**ALB DIVERSITY LIST 2016 SUBMISSION FORM**

**\*Only one entry per organisation**

**\*Open to law firms with offices in Asia-Pacific (excluding China and ANZ)**

**\*For in-house legal teams, submissions must relate specifically to the in-house legal department, and not the company overall**

***PART A: Basic Information***

Name of organisation:

Asia office location(s):

Name and contact details of contact person:

***PART B: Submission\****

1) Please describe your firm’s overall strategy when it comes to fostering diversity and inclusion within the organisation.

2) What programmes do you currently have in place to promote diversity and inclusion in your Asia office(s)? This can include programmes such as setting up business response groups, leadership development programmes, mentorship, flexible work arrangements and so on. Please list them and provide a brief description of each.

3) Please provide some metrics as to how successful these programmes have been. You can provide current numbers and compare them to three years ago (or less, if the firm’s Asian office(s) opened more recently).

\*Please see the notes below if you require specific guidance as to answering these questions.

**NOTES**

If you are unclear as to how to answer the questions posed above, you can use these below as a guide. *Using this format is optional*.

For Q1:

– Define the vision and goals of D&I and how they are aligned to the organization’s business objectives.

– Provide examples of processes and systems in place designed to achieve the stated goals and fulfil the vision.

– Elaborate how the senior management is involved in the HR function.

For Q2:

– What was the problem which led your team to conceive of the stated programme/initiative/system/campaign?

– What were the considerations before implementing the stated programme/initiative/system/campaign?

– Provide details of the programme/initiative/system/campaign. What makes your programme different from that of others? Elaborate on the creative and innovative aspects of your programme.

– How was the programme/initiative/campaign implemented/communicated to the workforce?

For Q3:

– How did the programme/initiative/system/campaign make an impact to employees, and subsequently business objectives?

– Provide tangible evidence of the results of the programme/initiative/system/campaign.