

Step toe & Johnson LLP

2023 Vault Law Firm Diversity Survey

LEADERSHIP

Head of Firm

Name and Title	Race/Ethnicity	Gender	Add'l Demo
Gwendolyn Renigar - Firm Chair	White	Female	
Alfred Mamlet - Vice Chair	White	Male	

Executive Committee

Total Number of Attorneys on Committee: **11**

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	7	4	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African-American	0	0	0	0
Hispanic or Latinx	1	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	6	3	0	0
Two or More Races	0	0	0	0
Other or Unknown	0	0	0	0
Additional Demographics	0	0	0	0
LGBTQ+ Individuals	0	0	0	0
Individuals with Disabilities	0	0	0	0

2023 Vault Law Firm Diversity Survey

DEI Professional

Does the firm have a chief diversity officer, director of diversity, or other professional(s) leading the firm’s diversity, equity, and inclusion initiatives?

Yes

Name and Title

Allison Ilagan - Manager, DEI

Kai-Wen Kelvin Chang - DEI Data Analyst

DEI Committee

Does the firm have a diversity, equity, and inclusion committee or the equivalent? Yes
 In what year was the committee formed?

1995

Total Number of Attorneys on DEI Committee: **9**

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	4	5	0	0
American Indian or Alaska Native	0	0	0	0
Asian	2	0	0	0
Black or African-American	1	2	0	0
Hispanic or Latinx	0	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	1	1	0	0
Two or More Races	0	1	0	0
Other or Unknown	0	0	0	0
Additional Demographics	1	0	0	0
LGBTQ+ Individuals	1	0	0	0
Individuals with Disabilities	0	0	0	0

Is the firm women-owned, minority-owned, and/or LGBTQ+-owned? **N/A**

Does the firm have a non-discrimination policy in the employee handbook or elsewhere in firm materials? **Yes**

2023 Vault Law Firm Diversity Survey

ATTORNEY DEMOGRAPHICS

Attorney Headcount

402 Total attorneys in U.S. offices

440 Total attorneys worldwide (including all U.S. and global offices)

U.S. Associates

153 Total number of U.S.-based associates

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	78	75	0	0
American Indian or Alaska Native	0	0	0	0
Asian	6	13	0	0
Black or African-American	6	7	0	0
Hispanic or Latinx	2	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	59	43	0	0
Two or More Races	3	0	0	0
Other or Unknown	2	11	0	0
Additional Demographics	8	6	0	0
LGBTQ+ Individuals	6	1	0	0
Individuals with Disabilities	2	5	0	0

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U.S. Equity Partners

88 Total Equity Partners

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	64	22	0	0
American Indian or Alaska Native	0	0	0	0
Asian	4	1	0	0
Black or African-American	0	0	0	0
Hispanic or Latinx	2	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	51	15	0	0
Two or More Races	0	0	0	0
Other or Unknown	7	5	0	0
Additional Demographics	2	1	0	0
LGBTQ+ Individuals	1	1	0	0
Individuals with Disabilities	1	0	0	0

U.S. Non-Equity Partners

78 Total Non-Equity Partners

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	54	24	0	0
American Indian or Alaska Native	1	0	0	0
Asian	2	0	0	0
Black or African-American	2	2	0	0
Hispanic or Latinx	2	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	29	16	0	0
Two or More Races	0	1	0	0
Other or Unknown	18	5	0	0
Additional Demographics	2	0	0	0
LGBTQ+ Individuals	2	0	0	0
Individuals with Disabilities	0	0	0	0

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U.S. Counsel / Of Counsel

60 Total Counsel / Of Counsel

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	45	15	0	0
American Indian or Alaska Native	0	0	0	0
Asian	3	1	0	0
Black or African-American	0	2	0	0
Hispanic or Latinx	1	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	34	10	0	0
Two or More Races	0	0	0	0
Other or Unknown	7	1	0	0
Additional Demographics	1	1	0	0
LGBTQ+ Individuals	1	1	0	0
Individuals with Disabilities	0	0	0	0

U.S. Non-Partner-Track Attorneys

23 Total Non-Partner-Track Attorneys

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	13	10	0	0
American Indian or Alaska Native	0	0	0	0
Asian	2	1	0	0
Black or African-American	1	1	0	0
Hispanic or Latinx	2	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	8	7	0	0
Two or More Races	0	0	0	0
Other or Unknown	0	0	0	0
Additional Demographics	0	0	0	0
LGBTQ+ Individuals	0	0	0	0
Individuals with Disabilities	0	0	0	0

Our non-partner track attorneys are comprised of Contract/Temp Attorneys

2023 Vault Law Firm Diversity Survey

U.S. Law Clerks

1 Total Law Clerks

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	0	1	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African-American	0	0	0	0
Hispanic or Latinx	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	1	0	0
Two or More Races	0	0	0	0
Other or Unknown	0	0	0	0
Additional Demographics	0	0	0	0
LGBTQ+ Individuals	0	0	0	0
Individuals with Disabilities	0	0	0	0

U.S. Office Managing Partners

11 Total U.S. Office Managing Partners

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	5	6	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African-American	0	0	0	0
Hispanic or Latinx	0	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	4	2	0	0
Two or More Races	0	0	0	0
Other or Unknown	1	3	0	0
Additional Demographics	0	0	0	0
LGBTQ+ Individuals	0	0	0	0
Individuals with Disabilities	0	0	0	0

2023 Vault Law Firm Diversity Survey

U.S. Hiring Committee

42 Total U.S. Hiring Committee Attorneys

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	21	21	0	0
American Indian or Alaska Native	0	0	0	0
Asian	1	6	0	0
Black or African-American	2	2	0	0
Hispanic or Latinx	1	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	15	9	0	0
Two or More Races	1	2	0	0
Other or Unknown	1	1	0	0
Additional Demographics	2	2	0	0
LGBTQ+ Individuals	2	2	0	0
Individuals with Disabilities	0	0	0	0

FORMAL PROCESSES AND GOALS

Metrics

Does the firm provide a formal means for attorneys to voluntarily disclose any of the following?

- Yes Racial/ethnic identity
- Yes Gender identity and gender expression
- Yes Sexual orientation
- Yes Disability

Measurement

Has the firm set formal, measurable targets for increasing diversity in recruitment, retention, promotion, and/or leadership?

Yes If yes, describe the firm’s targets:

Step toe’s continued success depends on ensuring that the diverse experiences of all of our lawyers contribute both to the first-class work that we do for our clients and to the congeniality of our workplace. Excellence in the practice of law knows no racial, ethnic, gender, gender identification, sexual orientation, disability, religious, or other such boundaries. This conviction is reflected in our motto: Strength In Diversity. We are dedicated to maintaining our long-standing efforts to recruit, hire, retain, and promote lawyers from diverse backgrounds and to weave their experiences along with those of other lawyers into the fabric of the firm. We are keenly aware that our diversity and inclusion efforts are not just about the firm. They are about our clients, our communities, and the profession as a whole. In 2019, we launched a talent sponsorship program focusing on women and diverse associates. The program is designed to enhance our diverse and inclusive environment that helps our associates grow, contribute, and perform at their highest levels across the firm. To achieve the goals of the program, partners are expected to devote time to developing our associates, and provide them with a greater likelihood of success as they seek promotion to more senior positions at the firm or opportunities outside of the firm. The program will also ensure that our talented diverse attorneys are efficiently utilized for client matters.

2023 Vault Law Firm Diversity Survey

Accountability

Has the firm set formal, measurable targets for increasing diversity in recruitment, retention, promotion, and/or leadership?

Yes

If yes, explain how the firm holds partners accountable for DEI achievements?

At Steptoe, we believe that our diversity and inclusion efforts are not just about the firm. They are about our clients, our communities, and the legal profession as a whole. We believe now is the time to explore new opportunities for diversity and inclusion. As we look forward to a year filled with expansion and innovation, we welcome and celebrate the diverse culture of Steptoe that makes our firm successful.

Realizing the inherent roadblocks within the legal profession that can influence the staffing and acceleration of under-represented populations, we have established programs that create equity within the firm for women, minorities, those identifying as LGBTQ+, and persons with differing abilities.

We are participants of Diversity Lab's certification program focusing on the Mansfield rule, are currently participating in Mansfield Rule 6.0, and are Mansfield 2.0 "Plus" certified. Steptoe was one of the first law firms to ever be Mansfield certified. The Mansfield Rule requires that law firms consider at least 30% women, LGBTQ+, and minority lawyers for significant leadership roles. These roles include equity partner promotions, lateral partner and mid/senior level associate hires, Practice Group Leaders, and committees. The impact of the program is reflected in our promotions class, and the membership of senior, influential firm committees. Our participation raises the awareness of the importance of diverse staffing to practice group leadership and our commitment to tangible, measurable results.

Our firmwide Diversity Committee was created in 1995 to assist in the recruiting, retention, development, and advancement of female and minority attorneys within the firm. Since its inception, the membership of the Committee has reflected a broad cross-section of the firm. The diversity committee manages all 6 Steptoe Affinity Groups which are: Hispanic Lawyers Affinity, Asian Lawyers Affinity, Black Lawyers Affinity, CAMENA (Central Asia, Middle East, North Africa) Lawyers Affinity, Steptoe Pride and the Women's Forum. Over the years, it has been restructured to address its expanding scope and tasks; The Diversity Committee's membership reflects inclusion, inclusion that it seeks to maintain in the firm as a whole. Our 2023 Diversity Committee is composed of 11 members in which 82% of our committee identifies as female or ethnically diverse and 18% identify as LGBTQ. Staff as well as attorneys sit on the Committee.

The Firm will consider up to 200 hours of total non-billable time in assessing whether a full-time associate has satisfied the requirements of the standard annual budget and up to 150 hours of non-billable time for purposes of qualifying for a work-effort bonus. Legal and other non-billable work that may be considered for meeting these targets include pro bono, Firm Approved Legal Work ("FALW"), training, participation in clinical activities, activities in furtherance of the Firm's diversity and inclusion initiatives, business development activities and Firm committee work

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DEI Training

Which of the following steps has the firm undertaken to bolster diversity, equity, and inclusion awareness among attorneys and staff

- Yes** Provides annual DEI training that addresses implicit bias for all attorneys
- Yes** Provides annual DEI training that addresses implicit bias for all attorneys and staff
- Yes** Provides DEI training specifically for firm leadership/managers/department chairs
- No** Includes DEI training in on-boarding process for new associates and/or summer associates
- No** Retained a DEI consultant to conduct a cultural assessment or review firm processes

If applicable, describe any other initiatives taken:

2023 Vault Law Firm Diversity Survey

RECRUITMENT AND HIRING

HBCUs

Does the firm recruit at law schools of Historically Black Colleges and Universities (HBCUs)?

Yes

If yes, which HBCUs does the firm hire from?

Howard University, University of the District of Columbia

Law Schools

Does the firm recruit at any other law schools specifically for diversity purposes, such as institutions with significant populations of students of color? (Note that we are looking for intentional recruiting efforts to broaden the pool of applicants and extend more opportunities to diverse students.)

Yes

If yes, which law schools does the firm recruit at specifically for diversity purposes?

Howard University, University of the District of Columbia

2023 Vault Law Firm Diversity Survey

Scholarships

Does the firm offer scholarships, internships, or fellowships to diverse law students?

Yes

If yes, provide the following:

Description, opportunities available, and link	Number awarded in 2021
<p>Scholarships</p> <p>[Diversity Scholarship] Steptoe seeks 2Ls that self-identify as diverse for our 2024 Summer Associate Program in Washington DC. Ideal candidates will have top academic credentials, previous work experience, activities reflecting leadership qualities and personal initiative, and have demonstrated the ability to positively contribute to their community, or other extraordinary accomplishments. Applicants will be considered for our 10-week Summer Associate Program. In addition to the paid summer position, applicants hired through Steptoe's Law Student Diversity Program (LSDP) will be eligible to receive a bonus of up to \$30,000. Link: https://steptoeapply.viglobalcloud.com/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=3feef9ef-5891-4d54-97e6-e87c1b2f5333</p>	

Internships

Link:

Fellowships

[Pre-Law Fellowship] We continue to support pipeline efforts to attract, develop and retain diverse talent through our Steptoe Pre-Law Fellowship Program, a two-year program designed for new college graduates interested in a career in law. During their tenure, the fellows will be learning about law firm operations, law firm life, and the practice of law to help them prepare for law school and work as practicing lawyers. Link: Webpage not available at this time 7

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Career Fairs

Does the firm participate in legal diversity career fairs?

Yes

If yes, list the diversity career fairs in which the firm participates

Lavender Law, Cook County Bar Association Minority Job Fair

Combating Implicit Bias

What steps has the firm taken to combat implicit bias in recruiting (e.g., interview training, behavioral interview questions, blind resume review, etc.)?

Interview Training

2023 Vault Law Firm Diversity Survey

Summer Associates

In what ways does the firm support diverse summer associates (e.g., mentoring, training, events, etc.)?

Step toe offers all summer associates the opportunity to opt-in to affinity groups, and invites summer associates to participate in diversity events. Step toe also offers mentoring.

2023 Vault Law Firm Diversity Survey

1L Summer Associates

Does the firm hire 1L summer associates?

Yes

7 Total 1L summer associates at the firm in 2022

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	1	6	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African-American	0	2	0	0
Hispanic or Latinx	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	1	2	0	0
Two or More Races	0	1	0	0
Other or Unknown	0	1	0	0
Additional Demographics	0	0	0	0
LGBTQ+ Individuals	0	0	0	0
Individuals with Disabilities	0	0	0	0

Diversity Program Participants

If applicable, how many of the law students who participated in the firm’s 1L summer associate program in 2021 (2 years ago) were hired through the firm’s diversity scholarship/internship/fellowship program?

1

2023 Vault Law Firm Diversity Survey

2L Summer Associates

Did the firm hold a 2L summer program in 2022? Yes

16 Total 2L Summer Associates at the Firm in 2022

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	7	9	0	0
American Indian or Alaska Native	0	0	0	0
Asian	2	0	0	0
Black or African-American	0	0	0	0
Hispanic or Latinx	1	2	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	4	6	0	0
Two or More Races	0	1	0	0
Other or Unknown	0	0	0	0
Additional Demographics	4	2	0	0
LGBTQ+ Individuals	1	1	0	0
Individuals with Disabilities	3	1	0	0

2L Summer Associates Who Received Offers

16 Total 2L Summer Associates Received Offers

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	7	9	0	0
American Indian or Alaska Native	0	0	0	0
Asian	2	0	0	0
Black or African-American	0	0	0	0
Hispanic or Latinx	1	2	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	4	6	0	0
Two or More Races	0	1	0	0
Other or Unknown	0	0	0	0
Additional Demographics	4	2	0	0
LGBTQ+ Individuals	1	1	0	0
Individuals with Disabilities	3	1	0	0

2L Summer Associates Who Accepted Offers

8 Total 2L Summer Associates Received Offers

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	3	5	0	0
American Indian or Alaska Native	0	0	0	0
Asian	1	0	0	0
Black or African-American	0	0	0	0
Hispanic or Latinx	0	2	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	2	3	0	0
Two or More Races	0	0	0	0
Other or Unknown	0	0	0	0
Additional Demographics	0	0	0	0
LGBTQ+ Individuals	0	0	0	0
Individuals with Disabilities	0	0	0	0

0

2023 Vault Law Firm Diversity Survey

Diversity Program Participants

How many of the law students who participated in the firm’s 2L summer associate program in 2022 were hired through the firm’s diversity scholarship/internship/fellowship program?

0

New Attorneys Hired

74 Total 2L Summer Associates Received Offers

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	41	33	0	0
American Indian or Alaska Native	0	0	0	0
Asian	2	3	0	0
Black or African-American	2	2	0	0
Hispanic or Latinx	1	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	22	20	0	0
Two or More Races	0	0	0	0
Other or Unknown	14	8	0	0
Additional Demographics	4	4	0	0
LGBTQ+ Individuals	2	0	0	0
Individuals with Disabilities	2	4	0	0

Mandatory Arbitration

No Does the firm require associates to agree to mandatory arbitration as a condition of employment?

N/A Does the requirement also apply to summer associates?

If yes to mandatory arbitration, elaborate on mandatory arbitration provisions:

2023 Vault Law Firm Diversity Survey

CULTURE AND COMMUNITY

Affinity Groups

Does the firm have internal affinity groups or networks?

Yes

If yes, list the firm's affinity groups:

Step toe has 6 affinity groups including the Women's Forum and the Pride Affinity Group, our other affinity groups are Latin American Lawyers Affinity Group, Black Lawyers Affinity Group, Asian Americans and Pacific Islanders Lawyers Affinity Group, and CAMENA (Central Asia, Middle East, North Africa) Lawyers Affinity Group. Attorneys are encouraged to join any affinity group they wish to become a part of and our Diversity Newsletter keeps the entire firm apprised of any affinity group meetings and events.

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Affinity Groups Cont'd

What kind of support does the firm provide for its affinity groups or networks?

Our firmwide Diversity Committee was created in 1995 to assist in the recruiting, retention, development, and advancement of female and minority attorneys within the firm. Since its inception, the membership of the Committee has reflected a broad cross-section of the firm. Steptoe organizes events and social activities that provide opportunities for thoughtful conversation, mentorship, and business development throughout the year.

2023 Vault Law Firm Diversity Survey

DEI Events

Does the firm host DE&I retreats or conferences? **Yes**

Does firm leadership attend these events? **Yes**

If applicable, provide more detail on the firm's DE&I events:

We aim to incorporate equity and advocacy in the retention, development, and advancement of the firm's diverse attorneys. Steptoe organizes events and social activities that provide opportunities for thoughtful conversation, mentorship, and business development throughout the year. Diversity is also central in the representation of firm leadership. Our Steptoe leaders are making a lasting impact on the world--and our firm--and we are stronger because of their leadership and the unique experiences they use to help our firm and our clients. Steptoe has a robust diversity and inclusion events series that highlights and celebrates the varying cultures of our lawyers and professionals. Our event series is driven by the firm's five affinity groups. These groups serve as a safe space for conversation, mentorship, business development, and social activities. We also have a Women's Forum that is focused on career support, gender-specific professional trainings, and events. In 2018, we were proud to launch Steptoe Pride, a group for members of the LGBTQ+ community and allies. Steptoe Pride has worked to integrate inclusiveness through adding gender pronouns to our email signatures and broadening our benefits coverage to same-gendered couples and transgender people. Steptoe has a long-standing relationship with organizations such as the Leadership Council on Legal Diversity (LCLD), Corporate Counsel Women of Color (CCWC), Corporate Counsel Men of Color (CCMC), Inclusion Nation, and more.

2023 Vault Law Firm Diversity Survey

Reverse Mentoring

Does the firm offer reverse mentoring, pairing senior attorneys with junior attorneys to help bridge generational or cultural gaps, share perspectives and skills, and foster a more inclusive culture?

No

If applicable, elaborate on the firm's reverse mentoring program:

2023 Vault Law Firm Diversity Survey

Associate Committee

Does the firm have an associate committee that consults with the partnership?

Yes

If applicable, describe how the associate committee engages with the partnership:

Step toe has an Associates Committee that meets regularly with the partner chairs of the Professional Development Committee to report on and discuss any policies, questions, or concerns relating to the associate experience.

2023 Vault Law Firm Diversity Survey

Combating Structural Racism

Is the firm a member of the Law Firm Antiracism Alliance (LFAA)? **Yes**

Cultural Awareness

How does the firm commemorate important dates honoring diversity?

Step toe's Diversity, Equity and Inclusion (DEI) team produces a monthly newsletter that includes a commemoration of recognitions, federally observed holidays, important dates, events around our offices, wellness resources, news highlights and much more. The Diversity team is also responsible for sending out firmwide announcements around each heritage month's history and any cultural events the firm may host.

2023 Vault Law Firm Diversity Survey

NETWORKING, MENTORING, AND PROFESSIONAL DEVELOPMENT

Mentoring & Sponsorship

Does the firm offer a mentorship or sponsorship program that connects diverse attorneys with senior leadership?

Yes

If applicable, describe the mentoring or sponsorship program

Step toe's Mentor Program is a voluntary program intended to establish informal, confidential relationships between associates and mentors (Partners, Senior Partners or Of Counsel). Mentees are encouraged to request mentors (or mentors with specific characteristics) and mentors are expected to provide insight and career advice to encourage professional growth and learning for their mentee. Step toe believes that associates will benefit from having more than one mentor over the course of their career and, therefore, mentors are assigned on a two-year basis.

2023 Vault Law Firm Diversity Survey

Professional Development

Does the firm offer professional development programs specifically for diverse attorneys?

No

If applicable, elaborate on the professional development programs available to diverse attorneys:

2023 Vault Law Firm Diversity Survey

Work Allocation

Does the firm monitor work distribution to ensure that diverse attorneys have equal access to quality assignments and significant client matters?

Yes

Describe how the firm monitors work distribution

Each practice group has Partner and Counsel Work Flow Coordinators who monitor associate workloads. WFCs collaborate with the Partner Chairs of the Diversity and Inclusion Committee to ensure that diverse attorneys have equitable access to work.

2023 Vault Law Firm Diversity Survey

External Professional & Business Development Opportunities

Does the firm support associate involvement in external activities related to diversity, equity, and inclusion, such as the following?

- Yes** Pays for associate membership in diversity bar associations or other affinity organizations
- Yes** Sponsors associate participation in diversity, equity, and inclusion conferences
- Yes** Supports associate participation in other external DEI-related activities, events, or organizations (please describe):

LCLD

2023 Vault Law Firm Diversity Survey

PROMOTION AND ADVANCEMENT

Countering Implicit Bias

Has the firm implemented processes to mitigate implicit bias in work allocation, performance reviews, and/or promotions?

Yes

If applicable, describe the firm's initiatives to mitigate implicit bias

Each practice group's Work Flow Coordinators monitor associate staffing for equitable access. The Professional Development Committee monitors performance reviews and the promotion process in order to address any potential instances of implicit bias.

Upward Reviews

Does the performance review process include the opportunity for associates to provide anonymous upward reviews?

No

If applicable, describe the firm's initiatives to mitigate implicit bias

2023 Vault Law Firm Diversity Survey

Diverse Slate of Candidates

Does the firm employ any of the following measures to ensure that a diverse slate of candidates is considered for promotions, leadership roles, or hiring?

- No** The firm is Mansfield Certified
- No** The firm is Mansfield Certified Plus
- Yes** The firm is currently participating in the Mansfield Rule certification process administered by Diversity Lab
- No** The firm has instituted other formal processes (please describe):

Multi-tier Partnership

Does the firm have a multi-tiered partnership? **No**

Alternatives to Partnership

Does the firm have a multi-tiered partnership? **Yes**

If applicable, describe the alternatives to partnership:

There are a variety of non-partner track roles available such as staff or contract attorney.

2023 Vault Law Firm Diversity Survey

Homegrown Partners

Please provide the percentage of equity partners at the firm as of December 31, 2022 who started as associates at the firm.
 3626%

Promotions to Partnership

4 Total Number of Attorneys Promoted to Partner in 2022 (includes promotions effective in 2022, not announced in 2022)

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	1	3	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African-American	0	0	0	0
Hispanic or Latinx	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	1	2	0	0
Two or More Races	0	1	0	0
Other or Unknown	0	0	0	0
Additional Demographics	0	0	0	0
LGBTQ+ Individuals	0	0	0	0
Individuals with Disabilities	0	0	0	0

BILLABLE HOURS AND COMPENSATION

Credit for DEI Work

Does the firm provide billable credit for work contributing to diversity, equity, and inclusion efforts (e.g., with respect to recruiting or business development)? Note that this does not include pro bono projects.

Yes

If so, how many hours can be applied to the firm’s billable hour target?

200

Compensation

Are associate salaries lockstep or discretionary?

Lockstep

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Bonuses

Are associate bonuses lockstep or discretionary?

Lockstep

If salaries and/or bonuses are discretionary or hybrid: Does the firm publish compensation ranges or actual compensation for each associate?

N/A

Flex-time Policy

Does the firm have a formal flex-time policy?

Yes

Reduced-hours Policy

Does the firm have a formal reduced-hours policy?

Yes

Partnership Eligibility

Do attorneys who take advantage of the firm's reduced-hours or flex-time options remain eligible for partnership?

Yes

Please explain how working an alternative schedule may affect an associate's path to partnership:

Attorneys working with reduced hours are still on-track and eligible for partnership.

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Attorneys Working Reduced Hours

11 Total Number of Attorneys Working Reduced Hours

Attorneys with Reduced-Hours Schedules	Men	Women	Nonbinary	Unknown
Associates	2	0	0	0
Equity Partners	0	0	0	0
Non-equity Partners	1	0	0	0
Counsel / Of Counsel	3	3	0	0
Non-Partner-Track Attorneys	0	2	0	0

Our non-partner track attorneys are comprised of Contract/Temp Attorneys

WORKING PARENTS

Family-planning Resources

Does the firm offer any fertility or family-planning benefits, such as in-vitro fertilization, egg freezing, adoption or surrogacy support?

No

If applicable, describe the family-planning resources available:

2023 Vault Law Firm Diversity Survey

Parental Leave for Adoption

Does the firm offer parental leave for adoption?

Yes

If yes, is the adoption leave gender neutral?

No

Primary & Secondary Caregivers

Does the firm's parental leave policy distinguish between primary and secondary caregivers?

No

If yes: In what way does the firm's policy distinguish between primary and secondary caregivers?

N/A

If yes: How much paid leave is available to primary caregivers?

N/A

If yes: How much paid leave is available to secondary caregivers?

N/A

If no: How much paid leave is available to those taking parental leave?

Fourteen Weeks

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Parental Leave Policy

Describe the firm's parental leave policy.

(Staff: six weeks, attorneys: fourteen weeks) of paid parental leave is available to all staff in connection with a newly-arrived baby. Parental leave is in addition to the six or eight weeks leave in connection with childbirth of a newly- arrived child. During these absences employees will receive (staff: 60, attorneys: 100) percent of their pre-disability base pay. (for staff) At their option, employees may augment their leave with personal leave. (for staff) While on STD, employees will not accrue any additional leave, even for time charged to personal leave during this period. All paid and unpaid time off related to these leaves is also considered leave under the federal Family and Medical Leave Act, and will run concurrently with any federal FMLA leave entitlement.

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Support for Parents

What steps has the firm taken to support parents and ensure that their parental status does not adversely affect their opportunities for career advancement?

- Yes** Pro rates billable requirements / credit / bonus targets for parents who take leave
- Yes** Provides resources for nursing mothers, such as private nursing rooms, breast milk storage, or breast milk shipping
- Yes** Offers child care resources, such as onsite day care, back-up child care, etc.
- Yes** Provides programs to assist new parents transitioning to leave and/or returning to work after leave (e.g., ramp up/ramp down, flexible hours, Mindful Return)

Feel free to elaborate on the nature of programs and resources the firm makes available to parents.

[Milkstork] Steptoe offers Milkstork benefits as a convenience to working -mothers who are breastfeeding; mothers can now get their breastmilk home to their child while on business travel for the firm. It allows working mothers to remain strong to their commitment to breastfeed as well as to their career. The program is simple to use and allows mothers to make the decision on ship or carry methods, how large of a package is needed, and comes with easy to use pre-labeled and post-paid package.

[Mother's Room] Steptoe provides Mother's Rooms in all US offices to support women balancing their return to work, with the needs of their young children. Each room offers a clean, secure and user friendly environment for mothers who need to express breast milk during their work shift.

[Bright Horizons] Bright Horizons Care Advantage[®] offers benefits to support the entire family. Rely on high-quality, low copay replacement care at home or a center during school holidays, snow days or any time regular care is unavailable. Back-Up Care Advantage Program[®]. Employees will have access to 15 days of back-up care at subsidized rates. Center-based care will be \$15 per child per day or \$25 per family per day. All in-home care will be \$6 per caregiver per hour (one caregiver can care for up to three care recipients at one time).

[Everbrook Academy] The Everbrook Academy daycare facility, located on the ground level of the DC office building, offers Steptoe staff, attorneys, and partners priority access to open spaces as well as the waitlist. Annually Steptoe reserves 5 non-age specific spaces and provides subsidy assistance to help with the daycare expense for staff and attorneys.

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INCLUSIVENESS AND ACCESSIBILITY

Equity in Benefits

Do the firm's health care benefits, family leave, and bereavement leave include same-sex spouses and domestic partners?

Yes

LGBTQ+ Inclusivity

What steps has the firm taken to create an inclusive environment for transgender and gender non-conforming individuals?

- No Provides gender-neutral restrooms/facilities
- Yes Offers health insurance plans that provide equitable benefits for transgender employees and dependents
- Yes Provides an opportunity for employees to share preferred pronouns
- No Uses gender-neutral pronouns in its policies and materials
- Yes Non-discrimination policy explicitly includes gender identity and expression as a protected category
- No Other (please elaborate):

Accessibility

What steps has the firm taken to create an inclusive environment for attorneys with disabilities?

- Yes Has evaluated and addressed issues of accessibility in firm buildings, workspaces, and parking facilities
- Yes Has a clear and well-communicated process for attorneys to request accommodations or raise other workplace concerns
- Yes Non-discrimination policy explicitly includes disability as a protected category
- No Other (please elaborate):

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ATTRITION

Departures among U.S. Associates

30 Total Number of Departures among Associates in 2022:

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	10	16	0	0
American Indian or Alaska Native	0	0	0	0
Asian	1	1	0	0
Black or African-American	0	3	0	0
Hispanic or Latinx	1	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	7	8	0	0
Two or More Races	0	2	0	0
Other or Unknown	1	1	0	0
Additional Demographics	2	2	0	0
LGBTQ+ Individuals	1	1	0	0
Individuals with Disabilities	1	1	0	0

Departures among U.S. Partners

17 Total Number of Departures among U.S. Partners in 2022:

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	13	4	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African-American	2	0	0	0
Hispanic or Latinx	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	8	3	0	0
Two or More Races	0	0	0	0
Other or Unknown	3	1	0	0
Additional Demographics	0	0	0	0
LGBTQ+ Individuals	0	0	0	0
Individuals with Disabilities	0	0	0	0

0

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Departures among U.S. Counsel / Of Counsel and Non-Partner-Track Attorneys

14 Total Number of Departures among U.S. Counsel and Non-Partner-Track Attorneys in 2022

Demographics	Men	Women	Nonbinary	Unknown
Race / Ethnicity	8	6	0	0
American Indian or Alaska Native	0	0	0	0
Asian	2	0	0	0
Black or African-American	1	0	0	0
Hispanic or Latinx	0	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	5	4	0	0
Two or More Races	0	1	0	0
Other or Unknown	0	0	0	0
Additional Demographics	2	1	0	0
LGBTQ+ Individuals	2	0	0	0
Individuals with Disabilities	0	1	0	0

Our non-partner track attorneys are comprised of Contract/Temp Attorneys

2023 Vault Law Firm Diversity Survey

SUCCESES AND PRIORITIES

Top Three Accomplishments

What are the firm's top three accomplishments or areas in which the firm has had its greatest success with respect to fostering diversity, equity, and inclusion within the firm?

#1

The mission of the Steptoe Racial Justice Fund is to advance racial justice by providing financial support to 501(c)(3) nonprofit organizations that empower and uplift communities of color within the United States. The Steptoe Racial Justice Fund was endowed by the firm at the end of 2020 and has already issued its first round of grants.

2023 Vault Law Firm Diversity Survey

Top Three Accomplishments

What are the firm's top three accomplishments or areas in which the firm has had its greatest success with respect to fostering diversity, equity, and inclusion within the firm?

#2

The Human Rights Campaign recognized Step toe's commitment to equality with a perfect score on the Corporate Equality Index in 2022.

2023 Vault Law Firm Diversity Survey

Top Three Accomplishments

What are the firm's top three accomplishments or areas in which the firm has had its greatest success with respect to fostering diversity, equity, and inclusion within the firm?

#3

Step toe's Washington office was featured in an article titled "Step toe is the First Law Firm to Achieve Fitwel Certification." The article, published by Savills, a global property agent, describes the process the firm went through to achieve a Fitwel 2 Star Rating. Step toe is the first law firm to receive this certification. Fitwel is a building rating system for commercial interiors that provides guidelines on how to design and operate healthier buildings. Step toe's renovated DC office was recognized for incorporating a number of evidence-based design and policy strategies that support the physical, mental, and social health of its occupants

2023 Vault Law Firm Diversity Survey

Top Three Priorities

What are the firm's top three priorities for advancing diversity, equity, and inclusion within the firm moving forward?

#1

We are dedicated to maintaining our long-standing efforts to recruit, hire, retain, and promote lawyers from diverse backgrounds and to weave their experiences along with those of other lawyers into the fabric of the firm. We are keenly aware that our diversity and inclusion efforts are not just about the firm. They are about our clients, our communities, and the profession as a whole. Steptoe's 6 affinity groups as well as the diversity and inclusion events series contribute towards this goal.

2023 Vault Law Firm Diversity Survey

Top Three Priorities

What are the firm's top three priorities for advancing diversity, equity, and inclusion within the firm moving forward?

#2

Step toe further focuses on supporting and engaging our diverse lawyers through the efforts of the firm's Diversity & Inclusion Committee. The committee is a diverse group representing senior management, partners and associates. Our firmwide Diversity Committee was created in 1995 to assist in the recruiting, retention, development, and advancement of female and minority attorneys within the firm. Since its inception, the membership of the Committee has reflected a broad cross-section of the firm. The diversity committee manages all Step toe Affinity Groups.

2023 Vault Law Firm Diversity Survey

Top Three Priorities

What are the firm's top three priorities for advancing diversity, equity, and inclusion within the firm moving forward?

#3

We are participants of Diversity Lab's certification program focusing on the Mansfield rule, are currently participating in Mansfield Rule 6.0, and are Mansfield 2.0 "Plus" certified. Steptoe was one of the first law firms to ever be Mansfield certified. The Mansfield Rule requires that law firms consider at least 30% women, LGBTQ+, and minority lawyers for significant leadership roles. These roles include equity partner promotions, lateral partner and mid/senior level associate hires, Practice Group Leaders, and committees. The impact of the program is reflected in our promotions class, and the membership of senior, influential firm committees. Our participation raises the awareness of the importance of diverse staffing to practice group leadership and our commitment to tangible, measurable results.

2023 Vault Law Firm Diversity Survey

ADVICE TO CANDIDATES

Advice

What advice do you have for candidates who are looking for a diverse and inclusive work environment? What questions should they ask when interviewing to help them assess the extent of a firm's commitment to diversity, equity, and inclusion?

Inquire about an organization's diversity and inclusion program, their efforts, priorities and successes. Questions candidates can ask are: What percentage of women are in leadership positions? What percentage of the organization's employees are women of color? o What percentage of the organization's employees are differently-abled? What other benefits does your organization have to accommodate those employees that are differently-abled? o What benefits or programs does your organization have around Wellness and Vitality?