



Our Business Principles

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MinterEllison

LAWYERS

Community responsibility

Our Business Principles are part of Minter Ellison's corporate social responsibility program and incorporate our values: integrity and trust, enduring relationships, balance and excellence.

We are proud to have been the first law firm to participate in Australia's Corporate Responsibility Index (CRI) and in 2009 to have achieved a top-three ranking among Australia's best companies in the annual CRI. We value the opportunity to benchmark our performance against, and learn from, leaders in the field of corporate social responsibility (CSR).

The commitment of our people and the importance of the relationships they develop are not confined to our work environment. At Minter Ellison we are committed to being more than a great law firm – we are also committed to making a significant contribution to the community.

An increasing number of our people in all offices are giving up their time to assist others through our community investment program. All our staff and partners are encouraged to be involved in the firm's pro bono, community and charitable activities.

Minter Ellison's commitment to these activities has increased significantly over recent years. Our pro bono legal services, for instance, are being provided at record levels and our student mentoring projects now operate across the firm. All staff also have the opportunity to contribute financially through 'MatchME' – the firm's matched workplace charity contribution program.

Our Business Principles define the way we work and interact with our clients, our people, the wider community, and the natural environment. Ultimately, our success will depend on our commitment to those principles and a culture of fairness, opportunity and community involvement.

John Weber – Chief Executive Partner

Our Business Principles

As part of our daily work we are committed to:

- upholding the law
- applying the highest ethical and professional standards
- achieving excellence in whatever we do and the way we do it
- avoiding conflicts of interest or duty
- engaging with the communities in which we operate
- minimising our impact on the natural environment
- addressing any concerns raised by clients, employees or the regulators of the legal profession.

Ultimately, our success rests on the trust and confidence placed in us by our clients, our people and the community at large.

Our Business Principles incorporate our core values and outline our commitment to sound, ethical business practices in the four key areas of corporate social responsibility:

- our clients
- our people
- the community
- the natural environment.

Our clients

We undertake to:

- offer the best legal advice within the limits of the law, in accordance with our professional responsibilities and in our clients' best interests
- address potential conflicts of interest at the start of every transaction
- maintain client confidentiality and use client information responsibly
- be transparent in reporting on costs, conflicts and complaints with our clients
- ensure our people are accessible, responsive and empathetic to our clients
- work alongside our clients in CSR partnerships.

Our goal is to build successful, enduring relationships with our clients.

Enduring relationships grow from working with people and organisations whose values align with our own.

Our people

Our goal is to provide a collegiate, stimulating and rewarding work environment. We are committed to flexible work practices to ensure that we retain our best people and build enduring relationships.

We undertake to:

- clearly articulate our employment conditions, performance feedback systems and career development programs in our Code of Conduct and Employee Handbook
- support diversity and equal opportunity in the workforce and the protection of basic human rights
- provide a safe workplace through the application of our Occupational Health and Safety Policy
- ensure that any issue or potential issue concerning unethical, negligent, inappropriate or unprofessional behaviour is identified and dealt with at the earliest opportunity
- empower Conduct Partners, who are appointed by the Partnership Board, to address any concerns and maintain a culture of open communication
- apply a formal grievance process to address any instances of discrimination or harassment, including bullying or violence
- continually work to strengthen our credentials as an 'employer of choice'.

Everyone who works at Minter Ellison signs a Position of Trust statement. It is a personal commitment to act with honesty and propriety at all times.

The community at large

Minter Ellison is committed to breaking cycles of disadvantage in four priority areas: disadvantaged youth, homelessness, alleviation of poverty and access to justice.

We strive to achieve our goals through pro bono legal services and broader community partnerships.

We undertake to:

- build long lasting community partnerships that allow us to take advantage of our resources and expertise to create shared benefits
- recognise, encourage and support our staff participating in community programs and activities
- promote the firm's workplace giving program, MatchMe, by matching staff donations dollar-for-dollar
- measure our performance in all aspects of corporate responsibility through our participation in the Corporate Responsibility Index.



We recognise that we are part of the communities in which we operate. Through being involved in the community we aim to inspire our people and those with whom we work.

We will use our collective skills, time and resources working in partnership with others to make a positive impact in the community and will seek to take a leadership role in doing so.



The natural environment

Minter Ellison is committed to sound environmental practices.

Although our overall environmental footprint is relatively small, we aim to minimise our use (and maximise our re-use) of the resources we rely on most to deliver our services.

We undertake to:

- minimise paper use (through greater reliance on electronic document production and duplex printing)
- maximise paper recycling (in partnership with our building managers)
- minimise water use (also in partnership with our building managers)
- continue to participate in Earth Hour, as we have done since its inception in 2007
- work with our clients to find 'greener' ways of working together
- work closely with our suppliers to ensure that the products we source for our business meet the highest environmental standards
- educate staff to raise awareness of environmental issues and provide an opportunity for everyone to play their part.

We welcome your feedback on our principles and our performance.

Integrity and trust

being honest, constructive, fair and ethical.

Enduring relationships

working with people and organisations who share our values.

Balance

respecting each other's needs and encouraging diverse contributions to improving our firm.

Excellence

passionately being the best in everything we do.

Collectively, these values are greater than the sum of their parts. Each reinforces the others, and together they advance the long-term best interests of our firm and our clients.

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