

2023 AusLSA SUSTAINABILITY PROFILE



FPA Patent Attorneys
Headcount: 71 (FTE)
Floor Area: 924m²
Number of Offices: 2

FPA Patent Attorneys (FPA) is an independent, top-tier, Australian based, private incorporated registered attorney firm that is wholly owned by QANTM Intellectual Property Limited (QANTM IP), an Australian Securities Exchange listed company.



OUR PEOPLE SUMMARY AND HIGHLIGHTS:

FPA continues to prioritise supporting the physical, mental and psychological well-being of our people. A further 19 leaders trained as Mental Health First Aid Officers bringing the total to 27 trained employees (37% of our firm). In addition to a comprehensive range of flexible working options as part of hybrid working, including working from anywhere (WFA) globally, we offer staff 4 days mental health and wellbeing leave and birthday leave. After trialling our compressed working fortnight initiative, we have formally cemented this program into our working strategy. This supports meeting free days and times to optimise energy levels. In addition to our Mental Health First Aid Committee, we have a Diversity Equity and Inclusion committee which includes a sub-committee focusing on indigenous initiatives. These groups are focussed on promoting inclusion from a comprehensive range of perspectives from across the organisation. We have strong representation of staff across the firm and are proactively abreast of current issues. We provide a generous remote working and wellbeing allowance to help fund working from home expenses and equipment. Engagement and pulse surveys inform future initiatives and our L&D programs include specific training to reflect our core Values of Care, Collaboration, Excellence and Trust.

OUR ENVIRONMENT SUMMARY AND HIGHLIGHTS:

This year, FPA progressed and strengthened our environmental platform with the relocation of our Sydney office. This resulted in a 31% reduction in the office footprint, whilst providing a modern workplace supporting hybrid and flexible working. The new building has a 5 Star Green Star Design rating and a 5 Star NABERS energy rating. During the office relocation project we were conscious to ensure that redundant IT equipment was safely and securely disposed of using a certified eWaste provider. This year we have also achieved our goal of a 73% reduction in print devices (one only per office). Building management in our Melbourne office has partnered with REDCycle for the collection of soft plastic waste and we have seen a positive uptake from staff bringing this waste from home. We are conscious to ensure other waste streams in the office, such as stationery, printer cartridges and coffee pods, are all responsibly and sustainably disposed of. Our Green Team celebrates significant environmental events such as Earth Hour and Plastic Free July, sharing tips for reducing plastic waste and providing a Sustainability and Zero Waste tip sheet on our intranet. We are also currently exploring options for carbon neutral air travel.

OUR COMMUNITY SUMMARY AND HIGHLIGHTS:

FPA continues to promote Indigenous Awareness Training for our people as part of Reconciliation and NAIDOC weeks. We offer self-paced online learning programs that build cultural competency about the traditions and living cultures of the Aboriginal and Torres Strait Islander people. FPA's employees voted on 2 charities we formally support throughout the year as recipients of our fund raising initiatives. The precinct of our two new offices in each of Melbourne and Sydney have a strong focus on community and connection to support and encourage participation of tenants and individuals. We have also continued this year, to support Afghan refugees with job search activities by making a donation and providing securely wiped laptops with webcams for use.

OUR GOVERNANCE SUMMARY AND HIGHLIGHTS:

FPA is a subsidiary of QANTM Intellectual Property and reports to the QANTM IP Board regularly. The oversight of FPA is provided through the Managing Director who heads up the 2 Australian offices and the Singapore Office. In addition to Board Meetings, the Audit, Risk & Compliance and People, Remuneration & Culture Committee meetings are held each quarter. These Committees require formal and regular reporting from representatives across the Group, including FPA. A Management Risk Committee has been established at QANTM to ensure appropriate risk oversight and reporting. There is accounting and IT oversight through our systems which are subject to all the usual compliance audits. Senior Management meet with the Managing Director on a regular basis. This year there has been particular focus on training and education on Modern Slavery and the establishment of a Group wide Work, Health & Safety Committee. The WHS Committee is responsible for the implementation of the WHS management system, including consultation and training initiatives. The Corporate Governance Statement and governance policies are available on the QANTM IP website.

GENDER EQUALITY POLICY

20% FEMALE PARTNERS **41% FEMALE LEGAL STAFF** **93% FEMALE NON-LEGAL STAFF** **50% FEMALE SENIOR PROMOTIONS**

INITIATIVES:

- International Women's Day
- Female advancement, mentoring and coaching
- Training - Gender awareness unconscious bias
- Gender sensitive promotion and recruitment
- Internal D&I networks or committees
- Equal pay controls
- Showcasing gender diversity experiences

INCLUSIVE WORKPLACE POLICY

INITIATIVES:

- Recruitment and promotion for D&I
- Internal D&I networks or committees
- Membership - DCA
- Training - Awareness and unconscious bias
- Staff Surveys - D&I
- Training - LGBTQ+ awareness
- Wear it Purple Day
- Internal LGBTQ+ networks or committees
- Training - LGBTQ+ awareness
- Gender pronouns promotion
- Gender affirmation policy

FLEXIBLE WORKPLACE POLICY

18.0 WEEKS PAID PARENTAL LEAVE PRIMARY CARER **18.0 WEEKS SECONDARY CARER** **100% RETURN TO WORK AFTER PARENTAL LEAVE**

INITIATIVES:

- Flexible work hours
- Part time options
- Job sharing
- Remote working tools and systems
- Support for flexible working
- Time in lieu
- Unpaid leave
- Carer's leave
- Study leave
- Volunteering leave
- Religious and ceremonial leave
- Purchased leave
- Career breaks
- Subsidised child care
- Phased retirement
- Adjusted KPIs after absences
- Sabbaticals
- Bonus leave
- Domestic violence leave
- Family and fertility leave

PSYCHOLOGICAL WELLBEING POLICY

INITIATIVES:

- Beyond Blue program
- R U OK? program
- Black Dog Institute program
- Psychological support/ EAP
- Mental health first aid training and support
- Mental Health Awareness Week
- Training - Mental health awareness and management
- External mental health programs hosting
- Domestic violence strategy
- Mental health office champion

PHYSICAL WELLBEING POLICY

INITIATIVES:

- Ergonomics program
- Proactive health checks
- Flu vaccinations
- Internal exercise sessions
- Gym memberships
- Team events
- Massages
- Wellness awareness and promotion
- Subsidised health insurance
- Onsite fruit and healthy catering
- Ergonomics program - offsite
- Health EAP

CLIMATE ACTION POLICY

INITIATIVES:

- Telecommuting
- Green Star rated buildings 4-6 star
- Energy efficient refits undertaken
- Specify energy efficient appliances
- Teleconferencing facilities and training
- Earth Hour
- Ride to Work Day
- End of trip facilities
- NABERS Energy Rating
- Efficient building and lighting automation

GROSS EMISSIONS
241t - 3.4t per employee

BUILDINGS
11.4% (0.03t/m²)
0%
0.07%
28t
11.5%

TRAVEL
0%
87% (3.0t/employee)
1.2% (0.04t/employee)
214t
89%

CARBON OFFSETS & RENEWABLES
0%
0%

NET EMISSIONS
241t - 3.4t per employee

ENVIRONMENTAL MANAGEMENT POLICY

INITIATIVES:

- Office green teams

RECYCLING OFFICES

100% 100% 100% 100%
% office availability

PAPER USAGE

INITIATIVES:

- Paperlite office program
- Green accredited paper purchase specification
- Follow me printing

PAPER CERTIFICATION:

- NCOS Certified Carbon Neutral
- PEFC Australian Forestry standard

INDIGENOUS RECONCILIATION POLICY

INITIATIVES:

- Cultural awareness training
- NAIDOC Week
- Internships and employment
- Volunteering and secondments

NON LEGAL VOLUNTEERING PROGRAM

INITIATIVES:

- Paid volunteer time
- Student tutoring and mentoring
- Community volunteering
- Arts support

CHARITABLE GIVING PROGRAM

INITIATIVES:

- Firm donation program
- Matched funding for employee donations
- Internal appeals and collections
- External charity events and appeals

CODE OF CONDUCT /RISK MANAGEMENT POLICY

CODE OF CONDUCT TRAINING
RISK MANAGEMENT PLAN
BCP OR ERP

SUSTAINABLE SUPPLY CHAIN MANAGEMENT POLICY

