Vault Law Firm Culture & Inclusion Questionnaire

Firm Information

- **Firm Name:** Please provide the full name of your firm.

Cooley LLP

Leadership

- **Head(s) of Firm:** Please provide the name and title of the head(s) of the firm (e.g., Chair, CEO, Managing Partner). Enter information for more than one individual, if applicable.

Rachel Proffitt, CEO
Joe Conroy, Chairman

- **Inclusion Professional(s):** Does the firm have a Chief Diversity Officer, Director of Inclusion, or other professional(s) leading the firm's inclusion initiatives? If so, please provide the name and title of the inclusion professional. Enter information for more than one individual, if applicable.

Kelly Batts, Chief Diversity Officer
Erica Deane, Director of Diversity, Equity and Inclusion

- **Ownership:** Is the firm women-owned, minority-owned, and/or LGBTQ+-owned? If so, please note any related certifications (e.g., NAMWOLF).

No

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Culture and Community

- **Affinity Groups:** Does the firm have internal affinity groups or networks (open to all employees)? What affinity groups or networks does the firm have? What kind of support does the firm provide for these affinity groups or networks?

Cooley's affinity groups are open and inclusive communities that originated as fora and resources for support and awareness within the firm. Our affinity groups reflect a wide range of perspectives and experiences. Allies are encouraged to join and provide support, which is vital in promoting the affinity groups' missions and fostering a culture of inclusion and understanding. Our affinity groups are supported in their missions by the Diversity, Equity and Inclusion team, which assigns each affinity group a main point of contact on the team and by a liaison from our Board of Directors who works with affinity group leaders to facilitate a two-way dialogue between affinity group members and the board of directors. Lastly, affinity groups are encouraged to enhance our recruitment, retention, training and promotion initiatives, sponsor professional and business development programs, and identify client and community partnership opportunities.

Cooley has the following affinity groups:
- Alternative Work Schedule Affinity Group
- Asian Pacific Islander Affinity Group
- Black Affinity Group
- Caregivers Affinity Group
- Cooley Inclusion Alliance
- Jewish Cultural Affinity Group
- Latinx Affinity Group
- LGBTQ+ Affinity Group
- Middle Eastern and North African Affinity Group
- Veterans at Cooley Affinity Group
- Cooley's Women's Initiative

- **Culture and Inclusion Events:** Does the firm host culture and inclusion retreats or conferences? If so, please describe these events.

No

- **Cultural Awareness:** How does the firm commemorate important dates honoring different cultures of employees within the firm (e.g., Black History Month, Women's History Month, Pride Month, etc.)?

The Diversity, Equity and Inclusion team distributes an annual calendar highlighting various cultural, heritage, or religious holidays. In addition, the firm observes various heritage months and cultural celebrations throughout the year by bringing in firm-wide speakers, keynote presentations, or facilitated discussions around readings or films. Our local office DEI committees and affinity groups also commemorate heritage or cultural celebrations.

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- **Inclusiveness:** Please describe steps the firm has taken to create an inclusive environment for women, people of color, LGBTQ+ individuals, people with disabilities, and parents/caregivers.

Cooley strives to make our workplace welcoming and accessible to all our employees. Through our affinity groups, benefits, and policies, we aim to provide our employees with the resources they need to succeed at Cooley. Examples of these resources include:
- comprehensive family formation and caregiver benefits
- gender-neutral parental leave
- alternative work schedule (part-time and flexible work schedules) policy
- free individual and group coaching and therapy sessions

Networking, Mentoring, and Professional Development

- **Mentoring & Sponsorship:** Does the firm offer a mentorship or sponsorship program that connects junior attorneys with senior leadership? If so, please describe.

As a component of our first-year associate onboarding process, each first-year associate is assigned an integration buddy, who is slightly more senior and serves as a mentor and guide through their first six months at the firm. Additionally, first-year associates participate in local office integration programs, led by partners and special counsel, focused on building the skills they need to launch their careers well.

In addition to our first-year mentorship programs, the Cooley Academy Mentoring Program (CAMP) provides a structured platform for senior and mid-level associates across practice groups and global offices to share their insights and experience to support each other in achieving their goals. CAMP facilitates a mentor relationship between alumni from the firm's Mid-Level Academy and Senior Associate Academy. During CAMP, senior associates mentor mid-level associates on professional skills and career development goals, while mid-level associates support senior associates' leadership goals.

- **Reverse Mentoring:** Does the firm pair senior attorneys with junior attorneys to help bridge generational or cultural gaps, share perspectives and skills, and foster a more inclusive culture?

No

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- **Associate Committee:** Does the firm have an associate committee that consults with the partnership? If so, please describe how that committee engages with the partnership.

The Associates Committee serves as a key forum for elevating associate perspectives, communicating with firm leadership and partnering on issues that impact the associate experience – both firmwide and locally. In collaboration with office leadership, the legal talent and associate development departments, professional development team members and associates committee representatives serve as valuable resources on matters related to associate development and retention.

- **Professional Development:** Does the firm offer professional development programs specifically for junior attorneys? Please elaborate on the professional development programs available to junior attorneys.

Cooley's training program for junior associates begins with New Associate Academy, which is focused on the essential professional skills for integrating into the practice of law as part of a team. The training continues with Cooley College, which is our multi-day "boot camp" for incoming first-year associates. Cooley College follow-on training programs take place on a weekly basis throughout the first year of practice. All Cooley attorneys have on-demand access to recordings and materials from Cooley College throughout the year and are welcome to join the weekly sessions.

Recruitment, Promotion, and Advancement

- **Recruitment Process:** What steps has the firm taken to build a more inclusive recruitment process (e.g., interview training, behavioral interview questions, blind resume review, etc.)?

The DEI team collaborates closely with the legal talent team on interview best practices and provides annual training to lawyers engaging with law students during the recruitment process. Additionally, the firm uses behavioral interviewing, which helps minimize subjective opinions and impressions.

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- **Fellowship/Scholarship:** Does the firm offer any scholarships, fellowships, or internships? If so, describe those programs. How many of the law students who participated in the firm's most recent 2L summer associate program were hired through such a program?

Cooley offers the following fellowships:

- 1L Diversity Fellowship: Award recipients will receive a paid 1L summer associate position and an award of up to $50,000 to assist with law school tuition. Learn more about the 1L Diversity Fellowship here: https://www.cooley.com/careers/law-students/us-1l-diversity-fellowship

- 1L IP Litigation Summer Program: Cooley offers an IP litigation summer program for ambitious law school students with strong technical skills who are eager to gain experience working on trials, appeals and related counseling. Summer associates will sit exclusively in our IP litigation practice group and receive training and mentorship from the partners and associates in this group. Although not required, law students who commit to two full summers at Cooley will be eligible to receive a $20,000 bonus upon joining the firm as a full-time associate. Learn more about the 1L IP Litigation Summer Program here: https://www.cooley.com/careers/law-students/1l-ip-litigation-summer-program

- 2L Diversity Fellowship: Award recipients will receive a paid 2L summer associate position and an award of up to $40,000 to assist with law school tuition. Learn more about the 2L Diversity Fellowship here: https://www.cooley.com/careers/law-students/us-2l-diversity-fellowship

- Patent Summer Program: Cooley offers a patent summer program for entrepreneurial law school students who thrive at the intersection of discovery, creativity, business and law, allowing them to train as associates in our patent counseling and prosecution practice. In our patent summer program, you will spend two full summers at Cooley, working with sophisticated clients on their cutting-edge technologies while being trained and mentored by our patent partners and associates. Summer associates will have the opportunity to work on all aspects of patent prosecution as well as intellectual property due diligence and litigation support. Candidates will be eligible to receive a $20,000 bonus upon joining the firm as a full-time associate. Learn more about the Patent Summer Program here: https://www.cooley.com/careers/law-students/patent-summer-program

In 2025, 14 law students in our 2L summer associate program were hired through the programs above.

- **Advancement:** Describe any firm initiatives to create equal opportunities for all attorneys with respect to work allocation, performance reviews and upward reviews, and/or promotions.

Cooley has a dedicated Associate Development department focused on (among other things) work allocation strategy. The firm recently implemented a real-time feedback system, designed to help attorneys obtain actionable, timely, specific feedback on the work they are doing, so that they can better understand expectations and/or level up their performance. We also have several initiatives to identify and address implicit bias.

- **Multitiered Partnership:** Does the firm offer a multitiered partnership? If so, please describe.

No

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- **Alternatives to Partnership:** Does the firm offer a non-partner track alternative for attorneys? If so, please describe.

Cooley recognizes that, for any number of reasons, a lawyer may not be interested in partnership. Cooley has multiple paths, including special counsel and resource attorney.

- **Reduced Hours and Flex-Time Options:** Does the firm offer reduced hours and/or flex-time options? If so, please describe and explain how working an alternative schedule might affect an associate's path to partnership.

Cooley has a formal flex-time policy and reduced-hours policy. Working an alternative schedule does not preclude a lawyer from being considered for admission to partnership. However, the time frame for such consideration may be extended depending upon the factors pertinent to each lawyer who avails themselves of an alternative schedule. Such factors include, but may not be limited to, the number of separate reduced schedules, the years in practice when the alternative schedule(s) commenced, the duration and FTE percentage of the reduced schedule(s) and the impact of reduced schedule(s) on the pace and quality of professional growth.

- **Credit for Work Other Than Client Billable:** Does the firm provide hours credit for work not pertaining to clients, such as recruiting, business development, knowledge management, or inclusion efforts? Note that this does not include pro bono projects. If so, describe the policy for such work.

Cooley provides hours credit for work not pertaining to clients. The firm's Bonus Eligible Citizenship (BEC) program enables attorneys to earn billable credit for time spent on various citizenship activities, including (without limitation) publications, pitches, knowledge management, innovation, training, recruiting, and volunteerism. An attorney can earn up to 50 hours per category, with an annual maximum of 107 hours.

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Successes and Priorities

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

- What are the firm's top three priorities for advancing inclusion within the firm?

Advice to Candidates

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

Choosing a place of employment has a large impact on a person's well-being and quality of life. Candidates should do their due diligence when applying and interviewing with a firm.
The first place a candidate can look at is the organization's website. Look for firms that have a portion of their website dedicated to inclusion. As they review these pages, they should look for initiatives and internal support systems like affinity groups or programs that support lawyers from all backgrounds. Review the website carefully for the language used and whether leadership is actively engaged in cultivating an inclusive culture at the firm.
Finally, candidates can reach out to the firm and request formal or informal interviews with local lawyers or members of affinity groups to learn more about personal experiences at the firm. Candidates can then ask important questions about firm culture, work allocation, pro bono efforts, and leadership's engagement in inclusion efforts, such as:
1. How does the firm ensure teams and matters are staffed equitably?
2. Does the firm provide billable credit for pro bono and inclusion activities?
3. Does the firm have a committee dedicated to inclusion efforts? Are associates represented on the committee?
4. How does the firm recognize achievements and contributions to an inclusive workplace?

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Additional Response Space

Please use this page for information that did not fit in the spaces provided. If this is a continuation of a prior answer, please indicate which question(s) are being addressed.

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