

YLW+ Top Firms Report 2023 Technical Appendix

Advancement

The Advancement Award considers survey responses to the following questions (ordered according to corresponding question numbers in the original survey, not by weight):

- Please provide the number of employees that identify with each of the following affinity groups at your firm. Please indicate "N/A" for affinity groups that your firm does not offer.
- Does your firm have an established process for associates to challenge performance reviews?
- Does your firm allow associates to give feedback to their supervisors through 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 associates each partner works with?
- How many attorneys in your firm were promoted to equity partner between January 1, 2022 and December 31, 2022? Please refer to race and gender identity definitions in the glossary.

Agency & Flexibility

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

- Are part-time associates eligible to become equity or non-equity partners?
- Are part-time associates eligible to receive year-end bonuses?
- Are the firm's paid leave policies different for adoption than they are for the birth of an employee's child?
- Childcare options provided by all of the 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)
- Do all of the firm's U.S. offices provide a nursing room for nursing parents?
- Do all of the firm's U.S. offices provide additional support for nursing parents?
- Does the firm allow attorneys to utilize unpaid, job-protected leave from the firm with the option of returning to the firm (e.g., through an "off-clock/off-ramp, on-clock/on-ramp" policy or program)?
- Does the firm allow full-time attorneys to work full-time hours on a flexible schedule (i.e., outside of a traditional 9-5)?
- Does the firm distinguish between primary and secondary caregiver leave for new parents, or are all new parents eligible for the same amount of parental leave?
- Does the firm provide or reimburse employees for mandatory working-from-home supplies (e.g., WiFi, monitors, desks, chairs, office supplies)?

- For which of the following reasons does the firm offer unpaid, job-protected leave: Medical, Family, Discretionary
- Is the unpaid, job-protected leave policy available to attorneys at all levels?
- Number of associates at the firm who work part-time schedules: *By* gender and race
- Number of associates promoted to equity or non-equity partners in 2022 who were working part-time schedules within the 12 months prior to their promotion: *By* gender and race
- The firm's current policy for in-person work: Full in-person, Hybrid (less than 5 days mandatory per week), No in-person requirement
- Types of paid leave offered by the firm: Caregiving for family members with disability, Caregiving for birth of child (primary & secondary), Caregiving for adoption or fostering of child (primary & secondary), Caregiving for family illness
- Were part-time attorneys eligible for bonuses in 2022?

Compensation

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

- Please add any comments, either clarifying your answers and/or providing additional information, about your firm's compensation policies.
- Please describe the minimum number of client billable hours expected for associates at your firm.
- Please describe your firm's policy on paid time off.
- Please provide base full-time associate salary by year for the Class of 2022.
- What is the minimum number of billable hours a full-time associate must log in order to receive a year-end bonus? Null responses are permitted if there is no minimum to maintain full-time status.
- What is the minimum number of total annual billable hours required to maintain status as a full-time attorney? Null responses are permitted if there is no minimum to maintain full-time status.
- What type of paid leave does your firm offer? Options include Disability, Birth of a child, Adoption or fostering of a child, Family Illness, and "Other," which allows for open response.
- 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):

- Do all of your firm's U.S. offices provide free menstrual products in women's restrooms?
- Does your firm conduct mandatory implicit bias training?

- Does your firm conduct mandatory sexual harassment training?
- Does your firm have a committee and/or program specifically designed to address mental health and wellness?
- Does your firm have a committee and/or program specifically designed to address work-life balance?
- Does your firm require any of the following types of employees (attorneys and non-legal employees) to sign a mandatory arbitration contract, regarding certain or any types of disputes, as a condition of employment?
- Does your firm require any of the following types of employees (attorneys and non-legal employees) to sign a mandatory arbitration contract that covers allegations of sexual assault or sexual misconduct as a condition of employment?
- Does your firm require any of the following types of employees (attorneys and non-legal employees) to sign a non-disclosure agreement that covers allegations of sexual assault or sexual misconduct as a condition of employment?
- Does your firm's health insurance policy cover the following services (egg freezing, intrauterine insemination, in vitro fertilization, male infertility care, contraception, permanent birth control, abortion, other)?
- Has your firm made any donations to racial justice organizations in 2022?
- Please indicate whether your firm offers associates billable hour credits for participation in pro bono work.
- Please provide the attrition of associates in 2022 (*i.e.*, how many left the firm), based on class year, gender, and race, between January 1, 2022 and December 31, 2022.
- Please provide the average number of days of paid caregiver leave that attorneys took between January 1, 2022 and December 31, 2022 based on attorney level, race, and gender.

Diversity

The Diversity Award considers survey responses to the following questions (ordered according to corresponding question numbers in the original survey, not by weight):

- Please provide the number of attorneys employed by your firm, based on attorney level, gender, and race, as of December 31, 2022.
- Please provide the number of attorneys hired by your firm, based on attorney level, gender, and race, who began work between January 1, 2022 and December 31, 2022.
- Does your firm award 1L and 2L Summer Diversity Fellowships or Scholarships?
- Please provide the number of 2022 Summer Associates who were offered a Summer Diversity Fellowship or Scholarship.
- Please provide the number of Summer Diversity Fellowship or Scholarship recipients in 2021 who returned to your firm in 2022, either as 2L Summer Associates or full-time Associates
- Please provide the number of associates employed by your firm, based on class year, gender, and race, as of December 31, 2022.
- Please provide the attrition of associates in 2022 (*i.e.*, how many left the firm), based on class year, gender, and race, between January 1, 2022 and December 31, 2022.

- Please indicate the composition of leadership roles at your firm as of December 31, 2022, by gender and race.
- Please indicate the gender composition of the selected committees (i.e., Executive, Hiring, Compensation) at your firm as of December 31, 2022.