

3. How do you provide for non-traditional career options; *i.e.*, non-equity partnership, senior associate or "of counsel" arrangements?

4. What outplacement services do you provide to your attorneys?

Associate Training and Development

1. What types of training and professional development opportunities does your organization offer?

2. What roles do partners/senior attorneys play in the training of associates/associate equivalents?

3. Do you pay for outside CLE or other educational programs for attorneys?
 Yes No

Associate Compensation and Benefits

1. What criteria are utilized to determine associate salaries after the first year of practice?

2. If bonuses are awarded to associates, how are they determined?

3. Please check those benefits provided to associates that are **FULLY funded**:

- Medical insurance
- Dependent medical insurance
- Dental insurance
- Disability insurance
- Medical reimbursement account
- Life insurance
- Malpractice insurance
- American Bar Association dues
- State bar association dues
- Local bar association dues
- City license fees
- 401(K)
- Other _____

Please check those benefits provided to associates that are **PARTIALLY funded**:

- Medical insurance
- Dependent medical insurance
- Dental insurance
- Disability insurance
- Medical reimbursement account
- Life insurance
- Malpractice insurance
- American Bar Association dues
- State bar association dues
- Local bar association dues
- City license fees
- 401(K)
- Other _____

Which of these benefits are available for domestic partners?

Parental Leave/Family Care Policies

1. Do you have a written parental leave policy? Yes No
copy attached Yes No
case by case Yes No
2. How many attorneys have taken parental leave in the past 5 years? ____
Female ____ Male ____
3. Do you have a family care leave policy that includes family members other than children?
copy attached Yes No
case by case Yes No
4. Do the parental leave/family care policies extend to children/dependents of domestic partners? Yes No
5. How many attorneys have taken a family care leave in the past five years? ____
Female ____ Male ____
6. Do you provide child-care options? Yes No
description attached Yes No

Comments regarding parental leave/family care issues:

Pro Bono Policies and Practices

1. Do you have a written pro bono policy? Yes No
copy attached Yes No
2. Is pro bono
 a commitment of the firm
 discretion of individual attorneys
3. Attached is a description of the pro bono work in which your attorneys have been and/or are involved. Yes No
4. Does your organization consider an attorney's pro bono work in determining his or her annual billable hours? Yes No

Please describe any pertinent limitations on that credit.

Comments regarding pro bono:

Alternative Work Options

1. Do you have a written "alternative work" or "part time" policy? Yes No
copy attached Yes No
case by case Yes No

2. Is this type of schedule available to all attorneys regardless of specific situations, *i.e.*, family responsibilities, other career responsibilities? Yes No

3. Would you consider part-time arrangements for attorneys?
 Yes No Situation not arisen

4. Would you consider job sharing arrangements for attorneys?
 Yes No Situation not arisen

5. Would you hire attorneys on a temporary project basis?
 Yes No Situation not arisen

Comments regarding alternate work options:

6. Does the firm have a sabbatical program? Yes No

If yes, please describe the program and who is eligible for that program.

Cultural Diversity

1. Do you currently employ, or have you hired in the past 5 years, any entry-level attorneys who have had prior careers or may be older than the "traditional" law school graduate? __Yes __No Situation not arisen __

Would you be willing to name a contact person who can provide additional information about the organization's environment with respect to entry-level attorneys who have had prior careers?

Name: _____

2. Do you currently employ, or have you hired in the past 5 years, any attorneys who attended law school in the evening or part-time? __Yes __No Situation not arisen __

Would you be willing to name a contact person who can provide additional information about the organization's environment with respect to attorneys who attended law school in the evening or part-time?

Name: _____

3. Do you currently employ, or have you hired in the past 5 years, any attorneys with disabilities? __Yes __No Situation not arisen __

Would you be willing to name a contact person who can provide additional information about the organization's environment with respect to attorneys with disabilities?

Name: _____

4. Do you currently employ, or have you hired in the past 5 years, any ethnic minority attorneys? __Yes __No Situation not arisen __

Would you be willing to name a contact person who can provide additional information about the organization's environment with respect to ethnic minority attorneys?

Name: _____

5. How many openly gay or lesbian attorneys do you employ? _____

____ There may be gay or lesbian attorneys in our organization, but because of the respect for the attorneys' privacy we have made no attempt to seek that information.

Would you be willing to name a contact person who can provide additional information about the organization's environment with respect to gay and lesbian attorneys?

Name: _____

Affirmative Action/Equal Employment Opportunity

1. Do you have a written affirmative action statement? Yes No
copy attached Yes No

2. Is your organization required to have such a statement based on your government contract status? Yes No

3. Do you have a written Equal Employment Opportunity statement?
 Yes No
copy attached Yes No

Discrimination and Harassment Complaints

1. Do you have a written anti-discrimination policy? Yes No
copy attached Yes No

2. Does it include sexual orientation? Yes No

3. If there has been alleged harassment or discrimination during the interview or employment process that may involve a member of your organization, to whom should a complaint be addressed?

We invite you to attach any other policies or describe any other approaches you take related to any "Workplace Environment" issues.