



CORPORATE SOCIAL RESPONSIBILITY

JUNE 2010 REVIEW

.....
Allen & Gledhill

“ We are committed to acting as a responsible corporate citizen and to a culture of giving back to the community in which we live and work.



Dear Clients & Friends

Welcome to our first Corporate Social Responsibility Review.

As Singapore's premium law firm, we recognise that we affect our society and the environment through the work we do for our clients, and the way we treat our people, manage our operations and engage with our community.

We are committed to acting as a responsible corporate citizen and to a culture of giving back to the community in which we live and work. In addition to our established policy of making cash donations to charitable causes, a principal focus for us is working in partnership with, and supporting, community and charitable organisations by providing our expertise and skills on a *pro bono* basis, which brings an added dimension to our practice of the law.

Our people are also encouraged to contribute to our CSR efforts by supporting a cause or simply to volunteer their efforts in chosen charitable causes and other areas.

I would like to highlight a clarion call made by the Honourable Chief Justice Chan Sek Keong at the May 2010 ceremony where new lawyers were admitted to the Singapore Bar: *Shun arrogance, embrace life-long learning. For good measure, get involved in pro-bono.... work* (The Straits Times, 30 May 2010).

We feel this Review is aligned with our core values of professionalism, excellence, integrity, respect, collegiality and commitment. It is with this spirit that this Review has been produced, and we invite you to join us in this meaningful journey.

If you have any feedback, we would be happy to hear from you.

Lucien Wong
Managing Partner
June 2010



OUR CONTRIBUTION TO SOCIETY

“ Lawyers should give back to society through *pro bono* work. Life teaches us that when we live for ourselves only, we will lead empty lives but when we help others, we will live fulfilled lives.

While there are many *pro bono* initiatives aimed at helping individuals, we must also help organisations that help individuals. That way we ultimately reach more individuals.

As the largest law firm in Singapore, we need to be mindful of the impact our operations have on the environment and the community. Our people's support and enthusiasm are at the heart of our corporate social responsibility programme. We draw on their expertise and skills to benefit the local community and our people are proud to be engaged in these programmes. They proactively support them, not just through a Firm-wide employee volunteering scheme but also on their own time.



Chan Hian Young

Our *Pro Bono* Programme

We believe our *pro bono* programme is the first of its kind among law firms in Singapore. The programme is designed to leverage on our Firm's legal expertise and resources in corporate law and laws affecting charities and their governance, and

commits our expertise and resources in a structured and targeted manner to provide *pro bono* legal advice and services to charities and causes.



Led by a fully-dedicated Equity Partner, Chan Hian Young, with the backing of the full resources of our Firm, Allen & Gledhill's formal *pro bono* programme was launched in January 2008 and has expanded considerably in time, scope and responsibilities. In 2009, we added 12 charities to the list of charitable organisations which we support, bringing the total to 45 charities. Some of the charities we have helped include: Singapore Cancer Society, Children's Aid Society, Movement for the Intellectually Disabled of Singapore and National Council of Social Services.

Many of our lawyers are also involved in work within *pro bono* structures provided by the Law Society of Singapore. In 2009:

- 48 of our lawyers participated in Community Legal Clinics
- Four of our lawyers were assigned to cases under the Criminal Legal Aid Scheme
- We also accepted five briefs from the Legal Aid Bureau on a *pro bono* basis

In 2009, our IP lawyers participated in two IP Consult sessions organised by the Intellectual Property Office of Singapore (IPOS) where members of the public are given IP consultations on a *pro bono* basis.

“ Since we launched the *pro bono* programme in January 2008, we have provided S\$4.5 million in fee equivalent time.

Our Community Programme

We believe it is also beneficial for our people to actively participate in community work. Since 2002, we have been organising visits and outings for children's and elderly homes at year end. In November 2009, we visited the Chen Su Lan Methodist Children's Home and the St Theresa's Home for the Elderly, where our staff participated in games, activities, performances and carolling and treated residents to a lunch.

Every year since 2004, our Auditorium is transformed into a marketplace of home-made delights showcasing our employees' culinary and craft-making skills, pitching in together as sellers and buyers to raise money for nominated charities. In 2009, the proceeds from our food and crafts fair were channelled to three charities: the Chen Su Lan Methodist Children's Home, St Theresa's Home for the Elderly and the Darul Ihsan Orphanage.

Our Charity Programme

We endeavour to support a variety of causes and events and sincerely consider all requests for donations and sponsorships within the following categories:

- Arts, culture, heritage
- Children and youth
- Disability, addiction/rehabilitation, health
- Education
- Elderly, needy, destitute
- Environment

In 2009/2010, we made donations totalling S\$300,000 to charitable and community causes through a variety of avenues, including outright donations, charity dinners and event sponsorships. Some of the causes we have supported include:

- Assisi Hospice
- Chinese Development Assistance Council
- Criminal Legal Aid Scheme
- Garden City Fund
- Make-A-Wish Foundation
- National Cancer Society
- Singapore Dance Theatre
- Singapore Indian Development Association
- Singapore Symphony Orchestra
- SingTel Touching Lives Fund
- SP Heartware Fund
- St Andrew's Autism Centre
- Straits Times School Pocket Money Fund
- Viva Foundation for Children with Cancer
- Yayasan Mendaki
- Young Men's Christian Association



THE ALLEN & GLEDHILL COMMITMENT

WORKING WITH CLIENTS IN COMMUNITY PROGRAMMES

We seek to share our clients' values and ideals in their CSR programmes and have jointly participated and supported our clients' CSR programmes by way of donations or encouraging our lawyers to participate in joint activities. For example, in 2009/2010, our Firm's volunteers participated in the following clients' activities:

JP Morgan Corporate Challenge 2010

A team of sports enthusiasts from Allen & Gledhill participated in the world's largest corporate running series, The JP Morgan Corporate Challenge 2010. The Singapore leg was held on 6 May with nearly 12,000 entrants from 369 companies coming together in the spirit of team-building and camaraderie. What made this event even more meaningful was that proceeds went towards two beneficiaries, namely the Asian Civilisations Museum and MILK: Mainly I Love Kids.

HSBC 2010 Corporate Responsibility Challenge

In addition to making a cash donation, two volunteers from our Firm joined hands with other volunteers to create a conducive study area for children of needy homes.



GREEN INITIATIVES

Working With Clients in Eco-industries

Allen & Gledhill works with leading clients in green industries as they lead the way for a sustainable future.

Our Firm is proud to work with clients who take the environment and sustainability efforts seriously. We work with clients in various industries across many practice areas. We also aim to promote our commitment to protecting the environment through participation with clients in joint projects and through the partnerships we forge.

Encouraging Recycling and Cutting Waste

We have forgone paper-based greeting cards since 2003 and what we save in paper and printing costs is donated to selected charities.

We have also made inroads in reducing our paper consumption by mandating double-sided printing, reducing the grammage of our paper supply and achieving greater efficiencies in our paper recycling efforts since 2008. In addition, the bulk of our used paper is recycled.

In 2009, we started actively monitoring our electricity and water consumption with the aim to reduce consumption by at least 5% by 2011. We hope to do this by encouraging greater diligence and awareness in the use of these resources, and putting in place systems to address wastage.

SINGAPORE COMPACT FOR CSR

Allen & Gledhill is proud to be a corporate member of Singapore Compact for CSR, which functions as a national society in furthering the CSR movement in Singapore through ongoing dialogues, training collaboration and practical project implementation. Singapore Compact is a participant of the United Nations (UN) Global Compact, taking a multi-stakeholder approach in welcoming and recognising the important roles and contributions of various stakeholders.





WORKPLACE AND MANPOWER

OUR PEOPLE

Our people are our most valuable asset and we believe in continually investing in their growth and development. We seek to cultivate a nurturing environment where every member of our Firm is encouraged to grow and develop on multiple fronts, including enhancing and honing their technical skills and knowledge as well as their soft skills and self-awareness.

We provide a variety of learning and development opportunities to cater for different people at different stages of their careers. We are also continually improving our workplace systems and processes as we recognise these to be integral to improving the way our people work by providing them with the necessary tools.



Manpower Issues

We know that legal practice can place heavy demands on our lawyers and business support staff, especially when a very high standard of legal services is expected of our people. However, we are mindful of having to help our people to balance work commitments with other aspects of their lives, for example, by encouraging employees to leave earlier at 5pm every last Wednesday of the month to spend time with their families.

In 2009, we established a Manpower Committee to review our staffing requirements and look at enhancing our work processes to ensure fair flows of work based on capacity. We have in place a practice to allow our lawyers to take time out after working on tiring deals and provide for flexible workplace arrangements such as part-time employment. Our Firm is proud to embrace fair employment practices, giving equal opportunities to everyone.

To foster camaraderie and bonding among our people, we organise social events such as movie nights, dinner & dance events and staff trips.

Health and Safety

The H1N1 outbreak in 2009 gave us an opportunity to test our disaster recovery systems and business continuity plans. The welfare of our people and our clients is paramount, and we have implemented a system of checks, quarantine and vigilance. We provide annual influenza vaccinations for all members of our Firm on a complimentary basis.



PARTNERING WITH US

OUR CSR JOURNEY

We are in the early days of our CSR journey, but believe that this is a journey worth taking as it is about being responsible business leaders. We are driven by our belief that sustainable practices and meaningful community engagement benefits all stakeholders and help create a stronger community.

We welcome like-minded clients and friends to join us on this meaningful journey.

About Us

Allen & Gledhill LLP has been providing legal services to premier clients since 1902. An award-winning law firm, we are currently the largest law firm in Singapore and offer a full range of legal services.

Our key strength is in our team of well-trained and experienced lawyers who treasure the value of diligence and knowledge, as well as innovation in addressing our clients' needs. We work closely with our clients to understand and analyse their problems and provide them with effective legal and commercial solutions.



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