



Duane Morris®

THE DUANE MORRIS DIVERSITY & INCLUSION ADVANCING LEADERSHIP (DIAL) TOOLKIT

*A Unique Service from Duane Morris to Help Clients
Achieve Best Practices in Diversity, Equity and Inclusion*

THE BUSINESS CASE FOR CREATING AND SUSTAINING A CORPORATE CULTURE OF DIVERSITY, EQUITY & INCLUSION IS CLEAR:

- ▶ Working teams comprising members of diverse age, physical ability, gender, national origin, race, religion, ethnicity, sexual orientation, family status, work experience and working style are more representative of customers and clients. These teams benefit from improved decision-making and problem-solving.
- ▶ Research demonstrates that the financial performance of large organizations with diversity at senior levels have higher returns on equity correlated with greater diversity.
- ▶ Pursuant to Section 342 of the Dodd-Frank Act, covered federal agencies (including the SEC and FDIC) have developed “best practices” by which regulated entities may conduct annual self-assessments of diversity, equity and inclusion policies and practices. While compliance with these standards is “voluntary,” compliance is likely to be viewed favorably in the evaluation of such entities by the regulating agencies.
- ▶ Many corporate clients require their service providers and other contracting businesses to have robust diversity, equity and inclusion programs as a condition of doing business, and they consider such programs when making contracting decisions.

With our well-developed toolkit and years of experience in this field, along with the firsthand knowledge gained from our own development of a successful diversity, equity and inclusion program, Duane Morris can assist you in creating and sustaining a program that allows your organization to derive the benefits of diversity, equity and inclusion. We offer a wide range of services related to diversity, equity and inclusion, including:

- ▶ Developing diversity, equity and inclusion mission statements.
- ▶ Reviewing strategic plans to ensure diversity, equity and inclusion are considered in recruiting, hiring, retention and promotion.
- ▶ Reviewing corporate strategic plans to ensure that diversity, equity and inclusion are considered with respect to recruiting, hiring, retention and promotion.
- ▶ Creating diversity, equity and inclusion policies and practices that comply with applicable law.
- ▶ Developing best practices for leadership to advance the diversity, equity and inclusion initiative in the organization.

- ▶ Designing and implementing diversity, equity and inclusion training programs and other educational opportunities on equal employment opportunity, generational issues and cultural competencies.
- ▶ Offering training on the existence of implicit bias and its long-term impact on organizations.
- ▶ Establishing outreach programs to minority, women and other diverse organizations and educational institutions.
- ▶ Ensuring that internal policies and practices are consistent with voluntary Dodd-Frank compliance and other compliance obligations.
- ▶ Ongoing monitoring and training on the ever-expanding regulatory landscape for both optional and mandatory diversity and inclusion-related requirements.
- ▶ Creating employee mentoring programs.
- ▶ Reviewing risks associated with implementing affinity programs for employees.
- ▶ Creating a supplier diversity policy that provides a fair opportunity for minority-owned and women-owned businesses to compete for business and services contracts.



- ▶ Developing best practices for increasing, managing and monitoring utilization of diverse vendors, including outside counsel.
- ▶ Developing a model for self-assessment and weighing the legal risks of collecting diversity-related data.
- ▶ Designing a custom recruiting/retention/promotion/pay equity template designed to mitigate and interrupt biases and to ensure greater success in recruiting and retaining diverse candidates.
- ▶ Developing affirmative action programs for government contractors and subcontractors, advising contractors regarding affirmative action compliance and representing contractors in Office of Federal Contract Compliance Programs (OFCCP) audits.

THE DIAL PROCESS: STEP BY STEP

Our team works closely with your organizational leadership to understand your business culture and goals. The DIAL Process involves two phases:

Phase 1: Review Existing Diversity, Equity and Inclusion Programs and Practices

Under attorney-client privilege, Duane Morris will take a comprehensive look at:

- ▶ How your organization currently approaches diversity, equity and inclusion
- ▶ What your goals are from having a diversity, equity and inclusion program
- ▶ Diversity statistics by job classification
- ▶ Reviewing pay equity between diverse and non-diverse employees
- ▶ Current DEI programs through interviews of employees
- ▶ The level of inclusiveness of diverse employees in your organization
- ▶ The overall strengths and weaknesses of your existing DEI programs

With those findings, we will assist you in forming a DEI leadership council comprising employees from all levels of your business who will help develop and implement the DEI program and ensure that it is aligned with your business objectives.



Phase 2: Develop a DEI Program Tailored to Your Organization

In the second phase, Duane Morris will craft a DEI program that includes:

- ▶ A clear DEI mission statement that includes both Equal Employment Opportunity (EEO) and non-EEO categories
- ▶ Programs to improve awareness of different cultures and how to recognize and prevent stereotypes, implicit bias and micro-inequities
- ▶ Training and education on DEI programs and how to overcome obstacles to implement DEI programs
- ▶ Programs to support the success of the DEI program: Mentoring, Work Allocation, Performance Reviews, Best Practices for Leadership
- ▶ A communications plan that includes newsletters, internal and external Web sites, DEI events and affinity groups
- ▶ Methods to measure progress for the DEI program: Periodic reviews of diversity statistics, pay equity, self-evaluations and employee satisfaction surveys



OFFICE LOCATIONS & REACH



UNITED STATES

Atlanta
Austin
Baltimore
Boca Raton
Boston
Cherry Hill
Chicago
Dallas
Fort Worth
Houston
Lake Tahoe
Las Vegas
Los Angeles
Miami
New York
North Jersey
Philadelphia
Pittsburgh
San Diego
San Francisco
Silicon Valley
Washington, D.C.
Wilmington

INTERNATIONAL

Hanoi
Ho Chi Minh City
London
Myanmar
Shanghai
Singapore

> Also satellite offices, including Bangor and Portland, Maine; and Seattle, Washington

> Alliances in Mexico

> Leadership position with international network of independent law firms

FOR FURTHER INFORMATION

If you have any questions about the Duane Morris DIAL toolkit or any of the other diversity and inclusion services offered by Duane Morris, please contact **Thomas Servodidio**, Vice Chairman of Duane Morris (tgservodidio@duanemorris.com); **Joseph West**, Trial Partner and Duane Morris' Chief Diversity, Equity and Inclusion Officer (jkwest@duanemorris.com); **Eve Klein**, Chair, Employment, Labor, Benefits and Immigration Practice Group (eiklein@duanemorris.com); partners **Linda Hollinshead** (lhollinshead@duanemorris.com) or **Michael Cohen** (mcohen@duanemorris.com); any of the attorneys in our Employment, Labor, Benefits and Immigration Practice Group; or the attorney in the firm with whom you are regularly in contact.

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