IN-HOUSE LAW DEPARTMENT DIVERSITY BEST PRACTICES

Internal Focus

Recruiting:

– Utilize search firms which have a proven track record in sourcing diverse candidates; constantly measure their results in sourcing diverse candidates.

– Do outreach in diverse bar associations, among diverse law firms, etc.

– Utilize hiring criteria which encourage diversity

Retention

– Establish a strong mentoring program in which senior members of the department not only mentor but also “champion” their mentees. This means seek out opportunities for them such as projects to lead, stretch assignments, etc.

– Ensure that all department members are receiving:
  ▪ Feedback on their progress
  ▪ Development plans to ensure assignments which support agreed upon career goals
  ▪ Information about the department’s Career Ladder which clearly lays out department structure
  ▪ Measure department managers on how well they participate in diversity efforts

Training

– “Compliance” oriented
– “Sensitivity” oriented

Communication

– Communicate within the department about the commitment to diversity

External Focus

Current law firms

– Communicate to outside law firms the company’s commitment to diversity in the profession
– Request from outside law firms on an annual basis their law firm diversity statistics and a description of all efforts they are making to increase diversity in the firm
– Require the assignment of diverse partners and associates to company matters and measure the hours and quality of assignment diverse partners and associates are receiving
Share best practices among law firms
- Establish an award to be made periodically to law firms which best exemplify adherence to and fostering of diversity in the profession; publicize the award recipients

**Recruit** diverse outside law firms to represent the Company, including attending diverse Bar Association functions (NBA, MCCA) and conferences

**Pro Bono Activities:** To extent possible, participate in community activities which have an impact on diversity both in the profession and in the community. Some examples:

- Support community legal services programs to assist those in need
- Sponsor and participate in bar activities which publicize a commitment to diversity (for example, Title VII symposiums, ABA EEO Committee programs)
- Seek out opportunities to educate children about the profession and about civil rights, respect for others etc. (for example, Facing History and Ourselves, Street Law, Junior Achievement)