

ABOUT SHOOSMITHS

Shoosmiths LLP is a leading national law firm. At 30 April 2016, we had 142 partners and partner equivalents and 1,509 personnel working together as one team at 10 locations in England and Scotland; namely Basingstoke, Birmingham, Edinburgh, London, Manchester, Milton Keynes, Northampton, Nottingham, Southampton, and Thames Valley.

We have been delivering legal services to businesses since 1845. Clients include household name blue-chip companies, leading financial institutions, public and private sector organisations, and foreign-owned corporates.

The Private Client practice group, Access Legal, provides legal services to some equally blue-chip individuals and their families.

We are accredited to the ISO 9001 quality standard and were the first top 100 law firm to achieve 'Gold Standard' Investors in People status. We are a member of the World Services Group, whose members operate in more than 145 jurisdictions, and an Equal Opportunities Employer.

FIND OUT MORE

Shoosmiths website
www.shoosmiths.co.uk

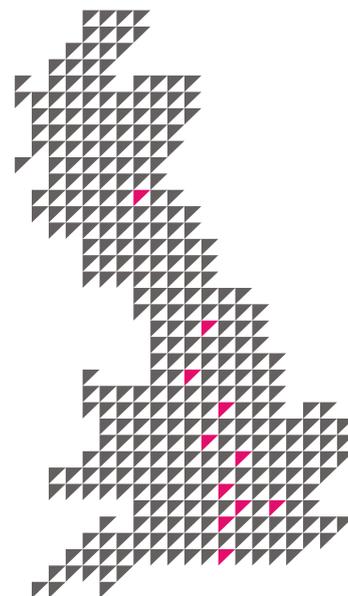
Access Legal website
www.access-legal.co.uk

You can read our CR policies and reports on the **CR section of our website**
www.shoosmiths.co.uk/about-us/corporate-responsibility-252.aspx

Stay in touch with our latest CR news via our blog **SHOUTback**:
<http://shoutback.shoosmiths.co.uk>

Follow us on twitter on
www.twitter.com/shoosmiths or
www.twitter.com/shoosmithsgrads

We would love to receive your feedback. Please send your comments, questions and suggestions to:
corporate.responsibility@shoosmiths.co.uk



Chief Executive and Chairman foreword

Our vision to be the leading national law firm famous for its superb client experience is underpinned by our CR aspiration to be the leading national law firm famous for its positive contribution to society.

We are pleased to share with you our approach and progress during our financial year 2015/2016 and our plans for 2016/2017; the first year of our new three-year business strategy focused on our vision to be known as the leading national law firm famous for its superb client experience.

The Shoosmiths approach to corporate responsibility is based on our desire to **Shine: Bright Ideas for Positive Change.**

Our ability to achieve an overall positive impact on society is determined not just by specific societal aspirations within our business planning cycle, but also by our wider goals and the procedures we follow to run our business.

We use our reports to track and report progress against our objectives and targets, to share with our internal and external stakeholders our approach and as a means of informing everyone at Shoosmiths that responsible business behaviours enable us to improve our performance in our marketplace, our workplace, our environment and our community.

This commitment to responsible business practice informed our decision to become a signatory to the United Nations Global Compact in January 2016 and to support its ten principles relating to human rights, labour, environment and anti-corruption. Thinking to the future, the 2015 United Nations Sustainable Development Goals will also help us to shape our plans for 2016/2017 and beyond.

The planned investments we have made in the last five years to build sustainable relationships with our clients, to strengthen teams and to update our IT and infrastructure is now being reflected in growth in fee income and profitability. Add to this the ever-improving calibre of clients and work which is reflected in national award wins and rankings, and there is plenty to be proud of.

We would like to thank everyone at Shoosmiths for their continued commitment to delivering the CR component of our business strategy and for all the project partners that share our vision.

Claire Rowe
Chief Executive



Peter Duff
Chairman



Business strategy

Our new business plan was defined during the year to reflect our priorities for the 2016/2019 period and will build on our existing success – great people, clients and locations to achieve further growth across our five practice groups.

We will deliver our vision by:

- a reputation for quality and a great client experience;
- staying close to our clients, anticipating their needs and delivering collaborative solutions to their legal requirements;
- showing strength in our diversity and being an employer of choice by offering a rewarding and opportunity-filled environment for all our people; and
- a strong national presence through our network of offices.

Operating to the highest standards of business integrity governs our approach.

FINANCIAL PERFORMANCE

Turnover for 2015/2016 was £107 million and profit was £25.1 million.

SCOPE OF REPORT

This report was prepared for and approved by the Operations Board on 16 November 2016, providing a summary of Shoosmiths' CR progress between May 2015 and April 2016. It is the fifth annual CR report produced by Shoosmiths, with reporting having commenced in 2011/2012.

The report covers Shoosmiths' entire management systems and operations. Unless reported otherwise, all data relates to the period between 1 May 2015 and 30 April 2016.

CR AND OUR BUSINESS STRATEGY

To deliver **Shine: Bright Ideas for Positive Change** we provide the necessary tools and guidance to enable colleagues to think and say 'This is how I shine. This is how I made a difference.'



We will achieve our CR strategy by setting and reviewing targets in four work programmes:

OUR MARKETPLACE

Working collaboratively in the marketplace with our clients and suppliers to evidence best corporate responsibility practice aligned with our vision to be the leading national law firm famous for its superb client experience.

OUR WORKPLACE

Attracting, developing and retaining the best talent for reinforcing our values and providing a stimulating and rewarding work environment.

OUR ENVIRONMENT

Demonstrating high standards of environmental responsibility in all our operations and minimising the environmental impacts associated with our activities, products and services.

OUR COMMUNITIES

Building and maintaining sustainable community relationships.

Our CR focus in 2016/2017 will include continued efforts to give back to communities in the form of staff volunteering and pro bono legal advice provision, a strategic review that will refocus our approach to diversity, inclusion and staff wellbeing, supplier environmental and social best practice, and continued collaboration that facilitates the delivery of our clients' commercial and societal CR goals.

OUR PRACTICE GROUPS

We provide services to clients via five practice groups. These are:

- The Recoveries Services practice group undertakes debt collection and debt administration acting for clearing and other retail banks, debt purchasers, other lenders (including captive motor finance houses) in relation to consumer and commercial, debt recovery and large corporates in relation to business-to-business trade debt.
- The Corporate practice group advises public and private companies, management teams, investors and debt providers through their business lifecycles. This ranges from start-up and first-round finance through to mergers and acquisitions, management buy-out and management buy-in transactions, development funding and exits, whether by way of sale, listing or private equity investment.
- The Real Estate practice group acts for investors, developers, funders, landowners and occupiers in relation to their real estate requirements. The extent of advice is diverse and includes advising in relation to acquisitions, disposals, lettings, development, bank security, construction, planning and litigation.
- The Commercial practice group advises businesses (limited companies, partnerships and sole traders) individuals and other entities (such as pensions fund trustees) on a wide range of legal issues relating to their commercial activity.
- The Private Client practice group deals with the sale and purchase of residential property, wills, probate and intestacy, wealth protection and the protection of those who cannot administer their own affairs, personal injury and other consumer litigation, education and family law.

The work of the practice groups and the business as a whole is supported by the business support directorates:

- Business Development, which is responsible for growing sustainable, profitable new business by maintaining and developing client relationships and building the firm's brand and reputation.
- Business Improvement, which is responsible for delivering transformational improvement projects and building improvement capability to enhance client experience, improve services and drive increased efficiency across the firm.
- Finance, which is responsible for ensuring compliance with the Solicitors Regulation Authority (SRA) Accounts Rules 2011 and Law Society of Scotland rules as well as strong financial management of the business.
- Human Resources (HR), which is responsible for recruitment and diversity, rewards and benefits (including learning and development and HR), estates management, health and safety, wellbeing and CR.
- Information Services (IS), which is responsible for implementing, managing and developing the technological infrastructure of the business.
- Quality and Risk, which is responsible for oversight of all aspects of regulation, quality and compliance across the firm.

2015/2016 highlights

We are pleased to report a number of CR highlights during 2015/2016. These included:

OUR MARKETPLACE

- November 2015** Legal Week crowned Shoosmiths as **UK Law Firm of the Year** at the Legal Week's British Legal Week Awards.
- November 2015** **The Lawyer** report on the FTSE 250's 'favourite firms' ranked Shoosmiths as the 14th most connected law firm in terms of client relationships.
- December 2015** Shoosmiths established a goods and services supplier code of conduct covering laws and regulations, under age and forced labour, freedom of association, discrimination, wages and benefits, working hours, healthy and safe working conditions, environment, business integrity, discipline and grievances.
- March 2016** Manchester office shortlisted for **Manchester Legal Awards 2016** – Pro Bono/Community Initiative Award.

OUR WORKPLACE

- May 2015** Shoosmiths ranked 175 in the **Guardian UK 300** – a list of the top 300 employers that students most want to work for based on the largest independent survey of students in the UK.
- May 2015** Awarded '**Best Trainer – National/Large Regional Firm**' and a '**Commendation for Diversity**' at the LawCareers.Net Training and Recruitment Awards. Judges described Shoosmiths as 'a firm that has diversity at the very centre of what it does'.
- May 2015** Achieved 3rd place in the **Top Law Firms to Work For** guide by TheJobCrowd and 20th place out of 100 Top Companies to Work For (smaller intake).
- August 2015** Recognised as one of **Legal Week's Ten Best Employers 2015**. Our highest score in the survey was in 'The prestige/brand of my firm' with a score of 4.54 out of 5 and our second highest score was in 'The quality of clients at my firm' with a score of 4.52 out of 5.
- September 2015** **Lex 100** recommended firm.
- September 2015** Ranked 53rd out of the top 100 undergraduate employers. Recognised as a top undergraduate employer at the **National Undergraduate Employability Awards** for the third year in a row. The awards celebrate the outstanding achievements of employers who provide work experience placements to undergraduates.

- October 2015** Nominated for five awards at the **All About Law Awards** and achieved Runner Up in 'Best Training Contract, National Firm', 'Best Level of Support in a Training Contract' and 'Best Use of Social Media in a Trainee and Vacation Scheme Recruitment Campaign'.
- December 2015** Ranked 6th overall in the **UK100 Black Solicitors Network (BSN) Diversity League Table**, secured a top-five place for Gender Diversity at Partner level and retained a top 10 place overall in the top 100 for the tenth consecutive year since the league table was established in 2006.
- March 2016** Nominated for the **National/Large Regional Firm**, and **Best Training Principal** (large trainee intake), for which corporate partner Lynn Knight was nominated at the LawCareers.Net and Recruitment Awards.
- April 2016** Commended by **Royal Society for the Prevention of Accidents (RoSPA)** in the Commercial and Business Services Sector for Occupational Health and Safety.

OUR ENVIRONMENT

- September 2015** A number of board-approved decisions were made as part of a strategic review of our energy management system during a programme to comply with the **Energy Savings Opportunity Scheme Regulations**.
- January 2016** Shoosmiths became a signatory of the **United Nations Global Compact**. As a Global Compact signatory, we will report annually on our progress against the 10 principles relating to environment, human rights, labour, and anti-corruption.

OUR COMMUNITIES

- May 2015** Commenced a renewed focus to encourage more colleagues to volunteer in the community with a 50% increase in hours recorded 2015/2016 versus 2014/2015. (2015/2016 = 1,818 hours versus 1,210 hours in 2014/2015.)
- March 2016** **Pennies from Heaven** awarded Shoosmiths a gold medal for the fifth consecutive year, in recognition of more than 20% of colleagues donating their payslip pennies to charity. A total of 37% of our colleagues participated.

GOVERNANCE

We aim to operate to the highest standards of business integrity.

We have defined policies, processes, practices and control structures by which we ensure appropriate behaviour and consistent standards across the firm. Our compliance monitoring officers review compliance with those policies, systems and controls and report the results through our governance framework. The internal auditor ensures that the second line of defence operates effectively.

Our management systems are accredited to the quality management system ISO 9001: 2008 (accredited since 1995) and the information security system ISO 27001: 2013 (accredited since 2010) and are based on the health and safety management system OHSAS 18001:2007, the environmental management system ISO 14001:2015 and the guidance on social responsibility ISO 26001:2010.

Accountability and management of CR

We want everyone at Shoosmiths to recognise the importance of operating a socially responsible business in achieving our vision and business goals, and to inspire and empower our people to use their talents to make a difference in the communities in which we operate. The Corporate Responsibility Consultant is responsible for defining, reviewing and delivering the CR strategy, with each practice group head and director having responsibility and accountability for CR within their respective areas.

The Chief Executive, Claire Rowe, has ultimate responsibility for CR. She is responsible for ensuring that agreed business objectives – including CR – are achieved by the firm and is a role model for the key behavioural characteristics and values required of colleagues.

Our Chairman, Peter Duff, is responsible for ensuring the firm's drive and commitment is maintained. This includes ensuring a positive CR image is portrayed externally, while acting as a role model so that partners adopt similar CR behaviours and responsibilities.

The Operations Board in conjunction with the Chief Executive is responsible for ensuring that the firm is managed in such a way that agreed business objectives are achieved and professional standards are maintained. The four pillars of our CR programme are led by Operations Board members under the chairmanship of the Chief Executive:

- HR Director Louise Hadland leads on workplace, community and environment
- Business Development Director Karen Carter leads on marketplace (clients)
- HR Director and IS Director Shane Scott lead on marketplace (suppliers)
- Director of Quality and Risk Alison Matthews leads on quality and risk.

Following the appointment of the Director of Quality and Risk in June 2015, a Director of Business Improvement, Martin Cox, was appointed in February 2016 to review systems and processes, and to increase efficiency across the firm.

The practice group heads for Commercial, Corporate, Private Client, Real Estate and Recoveries Services are responsible for embedding CR into their respective practice groups.

The Executive Compliance Committee (EXCO) acts as the regulatory affairs board particularly to address regulatory issues relating to the Financial Conduct Authority (FCA) and other regulatory bodies, e.g. the Solicitors Regulation Authority (SRA) and the Law Society of Scotland.

Under the chairmanship of the Chief Executive, the **Heads of Office** meet twice a year. They are responsible for ensuring the Shoosmiths culture and values are upheld, that staff have the necessary support and resources to undertake their roles effectively, and that the firm's profile within the local business community is maintained. They support the delivery of the firm's stated CR targets and ensure each office plays an active role in progressing commitments. We also have committees in areas such as risk (*page 12*), health and safety (*page 23*) and environment (*page 26*).

OUR POLICIES FOR CR

We operate to a defined set of policies and procedures. Our policy statements explain our aspirations and principles and are underpinned by procedures that ensure delivery. During 2015/2016, we reviewed our CR and environment policies and established an energy policy and supplier code of conduct. The latest policy statements can be viewed on our website:

www.shoosmiths.co.uk/about-us/corporate-responsibility-252.aspx

PROGRESS AGAINST TARGETS AND DATA

We set targets to help us focus our efforts and drive progress in the business. Progress against our 2015/2016 marketplace, workplace, environment and community targets can be viewed at Appendix 1 as well as our plans for 2016/2017. Appendix 2 provides performance data.

Employee committees

Our Forum for Employee Representatives has representatives from each Shoosmiths office and is chaired by the HR Director. It meets the Chief Executive or Chairman every six months. The purpose of the Forum is to consult with management and to provide feedback from across the organisation. Matters typically discussed include financial information, strategic plans, general business developments, health, safety and environment matters, and CR plans and updates.

Each office, supported by CR Champions, operates a Community Investment Programme (CIP) committee, responsible

for delivering the CR strategy locally. The committees co-ordinate activities to support our CR goals and targets. This includes our annual programme of activities to support local charity fundraising partners, projects to support a range of other third-sector organisations and identifying staff volunteering opportunities.

Our network of Pro Bono Champions co-ordinate office or practice group support for our pro bono clinics and pro bono programmes led by organisations such as Business in the Community and LawWorks.

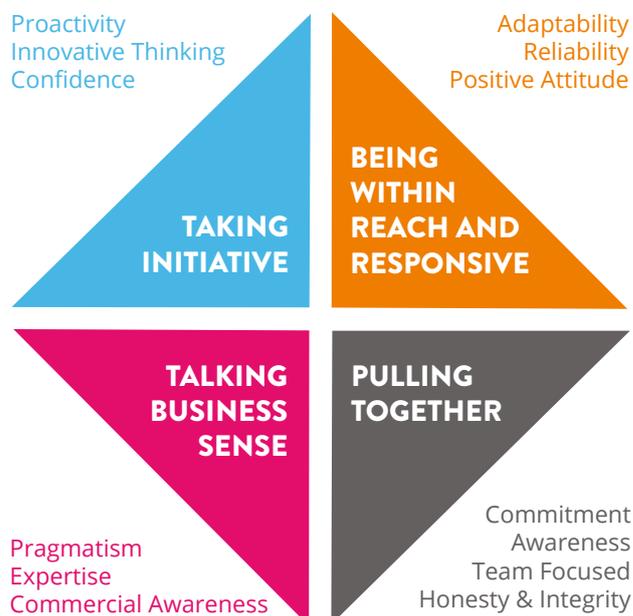
Our culture

For Shoosmiths, culture is about the heartbeat of the firm; the way we conduct ourselves with our clients and colleagues in hard times as well as good. In our case, that means lack of barriers between departments, a real lack of hierarchy, zero tolerance for arrogance and pomposity, together with clear thinking and mutual support.

Our values guide our behaviour, and our behaviour defines our culture. We have just four values and, like all the best and most effective things in life, they are simple.

Our values are embodied in our brand which enables the people at Shoosmiths to build better relationships, thus delivering great results for clients.

We expect every partner and senior manager to believe in our values and behave in line with them. We constantly check this through appraisals, promotion criteria, reward and recognition and staff surveys.



Business conduct

We are committed to conducting our business with honesty and integrity, and we expect all partners/directors and staff to maintain high standards. All colleagues are expected to behave as ambassadors of the firm and we have clear procedures in place for how to do this, which are communicated and reviewed.

We take pride in being an ethical, transparent firm which acts with integrity at all times. We have a zero tolerance approach to bribery and corruption, and comply with other statutory obligations.

Our policies cover such issues as anti-money laundering, data protection, anti-bribery and corruption, gifts and hospitality, quality and risk management, and supplier management

procedures. All colleagues complete regular training on these issues to ensure they are fully aware of their obligations.

WHISTLEBLOWING

We have a clear whistleblowing policy which sets out the process for reporting any concerns about wrongdoing or breaches of policies. This takes account of the requirements set out in chapter 10 of the SRA Code of Conduct and the guidance set out in the FCA's Senior Management Arrangements, Systems and Controls 18 in relation to the Public Interest Disclosure Act. The policy was updated in November 2015 as part of a review of our approach to preventing slavery and human trafficking in the supply chain.

Staff are able to report suspected wrongdoing or dangers in relation to activities including criminal activity, miscarriages of justice, danger to health and safety, damage to the environment, forced or compulsory labour or human trafficking, bribery, failure to comply with

any professional obligations, financial fraud or mismanagement and any breach of the SRA Handbook, FCA Handbook, SRA Accounts Rules or the Law Society of Scotland rules, unauthorised disclosure of confidential information and deliberate concealment of any of the above matters.

Regulation and risk management

The Director of Quality and Risk and team are responsible for guidance and oversight of regulation and risk across Shoosmiths. This is achieved by maintaining standards, identifying, managing and mitigating risk, complying with all regulatory requirements, helping to improve the client experience, monitoring compliance and ensuring continuous improvement in quality and risk.

Quality and Risk supports, advises on and implements policies in consultation with the Partnership Council, Operations Board, the Executive Compliance Committee (EXCO) and the Compliance and Risk Officers Committee.

The Director of Quality and Risk is also responsible for maintaining an overview of risk management throughout Shoosmiths and ensuring that an open and receptive approach to resolving risk issues is adopted by the Quality and Risk team and the wider firm.

The Compliance and Risk Officers Committee acts as a forum to identify quality and risk issues. It evaluates significant operational and strategic risks, monitors risks and develops appropriate policies and procedures for consideration by EXCO in relation to regulatory issues and escalation to the Operations Board.

We have detailed policies, procedures, guidance and training on all regulatory, risk

management and compliance issues in place for our legal advisers and support teams. The Quality and Risk team monitor compliance with these policies and procedures.

The firm operates a 'three lines of defence' model to identify, review/mitigate and manage risk. Each line has a defined route into the firm-wide governance framework to ensure transparency and the visibility of issues at all times. First line is managed by practice group heads and directors, and the second line is via Quality and Risk which provides advice and independent monitoring of the first line design and operations controls. Internal audit provides the third line of defence, namely independent assurance, to determine that risks are properly identified, managed and mitigated. The internal auditor reports directly to the Chairman/Compliance Officer for Legal Practice (COLP) on internal audit findings, quality control and external audit.

RISK MANAGEMENT FRAMEWORK

The Director of Quality and Risk is responsible for the risk management framework and for ensuring that key risk indicators are identified and closely monitored on a regular basis. Risk is managed by a system of internal control that facilitates an effective and efficient operation responsive to a variety of operational,

financial, commercial and reputational risks. Controls include policies and procedures, comprehensive reporting, business planning and budgeting, high level risk framework including risk registers, internal audit programmes, external audits, third-party reports and annual reviews of effectiveness.

The Risk Management Framework and Risk Registers are maintained across all practice groups and directorates. Risks are identified and mitigated through systems and controls, policies and procedures. There is an ongoing programme to improve the management of risk. Horizon scanning ensures we identify and take steps to mitigate external risks such as cyber-crime and Brexit.

The internal focus of the Quality and Risk team during 2015/2016 was profile-raising, the governance framework and team consolidation.

Quality and Risk has a high level of visibility within the firm, with excellent relationships achieved at all levels and the full support of senior management. Quality and Risk is seen as helpful, supportive, practical and providing business protection.

The governance framework operates effectively with clear outputs. There is effective liaison with the practice groups and other directorates and timely, relevant and clear guidance/advice raises the level of awareness of quality and risk throughout the firm. EXCO operates effectively with clear commitment and member involvement evidenced by healthy debate and responses.

Quality and Risk roles were consolidated into one team to produce an enthusiastic, committed and dedicated team, providing a helpful, commercial, practical service to the firm. This improves the Shoosmiths quality and risk culture, minimises risk due to early involvement in issues, products and services, and contributes to the bottom line

by reducing time spent dealing with claims and complaints.

During the year, we successfully applied for Financial Conduct Authorisation. As a result, Shoosmiths is now authorised by the Financial Conduct Authority (FCA) to undertake regulated activities including debt administration, debt collection and mortgage administration. This accreditation is part of a strategic business improvement programme to ensure the firm achieves the highest possible standards in all activities it undertakes.

The authorisation evidences Shoosmiths' commitment to excellence and legal services, particularly where our work interfaces with financial services and FCA-authorised clients. It provides independent reassurance for clients that we are operating to some of the highest possible standards.

Our focus in 2016/2017, by following FCA requirements, will be to ensure the best possible outcomes for our clients and customers of our clients.

BUSINESS CONTINUITY PROGRAMME

We have a robust Business Continuity Programme (BCP). This includes alternate site working arrangements, penetration testing on our network and BCP plan testing. The IS function has been accredited to the ISO 27001:2013 standard since 2010.

ENGAGING WITH OUR STAKEHOLDERS

We aim for external recognition that we are a responsible corporate citizen in all business conduct.

Our stakeholders or interested parties are any individuals or organisations that can affect, or be affected by or perceive themselves to be affected by a decision or activity undertaken by Shoosmiths. In the CR arena, we look for opportunities to work together with stakeholders to tackle some of society's challenges. Examples of our approach, highlighted throughout the report include sharing information, learning and best practice, and awareness-raising.

The ability to achieve such recognition is enabled by an engaged and motivated workforce, starting with effective management. Following the internal

announcement of our 2016/2019 business strategy in March 2016, we organised a number of roadshows to engage with staff on the strategy, explaining our focus, direction and how everyone will play a vital part in achieving our goals. The workshops were fronted by our Chief Executive and Chairman and brought the strategy of collaboration to life through team tasks.

Shoosmiths strategy roadshows

'The session was animated and fast moving and the interactive aspects certainly conveyed the collaboration message.'

Shoosmiths colleague



Stakeholder	Examples of engagement
Clients	Meetings, reporting, account management, client service reviews, events and briefings, training articles, advertising and website.
Community	Partnerships and projects, pro bono work, meetings, memberships/subscriptions, website, CR blog, workshops and provision of hosting facilities.
Media	Meetings with journalists, updates via press releases, website and social media communications.
Partners and staff	Partner conferences and partner meetings, Employee Forum, firm-wide emails and briefings, monthly team briefs in every office, bi-annual Chief Executive presentations in every office, strategy roadshows, staff surveys and votes, and training.
Professional bodies and institutions	Roundtables, seminars, advisory groups and benchmarking activities.
Regulators	Dialogue and meetings.
Suppliers	Meetings, strategic and operational reviews, and tenders.

SHOUTback

Our CR blog, SHOUTback, published 184 articles during the year. We use the blog to celebrate activities undertaken across the firm, by an office or team or by an individual, and to raise the profile of the many organisations we are supporting. Articles cover the full range of our CR work programme and, of the articles published, 12% were marketplace related, 27% workplace, 4% environment and 57%

covered a community theme. We particularly encouraged colleagues to share their volunteering experiences with 35 examples published. Whilst we were able to produce a more balanced representation of our approach to CR than in 2014/2015, there is clearly greater potential to increase the number of marketplace and environment-related articles.



CORPORATE RESPONSIBILITY WITH A SHOOSMITHS TWIST...

[Home](#) [About SHOUTback](#) [News stories](#) [Photo gallery](#) [Graduate news](#) [Submit a story](#)

SHOOSMITHS HOSTS FASHION SHOW FOR SMART WORKS EDINBURGH

MANCHESTER FIRST YEAR TRAINEES SELL AND PROMOTE THE HEALTH BENEFITS OF ENERGY BALLS TO PROMOTE WELLBEING AND TO RAISE FUNDS FOR MANCHESTER MIND CHARITY

Shoosmiths supports Earth Hour Saturday 19th March 2016 2030-2130 hours

28 APR 2016 BY [SHOUTBACK](#) IN [ACCESS LEGAL](#), [FEATURE](#), [SHOOSMITHS](#), [SHOUTBACK](#), [SOMETHING DIFFERENT](#) / [NO COMMENTS](#)



Shoosmiths, across the offices supported Earth Hour on Saturday 19th March 2016 between 2030 and 2130 hours. We switched off unnecessary office lights and encouraged colleagues to tell us what they did differently at this time and one pledge they would make to change one behaviour during the next twelve months.

We are part of a global movement, which this year took place in 178 countries and territories (and in 2017 on Saturday 25th March will be the campaign's tenth anniversary).

LATEST PHOTOS



SEARCH THE SITE

POPULAR POSTS

 [Manchester Duck Race](#)
11 APR 2014

OUR MARKETPLACE

We aim to support the commercial and societal CR aspirations of our clients and work collaboratively in the marketplace with our clients and suppliers to evidence best CR practice.

Our clients

Knowledge of our clients and our local communities, coupled with the diverse skills of our people makes us a powerful force for good.

We advise and support clients on many topics that have relevance in the CR arena. Examples of our work for clients during the year included:

- Advising classical composer Joe Duddell and Mancunian poet, Mike Garry, on the release of the record 'St Anthony: an ode to Anthony H Wilson'. Tony Wilson worked with some of Manchester's most successful bands, and was known as 'Mr Manchester', for promoting Mancunian culture throughout his career.
- Real estate and construction advice to Third Space Group on a new lease of 46,922 sq. ft. at the former North London Mail Centre in Islington. The planned opening of a new health and fitness club in Islington Square is part of a planned regeneration of the former North London Mail Centre into a residential, retail and leisure development.
- Appointment of a Partner (Martin Fleetwood) as an independent member of the UK Tram Board. UK Tram enables key stakeholders in the UK light rail industry to present a single voice in dealing with government and statutory bodies in developing a structured approach to regulation, procurement and standardisation within the industry. It also provides advice and support to towns and cities looking to establish tram systems in the UK.
- Advising on the re-leasing of trains used on the Northern rail franchise by the new franchise operator Arriva Rail North. The trains are being refurbished to meet requirements set out in the Equalities Act 2010 for persons of reduced mobility (implementing the EU Equal Treatment Directives).
- Social housing advice provided to Dunedin Canmore Housing on the phase two acquisition of its social housing development in Eskmills, Musselburgh that is part of a drive to help older people live independently in their homes for longer.
- Advised emissions detection company Duvax Technologies (Duvax), on its £2.2m investment from private equity fund manager and Enterprise Investment Scheme specialist Calculus Capital. Duvax, an Imperial College spin-out, develops emissions detection technologies used to monitor air pollution in major cities and industrial cities around the world.
- We provide legal advice on renewable projects, including solar, hydro-electric, bio-fuels, anaerobic digestion/ biomass, combined heat and power, energy from gas and wind turbines. Legal aspects covered include property law, planning, regulatory, health and safety requirements, environmental considerations, construction contracts, funding documents and commercial arrangements.

- Modern Slavery Act advice and training has been provided to clients by our regulatory team including board briefings, compliance checklists, amending contracts to include anti-slavery clauses, assisting with business deals clients are undertaking – considering if other parties involved are affected by the legislation –, conducting supply chain due diligence, inserting anti-slavery clauses in agreements, assisting with statement drafting, reviewing and amending audit questionnaires.
- Our employment/immigration team has provided advice on the prevention of illegal working policies and procedures, carrying out prevention of illegal working audits and undertaken training for staff undertaking checks on illegal working.

We launched a new crisis management tool to identify key dangers, risk areas and opportunities and to get organisations on the right track to avoid costly mistakes in the event of any crisis.

We are committed to the provision of legal advice on a pro bono basis to organisations and individuals unable to afford advice. Further details can be found in our communities section on *page 34*.

LEGAL UPDATES ON CR ISSUES

During 2015/2016, we published 216 legal updates on our Shoosmiths website. Articles relevant to the CR agenda covered such issues as:

MARKETPLACE

- Brexit
- Consumer vulnerability guidance publications
- Cybercrime
- Modern Slavery Act including Transparency in Supply Chain Provisions
- New EU Data Protection Regime

WORKPLACE

- Apprentice Levy
- Collective redundancies and consultation
- Disability discrimination in attendance management policies
- Dyslexia discrimination
- Employee stress
- Employing young workers
- Gender pay gap reporting
- Immigration bill and what it means for employers
- Illegal working checks
- 'Legal highs' in the workplace guidance
- National Living Wage
- New national minimum wage rates
- New sentencing guidelines: tougher penalties for companies breaching health and safety laws

- Redundancies: lesser-known employer duties
- Right to rent checks on new tenants
- Right to work in the UK – when can an employer dismiss fairly?
- Rights for employees when employers are in administration
- Same-sex and the workplace
- Transgender equality
- Unfair dismissal claims – when is an employer liable?
- Zero hours workers – their forgotten rights

ENVIRONMENT

- Energy Savings Opportunity Scheme Regulations
- Minimum Energy Efficiency Standards Regulations
- Sustainable Urban Drainage Systems (SuDS)

COMMUNITY

- Amending Affordable Housing Obligations
- Proposed changes to make fundraising easier

TREATING CUSTOMERS FAIRLY

Treating customers fairly (TCF) is embedded from the top and throughout the firm. Firm-wide arrangements include a formal governance framework which provides management and clients with the assurance that Shoosmiths is effectively managed and controlled, and that clients/customers are treated fairly. These governance

arrangements enable senior management to have a clear view of activities and risks, and to ensure that these are managed appropriately in line with the rules and guidance of our regulators.

All staff are responsible for ensuring clients/customers are treated fairly through training of staff and performance management, and by embedding adherence to firm-wide policies and procedures into their day-to-day activities.

VULNERABLE ADULTS/MENTAL HEALTH

Our employees need to be aware of issues that may arise when advising clients who are dealing with vulnerable adults, including those with mental health difficulties. This is particularly relevant for our Recoveries Services practice group which advises clients on debt recovery. Our staff training and awareness programme aims to assist customers who are in debt difficulties and who need help. This includes new starter and refresher vulnerability training as well as quarterly awareness campaigns designed to highlight specific issues. Best practice is shared across the teams including via tip of the week, posters and quizzes. Discussions/reviews with staff ensure they are confident in knowing how to respond and signpost clients. Staff who deal with difficult conversations and the vulnerable on a regular basis are also made aware of the support available to them which can be accessed via our intranet.

Our vulnerable adult and mental health issues policies and procedures are reviewed against new industry guidance to ensure best practice is maintained. During 2015/2016, we considered the British Bankers Association (BBA) '**Improving Outcomes for Customers in Vulnerable Circumstances**', Money Advice Liaison Group (MALG) '**Best Practice**

Our suppliers

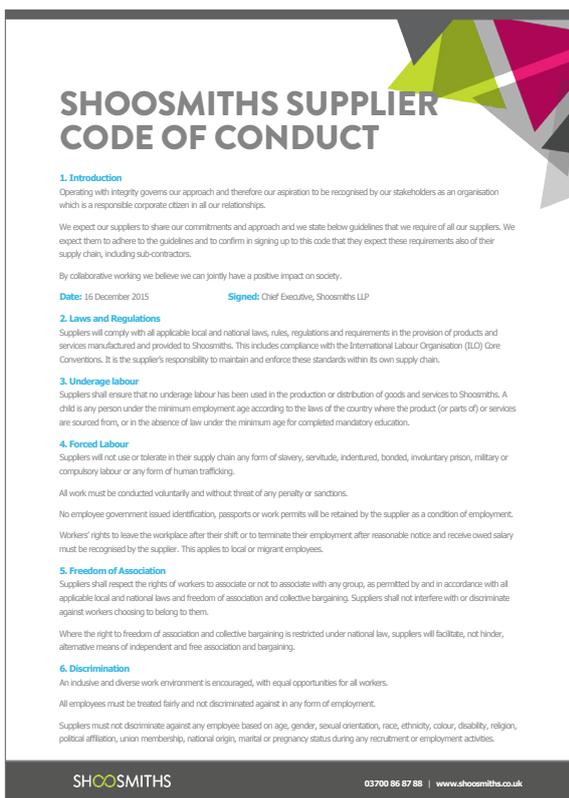
in the Use of Flags', Lending Standards Board 'Standards Development Review Customers in Vulnerable Circumstances' and BBA and Citizens Advice 'Addressing Financial Abuse', as well as other guidance.

Partner Jenny Ogden is our Recoveries Services practice group's Vulnerable Adults and Mental Health Issues Coordinator. She is responsible for implementing the group's vulnerable adults policy, logging issues and internal reporting on our performance each quarter. Our [Supplier Code of Conduct](#) is available in full on our website.

We aim to work with suppliers whose CR standards reflect our own and who share their ideas and knowledge to support us in the improvement of CR performance. Our purchasing policy and guidelines underpin our supplier selection process and detail a range of environmental, social and ethical issues for consideration as part of the supplier selection process. The policy and guidelines were reviewed during the year to complement a work programme underway to tackle human rights issues and addressing the spirit as well as the requirements of the Modern Slavery Act 2015 (Duty to Notify) Regulations SI 1743.

We established a supplier code of conduct covering laws and regulations, under age and forced labour, freedom of association, discrimination, wages and benefits, working hours, healthy and safe working conditions, environment, business integrity, discipline and grievances requesting all new goods and services suppliers appointed from 1 March 2016 to sign up to our requirements as a condition of working with Shoosmiths. We have a risk-based programme for existing suppliers to sign up to the code and to explain their approaches to identifying and tackling modern slavery and human trafficking in their supply chains.

Examples of supplier activities are included in the environment section (*page 26*) of our report.



Extract from our Supplier Code of Conduct

OUR WORKPLACE

We are all unique and have special contributions to make in delivering the Shoosmiths strategy which is why our employee engagement strategy places the employee at the centre of management. We want to inspire and empower our people to use their talents to make a positive difference in their communities.

At the end of April 2016, we employed 1,509 people (1,388 full-time equivalents/fte), with 142 partners and partner equivalents in 10 locations. Our five practice groups (Commercial, Corporate, Private Client, Real Estate and Recoveries Services) are supported by Business Development, Business Improvement, Finance, HR, Information Systems and Quality and Risk.

An engaged workforce is delivered by:

- working life collaboration and a continued momentum to support flexible/agile working;
- regular staff 'listenings' that enable us to identify improved ways of working, sharing of best practice and open appraisal of personal performance;

- manager training and understanding of employee engagement;
- individualised flexible benefits, recognising one offer does not suit all as staff needs will vary according to such factors as career stage, length of service and personal factors;
- placing the wellbeing of an individual as a business priority; and
- encouraging feedback and creating an environment where staff are empowered to ask questions and stretch boundaries, and managers are empowered to say no if the answer to that question is not good for business.

Talent attraction and development

We were the first top 100 law firm to achieve Investors in People Gold Standard 2011 (just 6.6% of all UK companies hold this) and the first to be recredited in 2015.



The attraction and recruitment of talent has a profound impact on the future success of Shoosmiths. We worked hard externally throughout 2015/2016 to improve our Employer Brand, launching a LinkedIn careers platform in December 2015. LinkedIn provides a valuable means of sharing content and opportunities to the widest possible

audience in order that we can attract, train and retain the best talent available.

Shoosmiths offers a one-week summer placement scheme to those who wish to pursue a career in law, with 60 places provided during the reporting year. Six of these places were offered to students who had signed up to the Legal Launch Pad (LLP) scheme run by the Black Lawyers Directory (BLD). We also provide work shadowing opportunities of up to three days for those who have not yet made a decision but wish to experience a legal work environment, with 85 places provided in 2015/2016.

During 2015/2016, we promoted 142 colleagues.

OUR TRAINEE PROGRAMME AND CR

Helping trainees understand that CR forms a key part of business success starts from the moment candidates consider what working at Shoosmiths might be like.

At careers fairs or employer presentations, current trainees talk about the opportunities they have to contribute to the local community throughout their training contract and to support our CR aspirations.

Reward and recognition

We invest in our staff by offering a fulfilling work environment and a range of benefits. As part of their package employees may receive pensions and life assurance, private medical health insurance, staff discounts,

childcare vouchers, cycle to work subsidies, dental cover, eye care, free or discounted legal services and thank you payments for referrals (which can instead be made as charitable donations).

Diversity and inclusion

At Shoosmiths, we understand that the people we employ are the key to our success. We are committed to building a diverse workforce and providing a work environment that allows everyone to reach their full capability; one where individuals feel recognised for their talent and contribution regardless of background, beliefs or circumstances. We embrace the benefits inclusivity brings.

Shoosmiths has continued to partner with organisations to advance work on equality, diversity and inclusion for both the firm and the profession. As a founding signatory of the Law Society's Diversity and Inclusion Charter, we actively support initiatives to attract minority groups to the legal profession, such as via the Black Lawyers Directory (BLD).

We have been involved in the LLP programme, managed by the BLD since its launch in 2008 and this is included within

our trainee recruitment programme. We also partner with groups such as Birmingham Black Lawyers, Aspiring Solicitors, Women in Law and Black, Asian and Minority Ethnic (BAME) majority schools. We are a founding member of the Diversity in Professional Services Scotland (DIPPS) which was established in August 2015 with the aim of increasing diversity in the professional and financial services in Scotland. As part of our Young People in Law programme (YPiL) we support schools across the UK by providing career guidance, mock interviews and skills sessions. Opportunities to participate in YPiL are available for all employees.

In order to advance our diversity and inclusion strategy it was agreed in May 2015 that we would appoint a full-time Diversity, Inclusion and Wellbeing Manager. The successful candidate will take up post in May 2016.

PERFORMANCE AND RECOGNITION

Shoosmiths has achieved recognition as a leader within the legal profession for its diverse workforce, being the first UK legal practice to gain a Gold Standard Equality Assured Recruitment (EQA) accreditation and topping the Black Solicitors Network Diversity League Table in 2006, 2011 and 2012.

One third of our Operations Board is female and we are one of only eight law firms in the UK with a female CEO.

We were ranked sixth in the Diversity League Table (DLT) 2015. Scores are based on both the demographic of who we have in the business and a score for our policy and working practices. Our results included:

- ranked sixth for female partners (37% female partnership);
- ranked fifth for female associates (68% of associates are female);
- ranked eighth for female trainees (69% of trainees are female);
- ranked ninth for female paralegals (74% of paralegals are female);

In May 2015 the graduate recruitment team accepted the Commendation for Diversity by LawCareers.Net (LCN) in 2015.

Law Society Diversity and Inclusion

Charter: Shoosmiths became a founding signatory in 2009 when it was established by the Law Society, BT and the Society of Asian Lawyers. The purpose of the charter is to help turn commitments to diversity and inclusion into positive, practical action, with data and procedures measured against standards and with opportunities for best practice and advice to be shared across the profession. The 2015 biennial submission showed Shoosmiths to be performing at a Silver level, highlighting that we are taking a number of actions to help achieve diversity and inclusion objectives, and are working to embed them into our core business.

Key diversity data

More detailed data is provided in Appendix 2.

		% of Shoosmiths staff
Gender	Male	30.9
	Female	69.1
Disability	Disabled	2.2
Ethnicity	White/European	86.9
	Ethnic minorities	11.0
	Unknown/or not reported	2.1

FLEXIBLE WORKING

We are committed to helping staff achieve an effective work/life balance, enabling them to balance personal commitments and work demands. Our policies include:

- flexible working
- home and mobile working
- flexible holidays
- parental leave
- parent return to work
- your time, which provides the opportunity to 'take back' some time when life outside work has to take priority from time to time to manage the needs of family and friends
- volunteering to encourage one day a year volunteering in the community.

Learning and development

All new starters are required to complete an induction programme which includes an opportunity to meet the Chief Executive and Chairman and covers issues such as financial control, compliance, quality and risk, delivering valued legal services, CR, diversity, information systems, developing the business and product awareness training.

Our dedicated Learning and Development team help staff develop skills and knowledge as they advance in Shoosmiths. We have a strong coaching culture developed over many years.

A variety of support tools are provided to allow employees to enhance their current expertise and learn new skills. Training programmes are delivered for

staff at all levels and on topics that include business skills to enable teams to work smarter, developing and living our values, management, financial awareness and client development. For partners, both new and existing, there are programmes to provide guidance on leadership, coaching and strategic vision. All employees receive regular refresher training on such subjects as anti-money laundering, data protection, anti-bribery and corruption, with both e-learning and face-to-face training provided. In October 2015, a new Learning Content Management System (LCMS) was launched for staff forming an important part of ongoing evidence of individual professional development. It initially hosted e-learning courses including anti-bribery, new starter courses and personal safety.

Health, safety and wellbeing

We are committed to the health, safety and wellbeing of our staff and continual improvement. Our Health and Safety teams won a Commended Award in the Business Services Sector of the RoSPA awards in April 2016.

Our firm-wide Health, Safety and Environment Committee (HSE) chaired by the Health and Safety Manager has representatives from Estates Management, HR and CR.

An assessment of our Occupational Health and Safety Management System (OHSMS) was undertaken by an external consultant as part of a review against the requirements of the forthcoming ISO 45001:2016 standard. Evidence was gathered during a site tour, interviews and reviewing records and sample documents to determine the firm's health and safety activities and overall performance. Recommendations for improvement will form the focus for 2016/2017.

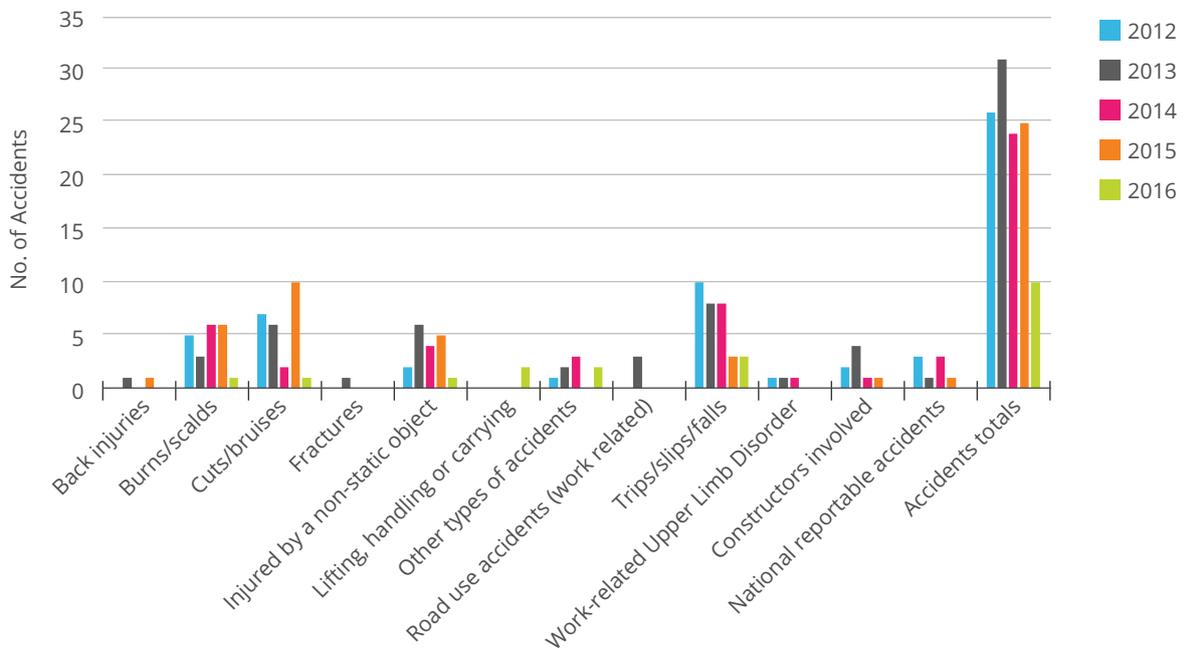
During the UK Health and Safety Week in June 2015, we highlighted accidents reporting and Musculoskeletal Disorders. We featured articles on reducing accidents, good lifting practices and distractions whilst driving.

The week was also used to focus on health as well as safety, promoting walking at work and simple exercises that could be completed in the workplace. Leaflets were available on exercises suitable to be carried out at workstations as well as details on health, beauty and fitness company discounts.

Events organised by our Estates Management team included a table tennis championship, hazard spotting and health and safety 'myth busters' quizzes, Wii competition, back and body clinics, head neck, back and shoulder massages and yoga light sessions.

The week was successful in encouraging fresh ideas and staff participation to promote health and safety awareness opportunities across our offices.

Firm-wide Accidents 2012-2016



The graph shows accidents by type from 2012/2016. The firm has grown during this period but the accident statistics have remained at around the same level. Our most common accidents during the last complete year were cuts and bruises, and burns and scalds.

WELLBEING

Wellbeing is the mutually supportive relationship between physical, mental and social health and is an important component of how we recognise the contribution of our staff. We want our staff to be happy and healthy.

We invest in:

- improving working lives through employment policies such as flexible working, absence management and equal opportunities;

- creating a safe place to work through health and safety policy, training and awareness briefings;
- career development through internal training contract programmes and clear promotion pathways for legal advisers; and
- personal support through the employee assistance programme.

Every year, we issue a CR challenge to our 1st year trainees. This year's challenge was about working together across our offices to develop a firm-wide health and wellbeing approach, embed wellbeing values throughout the firm and run events that demonstrate our commitment to wellbeing. Take-up of activity and feedback highlighted how much staff value such initiatives and so we will continue the wellbeing theme for the 2016/2017 challenge.

In Manchester, the delivery of the challenge aligned particularly well with the local charity

partnership then underway with Manchester Mind. Activities included mindfulness sessions, provision of mental health awareness information, onsite neck and shoulder massages, promotion of healthy eating and staff volunteering to support the work of the charity.

Manchester Mind



'Thank you so much, your Manchester staff are superstars. It's been such a busy year for you all and staff have been absolutely brilliant in taking on board all the challenges, as well as kindly running the ongoing initiatives. Our sincere gratitude to every single staff member. With your help, we can continue working for better mental health for all across our city, so please know you've made a real difference to our charity and the people we support.'

Joanna Huddart,
Business Development Officer,
Manchester Mind



Manchester Mind Manchester colleagues volunteering to transform YASP's attic.

Manchester Mind Spartans Team challenge July 2015.



OUR ENVIRONMENT

Shoosmiths is committed to protecting the environment by demonstrating high standards of environmental responsibility in all its operations and preventing or mitigating the environmental impacts associated with our activities, products and services. Continual improvement forms part of our approach in order that we can achieve an overall positive environmental impact as a result of the way we do business.

The most material issues for our business are: paper and resource use; energy use and carbon emissions associated with our buildings, IT systems and employee travel; and waste and recycling.

Our environmental management system

Our environmental management system (EMS) is based on the ISO 14001:2015 standard. Our environmental policy statement defines our approach in striving to achieve balance in the three pillars of sustainability – environment, society and the economy.

Our procurement and supplier management policy sets out our approach to managing our indirect environmental and social impacts and we work with our suppliers to identify opportunities to reduce impacts.

We have set targets to improve our performance in key areas. These are approved by the Operations Board and we have assigned clear ownership for their management and delivery. Appendix 1 reports progress against our 2015/2016 targets and lists our targets for 2016/2017. Appendix 2 reports on key performance indicators.

Shoosmiths operates an incident reporting system which includes environmental incidents. No environmental incidents were recorded during 2015/2016.

PROPERTY ENVIRONMENTAL PERFORMANCE

We measure and minimise the environmental impacts associated with our use of resources (including energy use) and the waste we generate from our buildings and as a result of the services provided to clients.

Our 11 offices in 10 locations include both single lease and multi-tenanted buildings. Our Birmingham office (multi-tenanted) at Colmore Square holds an 'excellent' rating from BREEAM (Building Research Establishment Environmental Assessment Methodology). The Apex Plaza building (multi-tenanted), Reading, where we have an office, is ISO 14001 certified.

A number of office changes were undertaken during the year including in October 2015 a temporary transition in Manchester to the HQ Building at the Old Granada Studios in Atherston Street. Plans were also being finalised to undertake major refurbishment works at our Thames Valley office as part of our agile working project.

Where we have direct control of our offices, for example buildings where we are the sole tenant, we have a greater ability to influence change. Where we do not have direct control,

we liaise with our landlords to identify opportunities, for example through tenant sustainability working groups.

During 2015/2016, we undertook internal office environmental audits as part of our annual health, safety and environmental audits. This process is managed by our firm-wide Health and Safety manager. We also hired an external consultancy to conduct a desktop legislative register review and one-

day site audits of our Nottingham (multi-tenanted) and Solent (single lease) offices to assess environmental legislative and best practice compliance.

In 2016/2017, we will conduct external second party environmental audits at our Birmingham and Reading offices and use a third party to advise on the environmental aspects register component of our environmental management system.

Resource management

During 2015/2016, a focus on paper light working which reduces dependency on paper and encourages best practice processes across teams involved each practice group and directorate being tasked with establishing soft filing protocols to help reduce the circa 43 million printed sheets produced by the firm. Project Footprint involved most of our printing estate being replaced and the implementation of virtual printing; an effective way to reduce wastage and inappropriate access to sensitive information. To support this change, new Macroview email filing was introduced, staff training was undertaken and a retention policy developed for soft and hard data. As a consequence, we saw our printed sheets consumption reduce by 28% to 31 million sheets.

RECYCLING OLD EQUIPMENT

We work with partner organisations to ensure that equipment that can no longer be used within the business is reused or recycled by others.

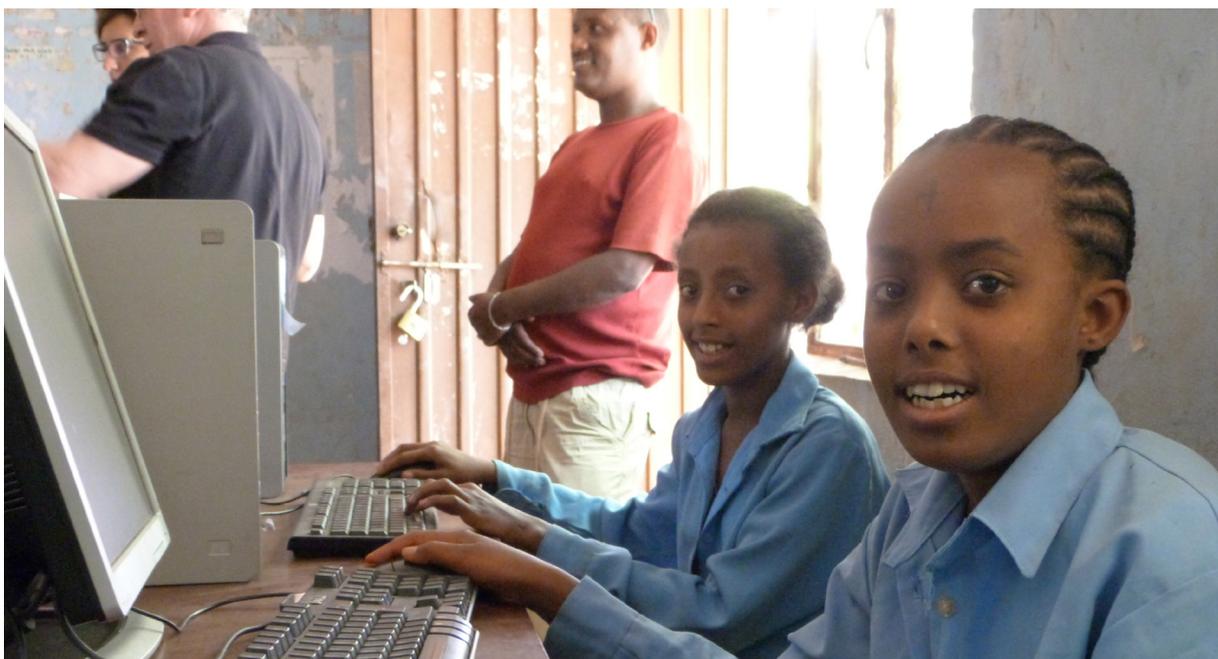
Since 2008, Shoosmiths has donated old IT equipment to Computer Aid International, a charity that helps disadvantaged communities to access digital equipment that will improve their lives. Computer Aid takes the equipment, wipes the data from it and donates it to different programmes across the world. Our computers typically have a five-year life and by donating them in this way we can extend the life of our equipment by another three to four years.

There are significant environmental benefits associated with the refurbishment of PCs. Up to 80% of the energy used in a PC's working life is expended during manufacture, so refurbishment of a computer is 20 times more efficient than recycling it¹.

During 2015/2016, 1,160 items (9,035.5 kg) were donated to Computer Aid, with items sent to Ethiopia (27%), Zambia (23%), Zimbabwe (21%), Nigeria (18%) and Sierra Leone (11%) for reuse. Not all items could be reused, and 35 items (122 PCs, 62 TFT screens) were recycled.

¹ Williams, E. and Sasaki, T. 2003. Strategizing the End-of-Life Handling of PCs. In Williams, E. et al. (Eds) Computers and the Environment: Understanding and Managing their Impacts. Dordrecht: Kluwer Academic Publishers, pp. 183-196.

- **Ethiopia** – Computer Aid distributed computers to primary and secondary schools for information and communication technology (ICT) literacy learning in the Amhara region as well as Southern Ethiopia. Over 120 Ethiopian schools receive computers via Computer Aid each year, enabling students to access new technology for the first time.
- **Zambia** – Computer Aid sent computers to schools in Zambia distributed through its partner SchoolNet Zambia. Since the Ministry of Education has integrated ICT in the curriculum in secondary school exams, there has been a significant need of computers but insufficient budget to provide computers to all schools. Over 50 Zambian schools were supplied with Shoosmiths computers, enabling children to have access to the same ICT curriculum as in the UK.
- **Nigeria** – Shoosmiths computers were sent to an entrepreneurship programme operated with O'Bay Nigeria, a local organisation that finds practical solutions to deal with unemployment amongst young adults. The programme trains unemployed people under 30 years of age to create social enterprises and to develop their businesses online. The unemployment rate is over 50% for individuals in Nigeria aged between 25 and 34 years.
- **Sierra Leone** – Computer Aid provided computers to primary school students who have never had access to ICT. While internet access is still limited, children now have access to the encyclopaedia pre-installed on computers and learn how to use the Microsoft Office suite to produce their coursework and presentations digitally.
- **Zimbabwe** – Computer Aid sent computers to Lupane State University in Zimbabwe to expand its ICT laboratory. The University has opened three more ICT rooms holding 40 computers each to respond to the high demand of the students. The computers donated by Shoosmiths will enable next year's graduates mainly in IT and Marketing to practise modules they have been taught in class, enabling them to access four times more practice and training than they would have received without those computers.



Shoosmiths donated computers help primary and secondary school students in Ethiopia.



'By giving access to the internet and ICT to children from disadvantaged backgrounds, we help them develop a good knowledge of computing and increase their chances to reach university level. In doing so we are diminishing greatly the ICT education gap between children from rich and poor backgrounds.'

Rajeh Shaikh,
Marketing and IT Donations Manager,
Computer Aid International



We also reuse furniture and office equipment within the business wherever appropriate. For example, during our Manchester offices moves, existing furniture was transferred to the new premises.

STATIONERY

Our approach is to use recycled stationery where we can and copier paper, which is our highest usage paper is Forest Stewardship Council (FSC) certified. We will continue to investigate new opportunities during 2016/2017.

During 2015/2016, Shoosmiths used 987 lines of stationery, of which 279 have environmental credentials. Of these lines, 8 products have 100% recycled content and 271 partial recycled content. We used 12 FSC-certified paper products, which constituted about 89% of our paper spend.

For the third consecutive year, we reported paper consumption data to the Legal Sustainability Alliance (LSA), a collaborative network committed to environmental improvement.

BOTTLED WATER

We use onsite water purification systems across our offices to provide freshly filtered water, both still and sparkling for our client and internal meetings. This has a lower carbon footprint than bottled mineral waters and, because the bottles are reused, it reduces waste. Between May 2015 and April 2016, we consumed 31,683 litres of water and avoided 5.88 tonnes of glass needing to be recycled or disposed of.

Energy and carbon

Shoosmiths occupies sole and multi-tenanted buildings and consumes electricity and gas for heating, ventilation, air conditioning, lighting and IT equipment. We track gas and electricity consumption at our offices through monthly reporting. Our electricity consumption decreased by 4.91% during 2015/2016 at sites where we control energy use. Our gas consumption, however, increased by 9.92%.

As a consequence of the 2014 Energy Savings Opportunity Scheme regulations, we appointed an accredited lead assessor that had also previously undertaken a gap analysis of our readiness for compliance. The assessor undertook measurement of our building and transport-related energy consumption and undertook representative sample site energy efficiency audits at our offices in Birmingham (multi-tenanted), Lakes in Northampton (sole tenant) and Southampton (sole tenant).

Business travel data was analysed based on company expense claims, mileage travelled in private cars on business purposes and company car mileage data. A survey was issued to all staff in June 2015 on employee travel patterns.

A number of strategic and operational recommendations to help us improve our energy management system were identified including specific short-, medium- or long-term investment opportunities.

The Operations Board subsequently approved a number of recommendations:

- gas, electricity and travel reduction targets;
- board-approved energy policy;
- voluntary declaration of our approach to the regulations;
- review of our travel policy to encourage adoption of a travel hierarchy approach to business-related travel;

- increased focus on reducing the need for travel via agile working, virtual meetings, online collaboration tools etc; and
- review of vehicle purchasing policy to determine technical/commercial viability to favour electric or hybrid vehicles.

AGILE WORKING

Agile working is about bringing people, processes, connectivity and technology, time and place together to find the most appropriate and effective way of working to carry out a particular task. Agile working for Shoosmiths means any time, any place, anywhere. It is a transformational tool deploying new technologies, encompasses different working methodologies, processes and procedures, and incorporates different work styles including mobile, home, and flexible working. The benefits of agile working are a more responsive, efficient and effective business, maximised flexibility to adapt to market forces, the provision of a working environment that attracts and retains talent and that facilitates an innovative and collaborative workplace and reduced environmental impacts.

During 2015/2016, an agile working culture was embedded into the firm's strategic objectives, creating an aligned cross-functional delivery programme and infrastructure platform and tools to facilitate the adoption of agile working. The Thames Valley office was selected as the pilot project, with the establishment of clear overall objectives for agile working. Key performance indicators focused on creating an organisational methodology of working that improves Shoosmiths' ability to provide an exceptional service to its clients, one that is focused on wellbeing, that retains talent and which makes Shoosmiths the employer of choice. The refitted office was also fitted with energy efficient Light Emitting Diode (LED)

lighting and new air-conditioning equipment. The same floor space now has the capacity to accommodate an additional 40 to 50 people (+36%). Extensive data gathering and staff engagement has determined a clear appreciation and definition of what the spirit of agile working means for Shoosmiths and therefore our future plans. During 2016/2017, we aim to move 30% of Shoosmiths' employees to agile working, with further adoption being driven by office leasing review opportunities.

Mobile working is a key consideration in all IT planning, enabling virtual working and collaboration supported by technical solutions such as Live meeting, web cams, e-learning technologies and conference call facilities.

SMART TRAVEL

Efficient driving techniques can help to reduce fuel use and associated emissions. Every driver who undertakes more than 5,000 business miles annually, carries out frequent business journeys or who is newly qualified must complete online driver training every three years.

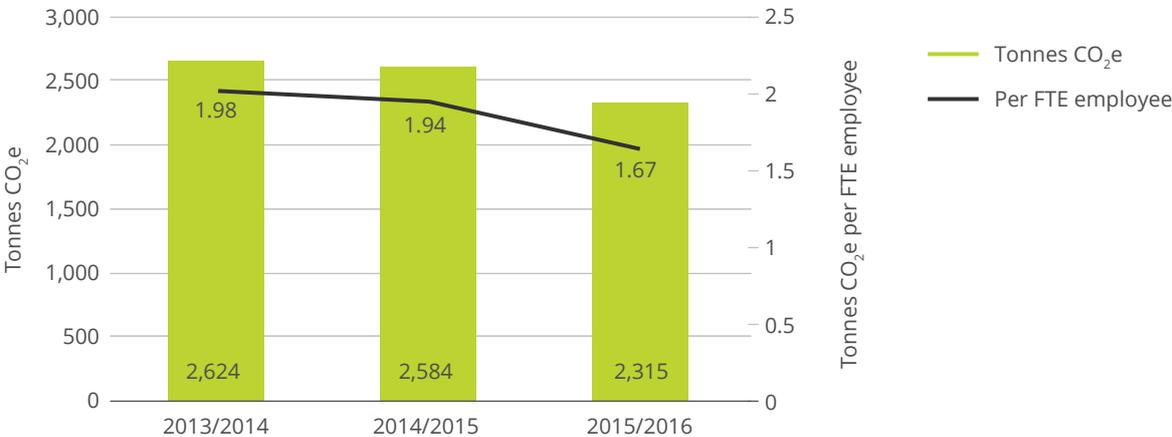
We provide interest-free loans for rail and business season tickets and participate in the government's Cycle to Work scheme. This initiative, co-ordinated on our behalf by the consultancy Gemelli Employee Benefits, seeks to encourage take-up of cycling as a more sustainable mode of transport that also improves general health and fitness. We publicise the scheme on our intranet and during induction training for new employees. During 2015/2016, 24 colleagues took part. Gemelli will visit offices during 2016 to increase awareness of the scheme – many employees are now accessing the scheme for a second time and also taking advantage of the Accessories-only scheme.

OUR CARBON FOOTPRINT

Our total carbon footprint was 2,315 tonnes CO₂e during 2015/2016 equivalent to 1.67 tonnes per full-time equivalent employee. This includes emissions relating to office energy use, air conditioning and business travel.

Our carbon footprint data includes business travel relating to public transport, cycling, flights, cars, pool cars and taxis. We do not currently collect data for rail travel suitable for converting to CO₂e data.

Carbon footprint 2013/2014 – 2015/2016 (Tonnes CO₂e)



Waste management

FISco, our estates management provider, manages our office waste (general and recyclable) in three office locations (Basingstoke, Northampton and Southampton). Some waste streams at our Northampton office are managed on our behalf by a provider.

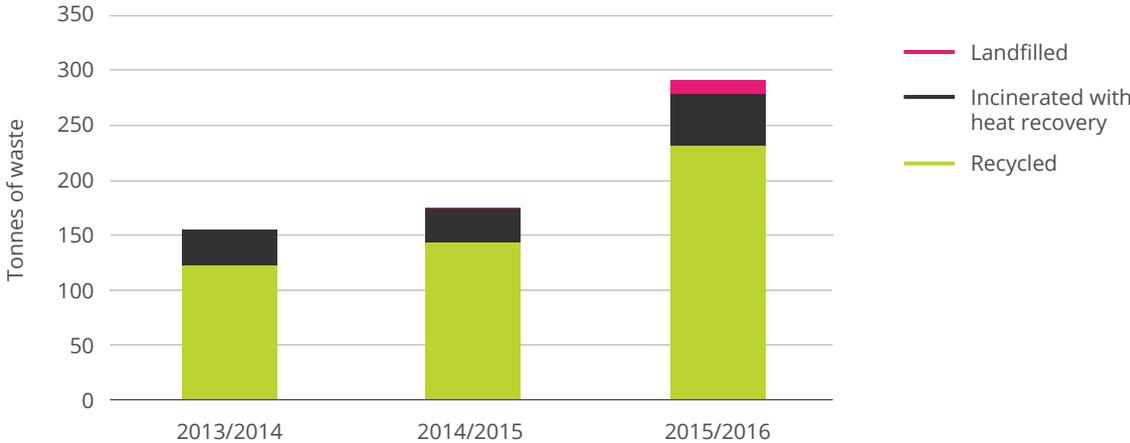
At our other offices (Birmingham, Edinburgh, Manchester, Milton Keynes, Nottingham and Reading) as well as our London hot desking facility, the landlords are responsible for managing waste contracts. Here we work with landlords alongside other tenants to identify ways of better managing our waste.

We have data for waste produced in our Basingstoke, Northampton, Nottingham and Southampton offices. In 2015/2016, these offices produced 96.64 tonnes of general waste, of which 87% was recycled (of which 57% was recovered as incineration with heat recovery) and 13% landfilled due to contamination issues. (This compares with 57.63 tonnes of waste produced in 2014/2015 of which 45% was recycled and 53% incinerated with heat recovery.)

FISco also manages confidential waste from all our offices through a specialist company, Iron Mountain, with 154.02 tonnes collected in 2015/2016 (compared to 73.536 tonnes collected in 2014/2015). The waste was shredded and recycled into the approximate equivalent of 181.2 tonnes of recycled fibre – tissue and toilet paper. By recycling confidential waste, 453 m³ of landfill space was avoided. We continue to focus effort to improve accuracy of recording waste via weighed bin data rather than estimated weights.

All archived paper material that is deemed no longer required for storage is security shredded via Smurfit Kappa and we have commenced reporting 2015/2016 onwards the material recovered. A total of 41.301 tonnes was collected from Shoosmiths in 2015/2016 and recycled into cardboard, toilet paper and writing paper. Appendix 2 also reports this data for 2013/2014 and 2014/2015.

Waste disposal and recovery (general confidential and archive waste)



Note to chart: General waste data is for our Basingstoke, Northampton, Nottingham and Southampton offices. Confidential and archive waste data covers all offices. We are reporting archive waste data for the first time and have restated our previous years' data to reflect this.

Water management

Shoosmiths sites do not abstract or impound water and water management controls are within landlord controls and procedures. Shoosmiths ensures that relevant consents are in place and all conditions are complied with.

We aim to conserve water and to use water efficiently. Washroom provision includes the use of Infrared Urinal Flush Controls (IRC) which consists of solenoid valves and sensor modules. When the IRC detects movement in the washroom, a pulse from the sensor opens the normally closed solenoid valve and

water flows to the cistern; at the same time the sensor is switched off. After 25 minutes, the power is restored to the sensor and, as long as no movement is detected for five minutes, the solenoid valve closes, shutting off the water supply to the cistern.

In this report, we have commenced providing data on our annual water consumption in buildings at locations under Shoosmiths control, namely Basingstoke, Northampton (Lakes and Victoria House premises) and Southampton. See Appendix 2.

OUR COMMUNITIES

We aim to build and maintain sustainable community relationships.

We use our talents and passion to work with interested parties in order to make a positive difference in the communities in which we work. We seek to identify, understand and implement activities to address environmental, social, ethical and economic issues.

Our community investment programme for the period 2016/2019 concentrates on:

- provision of pro bono advice to individuals, charities and groups that cannot afford to pay;
- developing and maintaining enduring relationships with community partners rather than responding to approaches for donations;
- seeking out innovative opportunities for wider community investment for charities, community groups and social enterprises; and
- staff volunteering through provision of good-quality, skills-based volunteering.

Pro bono legal advice

Shoosmiths is committed to supporting staff who wish to spend time giving pro bono legal advice. Hours recorded by legal advisers are included with their 'matter-related' targets (targets relating to billable hours), meaning pro bono hours count towards achieving these targets. 1,176 pro bono hours were recorded during 2015/2016, representing a 26.8% increase on the 928 hours recorded in 2014/2015.

The definition of pro bono used by the Law Society and Bar Council is: Legal advice or representation provided by lawyers in the public interest including to individuals, charities and community groups who cannot afford to pay for that advice or representation, and where public and alternative means of funding are not available.

In deciding whether or not to take on work on a pro bono basis, the normal procedures apply in relation to due diligence, conflict search checks etc. and whether the legal adviser has the capacity and capability to take on the work. We are a signatory of and abide by the requirements of the Joint Protocol for Pro Bono Legal Work which quality marks legal work by promoting and

ensuring consistently high standards of pro bono work.

Pro bono advice is undertaken as a consequence of approaches by organisations and individuals, via charity trustee roles, through legal adviser connections, by pre-appointment-based pro bono clinics and via brokered programmes managed by charities.

We sought to raise awareness of the importance of undertaking pro bono work by hosting and supporting a number of pro bono events before, during and after National Pro Bono Week (2 to 6 November 2015). This included hosting two LawWorks-organised seminars on the business case for pro bono at our Birmingham and Thames Valley offices, training new school of law students for our Reading and Northampton pro bono clinics, running pro bono clinics, joining the University of Northampton Law School in a panel debate to celebrate pro bono in Northamptonshire as well as hosting and participating in an University of Birmingham Law School students conference. We also contributed to the content of the **'Developing a Pro Bono Programme – Guidance and Toolkit'** published by the Law Society.

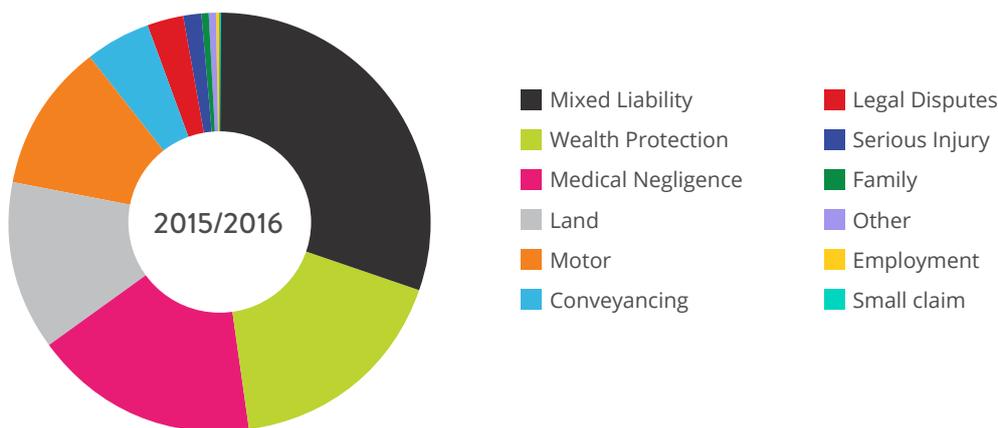
OUR ACCESS LEGAL HELPLINE

Our Access Legal helpline established in January 2010 provides free advice to individuals. It operates six days a week and received more than 13,000 enquiries during 2015/2016 on conveyancing, employment, claims, land, legal disputes, medical negligence, mixed liability, motor, serious injury and wills, probate and wealth protection (not included in the pro bono hours stated above). One of

the initiatives that we launched during the year was a wills trial with the Which? consumer group which was successful enough to extend beyond the six-month trial period. Consumers can contact the helpline on 03700 868686 or via the email address helpline@shoosmiths.co.uk



Enquiries to our Legal Advice Helpline 2015/2016



OUR PRO BONO PARTNERS 2015/2016

We work closely with a number of pro bono partners to provide free legal advice to those in need.

Basingstoke Citizens Advice: In 2015/2016 we supported seven clinics advising on such issues as landlord and tenant, wills and estate, advice on money gifts and county court judgements.

Business in the Community (BITC) ProHelp: We support BITC's ProHelp scheme in the East Midlands (our Nottingham office) and the West Midlands (our Birmingham office). Financial donations were also made to support the operation of the two schemes.

Cases taken on during the year included:

- Incorporation and membership subscriptions advice for Archives West Midlands which exists to advance education for public benefit by supporting the collection, storage, preservation and access to archival materials.
- Guidance on setting up a community interest company and drafting the Constitution for the Disability Resource Centre.
- Articles of association advice for Koco Community Resource Centre, which works with community groups in the advancement of education, good health and the relief of sickness and distress.

- Property advice for St Paul's Community Development Trust to help in its plans for expansion of its school and educational provision. The Trust works with and for the community in Balsall Heath and nearby areas to create better opportunities and life chances for those who live and work there.
- TUPE advice for Street Teams which works with children and young people at risk of, and affected by, sexual exploitation, grooming and trafficking.



'Shoosmiths were a really useful contact. They were very understanding of the confusing issues and double-checked all our paperwork.'

Sarah Neale, Office Manager, Street Teams



'The support we received has been invaluable to our committee-run playgroup and it has been able to move to new premises and carry on providing affordable childcare. I would definitely recommend Business in the Community. It has been a great pleasure to have them on our side and the help has helped safeguard seven jobs.'

Early Years Playgroup, Stapleford

East Manchester Legal Advice Centre:

Our Manchester office supports the East Manchester Legal Advice Centre operated in conjunction with students from the University of Manchester. Last year, Shoosmiths assisted with a variety of matters such as property-related disputes and family matters.

Edinburgh Centre for Professional Legal Studies:

Our Edinburgh office supports the free legal advice centre provided by the Edinburgh Centre for Professional Legal Studies at the Edinburgh University School of Law. The service is provided by diploma students who are supervised by qualified solicitors and gives students the opportunity to take part in hands-on legal work for the benefit of the community. During 2015/2016 15 clinic sessions were supported, assisting clients in such matters as family law, property and tenancy disputes and consumer issues. The supervising solicitor attends the meeting between the client and the student adviser and thereafter assists with and carries out a revision of the advice that is then issued.

LawWorks: We support a number of pre-appointment-based pro bono clinics based on the LawWorks model including clinics in Reading and Northampton. Our Real Estate and Corporate practice groups also support the LawWorks Not-For-Profits Programme which delivers free legal advice to charities, voluntary and community organisations and social enterprises. During the year, we provided property advice for Fusion Arts, The Feminist Library and Durham Deafened Support and corporate advice to Hammersmith and Fulham Mind.

CommuniCare Legal Advice Centre: Our Thames Valley office supports the East Reading-based CommuniCare Legal Advice Centre operated in conjunction with students from the University of Reading School of Law.



'CommuniCare is an advice and information charity and supports some of those most in need in the Reading area. Last year, Shoosmiths advised at 11 clinics on a variety of issues such as employment, consumer, probate and tenancy. The service offered by Shoosmiths at this clinic is vital as the clients CommuniCare supports would not normally be able to access legal advice. Feedback received by CommuniCare reflects the gratitude of the clients who have been helped.'

**Francesca Yates, Manager,
CommuniCare**

Northampton pro bono clinic: Our Northampton office supports the Northampton pro bono clinic operated in conjunction with Citizens Advice Central and East Northamptonshire, and students from the University of Northampton School of Law. Last year, Shoosmiths advised 29 clients at monthly advice clinics on a variety of matters such as employment, family, landlord and tenant, and housing.

OTHER PRO BONO WORK

Other community organisations that legal advisers regularly advised last year included Action Against Medical Accidents, Families Need Fathers, Marriage Care and Manchester Free Legal Help set up by the Civil Justice Centre.

We provided advice to Leith Theatre Trust on a five-year lease of the Leith Theatre complex in Edinburgh, agreed with Edinburgh City Council. The lease will secure the long-term future of the building and also the neighbouring Thomas Morton Hall, which will be regenerated to create a new multi-purpose arts centre.

We acted for BITC East Midlands in agreeing the renewal lease of its Nottingham offices together with agreeing a form licence for alterations to be put in place if future refurbishment of the offices takes place.

We continue to support the Wantage Silver Band following advice on its taking on of a long leasehold interest and the carrying out of development works to build a new band hall.

Our local community partners

During 2015/2016, we moved away from national charity funding partnerships, instead concentrating on providing support for local charity partners and investing staff volunteering time in the local communities where our offices are based.

Our community investment programme committees, chaired by our lead CR champions, are responsible for shaping and delivering our CR priorities at a local level. Offices supported designated charities during the year, undertaking staff fundraising and providing a range of in-kind resources. These charities further benefited from Pennies from Heaven contributions, the annual firm-wide silent auction and Shoosmiths donations. These charities were: Alzheimer's Society in Basingstoke; Birmingham Children's Hospital in Birmingham; Chest, Heart and Stroke, Scotland in Edinburgh; Manchester Mind in Manchester; Milton Keynes Community Foundation in Milton Keynes; National Autistic Society in Northampton; Ash Lea School in Nottingham; Motiv8 South in Southampton; and Guide Dogs in Thames Valley.

Employees also participate in causes that are of personal interest and their individual fundraising efforts are recognised with additional donations by the firm. We also participate in the Charities Aid Foundation Give as You Earn Scheme, enabling our employees to donate to charities of choice from their salaries. Employees donated £2,477.81 to 16 charities in 2015/2016.



Awarded by



'Shoosmiths has been a valued friend of Birmingham Children's Hospital Charity for a number of years and we are incredibly grateful for their continued support. Whether it was the whole office taking part in our annual seasonal fundraisers - such as Jolly Jumper Day and The Big Bandage - to individual staff members pushing themselves to their limits at the London Marathon, we truly value the entire team's support. In 2015, Shoosmiths also got involved in our biggest ever fundraiser The Big Hoot which helped us raise £508,038 for our charity.'

**Elinor Eustace,
Deputy Director of Fundraising,
Birmingham Children's Hospital Charity**



Shoosmiths sponsored Birmingham Children's Hospital charity The Big Hoot Owl.



National memberships and relationships

We partner with respected organisations in the CR field to learn from their expertise and to network and share ideas with other members. Our membership during 2015/2016 included:



Business in the Community (BITC):

We have been a member since 2000 and support a number of its programmes including ProHelp in the East and West Midlands and providing collaborative support for its Business Class partners in Manchester and Reading. We sit on the East Midlands Advisory Board, the West Midlands Regional Community Impact Leadership Team and the Black Country Community Impact Group. We supported Responsible Business Week 18 to 22 April 2016 by organising a joint workshop with BITC offering advice to charities on how to get the best from business relationships with corporates. Our previous membership of the then Scottish Business in the Community continued following its merger with BITC in January 2016.



Charities Aid Foundation:

We supported the annual #Giving Tuesday Campaign on Tuesday 1 December 2015 co-ordinated in the UK by the Charities Aid Foundation.



CSR Legal Network:

We have been a member of this network since 2010, attending training and events to share best practice and learn from each other.



LawWorks:

LawWorks connects volunteer lawyers with people in need of legal advice who are not eligible for legal aid and cannot afford to pay. We have been a member since 2009 and are signatories of the Joint Protocol for Pro Bono Legal Work.



The Law Society

Law Society Diversity and Inclusion Charter:

Shoosmiths became a founding signatory in 2009 when it was established by the Law Society, BT and the Society of Asian Lawyers. The purpose of the charter is to help turn commitments to diversity and inclusion into positive, practical action, with data and procedures measured against standards and with opportunities for best practice and advice to be shared across the profession. The 2015, biennial submission showed Shoosmiths to be performing at a Silver level, highlighting that we are taking a number of actions to help achieve diversity and inclusion objectives, and are working to embed them into our core business.



Legal Sustainability Alliance:

The Legal Sustainability Alliance (LSA) established by the Law Society is a movement of law firms committed to reducing their carbon footprint and adopting environmentally sustainable practices. We provide data on our carbon footprint, paper consumption and water use, and a summary of our adherence to the seven climate change principles that is included in the LSA annual report.



Pennies from Heaven:

Pennies from Heaven is a charity that provides a coin collection scheme enabling employees to donate to charity. During the year, Pennies from Heaven awarded Shoosmiths a gold medal for the fifth consecutive year, in recognition of 37% colleagues donating their payslips to charity.



WE SUPPORT

United Nations Global Compact:

Shoosmiths became a signatory of the United Nations Global Compact on 27 January 2016. As a Global Compact signatory, we will report annually on our progress against the 10 principles relating to human rights, labour, environment and anti-corruption.

THE UN GLOBAL COMPACT'S TEN PRINCIPLES

The UN Global Compact's Ten Principles are derived from: the Universal Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, and the United Nations Convention Against Corruption.

Human Rights

- **Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights and;
- **Principle 2:** Make sure they are not complicit in any human rights abuses.

Labour

- **Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- **Principle 4:** The elimination of all forms of forced and compulsory labour;
- **Principle 5:** The effective abolition of child labour; and
- **Principle 6:** The elimination of discrimination in respect of employment and occupation.

Environment

- **Principle 7:** Businesses should adopt a precautionary approach to environmental challenges;
- **Principle 8:** Undertake initiatives to promote greater environmental responsibility; and
- **Principle 9:** Encourage the development and diffusion of environmentally friendly technologies;

Anti-corruption

- **Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

Volunteering in the community

We believe employee volunteering is an important resource that we can provide and, morally, it is right to try and invest some of our knowledge and skills back in to the communities in which we operate.

During 2015/2016, we encouraged more of our colleagues to utilise their entitlement of one annual day of paid leave during the working week which resulted in 1,818 recorded volunteering hours; a 50% increase versus 2014/2015 (1,210 hours). This equates to 1.2 hours per employee and we recognise there is great potential to increase this type of community investment.

We promote volunteering through monthly updates on our approach, an intranet database of opportunities highlighting how we might support the work of charities and using our CR blog SHOUTback to show how our colleagues are volunteering in practice and the difference their support can make.

During the year, some of the activities undertaken by teams included:

- art and craft sessions for Birmingham Children's Hospital patient waiting areas and decorating wards at Christmas;
- awareness-raising to promote the work of the Air Ambulance service;
- careers fairs, advice on the world of work, CV and interview skills for BITC's Business Class collaboration activities in Reading (Prospect School) and Manchester, for the Girl's Network in Southampton, Handsworth Grammar School, Inspiring the Future in Reading, Sandwell Academy's Dragons' Den, for University of Birmingham School and for Worktree's Milton Keynes schools programme;
- career paths into law events at schools and colleges;
- choir singing for the Alzheimer's Society and Action Against Medical Accidents;
- Christmas wrapping service for Shopmobility, Basingstoke;
- cooking and serving food for C4WS Homeless Project, Manchester Mind, Northampton Hope Centre, St Vincent's House;
- fashion show in our Edinburgh office for Smart Works;
- fun and awareness days support for Guide Dogs and Forces in the Community;
- golfing days for Great Ormond Street Hospital, RNLI and client-supported events for charities;
- habitat protection and improvement work for Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT), Bletchley Park Trust, CastleView and Castlebrae schools, Camp Mohawk, Hampshire and Isle of Wight County Wildlife Trust, Hulme Community Garden Centre;
- hosting a Golden Jubilee party for Contact the Elderly;
- memory Cafés support for the Alzheimer's Society;
- mentoring for the Prince's Trust, University of Northampton students;
- playing wheelchair basketball with the Phoenix Wheelchair Basketball Club;
- reading in schools, Northampton primary schools via the BITC Read to Succeed programme;
- sorting a room and improving facilities for YASP, Manchester Mind;
- sorting donations for Edinburgh Shoe Box Appeal, Northants Street Angels, St Ann's Advice Centre, Trussell Trust, Reading Mums and Dads' Centre;
- street collections for Down's Syndrome, Scotland, Manchester Mind, Guide Dogs;
- trustee support for a range of charities including PACE, Renewal Trust, St Paul's Community Development Trust, Tommy's and The Lowry;
- volunteering during the Manchester International Festival; and
- working in stores for British Heart Foundation, Cancer Research UK, and Crowthorne Old Age to Teen Society (COATS).

SUPPORTING THE INSPIRING GIRLS PROGRAMME

Our Manchester office supported Business in the Community's Inspiring Girls programme aimed at girls aged 12 to 13 from schools across Manchester in order to try and bridge the gap between males and females in the workplace by challenging stereotypes, raising career aspirations and increasing the students' awareness of local opportunities.



'I noticed a huge difference in the girls' level of confidence from the first session to the final event. They became noticeably more engaged, enthusiastic and familiar with the concepts introduced to them in being a girl, challenging stereotypes etc.'

Gemma Porter, corporate solicitor, Shoosmiths



'If we have inspired just one or two of the girls to strive a bit harder for what they really want from life or encouraged them to believe in themselves and not allow fear or gender stereotypes to limit them then this programme will have been worthwhile.'

Karen Procter, corporate partner, Shoosmiths



Business in the Community Inspiring Girls programme Manchester office.

THE READING IN SCHOOLS PROGRAMME



'Schools in areas of deprivation are in real need of adult role models to read with children who perhaps don't get the attention at home. Reading just one hour a week can increase a child's literacy by six months and so is an incredibly impactful activity. We are so grateful to Shoosmiths for making this commitment.'



Ann Hilton, Community Programme Manager, Business in the Community

TRUSTEE SUPPORT FOR ST PAUL'S COMMUNITY DEVELOPMENT TRUST



St. Paul's Community Development Trust



'We have been delighted to welcome Nick Shepherd to our Board of Trustees. Our Trustees are examining how we can make the Trust safe and sustainable in a context of diminishing public and private funding. We are extremely pleased to have this high-level professional support.'

Dr Anita Halliday, Chief Executive, St Paul's Community Development Trust

FEEDBACK AND GLOSSARY

We welcome feedback, questions and suggestions about the approach and content of our CR programme to support us in our efforts to become the leading national law firm famous for its positive contribution to society.

You can stay up to date by reading the CR content on our website and our company CR blog SHOUTback. Please contact us at corporate.responsibility@shoosmiths.co.uk

GLOSSARY OF TERMS

BAME – Black, Asian and Minority Ethnic

BCP – Business Continuity Plan

BITC – Business in the Community

BLD – Black Lawyers Directory

BREEAM – Building Research Establishment Environmental Assessment Methodology

BSN – Black Solicitors Network

CAF – Charities Aid Foundation

CIPs – Shoosmiths Community Investment Programme Committees

COLP – Compliance Officer for Legal Practice

CR – Corporate Responsibility

DIPPS – Diversity in Professional Services, Scotland

EMS – Environmental Management System

EQA – Equality Assured Accreditation

EXCO – Shoosmiths Executive Compliance Committee

FCA – Financial Conduct Authority

FSC – Forest Stewardship Council

FTE or fte – Full-Time Equivalent

HR – Human Resources

HSE – Health, Safety and Environment

ICT – Information and communication technology

IRC – Infrared Urinal Flush Controls

IS – Information Services

kWh – kilowatt hour

LCMS – Learning Content Management System

LED – Light Emitting Diode

LSA – Legal Sustainability Alliance

MALG – Money Advice Liaison Group

MRT – Matter-Related Time

OHSMS – Occupational Health and Safety Management System

RoSPA – Royal Society for the Prevention of Accidents

SDG – United Nations Sustainable Development Goals

SRA – Solicitors Regulation Authority

SuDS – Sustainable Urban Drainage System

TCF – Treating Customers Fairly

tCO₂e – tonnes CO₂equivalent

YPiL – Young People in Law

APPENDICES



APPENDIX 1:

Progress against targets

2015/2016 TARGETS

In line with our 2014/2017 business plan, we set 23 targets (3 marketplace, 7 workplace, 8 environment, and 5 community). We delivered against 19 with 4 areas where we need to continue to focus attention.

Key:

- ✓ – achieved
- IP – in progress
- X – not achieved

Objectives and targets	Performance and status	
<p>Objective Work collaboratively in the marketplace to evidence best practice aligned with our vision to be the leading national law firm famous for its superb client experience.</p>		
Review the ISO 26000:2010 guidance on social responsibility and identify opportunities to improve the Shoosmiths management system.	Opportunities incorporated within management system and targets for 2016/2017.	✓
Engage with our key clients to identify joint opportunities that support our respective CR aspirations.	Report maintained on intranet of client activities undertaken. During 2015/2016 76 donations were provided to charities to support client activities and 59 reported client interactions on a variety of CR matters.	✓
Engage with our suppliers on environmental and social matters to identify opportunities that improve environmental and social performance.	New supplier code of conduct established. See our environment section for examples of supplier activities.	✓
<p>Objective Attract, develop and retain the best talent for reinforcing our values and providing a stimulating and rewarding work environment.</p>		
Review the Shoosmiths documented health and safety management system to align with the planned ISO 45001 standard for an occupational health and safety management system.	The publication of the ISO 45001 standard has been delayed. Our systems and working practices are being reviewed by an external Health and Safety consultant.	✓
Design and implement a staff awareness campaign to reinforce the Zero Harm programme aligned with our commitment to provide a safe and healthy work environment.	Programme undertaken via Health and Safety team. Opportunities identified for 2016/2017 staff awareness campaigns aligned with a wider CR staff engagement programme.	✓
Review and implement a new approach to engaging staff about wellbeing.	Successful wellbeing-focused staff engagement programme delivered via 1st year trainees and will be repeated 2016/2017. See our workplace section for details.	✓

Objectives and targets	Performance and status	
Continue to review our approach to agile working, with our Reading office to be evaluated as a pilot location. Proposals to be implemented during 2016.	See our environment section for details.	✓
Review and implement an updated diversity strategy across the firm.	New role Diversity, Inclusion and Wellbeing Manager appointed 1 May 2016. Strategy paper will be presented to board autumn 2016.	IP
Increase individual autonomy and responsibility to learning by encouraging a greater blend of workplace learning and formal learning.	The introduction of the Shoosmiths 'Discovery' programme offers staff the opportunity to access learning in a blended way at any time of the day, thus enabling them to access support when it is most needed and in real time.	✓
Establish a new employee recognition process whereby CR champions nominate colleagues who excel in the delivery of the CR component of the Shoosmiths business plan.	New annual CR Awards for Excellence established to reflect individual achievements during 2015/2016.	✓

Objective

Demonstrating high standards of environmental responsibility in all our operations and minimising the environmental impacts associated with our activities, products and services.

At sites where we control building energy use, reduce electricity consumption by 3% in 2015/2016 versus 2014/2015. Where we do not control the building, liaise with the landlord to identify opportunities to reduce electricity consumption.	-4.91% reduction in electricity consumption achieved across the entire estate.	✓
At sites where we control building energy use, reduce gas consumption by 3% in 2015/2016 versus 2014/2015. Where we do not control the building, liaise with the landlord to identify opportunities to reduce gas consumption.	+9.92% increase in gas consumption across the entire estate.	X
Review and implement opportunities to improve the Shoosmiths energy management system.	See our environment section for more detail.	✓
Reduce business travel road miles by 20% 2015/2016 versus 2014/2015 by reducing work-related travel and increasing public modes of transport and without an associated increase in air travel.	Whilst use of public transport by spend increased by 32%, there was an overall 18.6% increase in business travel spend and a 30.48% increase in flights.	X

Objectives and targets	Performance and status	
Measure and report carbon emissions associated with the firm's operations and working with organisations such as BITC's Mayday Network and the Legal Sustainability Alliance to identify opportunities for improvement.	2015/2016 = 2,315 Tonnes CO ₂ e. Annual submission provided to Legal Sustainability Alliance.	✓
At sites where we control building water use, measure water consumption and report in 2015/2016 CR report.	See Appendix 2 for details.	✓
Using an external consultant, conduct a second-party audit of the Shoosmiths Environmental Legislative Register and conduct site visits at two offices to assess legislative and best practice compliance, identifying opportunities for improvement.	Completed with site audits undertaken at our Nottingham and Southampton offices.	✓
Offices to support appropriate health, safety and environmental awareness campaigns.	Supported campaigns such as Earth Hour, Responsible Business Week, Health and Safety Week, On Your Feet Britain, Time to Change.	✓

Objective

Building and maintaining sustainable community relationships.

Implement Shoosmiths colleague volunteering programme which enables colleagues to use their professional and personal skills to address social challenges in communities where we operate.	See our communities section.	✓
Each office to support a local charity partner during 2015/2016.	See our communities section.	✓
Review opportunities to align our interaction with inclusion and wellbeing focused on third-sector organisations with our wider community investment programme.	See our communities section and Appendix 3 for examples of organisations supported.	✓
Report on impacts of pro bono services provided by legal advisers.	See our communities section. Also achieved via SHOUTback and internal updates.	✓
Evaluate rationale for and feasibility of establishing a firm-wide Shoosmiths Charitable Foundation.	Review in final stages for submission to the Operations Board during 2016/2017.	IP

2016/2017 TARGETS

In line with our 2016/2019 business plan, we have set 24 targets (4 marketplace, 9 workplace, 6 environment, and 5 community). Targets have also been considered in the context of the 2030 Agenda for Sustainable Development and the global challenges set out by the United Nations as 17 Sustainable Development Goals and associated targets.

Objective
Working collaboratively in the marketplace with our clients and suppliers to evidence best corporate responsibility practice aligned with our vision to be the leading national law firm famous for its superb client experience.

Engage with our key clients to identify joint opportunities that support our respective CR aspirations.

By following Financial Conduct Authority requirements, ensure the best possible outcomes for our clients and the customers of our clients.

Engage with our suppliers on environmental and social matters to identify opportunities that improve environmental and social performance.

Review purchasing policy and guidelines and identify opportunities to improve how diversity and inclusion are considered through the supply chain.

Objective
Attracting, developing and retaining the best talent by reinforcing our values and providing a stimulating and rewarding working environment.

Move 30% of Shoosmiths employees to agile working, with further adoption being driven by office leasing review opportunities.

Flexible working to be promoted as an accessible benefit for all staff through the introduction of a range of options.

ISO 45001 gap analysis to inform 2016/2017 health and safety plan aligned with long-term plans to implement an integrated health, safety and environmental management system.

Appoint a Diversity, Inclusion and Wellbeing Manager.

Review and implement an updated diversity and inclusion in the workplace strategy highlighting goals and protected characteristics of focus.

Identify and work with appropriate external interested parties to progress diversity, inclusion and wellbeing within the firm.

Review and implement an updated wellbeing strategy across the firm that staff perceive enhances their working experience.

Offices to support appropriate community, environment, health and safety, diversity, and inclusion and wellbeing campaigns.

Establish a new employee recognition process for staff advising vulnerable adults.

Objective**Demonstrating high standards of environmental responsibility in all our operations and minimising the environmental impacts associated with our activities, products and services.**

At sites where we control building energy use, reduce electricity consumption by 3% in 2016/2017 versus 2015/2016. Where we do not control the building, liaise with the landlord to identify opportunities to reduce electricity consumption.

At sites where we control building energy use, reduce gas consumption by 3% in 2016/2017 versus 2015/2016. Where we do not control the building, liaise with the landlord to identify opportunities to reduce gas consumption.

Implement appropriate opportunities identified during Energy Savings Opportunity Scheme audits undertaken in 2015.

Review potential to source electricity from renewable sources at sites under Shoosmiths control subject to pricing objectives being satisfied.

Using an external organisation, establish an environmental aspects register and procedure, and conduct a second party audit of two offices to assess legislative and best practice compliance, identifying opportunities for improvement.

Review business continuity planning to strengthen business resilience and capacity to climate-related hazards and natural disasters.

Objective**Building and maintaining sustainable community relationships.**

Continue to provide focus for Shoosmiths' colleague volunteering programme which enables colleagues to use their professional and personal skills to address social challenges in communities where we operate.

Each office to support a local charity partner during 2016/2017.

Consider potential for expanding formal pro bono services provision by supporting appropriate schemes.

Report on impacts of pro bono services provided by legal advisers.

Continue to evaluate rationale for and feasibility of establishing a firm-wide Shoosmiths Charitable Foundation.

APPENDIX 2: CR performance data

OUR YEAR IN NUMBERS

Indicator	Unit	2013/2014	2014/2015	2015/2016
Marketplace				
Revenue*	£ million	£93m	£102.6m	£107m
Profit*	£ million	£12.2m	£16.8m	£25.1m
Workplace				
Total employees**	Number	1,427 (fte. 1,325.6)	1,445 (fte. 1,329)	1,509 (fte. 1,388)
Full-time employees**	Number	1,129	1,119	1,162
Part-time employees**	Number	298	326	347
Total partners and partner equivalents**	Number	136	143	142
Number of promotions	Number	77	108	142
Promotions at each grade				
Equity Partner	Number	2	3	5
Salaried Partner	Number	6	4	3
Senior Associate	Number	16	11	15
Associate	Number	17	20	23
Qualified Legal Adviser	Number	11	15	12
Non-qualified Legal Adviser/Support	Number	25	55	84
Work shadowing placements	Number	59	76	85
Diversity^				
Male employees	%	30.12	29.80	30.9
Female employees	%	69.88	70.20	69.1
Disability				
Disabled employees	%	1.62	2.12	2.2
Not disabled^^	%	0.15	0.08	7.9
Not reported^^	%	98.23	97.8	89.9
Ethnicity				
White/European	%	88.07	88.29	86.9
African Caribbean	%	1.03	0.81	1.0
African	%	0.74	0.66	0.7
Asian	%	5.52	5.86	6.8
Chinese	%	0.44	0.44	0.4
Other	%	2.43	2.20	2.1
Unknown or not reported	%	1.77	1.74	2.1
Sexual orientation				
Heterosexual	%	74.15	76.71	78.9
Lesbian, gay, bisexual or transgender	%	1.55	1.54	1.9
Unknown or not reported	%	24.30	21.75	19.2

Indicator	Unit	2013/2014	2014/2015	2015/2016
Age				
Under 25	%	14.95	16.15	17.8
26-30	%	16.79	17.33	16.4
31-35	%	18.63	16.86	15.2
36-40	%	13.62	13.54	10.5
41-45	%	11.12	11.33	13.7
46-50	%	10.31	10.04	10.7
51-55	%	6.41	6.75	7.6
56-60	%	4.49	4.70	4.8
61-65	%	2.87	2.46	2.3
66-70	%	0.74	0.77	0.7
71+	%	0.07	0.07	0.3
Religion/belief				
Buddhist	%	0	0	0
Christian	%	41.02	43.12	40.7
Hindu	%	1.70	1.61	1.6
Jewish	%	0.29	0.15	0.3
Muslim	%	1.84	2.12	2.7
Sikh	%	1.10	1.46	1.8
No religion	%	14.21	14.50	15.8
Other	%	0	0.07	0.1
Unknown or not reported	%	39.84	36.97	37
Socio-economic background: higher education				
First-generation university graduate	%	4.86	5.28	4.7
Did not attend university	%	6.92	8.27	6.6
Unknown or not reported	%	88.22	86.45	88.7
Socio-economic background: school				
Fee-paying school	%	0.74	2.71	2
State school	%	2.06	10.15	8.8
Unknown or not reported	%	97.2	87.14	89.2
Environment				
Carbon footprint	Tonnes CO ₂ e	2,624	2,584	2,315
Carbon footprint per employee (fte) §	Tonnes CO ₂ e	1.98§	1.94	1.67
Electricity consumption	kWh	3,651,678	3,832,440.8	3,644,301
Gas consumption	kWh	1,441,788	1,406,089	1,545,638
General waste generated (Basingstoke, Northampton, Nottingham and Southampton offices)	Tonnes	123.33	57.63	96.64

Indicator	Unit	2013/2014	2014/2015	2015/2016
General waste recycled	%	39.39	45.00	87.00
Confidential waste collected and recycled	Tonnes	47	73.536	154.02
Recycled archive waste	Tonnes	51.26	43.71	41.301
Water consumption (Basingstoke, Northampton and Southampton offices)	Cubic metres	Not reported	Not reported	5,933.46
Community				
Number of colleague pro bono hours	Hours	919	928	1,176
Number of colleague volunteering hours	Hours	1,017	1,210	1,818
Total colleague pro bono and volunteering hours	Hours	1,936	2,138	2,994

* For the year ending 30 April 2016.

** As at 30 April 2016.

^ Diversity data includes all staff.

^^ Since the 2014/2015 CR report, a data review has resulted in a change to the presentation of the Not Disabled and Not Reported categories. The change ensures that staff who have not provided any disability response are always presented as Not Reported. Data provided by staff reporting a disability is not affected by the change.

§ We now report our per head carbon footprint based on the number of full-time equivalent (fte) employees. We restated our carbon footprint data for 2013/2014 to reflect this.

APPENDIX 3:

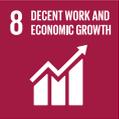
Shoosmiths' approach to the 2030 Agenda for Sustainable Development

Shoosmiths is a signatory of the United Nations Global Compact. The 2030 Agenda for Sustainable Development is based on 17 Sustainable Development Goals agreed by UN member states that define the 17 global priorities for sustainable development to the year 2030. Details are provided below of our approach.



Sustainable Development Goals, targets and opportunities for action	Shoosmiths' approach aligned with advancing SDG goals and targets	Pages
1. No Poverty: End Poverty in all its forms everywhere.		
 <p>1.4 By 2030, ensure that all men and women, in particular the poor and vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance.</p>	<ul style="list-style-type: none"> ■ Provision of legal advice on a pro bono basis to individuals and organisations unable to afford legal advice. ■ Partner with local community organisations to support education, skills-based training and employability skills. ■ Treat customers fairly and consideration of vulnerable clients' needs. ■ Target: Review purchasing policy and guidelines and identify opportunities to improve how diversity and inclusion are considered through the supply chain. ■ Target: Establish a new employee recognition process for staff advising vulnerable adults. ■ Target: Consider potential for expanding formal pro bono services provision by supporting appropriate schemes. 	<p>34</p> <p>39, 41, 60</p> <p>18</p> <p>49</p> <p>49</p> <p>49</p>

Sustainable Development Goals, targets and opportunities for action	Shoosmiths' approach aligned with advancing SDG goals and targets	Pages
3. Good health and wellbeing: Ensure healthy lives and promote well-being for all at all ages.		
 <p>3.4 By 2030, reduce by one-third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and wellbeing.</p>	<ul style="list-style-type: none"> ■ Our approach to health, safety and wellbeing in the workplace. 23 ■ Local office fundraising health-related charity partnerships planned 2016/2017 i.e. Basingstoke: St Michael's Hospice, Edinburgh: Scottish Association for Mental Health, The Smile of Arran Trust and the Multiple Sclerosis Trust, Manchester: Brain Tumour Research. 38, 41, 60 ■ Target: Review and implement an updated wellbeing strategy across the firm that staff perceive enhances their working experience. 49 ■ Target: Identify and work with appropriate external interested parties to progress diversity, inclusion and wellbeing within the firm. 49 	
4. Quality education: Ensure inclusive and equitable quality education and promote life-long learning opportunities for all.		
 <p>4.6 Ensure that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy.</p>	<ul style="list-style-type: none"> ■ Provision of opportunities that give students access to the corporate environment includes work shadowing placements, supporting school enterprise days, offering CV and interview skills advice and sharing academic and career path experiences. 20, 60, 73 ■ Provision of primary school reading coaching via Business in the Community's Read to Succeed scheme. 41, 42 	
5. Gender equality: Achieve gender equality and empower all women and girls.		
 <p>5.1 End all forms of discrimination against all women and girls everywhere.</p> <p>5.2 Eliminate all forms of violence against all women and girls in public and private spheres, including trafficking and sexual and other types of exploitation.</p> <p>5.5 Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life.</p> <p>5.6.c Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels.</p>	<ul style="list-style-type: none"> ■ Our policy, procedures, approach, training and targets in relation to diversity and inclusion. 21 ■ Shoosmiths supplier code of conduct. 19 ■ Shoosmiths slavery and human trafficking statement. 19 ■ Manchester office approach to inspiring girls and women. 42 ■ Nottingham Women's Centre, selected as Nottingham office charity partner 2016/2017. ■ Target: Appoint a Diversity, Inclusion and Wellbeing Manager. 49 ■ Target: Review and implement updated diversity and inclusion in the workplace strategy highlighting goals and protected characteristics of focus. 49 	

Sustainable Development Goals, targets and opportunities for action	Shoosmiths' approach aligned with advancing SDG goals and targets	Pages
7. Affordable and clean energy: Ensure access to affordable, reliable, sustainable and modern energy for all.		
 <p>7.2 By 2030, increase substantially the share of renewable energy in the global energy mix.</p> <p>7.3.a By 2030, enhance international co-operation to facilitate access to clean energy research and technology, including renewable energy, energy efficiency, and advanced and cleaner fossil fuel technologies, and promote investment in energy infrastructure and clean energy technology.</p>	<ul style="list-style-type: none"> ■ Provision of renewable energy advice to clients. ■ Target: Review potential to source electricity from renewable sources at sites under Shoosmiths' control and subject to pricing objectives being satisfied. 	<p>16</p> <p>50</p>
8. Decent work and economic growth: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.		
 <p>8.5 By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value.</p> <p>8.6 By 2020, substantially reduce the proportion of youth not in employment, education or training.</p> <p>8.7 Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers and, by 2025, end child labour in all its forms.</p> <p>8.8 Protect labour rights and promote safe and secure working environments of all workers, including migrant workers, particularly women migrants and those in precarious employment.</p>	<ul style="list-style-type: none"> ■ Our policy, procedures, approach and targets in relation to diversity and inclusion. ■ Local office partnerships with organisations. ■ Signatory of United Nations Global Compact, Shoosmiths supplier code of conduct, slavery and human trafficking statement. ■ Equal opportunities policy, Signatory of United Nations Global Compact, Shoosmiths supplier code of conduct, slavery and human trafficking statement. 	<p>21</p> <p>38, 60</p> <p>19, 40</p> <p>21, 19, 40</p>

Sustainable Development Goals, targets and opportunities for action	Shoosmiths' approach aligned with advancing SDG goals and targets	Pages
9. Industry, innovation and infrastructure: Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation.		
 <p>9.c Significantly increase access to information and communications technology, and strive to provide universal and affordable access to the internet in least-developed countries by 2020.</p>	<ul style="list-style-type: none"> ■ Donation of used ICT equipment to Computer Aid International charity. 	27
10. Reduced inequalities: Reduce inequality within and among countries.		
 <p>10.2 By 2030, empower and promote the social, economic and political inclusion of all irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.</p> <p>10.3 Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and actions in this regard.</p>	<ul style="list-style-type: none"> ■ Our policy, procedures, approach and targets in relation to diversity and inclusion. ■ Provision of legal advice on a pro bono basis to individuals and organisations unable to afford legal advice. ■ Legal advice provision on discrimination, equal pay, equality and diversity matters. ■ Target: Review purchasing policy and guidelines and identify opportunities to improve how diversity and inclusion are considered through the supply chain. ■ Target: Appoint a Diversity, Inclusion and Wellbeing Manager. ■ Target: Review and implement updated diversity and inclusion in the workplace strategy highlighting goals and protected characteristics of focus. 	21 34 17 49 49 49
11. Sustainable cities and communities: Make cities and human settlements inclusive, safe, resilient and sustainable.		
 <p>11.1 By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums.</p> <p>11.2 By 2030, provide access to safe, affordable, accessible and sustainable transport systems for all, improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons.</p>	<ul style="list-style-type: none"> ■ Legal advice provision on social housing matters. ■ Legal advice provision on public transport and infrastructure matters. 	16 16

Sustainable Development Goals, targets and opportunities for action	Shoosmiths' approach aligned with advancing SDG goals and targets	Pages
12. Responsible consumption and production: Ensure sustainable consumption and production patterns.		
 <p>12.2 By 2030, achieve the sustainable management and efficient use of natural resources.</p> <p>12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse.</p> <p>12.6 Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle.</p>	<ul style="list-style-type: none"> ■ Policies, procedures and programmes for resource management, energy consumption and waste reduction. ■ Legal advice provision on contaminated land, regeneration, remediation strategies and implementation matters. ■ Annual CR report includes sustainability practices, data and targets. 	<p>27, 30, 32</p> <p>16</p> <p>47, 50</p>
13. Climate action: take urgent action to combat climate change and its impacts.		
 <p>13.1 Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries.</p> <p>13.3 Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning.</p>	<ul style="list-style-type: none"> ■ Legal advice provision on renewable energy matters. ■ Target: Review potential to source electricity from renewable sources at sites under Shoosmiths control subject to pricing objectives being satisfied. ■ Target: Review business continuity planning to strengthen business resilience and capacity to climate-related hazards and natural disasters. 	<p>16</p> <p>50</p> <p>50</p>
15. Life on Land: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.		
 <p>15.2 By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally.</p>	<ul style="list-style-type: none"> ■ Focus on reduced paper consumption and use of Forestry Stewardship Council-certified stationery. 	<p>29</p>

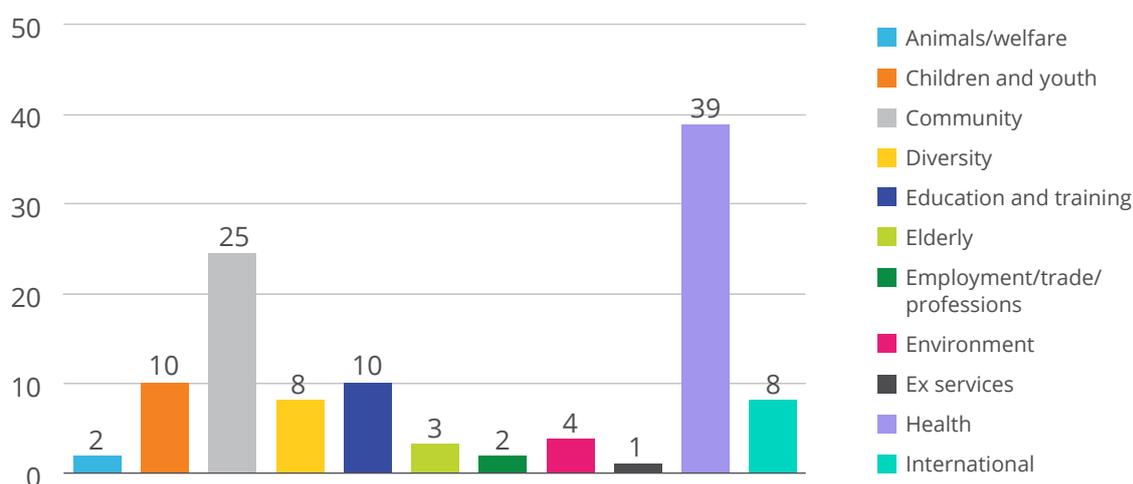
Sustainable Development Goals, targets and opportunities for action	Shoosmiths' approach aligned with advancing SDG goals and targets	Pages
16. Peace, justice and strong institutions: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.		
 <p>16.2 End abuse, exploitation, trafficking and all forms of violence against and torture of children.</p> <p>16.3 Promote the rule of law at the national and international levels and ensure equal access to justice to all.</p> <p>16.5 Substantially reduce corruption and bribery in all their forms.</p>	<ul style="list-style-type: none"> ■ Shoosmiths supplier code of conduct. ■ Shoosmiths slavery and human trafficking statement. ■ Provision of legal advice on a pro bono basis to individuals and organisations unable to afford legal advice. ■ Zero tolerance approach to bribery and corruption. ■ Legal advice provision on human rights, slavery and human trafficking, anti-corruption matters. 	<p>19</p> <p>34</p> <p>11</p> <p>17</p>

APPENDIX 4:

Organisations and programmes supported by Shoosmiths 2015/2016

During 2015/2016, **112** organisations were supported via national or office fundraising donations, volunteering or in-kind support. A total of **£103,835.37** was raised for these organisations through staff fundraising and firm donations. In the communities section of our report you will also find details of some of the charities and community organisations we advised through the provision of pro bono legal advice and that we helped via staff volunteering support.

Range of organisations supported nationally/locally 2015/2016 by theme



Organisation	Activity/Outcome for organisation
Access to Justice Foundation aims to improve access to justice for the most vulnerable in society.	Edinburgh colleagues took part in the Magna Carta Edinburgh Legal Walk, on October 2015, raising and donating £883.40.
Action against Medical Accidents (AvMA) is a charity that provides advice and support for people affected by medical accidents.	In March 2016, the Shoosmiths Choir took part in the Brandenburg Choral Festival at St Paul's, Covent Garden, with ticket sales going to AvMA.
Albery Dog Rescue, Bedfordshire, gives loving homes for all breed of dogs.	Our Northampton office selected Albery Dog Rescue as its charity partner in October 2015 and raised £819.39.

Organisation	Activity/Outcome for organisation
Alzheimer's Society is the UK's leading care and research charity for people with this disease and other dementias, their families and their carers.	Our Basingstoke office selected Alzheimer's Society as its office charity partner and beneficiary of Pennies from Heaven staff coin collection scheme in 2015/2016 raising and donating £5,144.57. Staff dementia awareness and practical advice briefings undertaken in Basingstoke, Northampton, and £1,000 sponsorship provided for the charity's Carols by Candlelight concert December 2015 with carols also led by the Shoosmiths Choir. £48.55 was donated by Edinburgh office in April 2016.
Ann Conroy Trust provides educational material about Syringomyelic and Chiari Malformation provides a National Helpline and support network and funds research.	Our Northampton office selected Ann Conroy Trust as its charity partner in August 2015 and raised £693.29.
Ash Lea School, Cotgrave, Nottingham.	Selected as charity partner for Nottingham office for 2015/2016 and beneficiary from Pennies from Heaven staff coin collection scheme in 2015/2016. £1,342.19 raised and donated.
Aspiring Solicitors is an organisation committed to increasing diversity in the legal profession.	Supported Aspiring Solicitors and the University of Law by attending and supporting hosting of the Springboard legal employability programme which aims to demystify the process of law firm recruitment and empower delegates to secure vacation scheme placements and ultimately a training contract. We supported feedback sessions, ran skills workshops and our trainees conducted a question and answer session to students from minority groups interested in a career in law.
As Soon As Possible Cat Rescue strives to rehome cats to forever homes.	Our Southampton office made a donation of £100.
Barnardo's supports the UK's most vulnerable children. It stands up for them, to bring out the best in each of them, whoever they are and whatever their circumstances.	Our Corporate Responsibility Consultant is a member of the Barnardo's Fundraising Advisory Board.
Basingstoke Food Bank provides a minimum of three days' emergency food and support to local people in crisis.	Our Basingstoke office donated food in December 2015.

Organisation	Activity/Outcome for organisation
Birmingham Black Lawyers aims to have a tangible effect by vigorously promoting a higher level of integration within the legal community.	A £500 donation was made to support Birmingham Black Lawyers charity ball to support its charity of the year Young Minds Trust following the tragic suicide of a colleague's daughter. One of the last things she wrote on her twitter page was what a great charity Young Minds was. In January 2016, our Birmingham office hosted a careers evening with speakers talking about their experiences of achieving a career in law and our recruitment team talking about application skills.
Birmingham Children's Hospital Intensive Care Unit is part of one of four standalone children's hospitals in the UK.	The Unit was the charity partner 2014/2016 and beneficiary of Pennies from Heaven staff coin collection scheme in 2015/2016 for our Birmingham office. The office raised and donated £18,015.98 in 2015/2016 which the hospital used to purchase 10 recliners, two chairs that pull out into beds and replaced all the chairs. Volunteering activities included decorating wards at Christmas, supporting fundraising events such as abseiling and arts and craft sessions. £6,000 sponsorship was also provided for The Big Hoot with a Shoosmiths-branded 5ft 4in owl joining 100 other owls throughout the city from July to September 2015. The Shoosmiths Tessellated Triangles Owl was subsequently auctioned to raise a further £8,800 for the charity.
Black Lawyers Directory aims to make a real difference on diversity, highlighting areas where much is being done and areas that could do better and showcasing talent.	Delivered careers workshop to raise aspirations of candidates.
Bliss charity works to provide the best possible care and support for all premature and sick babies and their families.	Our Southampton office made a donation of £100.
Bloodwise charity funds world-class research and offers expert information and support to anyone affected by leukaemia, lymphoma, myeloma and other blood cancer-related disorders.	Our Northampton office made a £200 donation in September 2015.
Blythswood Care Shoebox Appeal for Craigmillar Park Church of Scotland.	18 shoeboxes filled and gift-wrapped to be sent to disadvantaged children in Eastern Europe in December 2015.
Brainwave is a charity concerned with cerebral palsy, autism and developmental delay in children. Former Shoosmiths national charity partner.	Corporate duck sponsored at annual Spinningfields Easter Duck Race in March 2016.

Organisation	Activity/Outcome for organisation
Brain Tumour Research is a charity aiming to find a cure for brain tumours and is building a network of experts in sustainable brain tumour research.	Chosen as a 2016/2017 charity partner by our Manchester office.
Breast Cancer Care charity provides care, information and support to people affected by breast cancer.	Basingstoke raised £9.33 from an honesty box collection.
British Heart Foundation is the UK's leading heart charity whose pioneering research has helped to transform the lives of people living with heart and circulatory conditions.	Our Basingstoke office made a £50 donation. Our Northampton office selected the British Heart Foundation as its charity partner in February 2016 and raised £740.28. Our Southampton office made a donation of £100 and took part in the 2015 Bag It Beat It campaign collecting 100 bags for the local shop, followed by staff volunteering in-store and also took part in a Santander-organised football match for the charity. We support the charity's 'On your Feet' campaign which encourages workers to sit less and move more.
British Lung Foundation charity's vision is that one day everyone will breathe clean air with healthy lungs. Its aim is to improve care and to prevent, treat and cure lung diseases.	Our Southampton office made a donation of £100.
British Red Cross is the UK branch of the global humanitarian organisation that also meets local needs, including first aid training.	Our Northampton office chose the British Red Cross as its charity partner in July 2015 and raised £681.98.
Business in the Community is a business led charity with the ethos of building a fairer society and more sustainable future.	We are corporate members of BITC and support a number of its programmes including Business Class, Mayday Network, East Midlands and West Midlands ProHelp Programmes and Right to Read. Supported events including attending an Autism at Work conference and speaking at a Business Class seminar. Real estate pro bono legal advice provided for the East Midlands region. We continue to support BITC Scotland following its merger with BITC on 1 January 2016 and supported schools' volunteering days at Castlebrae Community High School and Castlevew Primary School, Edinburgh.
Camp Mohawk is a day centre in Wargrave, Berkshire, for children with special needs.	Colleagues at our Thames Valley office volunteered in October 2015. A £500 donation was made in December 2015 towards its Christmas parties.

Organisation	Activity/Outcome for organisation
Campion School and Learning College.	Our Northampton office donated £350.27 to support the Aspire Learning Hub based on the Upton Estate. Many of the regular attenders do not have a quiet homework provision in their family home and benefit from this space to concentrate on their school work.
Caroline Chisholm School, Northampton.	In October 2015, we attended a careers workshop and spoke about access to a career in law.
Charities Aid Foundation (CAF) is a charity that helps and advises other charities.	CAF operates the Give as You Earn Scheme, which we implement for our colleagues (£2,477.81 donated to 16 charities in 2015/2016). Shoosmiths also participated in the Giving Tuesday campaign on 1 December 2015 and was case studied on the campaign's website. We undertook a firm-wide silent auction for nine charities, clothing collections for Manchester Mind and Emmanuel House, Nottingham, food collections for Basingstoke and Northampton Food Bank, presents donated to children supported by the Reading Community Mums and Dads Project and volunteering at the Fareham British Heart Foundation store.
Chest, Heart and Stroke Scotland is a charity that promotes research, offers advice and support, and acts to influence public policy.	Beneficiary of Pennies from Heaven staff coin collection scheme in 2015/2016 and firm silent auction. £1,486.24 raised and donated.
Children in Need is a charity that supports disadvantaged children and young people.	1,408.07 was raised at the November 2015 partners' conference. Our Northampton, Southampton and Thames Valley offices raised a further £348.75.
Christopher Hatton Academy, Wellingborough.	In September 2015, we presented to year 12 students offering guidance on applying for roles and entering a career in law.
Citizens Advice Central and East Northamptonshire provides advice to people on a wide range of problems.	Our Northampton office has provided pro bono services since November 2011 and holds a monthly clinic. A £500 donation was also made towards laptops, printer and related IT/wifi equipment for a daily outreach service launched April 2016 in the OneStopShop at Northampton Borough Council. Northampton colleagues took part in the Northampton Legal Walk, April 2016, raising and donating £1,395 split between Citizens Advice Central and East Northamptonshire and Midland Legal Support Trust.

Organisation	Activity/Outcome for organisation
CommuniCare is a support centre in Reading that provides advice on a range of issues.	Since November 2009, our Thames Valley office has provided pro bono services and holds a monthly legal clinic. Thames Valley colleagues also took part in the London Legal Walk raising and donating £529.16 split between London Legal Support Trust and CommuniCare. £500 was donated in April 2016 to purchase and set up a new telephone system.
Computer Aid International is a charity that procures used IT equipment and sends it to disadvantaged communities across the world.	In 2015/2016, 1,160 items were sent to Ethiopia, Zambia, Zimbabwe, Nigeria and Sierra Leone for reuse. See our environment section for more details.
Contact a Family provides information, advice and support to families with disabled children.	We hosted a special educational needs workshop for the charity 'Making SENse of the new legal system' on November 2015.
Contact the Elderly charity is dedicated to tackling loneliness and social isolation among older people.	Edinburgh office organised and hosted a Golden Jubilee party to help the charity celebrate its 50th anniversary, with volunteers, co-ordinators and drivers joining Shoosmiths colleagues.
Crisis UK charity is dedicated to ending homelessness by delivering life-changing services and campaigning for change. The Crisis Skylight Birmingham offices delivers these services in Birmingham and Sandwell.	Our Birmingham office hosted a team conference day on January 2016.
Crohn's and Colitis UK is the leading charity in the battle against these and other forms of Inflammatory Bowel Disease (IBD) helping people affected to achieve a better quality of life, improve services and ultimately find a cure.	Our Northampton office selected Crohn's and Colitis UK as its charity partner in January 2016 and raised £670.81.
CSR Legal Network is a forum for CSR professionals in law firms.	Member since September 2010.
Disaster Emergency Committee is an umbrella organisation which launches and co-ordinates responses to major disasters overseas.	£50 donation made as part of a Better Society award entry for Best Scheme to Encourage Staff Fundraising category.
Diversity in Professional Services Forum Scotland aims to increase diversity in the professional and financial services sectors in Scotland.	Founder member. Established in August 2015.
Down's Syndrome, Scotland, is dedicated solely to supporting people with Down's syndrome and their carers.	Street collection volunteering raised £437.57 on 18 March 2016, during Down's Syndrome Awareness Week.

Organisation	Activity/Outcome for organisation
<p>Dying Matters is a coalition which aims to help people talk more openly about dying, death, and bereavement and to make plans for the future.</p>	<p>During Dying Matters Awareness Week 18 to 24 May 2015, the Shoosmiths Wealth Protection team highlighted the campaign to colleagues in an effort to break one of the strongest taboos of getting people to talk about what they want to happen at the end of their lives.</p>
<p>East Manchester Legal Advice Centre is a legal clinic for the public (resulting from a collaboration between Manchester Settlement, University of Manchester, College Law, New East Manchester and LawWorks North).</p>	<p>Our Manchester colleagues provide pro bono support to University of Manchester students who operate the clinic.</p>
<p>Edinburgh Centre for Professional Legal Studies is a centre dedicated to legal education and training.</p>	<p>Edinburgh colleagues have provided pro bono support since March 2013 to law school students who help operate a free legal advice centre.</p>
<p>Emmanuel House Support Centre helps homeless, vulnerable or isolated adults in and around Nottingham.</p>	<p>Nottingham office donated hats, gloves, scarves and socks December 2015.</p>
<p>The Encephalitis Society supports people and families who suffer from encephalitis, an inflammation of the brain caused either by an infection invading the brain, or through the immune system attacking the brain in error.</p>	<p>Our Basingstoke, Birmingham and Northampton offices raised awareness for this disease April 2016. Our Northampton office selected the Encephalitis Society as its charity partner in April 2016.</p>
<p>Equal Approach is a leading inclusive recruiter and diversity consultancy supporting organisations to attract, recruit, recognise, retain and promote diverse talent and make workplaces more inclusive.</p>	<p>Hosted an unconscious bias workshop for clients and organisations across the Midlands.</p>
<p>Extracare Charitable Trust provides a modern, affordable alternative to nursing homes and care homes.</p>	<p>£500 donated to support a charity football match August 2015.</p>
<p>Forces in the Community is a Nottingham-based charity which supports ex-service personnel and their families.</p>	<p>We continued to support the East Midlands charity by attending the annual Armed Forces Day event in June 2015 and helping to raise £1,465 for the charity. In addition, we have provided pro bono advice to veterans referred to us by the charity. Our Northampton office selected Forces in the Community as its charity partner in June and November 2015 and raised £1,312.47.</p>

Organisation	Activity/Outcome for organisation
Foundation for the Global Compact provides vital financial, operational and programme support to the United Nations Global Compact and other UN Global Compact activities around the world.	£179.89 donation made in February 2016.
Glasgow Council for the Voluntary Sector is a membership organisation for voluntary and community organisations in the city.	Our Edinburgh employment team took part in a training session for voluntary and community groups in February 2016.
Guide Dogs is a charity that trains dogs to help people who are blind or partially sighted.	Our Thames Valley office selected Guide Dogs as its charity partner for 2013/2016 and beneficiary from Pennies from Heaven staff coin collection scheme in 2015/2016, raising £4,470.42. Staff volunteering included street collections and supporting an awareness day.
Jeans for Genes is an annual fundraising day that raises money to help children with genetic disorders.	Our Southampton office collected £60.00 in September 2015.
Law Society Diversity and Inclusion Charter is a public commitment by legal practices to promote the values of diversity, equality and inclusion throughout their business.	Founding signatory 2009.
LawWorks is a charity committed to enabling access to justice through free legal advice.	We support pro bono clinics operating to LawWorks clinic models. Our Real Estate and Corporate practice groups support the LawWorks Not-For-Profits Programme whereby small not-for-profit organisations are provided with legal advice on a pro bono basis.
Legal Sustainability Alliance (LSA) is a movement of law firms and organisations committed to working collaboratively to take action on climate change.	Pioneer member in December 2008, signatory to the seven climate change principles for which we provided a progress report during 2016 and submission to the 2015 LSA Carbon Footprint Protocol Report.
London Legal Support Trust raises funds for free legal advice services in London and the South East.	Thames Valley colleagues took part in the London Legal Walk, May 2015, raising and donating £529.16 split between London Legal Support Trust and CommuniCare.
Macmillan Cancer Support is a charity that improves the lives of people affected by cancer. Former Shoosmiths national charity partner.	Milton Keynes office six-a-side cricket tournament raised £2,870 in July 2015. Our Northampton office selected Macmillan Cancer Support as its charity partner in September 2015 and raised £1,051.69. Our Edinburgh office donated £75.00 in April 2016.

Organisation	Activity/Outcome for organisation
<p>'Manchester: A Certain Future' is Manchester's plan to tackle climate change.</p>	<p>Shoosmiths is a signatory to the campaign.</p>
<p>Manchester Mind is an independent local mental health charity.</p>	<p>Manchester office selected this charity partner for 2015/2016 as a beneficiary of the Pennies from Heaven staff coin collection scheme in 2015/2016. Raised and donated £12,145.54. Other activities included decorating at YASP, preparing, cooking and serving Christmas dinner at Harpurhey Café, city centre fundraising, collecting 100+ warm items for its most-in-need vulnerable clients at Christmas, and promoting awareness of staff wellbeing through onsite massage and mindfulness sessions, as well as distributing mental health information during mental health awareness campaigns.</p>
<p>Marie Curie is a charity that supports people living with any terminal illness and their families.</p>	<p>Our Northampton office selected Marie Curie as its charity partner in March 2016 and raised £961.84. Our Edinburgh office collects milk bottle tops that the charity arranges to be melted down and made into fibre optic cables to raise money for palliative care offered by Marie Curie in the Borders to terminally ill patients in their own homes.</p>
<p>Mesothelioma UK charity is a national resource centre dedicated to providing specialist advice, support and research into improved care and treatment of mesothelioma.</p>	<p>Sponsorship provided to support the charity's work during 2015/2016.</p>
<p>Midland Legal Support Trust aims to improve access to justice for the most vulnerable in society.</p>	<p>Northampton colleagues took part in the Northampton Legal Walk, April 2016, raising and donating £1,395 split between the Midland Legal Support Trust and Citizens Advice Central and East Northamptonshire.</p>

Organisation	Activity/Outcome for organisation
<p>Milton Keynes Community Foundation is an independent local charity, helping to resource projects that will create positive change.</p>	<p>In May 2010, the Shoosmiths fund was established by the Milton Keynes office with the MK Community Foundation. The Foundation was also a beneficiary of the Pennies from Heaven scheme in 2015/2016. Projects during 2015/2016 and also for 2016/2017 supported by the Shoosmiths Fund encourage community cohesion and people with disabilities of special need. We have contributed to a number of projects totalling £6,006 in 2015/2016. They include:</p> <ul style="list-style-type: none"> ■ Youth Network MK CIC: a community interest company that delivers projects to support children and young people in some of the most disadvantaged estates of Milton Keynes – award of £2,658 in September 2015 to part fund a project to create a fully inclusive youth club for marginalised youth in Milton Keynes. ■ The London Bus Theatre Company: a group that aims to increase young people's confidence, self-esteem, employability and life skills through a range of drama and film-making activities – award of £928 in October 2015 to fund 100 tickets for groups of young people to attend screenings of their 'Angels vs Bullies' film at Milton Keynes Cineworld. ■ National Autistic Society (Milton Keynes branch) part of the National Autistic Society: is a group for people affected by autism (including Asperger's syndrome) – award of £100 in November 2015 to fund a Christmas party for families with children with autism. ■ Q:alliance: an organisation that serves the lesbian, gay, bisexual and transgendered (LGBT) residents of Milton Keynes and nearby parts of Buckinghamshire – award of £2,320 in April 2016 to fund a 'Lunchtime Briefings' speaker and networking events based on LGBT themes that will connect Q:alliance with local businesses and promote workplace diversity. ■ A further £1,000 was donated to the Surviving Winter campaign, supporting the most vulnerable people who would otherwise struggle during the winter months.

Organisation	Activity/Outcome for organisation
Mk Arts for Health is a charity that works with local artists to organise the exhibition of art in healthcare premises and in the wider community.	With one of our partners acting as a trustee for MK Arts for Health, we have exhibited artwork in our Milton Keynes office since October 2010. In 2013, we committed to sponsor an annual £500 award for a minimum of three years, with the 2015 winner announced at a reception in November 2015 hosted by the Milton Keynes office.
Money Advice Liaison Group is a forum to promote best practice in organisations concerned with personal debt.	Shoosmiths is a steering committee member of the Midlands Division and attends national meetings for the Civil Court Users Association.
Motiv8 is a charity that supports young people through its community, education and employment and training services.	Our Southampton office selected Motiv8 as its charity partner 2013/2016, raising £850.65 plus a £1,000 donation which went towards the urgently needed extension to the Gosport office. Shoosmiths also donated a box of paper every month. One member of staff volunteers each week at one of the youth club hubs.
Muscular Dystrophy UK charity brings individuals, families and professionals together to beat muscle-wasting conditions.	Our Southampton office made a donation of £100.
Naomi House – The Wessex Children’s Hospice Trust – provides expert hospice care to life-limited and life-threatened children, young people and their extended families.	Our Southampton office made a donation of £100.
National Autistic Society provides information, support and pioneering services and campaigns for a better world for autistic people.	Northampton office selected as a beneficiary of the Pennies from Heaven staff coin collection scheme 2015/2016. £2,030.28 raised and donated.
Nepal Remote Villages Trust helps rural villages in Nepal by raising money for day-to-day things that the villages require.	Birmingham office raised £91.63 from a dress down day in May 2015 following an appeal for donations to help assist rebuilding following the region’s devastating earthquakes.
Northampton and District Mind promotes mental health, prevention of ill health, helping those in distress, working to empower people in their own lives and their participation in the community as valued citizens.	Our Northampton office selected Northampton and District Mind as its charity partner in May 2015 and raised £759.24.
Northampton College.	In February 2016, we hosted a stand at the college’s careers fair.
Northampton School for Boys.	In March 2016, we hosted a stand at the school’s career fair.

Organisation	Activity/Outcome for organisation
Northamptonshire Association of Youth Clubs helps and educates young people to develop their physical, mental and spiritual capacities so that they may grow to full maturity as individuals and as members of society.	Our Northampton office donated £500 in April 2016 to support five young people for emerging leaders training.
Northamptonshire County Council.	Christmas gifts (via the Christmas bauble appeal) and 200 Easter Eggs donated by Northampton colleagues for distribution to disadvantaged children in the county.
Northamptonshire Health Charitable Fund supports both Northampton General Hospital and Northamptonshire Healthcare.	Our Northampton office donated £397.02 in April 2016 for the Northampton General Chemotherapy Suite.
Northamptonshire Phoenix Wheelchair Basketball Club is a member of British Wheelchair Basketball.	Helped to promote the club in schools' and committee meetings hosted in the Northampton office.
Northants Street Angels is a collective of like-minded people who collect donations from the public and redistribute to homeless and less-fortunate people in the Northampton area.	Northampton colleagues donated clothes, toiletries, shoes, tents and sleeping bags in January 2016. The Northampton office also donated £961.86.
Pegasus Playscheme provides support and services for children with a variety of severe and complex disabilities.	Our Southampton office made a donation of £100.
Pennies from Heaven is a charity that provides a coin collection scheme enabling employees to donate to charity.	Joined in June 2007. Gold award received for fifth consecutive year in 2016. Colleagues donated £2,691 through the scheme during 2015/2016 to nine local charity partners namely Alzheimer's Society, Ash Lea School, Birmingham Children's Hospital, Chest, Heart and Stroke Scotland, Guide Dogs, Manchester Mind, Milton Keynes Community Foundation, Motiv8, and National Autistic Society.
Rainbow Trust charity supports families who have a child 0 to 18 years of age with a life-threatening or terminal illness.	Our Southampton office supported the Solent Professional Annual Charity Event Ball.
Reading Climate Action Network is a group of businesses and organisations tackling climate change.	Shoosmiths is a signatory of the network and features as a case study on its website.
Reading Community Mums and Dads Project provides a service to vulnerable children between 0 and 13 years of age.	In conjunction with Barnardo's our Thames Valley office donated toys in December 2015, helping children with a family member in prison.

Organisation	Activity/Outcome for organisation
Refuge provides specialist services to women and children escaping domestic violence.	Our Southampton office made a donation of £100.
Re:store Northampton charity, run by the Central Vineyard Church, provides crisis support, food to those suffering from unseen economic hardship to longer-term support work in the form of sharing skills and giving emotional and practical support.	On Giving Tuesday on 1 December 2015, our Northampton office collected and donated food items for the Northampton Food Bank.
RNIB is there for everyone affected by sight loss. Whether you are losing your sight, or you are blind or partially sighted its practical and emotional support can help people face the future with confidence.	Our Birmingham office hosts RNIB area fundraiser manager meetings. Edinburgh office collects stamps for RNIB.
Royal Society for the Prevention of Accidents (RoSPA) has a mission to save lives and reduce injuries. Its vision is to lead the way on accident prevention.	Our Birmingham office hosted a workshop for RoSPA to enable Shoosmiths parents to share their experiences with pre-schoolers October 2015.
Shine is a charity that helps individuals and families living with hydrocephalus and spina bifida.	Our Basingstoke office made a £100 donation in November 2015 and a further £100 in April 2016.
Smart Works, Edinburgh, provides high quality clothes donated by the public and local businesses to women needing support to return to work.	Our Edinburgh office organised a fashion show in March 2016 raising £500 in aid of Smart Works.
Smile with Sidy raises awareness and funds research and treatment of neuroblastoma.	Our Southampton office made a donation of £100.
St Michael's Hospice, North Hampshire, enables anyone faced with a life-limiting illness, their families and carers, to attain the highest possible quality of life by providing a choice of specialist care and support.	Basingstoke donated £269 for raffle prize fundraising April 2016.
St John's Ambulance aims to teach everyone simple, life-saving skills.	Five Ways to Save a Life campaign supported in September 2015.
The Society of St James provides accommodation and support to those who are homeless or vulnerably housed.	Our Southampton office made a donation of £100 and took part in a quiz.
Sport Relief charity raises funds and helps change lives, both at home in the UK and across the world's poorest communities.	Our Northampton office raised and donated £484.27 in March 2016.

Organisation	Activity/Outcome for organisation
<p>Time to Talk Day aims to get as many people as possible talking about mental health and is led by Mind and Rethink Mental Illness with the goal of breaking the silence that often surrounds mental health and showing that this once taboo issue does not need to be difficult to talk about.</p>	<p>Shoosmiths supported Time to Change – Time to Talk Day on 4 February 2016, drawing attention to mental health and resources available.</p>
<p>Trussell Trust works to stop UK hunger and poverty. Its network of food banks provides emergency food and support to people in crisis.</p>	<p>Our Southampton office collected around 50 boxes for men, women and children.</p>
<p>United Nations Global Compact is a voluntary initiative based on Chief Executive Officer commitments to implement universal principles on human rights, labour, environment and anti-corruption and to undertake actions that advance societal goals.</p>	<p>Shoosmiths became a signatory on 27 January 2016. See our communities section and Appendix 3.</p>
<p>University of Glasgow.</p>	<p>In September 2015, two Edinburgh colleagues attended a Scottish Institute for Enterprise Innovation Day for diploma students at the University of Glasgow, hearing pitches from students who had developed innovative ideas for helping dementia patients and carers and then tested them on their business ideas and market research.</p>
<p>The University of Law is the UK's longest-established provider of legal education.</p>	<p>Supported Aspiring Solicitors and University of Law by attending and supporting hosting of the Springboard legal employability programme which aims to demystify the process of law firm recruitment and empower delegates to secure vacation scheme placements and, ultimately, a training contract. We supported feedback sessions, ran skills workshops and our trainees conducted a question and answer session to students from minority groups interested in a career in law.</p>
<p>University of Northampton School of Law.</p>	<p>Students support the monthly pro bono legal advice clinic operated by Shoosmiths in conjunction with Citizens Advice Central and East Northamptonshire. Our Northampton colleagues also participate in a mentoring scheme whereby students are 'matched' with Northampton office colleagues.</p>
<p>University of Reading School of Law.</p>	<p>Students support the monthly pro bono legal advice clinic operated by Shoosmiths in conjunction with the CommuniCare advice centre.</p>

Organisation	Activity/Outcome for organisation
Warwickshire and Northamptonshire Air Ambulance charity helps keep the Air Ambulance service running so that it can continue its life-saving work.	Our Northampton office selected Northamptonshire and Warwickshire and Northamptonshire Air Ambulance as its charity partner in July 2015 and raised £717.83.
Winston's Wish is the leading childhood bereavement charity and the largest provider of services to bereaved children, young people and their families in the UK.	The Shoosmiths Choir performed at Southwark Cathedral on 8 May 2015 when it took part in the Legal Harmony competition, a choral event for choirs in, or connected to the legal sector to sing and raise funds for their nominated charities. The choir raised £500 towards Winston's Wish, the Shoosmiths national charity partner 2014/2015.
Wood Street Mission helps alleviate the effects of poverty on local children and their families through practical help. Its vision is that all children in Manchester and Salford should live a life free from poverty.	In March 2016, Edinburgh office provided Easter egg donations for distribution among families in Salford and Manchester.
WWF UK is a charity that aims to stop the degradation of the planet's natural environment.	Our offices supported the Earth Hour campaign on Saturday 19 March 2016 by switching off unnecessary lights and equipment.
Young Minds Trust provides support to children and young people suffering from mental health issues and to their parents.	£500 donation to support an evening of fundraising at the Birmingham Black Lawyers Charity ball in May 2015.

