



Individual Action/Commitment Regarding **DIVERSITY & INCLUSION**

Shook, Hardy & Bacon

Vision

Shook, Hardy & Bacon is committed to being the best in the world at providing creative and practical solutions at unsurpassed value.

We are deeply passionate about achieving the best results for our clients from the boardroom to the courtroom and sustaining a diverse environment where everyone is respected, feels appreciated, and experiences fulfillment and enjoyment through meaningful personal contributions.

Shook,
Hardy &
Bacon L.L.P.

To make this vision a reality, we ask each attorney to demonstrate his or her individual commitment to Diversity and Inclusion by completing 11 Action Items on the Diversity & Inclusion Checklist in 2011.

Please bill your time in completing diversity and inclusion Action Items to SHBX.74345.

By affirmatively choosing to make diversity and inclusion efforts an integral part of your practice, you can play a significant role in fulfilling our firm's vision.

D I V E R S I T Y
EXCELLENCE | EDUCATION | EQUITY

Individual Action/Commitment Regarding **DIVERSITY & INCLUSION**

Kori Carew | Director of Strategic Diversity Initiatives (“SDI Director”) | x39006

1. Enhance SHB’s Diversity & Inclusion Efforts and Market SHB’s Diversity & Inclusion Successes

ACTION	ACHIEVED
Submit one idea to advance SHB’s diversity marketing efforts to the SDI Director.	<input type="checkbox"/>
Assist in the planning of one SHB-sponsored diversity activity/event.	<input type="checkbox"/>
Serve as a volunteer for the Diversity & Inclusion Committee Outreach Group (attorneys who are called on to volunteer and assist with diversity events).	<input type="checkbox"/>
Attend at least three Diversity & Inclusion Committee-sponsored events (Link to Diversity Calendar).	<input type="checkbox"/>
Recruit someone to attend Diversity & Inclusion Committee events (Link to Diversity Calendar).	<input type="checkbox"/>
Make an appointment with the SDI Director to obtain insight on furthering the firm’s diversity & inclusion efforts and incorporating these initiatives in my everyday lawyering.	<input type="checkbox"/>
Ask my colleagues at different firms, “what are you doing in regards to diversity?” Share this information with the SHB Diversity & Inclusion Committee.	<input type="checkbox"/>
Inform new attorneys about SHB’s commitment to diversity and inclusion.	<input type="checkbox"/>
Know, understand and report Diversity & Inclusion Committee activities, honors, and initiatives to your team, division, and clients.	<input type="checkbox"/>
Involve the SDI Director in client diversity surveys.	<input type="checkbox"/>
Contribute to the firm’s diversity newsletter or e-mail alerts.	<input type="checkbox"/>
Discuss the business and cultural imperative for diversity with a SHB attorney.	<input type="checkbox"/>
Read at least five articles that relate to diversity in the legal profession (Link to Diversity Resource Collection).	<input type="checkbox"/>
Read a diversity resource packet on how gender, race, socioeconomic class, sexual orientation, and generational differences call for different communication styles (Link to Diversity Education Packets).	<input type="checkbox"/>
Learn about the <i>Leadership Council on Legal Diversity</i> (“LCLD”) (Link to www.leadershipcouncilonlegaldiversity.com)	<input type="checkbox"/>
Read the “ <i>Glass Ceiling Initiative</i> ” (as revised) by the Bar Association of San Francisco and know SHB’s involvement with the initiative (Link to Glass Ceiling Initiative).	<input type="checkbox"/>
Know, understand, and communicate the significance of the diversity awards that SHB has received, such as the Thomas L. Sager Award (Link to Diversity at a Glance Brochure) and follow up with SHB clients regarding SHB’s commitment to diversity & inclusion.	<input type="checkbox"/>
Attend at least one CLE seminar outside of SHB that focuses on diversity and provide a short summary about the CLE to the SDI Director.	<input type="checkbox"/>

1. Enhance SHB's Diversity & Inclusion Efforts and Market SHB's Diversity Successes- (Cont)

ACTION	ACHIEVED
Consider using a minority vendor/supplier for your legal needs (e.g., court reporting) (Link to Minority Diversity Development Supplier Resource List).	<input type="checkbox"/>
Add diversity-related topics to my team/practice group/department meetings.	<input type="checkbox"/>
Provide constructive feedback on the Diversity & Inclusion Checklist to the SDI Director.	<input type="checkbox"/>
Participate in implementing SHB's Diversity Strategic Action Plan by volunteering to serve on a sub-committee.	<input type="checkbox"/>

2. Engage and Promote SHB's Attorneys

ACTION	ACHIEVED
Submit an idea to help retain and promote diverse attorneys to the SDI Director.	<input type="checkbox"/>
Recruit an SHB colleague, client, or prospective client to attend a firm-sponsored diversity event.	<input type="checkbox"/>
Develop a written succession plan for your current role/position that includes incorporating the skills and talents of a diverse attorney.	<input type="checkbox"/>
Assist a diverse attorney with a written Business Development Plan (Link to PDC's Business Development Plan).	<input type="checkbox"/>
Consider the overall diversity of perspectives, backgrounds, and personalities when pulling together a team or responding to a RFP. Involve the SDI Director in RFP proposals.	<input type="checkbox"/>
Involve an attorney of another gender, race, ethnicity, or sexual orientation on a client matter.	<input type="checkbox"/>
Provide immediate, straightforward, and verbal feedback on work performed by one-to three-year associates.	<input type="checkbox"/>
Review <i>"The Fair Measure Toward Effective Attorney Evaluations"</i> to ensure gender neutral and bias-free evaluations (Link to The Fair Measure Toward Effective Attorney Evaluations).	<input type="checkbox"/>
Ask a new and/or diverse attorney in or out of my practice group/division about his/her career development plans and how I can help.	<input type="checkbox"/>
Publicize the good! If an attorney has a win or closes a deal– celebrate and share with others.	<input type="checkbox"/>
Give an attorney with less than five-years experience tips on networking, how to build a book of business, or how to make partner at the firm.	<input type="checkbox"/>
Involve diverse attorneys in my client marketing efforts.	<input type="checkbox"/>
Introduce a new and/or diverse attorney to a client.	<input type="checkbox"/>
Involve an attorney working on an alternative work schedule on my client team.	<input type="checkbox"/>
Support diverse attorneys taking active roles in specialty bar associations.	<input type="checkbox"/>
Support diverse attorneys taking active roles in pipeline programs.	<input type="checkbox"/>
Recommend a diverse attorney to sit on a not-for-profit board.	<input type="checkbox"/>
Encourage attorneys to attend networking functions geared toward diverse attorneys.	<input type="checkbox"/>
Recommend a diverse attorney as a CLE presenter.	<input type="checkbox"/>
Encourage diverse attorneys to become members in community and professional organizations.	<input type="checkbox"/>
Develop a mentoring relationship with an attorney of a different gender, race, ethnicity, or sexual orientation.	<input type="checkbox"/>
Review articles that relate to "White Men as Full Diversity Partners" (Link to Diversity Education Packets).	<input type="checkbox"/>

2. Engage and Promote SHB's Attorneys – (Cont)

ACTION	ACHIEVED
Reach out to new hires within their first 30 days at the firm – stop by their office, drop them an e-mail or voicemail, and tell them to call you if they have any questions. Follow up in 60 days.	<input type="checkbox"/>
Invite a diverse attorney and guest to a non-work-related event and introduce them to others.	<input type="checkbox"/>

3. Advance Diversity and Inclusion Within the Legal Profession

ACTION	ACHIEVED
Submit a writing assignment to one of SHB's Diversity Writing Fellows. (For assignment form, contact SDI Director). <u>Note</u> – Writing program runs Sept. – Dec. 2011	<input type="checkbox"/>
Introduce yourself to one of SHB's Diversity Writing Fellows.	<input type="checkbox"/>
Learn about the SHB Foundation and share this information with others. (Link to the SHB Foundation).	<input type="checkbox"/>
Submit one idea to advance diversity & inclusion within the legal profession to the SDI Director.	<input type="checkbox"/>
Serve on a bar association's Diversity Committee (e.g., ABA's Commission on Racial & Ethnic Justice, state, or local bar).	<input type="checkbox"/>
Attend a function hosted by a specialty bar association.	<input type="checkbox"/>
Attend a Minority Corporate Counsel Association or LCLD event and invite clients and potential clients to attend. (Link to the Diversity Calendar)	<input type="checkbox"/>
Give a CLE presentation at a Diversity & Inclusion Conference (e.g., MCCA's Creating Pathways to Diversity Conference).	<input type="checkbox"/>
Recognize and reject all forms of intolerance. If I hear someone saying anything even remotely inappropriate, address it immediately.	<input type="checkbox"/>
Attend and support events hosted by specialty law student organizations (e.g. BLSA, HLSA).	<input type="checkbox"/>
Be a presenter in SHB's Fall Resume Building/Interviewing Skills programs at a local law school (Contact SDI Director to sign up).	<input type="checkbox"/>
Ask a client about the challenges they have faced in recruiting a diverse workforce, and find out what has worked for them.	<input type="checkbox"/>
Attend a diversity-related conference. (Link to Diversity Calendar).	<input type="checkbox"/>
Mentor a diverse high school or college student interested in becoming an attorney.	<input type="checkbox"/>
Be a presenter in SHB's "How to Think Like A Lawyer" pipeline program or other pipeline programs at a local law school (Contact SDI Director to sign up).	<input type="checkbox"/>
Publish an article on a diversity-related topic (Contact SDI Director if assistance is needed).	<input type="checkbox"/>
Make a contribution to the SHB Foundation.	<input type="checkbox"/>

4. Recruit Diverse Talent

ACTION	ACHIEVED
Submit one idea to advance SHB's diversity recruiting efforts to the SDI Director.	<input type="checkbox"/>
Review, understand, and be able to communicate effectively SHB's Alternative Work Schedule policy and Parental Leave policy (Link to Alternative Work Schedule Policy ; Link to Parental Leave Policy).	<input type="checkbox"/>
Actively recruit lateral candidates of diverse backgrounds.	<input type="checkbox"/>
Recruit at a Diversity Job Fair (Please contact Colleen Liesmann, x20027, to sign up. A list of diversity job fairs is located on CityLink).	<input type="checkbox"/>
Commit to interview five diverse candidates each recruiting season.	<input type="checkbox"/>
Identify one or more diverse lateral candidates and provide contact information to Colleen Liesmann, x20027.	<input type="checkbox"/>
Engage a diverse summer associate by taking him or her to lunch, attending a diversity-related event together, or asking about his or her career aspirations and how you can help foster his or her success.	<input type="checkbox"/>
Mentor a law student of a diverse background	<input type="checkbox"/>
Participate in on-campus interviewing for the firm and follow-up with any diverse candidates called back for in-office interviews.	<input type="checkbox"/>

5. Experience Diversity

ACTION	ACHIEVED
Volunteer at a not-for-profit that serves an underrepresented population.	<input type="checkbox"/>
Seek out an event or a function where you will be in the minority.	<input type="checkbox"/>
Read a book written by an author of a different race, gender, ethnicity, or sexual orientation (e.g. <u>What the Dog Saw</u> by Malcolm Gladwell or <u>The Power of Inclusion</u> by Michael C. Hyter)	<input type="checkbox"/>
Develop a mentoring relationship in which the other person is of a different race, gender, ethnicity or sexual orientation.	<input type="checkbox"/>
Understand how generational differences may impact communication styles, motivation for success, and work values.	<input type="checkbox"/>
Take a class or study a different language or culture.	<input type="checkbox"/>
Attend a multicultural event.	<input type="checkbox"/>
Attend a movie or play that focuses on a diverse personality or event (e.g., HBO 2011 special on Justice Thurgood Marshall).	<input type="checkbox"/>
Visit a local or national cultural site or museum (e.g., Holocaust Museum – Washington, D.C. or Negro Leagues Baseball Museum – KC).	<input type="checkbox"/>
Provide a “testimonial” on a diversity experience to the SDI Director.	<input type="checkbox"/>
Learn about the impact of unconscious bias (Link to Diversity Education Packets).	<input type="checkbox"/>

COMMENTS: