

What is Arnold & Porter doing to ensure that respect for human rights is part of its business operations?

Arnold & Porter is committed to promoting a culture of mutual respect and cultivating an atmosphere that appreciates the individual perspectives that enable our attorneys and staff to provide exceptional client service. We maintain strict policies and procedures aimed at preventing exploitation and human trafficking, promoting equal opportunity, prohibiting discriminatory practices, and protecting our workforce and reputation. These policies emphasize the need for all staff to be aware of the risks of slavery and human trafficking occurring and explains how and to whom any concerns should be reported.

Arnold & Porter has worked with a research and consulting firm that provides organizations across all industries with real world research and effective solutions to create diverse work forces and inclusive workplaces, to develop leaders who think smarter and lead better, and to optimize interpersonal relationships and workplace dynamics. Every attorney and staff member has mandatory diversity and inclusion training and other workplace integrity programs available.

Arnold & Porter has been recognized as a top-5 firm in *Law360's* inaugural [Social Impact Leaders](#) report, which examines the efforts taken by law firms to “make the world a better place.” The report, which also ranked the Firm #5 for Pro Bono, highlights firms who are “setting the bar for social impact” based on pro bono work, racial and ethnic diversity, gender equality, and employee engagement.

Diversity & Inclusion

To advance the firm's Diversity & Inclusions (D&I) priorities, we have fully-engaged a firmwide Diversity & Inclusion Committee. Led by partner Anand Agneshwar, and a D&I team led by Brenda Carr, the Chief Diversity & Inclusion Officer, the committee assists in developing and implementing policies that are intended to promote a diverse workforce at all levels of the firm. The Committee includes lawyers and senior professional staff, who represent a broad-cross section of the Arnold & Porter community.

One of our most active initiatives is our affinity groups. These firmwide groups not only serve as support networks, but they also accelerate the attainment of professional and business development skills through enhanced mentoring opportunities and a variety of speaker programs. Additionally, the groups help the firm identify strategies that support our diversity efforts while fostering a stronger sense of community within the firm.

- **APCares:** Supports parents and caregivers by providing relevant programs and content, collegial support communities and firm resources.
- **APSoloAlliance:** Connects and supports those who are living alone or may feel isolated.
- **Attorney Community Championing Our Racial Diversity (ACCORD):** Hosts professional development, networking, social, and community service events, and plays an active role in the recruitment, mentoring, retention, and professional development of racially and ethnically diverse attorneys.
- **Black Lawyers of ACCORD Caucus (BLAC):** Champions the success of Black attorneys at Arnold & Porter.
- **Veterans and Affiliates Leadership Organization (VALOR):** Consists of individuals with and without military experience who desire to focus on improving support for military veterans and reservists

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- **Pride:** Addresses topics of interest to and provides a professional and social network for the firm's LGBTQ attorneys. The group provides mentoring opportunities and sponsors social events and educational opportunities.
- **Women's Initiative for Success and Empowerment (WISE):** Dedicates its efforts to recruiting, developing, retaining, and advancing women at the firm. Specifically, WISE's steering committee of partners, counsel and associates implements programs focused on leadership training, business development and work-life integration.

The firm's renowned pro bono services reinforce our commitment to ensuring that respect for human rights is part of our day-to-day business operations. Pro bono is a deep value of the firm and the reason why many of our attorneys have made their professional home here. Every day, we assist clients who cannot afford legal representation; on their behalf, we litigate cutting-edge civil rights issues, provide representation on a broad array of civil poverty law and criminal defense matters, and counsel on transactional, regulatory and international law matters.

Our commitment to pro bono is as broad as it is deep. Our firm policy encourages our lawyers to devote 15% of their time to pro bono matters. We have no single "signature" project—our program is as diverse as the interests of our lawyers and our obligation to work for justice. Our cases often involve international human rights, the death penalty, political asylum, and election reform.

In addition to handling high-profile cases, we represent many disadvantaged individuals, such as families facing eviction, women who have been the victims of brutal domestic violence, and people who have been wrongfully denied government benefits. Our work covers the full range of our lawyers' skills, including transactional work and counseling for non-profits and non-governmental organizations.

Awards and Recognition

We have been gratified to know our efforts have been effective based on the recognitions we have received for our work. Arnold & Porter participates in the Human Rights Campaign (HRC) Corporate Equality Index (CEI) Survey. Our current rating is 100 (the highest rating). Our pro bono achievements have been widely recognized with prestigious national and regional awards and with honors from leading public service organizations including:

- Human Rights Campaign, Corporate Equality Index (2006, 2008-2021)
- Human Rights Campaign Ally of Justice Award
- World Organization for Human Rights Pro Bono Service Award
- American Bar Association Pro Bono Publico Award
- American Lawyer, Top Five Pro Bono Ranking
- Human Rights First, Honoree
- New York State Bar Association, Empire State Counsel Honoree
- Pro Bono Institute, 10th Anniversary Law Firm Pro Bono Challenge Award
- California Lawyer, Angel Award
- District of Columbia Bar Pro Bono Lawyer of the Year Award
- Judicial Conference of the District of Columbia Circuit Standing Committee on Pro Bono Legal Services "40 at 50" Award, presented to law firms where 40% of the attorneys performed 50 or more hours of pro bono legal work during the calendar year
- Los Angeles County Bar Association Honorable Benjamin Aranda Outstanding Public Service Award
- HIV/AIDS Legal Service Alliance Award

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- Washington Legal Clinic for the Homeless Award
- Washington Council of Lawyers Law Firm Award
- Tahirih Justice Center Pro Bono Law Firm Award
- InMotion Commitment to Justice Award for Outstanding Associate
- Mansfield Plus Certification (2018-2021)
- National Asian Pacific American Bar Association, Law Firm Diversity Award (2018)
- Working Mother Magazine, “100 Best Companies for Working Mothers” (1996-1997, 2001-2002, 2004-2021); “Best Law Firms for Women” (2015-2021); “Best Companies for Dads” (2019, 2021)
- Diversity & Flexibility Alliance 2021 FlexImpact Award Honoree

Arnold & Porter’s Human Rights Statement

The included links set out the firm’s commitment to take steps to reduce the likelihood that slavery and human trafficking occurs in its business or in its supply chains. Please see the Arnold & Porter UK Modern Slavery Act [here](#), and the Arnold & Porter Anti-Slavery Policy [here](#).

Arnold & Porter’s steps to ensure respect for human rights in its supply chain

Starting in 2016, Arnold & Porter commenced a review of existing suppliers in our supply chain; that review has continued since then in relation to additional suppliers of the firm worldwide.

In 2020, the review focused on the assessment of new significant vendors within the firm’s supply chain designated as either high or medium risk, based on potential risk factors such as the nature of the organization, the goods or services provided, and geographical origin. Arnold & Porter reviewed the published relevant policies of such newly identified significant vendors, where available, and sent questionnaires to suppliers where such policies were not readily available.

Arnold & Porter incorporates an anti-slavery clause into its master service agreement with vendors and works to include that clause as part of its overall contract review procedures, especially for vendors in industries considered high risk. This clause requires suppliers and their employees to commit not to engage in slavery or human trafficking and to conduct due diligence of their own supply chain.

The firm continues to work toward more accountable supply processes to better understand who is providing the law firm with goods and services and what mechanisms and processes are in place to increase transparency. We are implementing a vendor risk assessment process for firm vendors and continue to review its significant suppliers’ identity and level of risk in this area, and to conduct diligence of suppliers’ implementation of anti-slavery measures in their businesses.

Arnold & Porter makes a clear statement that we take our responsibilities to our employees, people working within our supply chain and our clients seriously. The firm takes the following steps to ensure respect for human rights in its supply chain.

Anti-slavery statement

- We make this statement on our [website](#).
- We analyze our vendors and suppliers to reduce the potential for slavery and human trafficking.

Supply chains | Vendor and Suppliers evaluation & review

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- We tell the companies with whom we do business with that we will not accept any form of exploitation.
- All our significant supplier contracts, for industries considered high risk, must contain an anti-slavery clause. This clause requires suppliers and their employees to commit not to engage in slavery or human trafficking and to diligence their own supply chain.
- We work to account for our supply processes—we know who is providing goods and services to us and we have mechanisms and processes in place to check, including reviewing our significant suppliers' identity and level of risk in this area, and making efforts to confirm their adherence to anti-slavery measures in their businesses.

Recruitment

- Our HR department follows firm policy and only uses agreed specified reputable recruitment agencies.
- To reduce the potential for slavery and human trafficking, we conduct diligence on recruitment agencies before adding them to our list of approved agencies. This vetting process includes, (i) investigating reputation, and (ii) obtaining assurances from the agency to provide assurances that the appropriate background checks have been made on the person they are supplying
- We keep agents on the list under regular review.
- We verify staff are legally able to work in the relevant jurisdiction.
- We provide information to all new recruits on their statutory rights including sick pay, holiday pay and any other benefits they may be entitled to.
- If, through our recruitment process, we suspect someone is being exploited, the HR department will follow our reporting procedures.

Arnold & Porter's management of human rights risk in our supply chain

Arnold & Porter recognizes modern slavery is a complex and multi-faceted crime. At a basic level, of course preventing exploitation and human trafficking, and protecting our workforce and reputation makes good business sense. The MSA 2015 recognizes the important part businesses can and should play in tackling slavery and encourages them to do so. With this in mind, the firm pays particular attention to our supply chain, any outsourced activities, particularly to jurisdictions that may not have adequate safeguards, cleaning and catering suppliers, and corporate hospitality.

Everyone at Arnold & Porter must observe these policies and be aware that turning a blind eye is unacceptable and not an option. Our anti-slavery policy includes the following:

- Key managers involved in managing recruitment and our supply chains have undergone introductory training on the requirements of the Modern Slavery Act from an external provider. In 2020, Arnold & Porter continued to identify and expand the group of key managers across the firm who were provided this training; the majority of this group completed the training, and in 2021, Arnold & Porter conducted refresher training to key managers. There is also Sexual Harassment Awareness and Prevention Training that is mandatory for all firm members.
- All London Office staff have been provided with training regarding the requirements of the Modern Slavery Act. Training has been completed by nearly all of the London Office staff.
- All staff have been made aware of the Anti-Slavery Policy, and regular reminders of the policy are scheduled.
- Based on experience from the risk-based supplier reviews, we will consider developing additional training for key personnel to further raise awareness of the firm's Anti-Slavery Policy and potential issues in supply chains.

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Arnold & Porter maintains policies and procedures aimed at preventing exploitation and human trafficking, and protecting our workforce and reputation, including:

- be clear about our recruitment policy
- check our supply chains
- have in place an open and transparent grievance process for all staff
- seek to raise awareness so that our colleagues know what we are doing to promote appropriate welfare practices
- make a clear statement that we take our responsibilities to our employees and our clients seriously

We all have responsibilities under this policy. Whatever the role or level of seniority, our employees must:

- listen and be approachable to colleagues
- remain alert to indicators of slavery
- raise the awareness of our colleagues, by discussing issues and providing training, so that everyone can spot the signs of trafficking and exploitation and know what to do
- keep your eyes and ears open—if you suspect someone (a colleague or someone in our supply chain) is being controlled or forced by someone else to work or provide services, follow our reporting procedure
- follow our reporting procedure if a colleague tells you something you think might indicate they are or someone else is being exploited or ill-treated
- tell us if you think there is more we can do to prevent people from being exploited

From a contract terms perspective, Arnold & Porter tries to include the following standard term in all vendor contracts, which is applicable to both questions 7.4 and 7.5, and mentioned below:

“Vendor undertakes, warrants and represents that (a) neither Vendor nor any of its officers or employees nor, so far as it is aware and has taken all reasonable steps to verify such, its agents or subconsultants, has (i) engaged in human trafficking, slavery, forced labor, or unlawful child labor; or (ii) been notified that it is subject to an investigation relating to an alleged human trafficking, slavery, forced labor, or unlawful child labor offense or prosecution under the applicable laws of the country or countries in which Vendor is doing business; or (iii) is aware of any circumstances within its supply chain that could give rise to an investigation relating to an alleged human trafficking, slavery, forced labor, or unlawful child labor offense or prosecution under the applicable laws of the country or countries in which Vendor is doing business; and (b) it shall comply with all applicable laws related to human trafficking, slavery, forced labor, and unlawful child labor of the country or countries in which Vendor is doing business. Vendor shall provide to the Firm, as reasonably requested by the Firm from time to time, responses to questions from the Firm as to the steps Vendor has taken to verify that slavery and human trafficking is not taking place in any of Vendor’s supply chains or in any part of Vendor’s business.”

Arnold & Porter’s ESG strategy

Arnold & Porter’s ESG Strategy addresses many important ESG themes, including those noted above.

As part of Arnold & Porter’s Green Office Initiative, we have adopted a firmwide Green Office policy that focuses on resource conservation and sustainable business practices. The policy lays out a plan to reduce resource consumption internationally in all Arnold & Porter’s offices, focusing on specific measures, or KPIs, to address paper, energy, food waste, composting, reduction in plastics, recycling, and transportation.

As part of the initiative, Arnold & Porter has closely collaborated with members of the American Bar Association (ABA) Section of Environment, Energy, and Resources (SEER) and officials at the US Environmental Protection

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Agency (EPA) on the development of an Eco Challenge policy. The Eco Challenge is designed to encourage law firms to take simple, practical steps to become better environmental and energy stewards. The firm is also a member of LFSN (the Law Firm Sustainability Network), an organization focused on education and engagement with the legal industry to advance cutting-edge sustainable best practices.

We are proud to be engaged in this collective effort to promote environmental stewardship. We have worked hard with the ABA, the EPA, and LFSN to establish a sustainability model in the legal community. In the development of our own program, we also have collaborated with key organizations that seek to promote sustainable business practices, including the H. John Heinz Center for Science, Economics and the Environment and the Northwest Earth Institute.

The firm has reduced paper consumption by using recycled paper for printing, copying, holiday cards, and cleaning/bathroom paper products; converting internal distribution of reports, faxes, newsletters and bulletins from hard copy to electronic; and changing the default settings on printers to two-sided, so that half as much paper will be needed. Electronic distribution of internal documents alone will save the firm approximately 350,000 sheets of paper per year, which in turn reduces greenhouse gas emissions. In addition, the firm reduced toner settings on all printers and currently recycles its used toner cartridges.

In the area of sustainable design/construction, many of the firm's offices are located in LEED-certified buildings, including Washington, DC, Chicago, Denver, Houston, Los Angeles, New York, and San Francisco. Many of these locations are also Energy Star-certified. The firm incorporates sustainable design and construction techniques into all its capital projects, including the diversion of debris from landfills, the use of materials manufactured with high-recycled content, the use of paints and solvents containing low or no VOCs, and strong focus on energy and water efficient lighting and plumbing fixtures. Energy conservation and efficiency are important components of every Lease and build-out.

In the area of energy conservation, Arnold & Porter offices are outfitted with "Energy Star" rated equipment. Energy Star is a joint program of the EPA and the US Department of Energy helping businesses and homeowners save money and protect the environment through energy efficient products and practices. Energy Star products used in our offices include such items as lighting, washer & dryers (Washington, DC only) and refrigerators. The lights are monitored by motion sensors and timers to reduce power when the space is not being used. Photocopiers and printers are equipped with automatic "sleep" mode when the devices are not in use. In the Washington, DC Children's Center, Energy Star equipment was installed to assist with washing and drying, as well as the commercial and residential refrigerators. The firm has committed to buy Energy Star office equipment whenever possible.

In the area of food waste, Arnold & Porter has paired with its culinary provider in the New York and Washington, DC Offices to maintain a low food waste program by repurposing food whenever possible. Before trashing, the kitchen staff works to repurpose food from meetings and events to our cafeteria, donate any food to local shelters and compost food scraps. Our goal is to reduce food trash zero if possible. Additionally, the firm has dramatically reduced the quantity of food containers and utensils in all its offices, and in many offices the firm has robust composting programs in place.

In the area of reducing plastics and recycling, Arnold & Porter has committed to reduce all plastic water bottles and straws in all offices. Plastic straws have been removed from pantries and cafeterias, we maintain plant based and ECO cups for cold and hot beverages in our pantries and cafeterias. In the effort to eliminate plastic bottles in the Washington, DC Office, the catering group uses a bottling system, with reusable bottles, to provide still and sparkling water in conference rooms. The coffee and tea packets used in the office Flavia machines are collected and recycled in Lavazza Professional's recycle program. The contents of the used packets (coffee grinds and tea leaves) are separated from the packaging and composted. The remaining packing material and nozzle are ground, melted and pelletized. The pellets are then used to create new products such as park

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benches. Arnold & Porter works with building management companies in each office to effectively sort recycled materials and trash at each desk, pantry, conference room and in the New York and Washington, DC cafeterias.

In the area of transportation, Arnold & Porter encourages employees to use environmentally sound methods of transportation and participate in the "Metrochek" program, a pre-tax transportation deduction for public transportation. In several offices, the parking facility or building management groups provide electric vehicle charging stations and air pumps in their facilities.

An integral part of the Green Office initiative at Arnold & Porter is an internal communication program. The firm educates personnel about the steps they can take to conserve resources. Efforts include firmwide notices, communications from management, and the integration of resource conservation material into the firm's training program.

Arnold & Porter's cooperation with a third party provider to obtain an ESG rating

Arnold & Porter maintains a rating with EcoVadis. Our participation in this assessment is an important step to engage the firm on a continuous improvement journey, as part of our sustainability performance. The EcoVadis Rating covers a broad range of non-financial management systems including (i) Environmental, (ii) Labor & Human Rights, (iii) Ethics and (iv) Sustainable Procurement impacts.

Arnold & Porter's pro bono work to advance societies focus on ESG

Arnold & Porter is a founding member of **Lawyers for a Sustainable Economy (LSE)** which aims to match non-profits and start-ups working in the field of environmental sustainability with law firms providing pro bono legal services. As part of this initiative, the firm committed to provide \$2M in pro bono legal services related to environmental and sustainability issues. From time to time, LSE will request pro bono assistance for particular entities or projects. Of course, any proposed retention would need to go through our ordinary conflicts process and obtain approval from the pro bono committee.

Arnold & Porter lawyers participate in the **Net Zero Lawyers Alliance (NZLA), a coalition committed to accelerating transition to net zero emissions by 2050..**

In addition to providing in-kind services through our pro bono program, the firm sponsors our pro bono partners through charitable contributions. Among the many organizations we sponsor are:

- Asian American Legal Defense & Education Fund Bay Area Legal Aid
- California Women's Law Center (California based organization)
- Children's Law Center
- Human Rights First
- Lawyers Committee for Civil Rights
- Legal Aid Society (including DC, NY, Colorado, Los Angeles, among others)
- National Parks Conservation Association
- National Women's Law Center
- Network for Victim Recovery DC

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- Public Counsel (California based organization)
- Southern Center for Human Rights
- Transgender Law Center
- Western Center on Law & Poverty (California based organization)

As part of Arnold & Porter's pro bono work to ensure equal access to justice, are our collective efforts and continuing commitment to use the rule of law to make a meaningful difference in the lives of our clients.