

## YLW Top Firms Report 2022 Technical Appendix

### Advancement

The Advancement Award considers survey responses to the following questions (ordered alphabetically, not by weight):

- 2021 promotion outcomes by gender and race
- Does your firm allow associates to give feedback to their supervisors through performance reviews?
- Does your firm have an established process for associates to challenge performance reviews?
- Does your firm have an established process for associates to seek help if they have a poor working relationship with their manager? (Note: This is not a question about processes to address sexual harassment or discrimination.)
- Does your firm track the gender composition of the associate pool with which each partner works? Are these statistics available firmwide?
- Which affinity groups does your firm offer? Selected choice options. Open text response available, either explaining groups or providing additional affinity networks available.

### Agency and Flexibility

The Agency & Flexibility Award considers survey responses to the following questions (ordered alphabetically, not by weight):

- Type of paid leaves offered by the firm: Disability, Birth of a child, Adoption or fostering of a child, and Family Illness
- What is the maximum length of time (in weeks) that the paid leave time policy allows in a given year? *By:* Disability, Birth of a child, Adoption or fostering of a child, and Family Illness
- Childcare options provided by all of your firm's U.S. offices for attorneys at every level: On-site childcare, Nearby facility (within 2 miles), Back-up service (e.g., Caregivers on Call)
- Does your firm distinguish between primary and secondary caregiver leave for new parents, or are all new parents eligible for the same amount of parental leave?
- Are your paid family leave policies different for adoption than they are for the birth of an employee's child?
- Is your firm considering making remote work a permanently available option for its employees?
- Does your firm have a flexible work policy for full-time attorneys?
- Number of attorneys at your firm who work part-time schedules - by gender and race
- Are part-time attorneys eligible to become Equity Partners?
- Number of attorneys promoted to equity or non-equity partner in 2021 who were working part-time schedules within the 12 months prior to their promotion – by gender and race
- Are part-time associates eligible to receive year-end bonuses?

- Were part-time attorneys eligible for bonuses in 2021?

## **Compensation**

The Compensation Award considers survey responses to the following questions (ordered alphabetically, not by weight):

- Please add any comments, clarifying your answers and/or providing additional information, about your firm's compensation policies.
- Please provide base full-time associate salary by year, 2014–2021.
- What is the minimum number of billable hours a full-time associate must log in order to receive a year-end bonus? Null responses permitted if there is no minimum for a bonus.
- What is the minimum number of total annual billable hours required to maintain status as a full-time attorney? Null responses permitted if there is no minimum to maintain full-time status.
- Which description best fits your firm's compensation model for associates? Options include lockstep, merit, modified lockstep, and “other,” which allows for open response.

## **Culture**

The Culture Award considers survey responses to the following questions (ordered alphabetically, not by weight):

- Does your firm require any employees to sign a mandatory arbitration contract, regarding certain or any types of disputes, as a condition of employment?
- Has your firm made any donations to racial justice organizations in 2021?
- Has your firm released public statements in 2021 supporting racial justice causes?
- Does your firm conduct mandatory implicit bias training?
- For pro bono work, please indicate whether your firm offers associates billable hour credits for their participation (Ranging from Fully Billable to Not Billable)
- Which of the following safety precautions has your firm taken to protect employees from COVID-19? - Selected Choice - Social distancing/reduced capacity, Increased surface sanitation, Increased ventilation, Providing free Personal Protective Equipment (PPE), like masks, face shields, gloves, Air purification
- Does your firm provide paid time off for employees who contract COVID-19?
- Did your firm require proof of a positive COVID-19 test in order to grant paid time off?
- Do you offer any wellbeing or working-from-home workshops or trainings?
- Has your firm formed a committee to respond to COVID-19?
- Does your firm provide or reimburse employees for mandatory working-from-home supplies (e.g. WiFi, monitors, desks, chairs, office supplies)?
- Does your firm provide increased available at-home childcare support benefits (e.g. backup care) in due to COVID-19?
- Does your firm have a committee and/or program specifically designed to address work-life balance?
- Do all of your firm's U.S. offices provide a nursing room for nursing parents?

- Do all of your firm's U.S. offices provide any of the following support for nursing parents: Hospital-grade pump, Mail-home breast milk service, Break time that is not required to be made up later, Refrigerator to store breast milk,
- Does your firm allow attorneys to utilize unpaid, job-protected leave from the firm for several years with the option of returning to the firm (e.g., through an “off-clock/off-ramp, on-clock/on-ramp” policy or program)?
- For which of the following reasons does your firm offer unpaid, job-protected leave: Medical, Family, Discretionary
  - Is that policy (allowing attorneys to leave the firm for several years with the option of returning to the firm) available to attorneys at all levels?
- Do all of your firm's U.S. offices provide free menstrual products in women's restrooms?
- Does your firm's insurance policy cover the following services: Egg freezing, IUI (intrauterine insemination), IVF (in vitro fertilization), Male infertility care, Contraception (birth control pill, IUDs, etc.), Permanent birth control (e.g. vasectomies, hysterectomies, etc.), Abortion
- If your firm’s insurance policy covers any of the above infertility care, is an infertility diagnosis required for access?
- Describe your firm's policy on paid time off

## **Diversity**

The Diversity Award considers survey responses to the following questions (ordered alphabetically, not by weight):

- Does your firm award 1L and 2L Summer Diversity Fellowships or Scholarships?
- Please indicate the composition of leadership roles at your firm (e.g., heads of practice groups, partners-in-charge of offices, managing partners or chairs, hiring partners) as of December 31, 2021, by gender and race.
- Please indicate the gender composition of the selected committees (e.g., hiring, compensation, executive) at your firm as of December 31, 2021.
- Please provide the attrition of associates in 2021 (i.e., how many left the firm), based on class year, gender, and race.
- Please provide the number of attorneys employed by your firm, based on attorney level, gender, and race, as of December 31, 2021.
- Please provide the number of Summer Diversity Fellowships or Scholarships offered by your firm, based on gender and race, between January 1, 2021 and December 31, 2021.
- Please provide the number of Summer Diversity Fellowship or Scholarship recipients in 2020 who returned to your firm in 2021, either as 2L Summer Associates or full-time Associate.