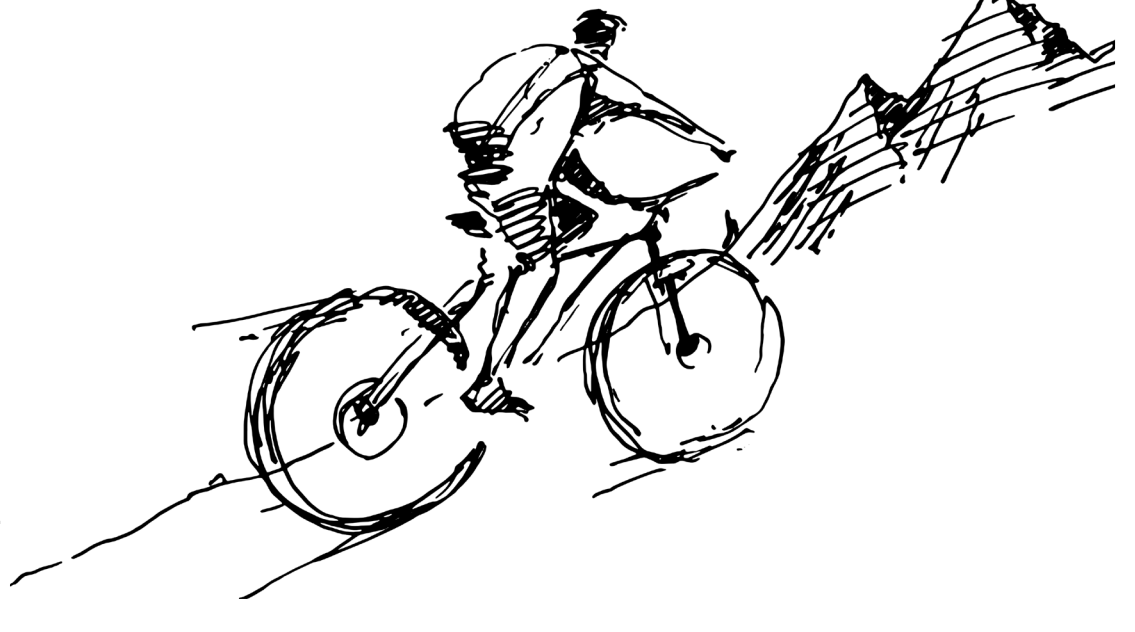


GRI Metrics

Our performance: Economic, social, environmental and governance

We apply the Global Reporting Initiative (GRI) to frame and report on our sustainability performance. Our interpretation of these guidelines is based on the materiality of the topics for our business operations and industry. As a result, we do not report on every single GRI indicator, but rather on those that we consider relevant to our business. Our 2020 performance disclosure is self-declared, and it has not been audited by a third party. We intend to report on our sustainability performance annually, allowing for year-on-year comparison.



GRI disclosure	Description	2020	UN Global Compact Principles
102-1	Name of the organisation	PLMJ Advogados, SP, RL	n/a
102-2	Activities, brands, products and services	www.plmj.com	n/a
102-3	Location of headquarters	Lisbon, Portugal	n/a
102-4	Location of operations	In Portugal: Lisbon, Porto and Faro International: Angola and Mozambique	n/a
102-8	Information on employees and other workers	https://www.plmj.com/en/people/	n/a
102-13	Membership of associations	Business Council for Sustainable Development Portugal GRACE – Corporate Social Responsibility Association Pro Bono Association UN Global Compact Mindful Business Charter	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
102-14	Statement from senior decision-maker	Please see chapter 'Our focus is the work ahead'.	n/a
102-16	Values, principles, standards, and norms of behaviour	https://www.plmj.com/en/about-us/who-we-are/	n/a
102-43	Approach to stakeholder engagement	Please see chapter 'Our approach to reporting'.	n/a
102-46	Defining report content and topic boundaries	Please see chapter 'Our approach to reporting'.	n/a
102-47	List of material topics	Please see chapter 'Materiality assessment'.	n/a
102-50	Reporting period	1/1/2020 to 31/12/2020	n/a
102-52	Reporting cycle	Annual	n/a
102-53	Contact point for questions regarding the report	daniela.amaral@plmj.pt	n/a
102-54	Claims of reporting in accordance with the GRI Standards	Our interpretation of the GRI guidelines is based on the materiality of the topics for our business operations and industry. As a result, we do not report on every single indicator of the GRI but rather on those that we consider relevant for our business.	n/a
302-1	Energy consumption within the organisation	Our energy consumption in 2020 was 905 kWh per FTE.	8
303-1	Water withdrawal by source	Our water consumption in 2020 totalled 22.9 m ³ per FTE.	8
303-3	Water recycled and reused	The building of our new Lisbon office was designed with efficient water usage in mind and this is, enabled by the following features: <ul style="list-style-type: none"> Efficient hydraulic equipment (automatic flow reduction and air flow functionalities); Rainwater recovery network system, for toilet flushing. These features allow 100% of LEED credits in water efficiency to reduce water consumption, namely: <ul style="list-style-type: none"> 26.3% of total water consumption avoided by the rainwater recovery network system; 51% reduction in all drinkable water consumption; 75% reduction in drinkable water consumption for flushing; 49% reduction in water consumption for irrigation. This performance has been validated as part of the LEED certification of our Lisbon office.	7, 8, 9
305-2	Energy Indirect (Scope 2) GHG emissions	Assuming EDP data of 197.01 g/kWh for 2020, our 2020 Scope 2 GHG emissions related to electricity consumption was 0.17 tonnes per FTE.	8
305-3	Energy Indirect (Scope 3) GHG emissions	Assuming CP data of 7.05 kg of CO ₂ emissions per passenger for 2020, our Scope 3 GHG emissions related to train amounted to 0.001 tonnes per FTE. Assuming an average 90 kgs of CO ₂ emissions per hour per flight, and an average of 2.5 hours per flight, our Scope 3 GHG emissions related to flights amounted to 0.1 tonnes per FTE.	8
306-2	Waste generated	Assuming an average weight of 5 grams per sheet of paper, our 2020 paper consumption amounted to 20.4 kgs per FTE.	8
307-1	Non-compliance with environmental laws and regulations	There have been no incidents of non-compliance with environmental laws and regulations.	7, 8
401-1	New employee hires and employee turnover	In 2020, new employee hire rate was 14% and employee turnover was 10%.	n/a
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	Benefits provided to full-time employees include the following: mobile phone subscription, funding for training and development, health insurance, membership dues for the Ordem dos Advogados (Portuguese Bar Association), partnerships as part of PLMJ Plus (an affiliate programme) and an annual medical check-up.	6
401-3	Parental leave	In 2020, all women and men that went on parental leave have returned to work upon completion of the leave. Our parental policy includes the following features: <ul style="list-style-type: none"> Pro rata reduction in performance objectives based on hourly reduction due to post-parental leave return period; Maintenance of annual bonuses and career progression timelines (i.e., lawyers continue to progress in their careers as if no parental leave existed and their bonuses are set in accordance with the pre-parental leave appraisal). This policy also applies in the case of adoption of a child.	1, 6
403-1	Occupational health and safety management system	Our Occupational health and safety management supplier is Certified according to the norms ISO 9001, ISO 14001 and OHSAS 18001. Our management in this domain is done across all internal departments and in close collaboration with a certified third party. Through this work, our objective is to promote safety, health and hygiene in the workplace.	1, 6
403-2	Hazard identification, risk assessment, and incident investigation	We fulfil all regulatory and legal requirements in terms of hazard identification, risk assessment and incident investigation. Our offices receive annual auditing visits by an independent and certified third party. As part of these visits, there is an assessment of hazard identification and a professional risk assessment based on the MARAT framework. Based on each annual visit, a diagnostic report is prepared, and actionable measures are defined and communicated to all employees.	1, 6
403-3	Occupational health services	We fulfil all regulatory and legal requirements in this domain. In particular, we provide mandatory training to our employees, periodic simulation exercises and regular internal and external auditing procedures.	1, 6
403-4	Worker participation, consultation, and communication on occupational health and safety	Our employees engage in occupational health and safety procedures as part of our fulfilment of mandatory rules in this domain.	1, 6
403-5	Worker training on occupational health and safety	We have provided training to our employees on occupational health and safety. 24 employees received this training in 2020 and, as a result, among other things, they can operate automated external defibrillators.	1, 6
403-6	Promotion of worker health	Please see chapter 'Mental health and well-being'. In addition, in 2020, we provided access to 61 appointments for psychological support, 5 preventative medicine appointments and weekly mindfulness sessions. We offer health insurance to all our employees and we carry out internal initiatives that foster healthy lifestyle and eating habits.	1, 6
403-8	Workers covered by an occupational health and safety management system	All our employees are covered by our occupational health and safety programme.	1, 6
404-1	Average hours of training per year per employee	In 2020, our employees, both lawyers and business staff, participated in 38 different training courses, totalling more than 200 hours' worth of training.	1, 6
404-2	Programs for upgrading employee skills and transition assistance programs	For 2021, we are developing new lawyer orientation programmes to ensure that our lawyers follow a path of lifelong learning, across different career progression stages. Each employee is given a specific budget for training purposes and this training is given by external training and educational providers.	1, 6
404-3	Percentage of employees receiving regular performance and career development reviews	In 2020, 84% of our lawyers and 87% of our support staff received a performance appraisal.	1, 6
405-1	Diversity of governance bodies and employees	Please see chapter 'Diversity and Inclusion'.	1, 6
413-1	Operations with local community engagement, impact assessments, and development programmes	Please see chapter 'Responsible business'. In 2020, we contributed with 4555 hours of pro bono support in total, engaging 166 lawyers (37% of FTEs). Our pro bono support is focused on depth (versus scale) and these hours have benefited five organisations: Associação Pro Bono, EPIS – Empresários pela Inclusão Social, Corações com Coroa, Tech4Covid, and MAZE Impact. During 2020, we took part in a number of solidarity campaigns, namely: <ul style="list-style-type: none"> #givingtuesday, focused on supporting non-profit organisations; Help our neighbourhood, an initiative within our local civil parish in Lisbon; Christmas food bank campaigns in Porto and Faro; Participation in a solidarity dinner with Serve the City, a volunteering organisation. A significant part of our community contribution took place via our legal support to impact startups, in particular, the ones that participated in the Maze X impact accelerator and the Acelera Angola programme.	1, 6, 7, 8, 9