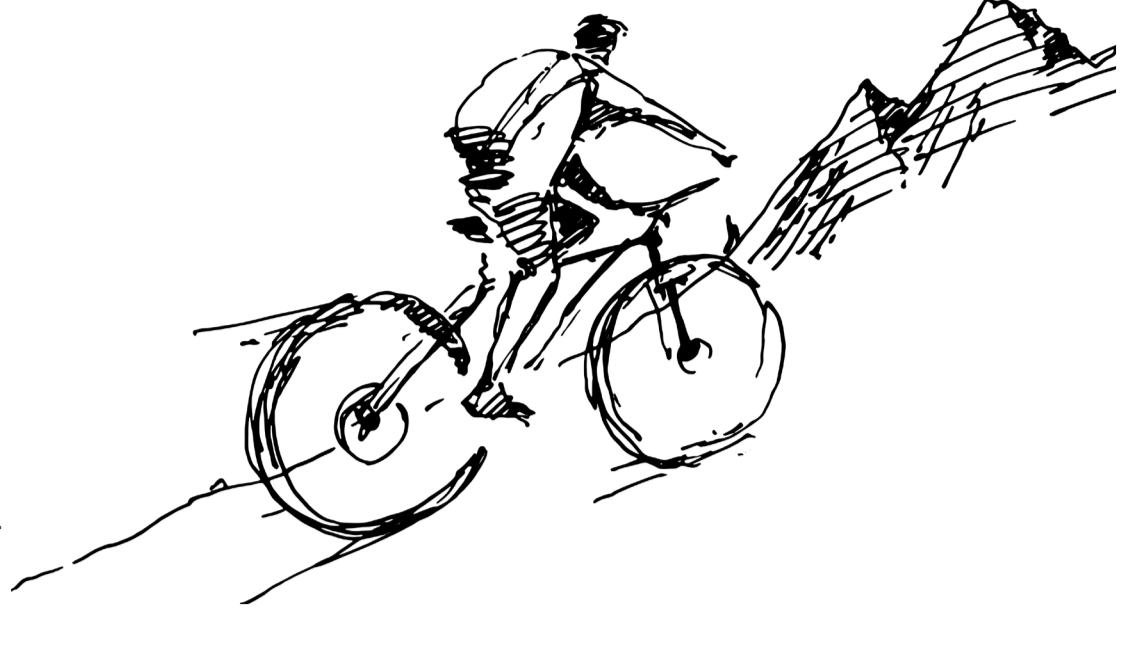


GRI Metrics

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 2021 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	2021
102-1	Name of the organisation	PLMJ Advogados, SP, RL
102-2	Activities, brands, products and services	www.plmj.com
102-3	Location of headquarters	Lisbon, Portugal
102-4	Location of operations	In Portugal: Lisbon, Porto and Faro International: Angola and Mozambique
102-8	Information on employees	https://www.plmj.com/en/people/
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
102-14	Statement by the most senior executive	"We have a road to travel and we are not afraid to travel it. Because we know where we want to go and, most importantly, because we travel it with the motivation to do so together with our employees, suppliers, clients and partners." – Bruno Ferreira, managing partner (you can read the full statement in the report, in the section "Focused on the future, with an eye on a regenerative economy").
102-16	Values, principles, standards and codes of conduct	https://www.plmj.com/en/about-us/who-we-are/
102-43	Approach to stakeholder involvement	We monitor the targets previously set, with a commitment to be constantly accountable to our community of stakeholders. This community includes our employees, clients, suppliers, partners, educational institutions and the community in general. The renewal of concerns for each of the issues was mainly reinforced through the internal consultation we carried out with a group of our people who actively participated in focus groups and who contributed so much to the content of this report.
102-46	Definition of the content of the report and of the limits of topics	Every year, we publish our sustainability performance in accordance with the methodology and indicators of the GRI – Global Reporting Initiative, and this includes the economic, social and environmental dimensions. In parallel, we monitor the targets previously set and fulfil our commitment to be constantly accountable to our stakeholder community. What is new in terms of content for the 2021 edition of the Sustainability Report is the inclusion of a learning section and a section on monitoring commitments made. See the chapter "Methodological approach to the report" for more details.
102-47	List of material topics	The materiality analysis remains unchanged for the current year 2021. The key topics are therefore (i) mental health and well-being, (ii) diversity and inclusion, and (iii) responsible business. See the chapter "Methodological approach to the report" for more details.
102-50	Period covered by the report	01/01/2021 to 31/12/2021
102-52	Cycle of publication of reports	Annual
102-53	Contact for questions on the report	daniela.amaral@plmj.pt
102-54	Reporting statement in accordance with the GRI Standards	Our interpretation of these guidelines is based on the materiality of the topics of our business operations and the sector itself. As a result, we do not report on every single GRI indicator, but only on those we consider to be relevant and applicable to our business.
302-1	Energy consumption within the organisation	Our energy consumption in 2021 was 1210 kWh per employee (compared to 905 kWh per employee in 2020). This increase was due to the increase in the Porto office area.
303-1	Water consumption within the organisation	Our water consumption in 2021 totalled 18.2 m3 per employee (compared to a consumption of 22.9 m3 per employee in 2020).
303-3	Recycled and reused water	The building that is home to our new headquarters in Lisbon was built with efficient water management as one of its main objectives and this has led to water reduction and recovery initiatives, including: <ul style="list-style-type: none"> Installation and use of efficient plumbing equipment – taps in WCs, showers, urinals, flushing cisterns and taps in pantries/kitchens have flow reduction specifications and aerators, in order to comply with water efficiency performances; Rainwater recovery network. The rainwater recovery system allows rainwater to be collected and used to flush toilets. <p>With these initiatives, 100% of the LEED credits available in the area of water efficiency, allow reductions in water consumption:</p> <ul style="list-style-type: none"> 26.3% of the building's total water consumption supplied by a rainwater collection and recovery system; 51.06% reduction in total consumption of drinking water; 75% reduction in consumption of drinking water for toilet flushing; 49.56% reduction in water consumption for irrigation (native species and efficient irrigation). <p>These percentages were obtained using calculation software and validated and certified under LEED certification.</p>
305-2	Indirect emissions (Scope 2) of greenhouse gases (GHG) from energy procurement	Assuming EDP data of 199.7 g/kWh for 2021, our indirect GHG emissions in 2021 related to electricity consumption were 0.24 tonnes per employee (compared to a consumption of 0.17 tonnes per employee in 2020).
305-3	Other indirect (Scope 3) greenhouse gas (GHG) emissions	Assuming CP (the Portuguese rail company) data of 7.05 kg CO2 emissions per passenger in 2021, our train-related GHG (Scope 3) emissions totalled 0.001 tonnes per employee. Assuming an average of 90 kg CO2 emissions per flight hour, and an average of 2.5 flying hours, our Scope 3 flight-related GHG emissions totalled 0.14 tonnes per employee.
306-2	Waste generated	Assuming an average of 5 grams per sheet of paper, our paper consumption in 2021 totalled 15.9 kg per employee (compared to 20.4 kg per employee in 2020).
307-1	Non-compliance with environmental laws and regulations	There were no incidents of non-compliance with environmental laws and regulations.
401-1	New hires and employee turnover	In 2021, the rate of new employee hires was 12% and the employee turnover rate was 20%.
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	The benefits offered to our people are: subscription to mobile communication packages, grants for training and development, free health insurance (extendable to family members), payment of fees to the Portuguese Bar Association, partnerships as part of PLMJ Plus (a programme of discounts and advantageous offers), an annual medical check-up, free psychology consultations, transport allowance or shared garage, life insurance (depending on seniority), an annual bonus based on the results of the performance assessment, the possibility of working remotely for up to two and a half days a week and flexible working hours.
401-3	Maternity/paternity leave	In 2021, 20 people took parental leave. Our parental policy for the production team (fee earners) provides for a proportional reduction of the production and contribution hours target in case of absence of up to 6 months after maternity and up to one month after paternity, plus one month for each additional child in case of multiple births. The rules also apply in the case of joint or single adoption, including same sex couples. Variable remuneration and career progression are not impacted when one of the parents takes the leave. For the purposes of remuneration and progression, the mother will be awarded the assessment mark for the year prior to the leave or the highest mark she received if she participated in the assessment year that took place subsequently.
403-1	Occupational health and safety management system	Our health and safety at work management system is certified in accordance with the ISO 9001, ISO 14001 and OHSAS 18001 standards. Our actions in this area involve all internal departments in close cooperation with a certified third party entity. Through this partnership, our objective to ensure health, safety and hygiene at work.
403-2	Hazard identification, risk assessment and incident investigation	We meet all legal and regulatory requirements regarding hazard identification, risk assessment and incident investigation. Our offices receive annual audit visits by a certified third party. As part of these visits, there is an assessment of hazard identification and a professional risk assessment is carried out in accordance with MARAT. On the basis of each annual visit, a diagnostic report is prepared and specific measures are defined and communicated to all employees.
403-3	Occupational health services	We fulfil all legal and regulatory requirements in this area. In particular, we provide mandatory training for all employees, periodic simulation exercises and regular internal and external audit procedures.
403-4	Employee involvement, consultation and communication with employees concerning occupational health and safety	Our employees are involved in health and safety procedures as part of our compliance with the rules imposed in this area.
403-5	Employee training on occupational health and safety	PLMJ has been providing and equipping its people with tools on health and safety at work through training, workshops and awareness-raising activities to identify and develop emotional skills in the management of work-related mental illnesses. Training was also given in basic life support with an automatic external defibrillator (18 active operators), emergency and fire safety awareness-raising activities. In 2021, new training and updating of knowledge was provided regarding emergency teams (first response and evacuation). Training of emergency teams: <ul style="list-style-type: none"> New training for nine employees; Knowledge update for 29 employees.
403-6	Promoting the health of our people	See chapter 'Mental health and well-being'. Other initiatives: <ul style="list-style-type: none"> Implementation of a well-being survey (pulse survey), to listen to our employees, gauge their perceptions regarding topics such as productivity, working together, personal fulfilment and work-life balance in the context of remote working. Update to health insurance, with the expansion of the network of specialists in stomatology and ophthalmology, and the reimbursement of medication up to €180. 74 medical and 71 psychological consultations. 244 attendances at the 29 mindfulness sessions. 70 requests for flu vaccinations. Dissemination of the practical and awareness-raising guide on remote working team management, as well as some internal actions in response to the COVID-19 pandemic, such as strengthening communication and protocols with laboratories. Awareness-raising actions and prevention of burnout and stress management. Creation of an internal wellness celebration day, with the reinforcement of the commitment to the Mindful Business Charter (MBC), the launch of the wellness programme and activities with external guests to foster wellness and mental health at work. There were 138 participants in the event, 37 participants in the wellness kiosk (health screening) and 26 participants in the ergonomics consultations. In the first wellness season, we had 33 participants in the Sleep Better workshop, 32 in the Skin Care workshop, 19 in the Personal Finance workshop, and 8 in the Muscular Relaxation workshop.
403-8	Employees covered by an occupational health and safety management system	All our employees are covered by our occupational health and safety programme.
404-1	Average training hours per year, per employee	In 2021, we organised around 54 different training programmes for the production team and management team, totalling around 300 hours of training.
404-2	Programmes to develop employees' skills and to support to career transition	For 2021, we developed a customised training plan for the production team and management team, to enable them to update their digital and behavioural skills. Each employee was also allocated a specific budget for external training, for courses from external entities outside the scope of the annual training plan. In parallel, we began training courses in the area of well-being and health at work. We also created orientation programmes for the production team, to enable lawyers in a career progression phase to meet the challenges of their new level of seniority.
404-3	Percentage of employees receiving regular performance and career development reviews	In 2021, 70% of our lawyers and 79% of our management team received performance appraisals (in 2020, these percentages were 84% and 87% respectively). The reduction is due to the fact that more employees have joined the firm in the last 6 months, the period from which performance appraisals are carried out).
405-1	Diversity of governance bodies and employees	In 2021, our work on diversity was focused on the topic of gender equality. Externally, we joined the HeForShe movement in Portugal. Internally, we focused on analysing and monitoring our internal policies to foster gender equality. These include parenting policies (for fathers and mothers) as well as flexible working policies. Between 2020 and 2021, we saw a slight positive evolution in gender equality at the most senior level – partners – with an increase of two percentage points in the representation of women. See the chapter "Diversity and inclusion" for more details.
413-1	Engagement operations, impact assessments, and community development programmes	The main focus of 2021 was to expand the team working in this practice area and to broaden the services we offer. In 2021, we contributed 4875 hours of pro bono advice in total, involving 159 lawyers (41% of the total number of lawyers). Our pro bono support benefited 19 organisations. See the chapter "Responsible business" for more details.