

# SUSTAINABILITY 2015 / 2016 REPORT



# CONTENTS

page

<b>1. SUSTAINABILITY AT ADAMS &amp; ADAMS</b>	<b>1</b>
1.1 Chairman's Statement	
1.2 Key Components of Adams & Adams' Sustainability Strategy	
1.3 Our Approach to Sustainability	
1.3.1 Economic Impact	
1.3.2 Governance, Ethics and Compliance	
1.3.3 Employees	
1.3.4 Environment, Health & Safety	
1.3.5 Corporate Social Responsibility	
<b>2. ECONOMIC IMPACT</b>	<b>3</b>
2.1 Corporate Overview	
2.2 Awards & Recognition	
2.3 Milestones	
2.4 Affiliations & Memberships	
<b>3. GOVERNANCE, ETHICS AND COMPLIANCE</b>	<b>5</b>
3.1 Corporate Governance	
3.2 Ethics & Compliance	
<b>4. EMPLOYEES</b>	<b>5</b>
4.1 Talent Management	
4.2 Compensation & Benefits	
4.3 Employee Engagement	
4.4 Diversity	
4.5 Work / Life Balance	
4.6 Health & Safety Performance	
<b>5. ENVIRONMENTAL PERFORMANCE</b>	<b>7</b>
5.1 Overview	
5.2 Building Design & Construction	
5.3 Carbon Footprint	
5.4 Waste Management	
5.5 Water Management	
5.6 Energy Management	
5.7 Transport	
<b>6. SUPPLY CHAIN</b>	<b>13</b>
6.1 Supplier Management	
6.2 Supplier Diversity	
6.3 Communication	
<b>7. COMMUNITY SUPPORT</b>	<b>13</b>
7.1 Donations, Scholarships and Sponsorships	
7.2 Corporate Social Responsibility	
7.3 Staff Charity	
<b>8. SUSTAINABILITY REPORTING</b>	<b>16</b>
<b>SCHEDULE A</b>	<b>16</b>
<b>SCHEDULE B</b>	<b>17</b>

# 1. SUSTAINABILITY AT ADAMS & ADAMS

## 1.1 CHAIRMAN'S STATEMENT

In recognition of the position which Adams & Adams holds within the legal industry, the firm continues to make sustainability an important priority. Business and environmental objectives are handled efficiently while a constant improvement on its sustainability practices remains the underlying theme to the firm's operations. The firm's approach to sustainability encompasses more than energy and water conservation, or advancement of its staff, but is further geared towards the advancement of the community which the firm serves through its various social initiatives.

GÉRARD DU PLESSIS  
August 2016

## 1.2 KEY COMPONENTS OF ADAMS & ADAMS' SUSTAINABILITY STRATEGY



### 1.3 OUR APPROACH TO SUSTAINABILITY

Adams & Adams follows an **integrated** approach to sustainability and focuses on the **following specific areas** to this end:

#### 1.3.1 ECONOMIC IMPACT

We strive to use all our financial resources responsibly in order to ensure continued success.

#### 1.3.2 GOVERNANCE, ETHICS AND COMPLIANCE

We strive to operate in an ethical manner and in accordance with the laws and regulations that apply to our firm's operations.

#### 1.3.3 EMPLOYEES

We strive to provide an excellent workplace for employees by ensuring that it is healthy and safe through the provision of, for example, fresh air and natural light. We assess and develop talent within the firm and create equal opportunities. We are committed to promoting a healthy work / life balance.

#### 1.3.4 ENVIRONMENT, HEALTH AND SAFETY

We strive to reduce our environmental impact and to secure the health and safety of our staff and clients.

#### 1.3.5 CORPORATE SOCIAL RESPONSIBILITY

We strive to encourage volunteerism by our staff and to implement a plan of donations and sponsorships within our community, and in so doing, help it prosper.



## 2. ECONOMIC IMPACT

**607**  
employees

**22%**  
experienced  
attorneys

**70**  
partners



### 2.1 CORPORATE OVERVIEW

Adams & Adams is a law firm with 70 partners and an additional complement of over 133 experienced attorneys and candidate attorneys. The total permanent employee number for the 2015 financial year was 607. The attorneys at Adams & Adams specialise in various fields of law including intellectual property, commercial, civil litigation and property law. The firm has a head office in Pretoria with branches and associate offices in Durban, Cape Town, Johannesburg, Angola, Botswana, Burundi, Cameroon (OAPI), Egypt, Ghana, Kenya, Lesotho, Libya, Mozambique (ARIPO), Namibia, Nigeria, Swaziland and Tanzania (including Zanzibar). This report deals only with the South African offices of Adams & Adams.

### 2.2 AWARDS & RECOGNITION

Adams & Adams is consistently shortlisted and acknowledged by leading global industry bodies and publications that recognise excellence in global legal practice.

In the 2015 reporting period, Adams and Adams received various awards, ranging from the best Patent Practitioners Law Firm of the Year, as well as the Trade Marks Firm of the Year, both awarded by the Intercontinental Finance Magazine. Further awards include:

- **Managing Intellectual Property – Firm of the Year for Africa 2015 & 2016**
- **InterContinental Finance Magazine – Global Awards Trade Marks Law Firm of the Year 2014 & 2015**
- **IAM Patent 1000 – Recommended Patent Practitioners Law Firm 2014 & 2015**
- **Legal Comprehensive.com – Intellectual Property Law Firm of the Year (SA) 2014 & 2015**

SPECIAL MENTION SHOULD BE MADE OF THE FACT THAT THE FIRM WAS AWARDED THE PRESTIGIOUS MANAGING INTELLECTUAL PROPERTY AWARD FOR SOUTH AFRICAN IP FIRM OF THE YEAR FOR THE 2<sup>ND</sup> YEAR IN A ROW FOR 2016. THIS AWARD IS RECOGNISED AS ONE OF THE HIGHEST ACCOLADES WITHIN THE GLOBAL IP INDUSTRY.

Adams and Adams continues to provide its international and local clients with quality services and advice in the field of intellectual property law as well as other legal practice areas.



### 2.3 MILESTONES

Adams & Adams' milestones for the reporting period include:

- Sun International CEO SleepOut®. In 2015 with the help of staff, partners, clients and suppliers the firm raised over R560 000 which was donated to Boys and Girls Town, a charity for underprivileged children. The firm confirmed its involvement again for 2016, as a key stakeholder partner for this initiative
- Adams & Adams supports the creative industry by continuing to sponsor the Loeries Awards and by acting as its official legal advisor.
- With its diverse partnerships, the firm has become integral to the concept of shared value in the arts sector as is evidenced by the firm winning the BASA award in the *Sponsorship in Kind* category.
- Effective 1st December 2015, the firm opened a new office in Egypt, and continues to expand its reach in African territories.

### 2.4 AFFILIATIONS & MEMBERSHIPS

Adams & Adams is regularly represented at meetings and conferences of all the major intellectual property

and commercial organisations throughout the world. Adams & Adams is also a member of a large number of legal associations, organisations and institutes, as reflected in the schedule marked "A".

NEW OFFICE:  
EGYPT

**BASA AWARD**  
Sponsorship in Kind

## 3. GOVERNANCE, ETHICS AND COMPLIANCE

### 3.1 CORPORATE GOVERNANCE

Our firm has a management structure consisting of a chairperson, an eight-person management committee, and 70 partners. Employees are managed in a vertical structure and there is participation in the decision-making process at a senior level. A number of committees provide strategic and operational direction in a range of business areas such as information technology, human capital, and marketing.

### 3.2 ETHICS & COMPLIANCE

Our firm functions ethically and adheres to applicable laws and firm policies. A list of the firm's policies is included in the schedule marked "B". In the reporting year, the firm worked towards adopting a Sustainability Procurement Policy, as well as a Green Cleaning Policy, in line with our sustainability objectives.

The firm acknowledges King III Reporting principles, but limited financial information is disclosed as Adams & Adams is not a public company.

## 4. EMPLOYEES

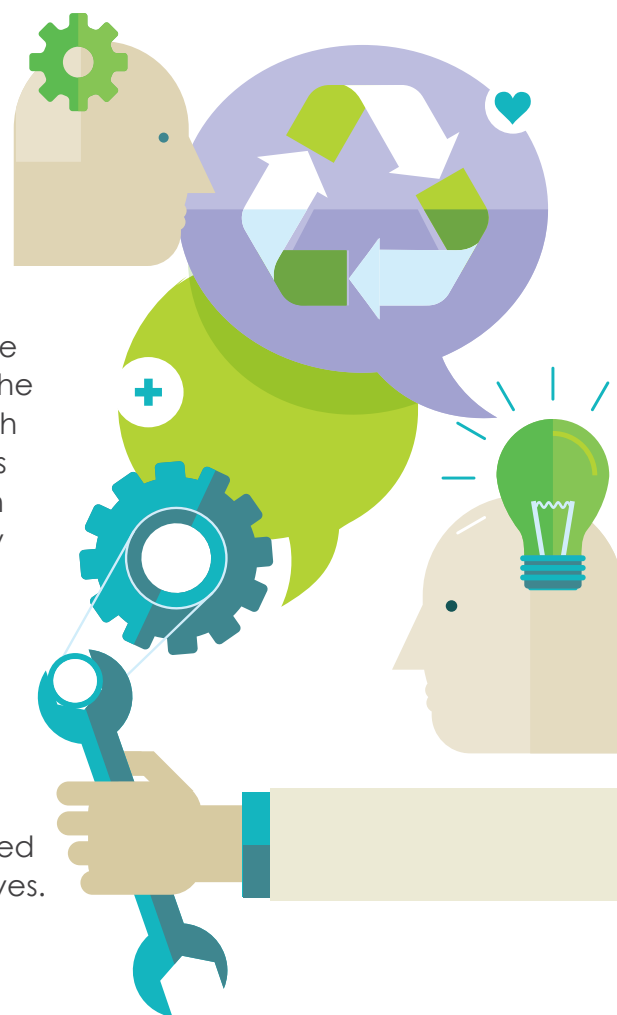
### 4.1 TALENT MANAGEMENT

We align individual and corporate goals, conduct human capital planning, and assess and develop talent within the firm. Promotions are effected regularly in line with performance and training programmes are offered through in-house graduate programmes, a secretarial training centre on the premises, and external trainers, e.g. SAIPL (South African Institute of Intellectual Property Law). Members of staff are provided the opportunity to train each other as well as students from various universities by way of the firm's vacation work programme.

We continue to facilitate a structured mentorship programme which enhances sustainability in the professional workspace.

### 4.2 COMPENSATION & BENEFITS

Our firm strives to pay competitive remunerations based on market data, business conditions, and firm objectives.



### 4.3 EMPLOYEE ENGAGEMENT

The firm engages with employees on both professional and personal levels. On a professional basis, inter-colleague assistance and guidance is promoted and all professional staff are encouraged to manifest an open-door policy. The firm frequently arranges recreational events which include year-end lunches, cocktail parties and other office functions.

THE FIRM HAS A STAFF RESTAURANT IN ITS PRETORIA HEAD OFFICE WHICH HAS ALL-DAY FACILITIES AVAILABLE FOR STAFF TO PURCHASE GOOD, WHOLESOME MEALS AND SNACKS THROUGHOUT THE DAY. THESE ARE FRESHLY MADE WITH QUALITY INGREDIENTS.

A wellness programme which aims to educate staff on issues such as HIV awareness, nutrition, exercise etc. has been operational for two years. Part of this process is the partnering with Discovery Health to hold regular wellness health check days where staff can have their eyes / cholesterol / blood sugar / HIV status tested. Also available on these days are bio-kinetic and nutrition advice. The firm also encourages and arranges blood donation drives and annual flu injections. In addition, weekly reflexology sessions are made available to all staff.

### 4.4 DIVERSITY

Our firm is committed to creating an **equal opportunity environment** and most employees are sourced from local communities.

The firm obtained a **Level 4 BBBEE score** in the past year, and has implemented policies designed to **improve this score** over time.

### 4.5 WORK / LIFE BALANCE

The firm recognises the importance of its staff living balanced lives and seeks to assist in this, whether by encouraging participation in various sporting and cultural activities, providing staff with educational programmes, or in making provision for alternative working arrangements where necessary.



#### WELLNESS PROGRAMME

- ▣ HIV AWARENESS
- ▣ NUTRITION AWARENESS
- ▣ EXERCISE AWARENESS
- ▣ HEALTH CHECK DAYS
- ▣ BLOOD DONATIONS



#### 4.6 HEALTH & SAFETY PERFORMANCE

Adams & Adams has taken steps towards the promotion of health and safety in its South African offices. These steps include the following:

- The firm's head office and branch offices are smoke free.
- All carpets and tiles carry a green rating, and walls are painted with low volatile carbon (VOC) emissions paint.
- Photocopying and printing machines are placed in strategic locations to allow VOC and O<sub>3</sub> (ozone) emissions to vent to the exterior of the buildings.
- The firm has sponsored and arranged First Aid courses, equipping designated staff with skills needed in emergencies.
- The firm has fire marshals in place who are charged with checking fire hydrants, building exits and the overseeing of staff evacuation in emergencies, in accordance with the firm's fire plan.

## 5. ENVIRONMENTAL PERFORMANCE

### 5.1 OVERVIEW

Adams & Adams strives to conserve the environment, and to educate its staff in the importance thereof.

### 5.2 BUILDING DESIGN AND CONSTRUCTION

The firm's head office in Pretoria (situated in the Lynnwood Bridge Building) was selected for submission to GBCSA in December 2014 for a green star rating as part of a pilot project to roll out a new operational performance tool launched by GBCSA. This tool allows for buildings already in existence to be rated. The green star rating was pursued with the support and assistance of the landlord, ATTACQ.

A three star Green Star rating was subsequently awarded to Adams & Adams Lynnwood Bridge for good practice, in July 2015. This is a significant achievement and is only one of 31 buildings / facilities in South Africa to be so certified to date.



#### ADAMS & ADAMS CURRENTLY LEASES ALL ITS PROPERTIES AND OCCUPIES THE FOLLOWING SPACE:

- |   |   |
|---|---|
| ■ Pretoria Office: 14,745 m <sup>2</sup>    | ■ Durban Office: 322 m <sup>2</sup>       |
| ■ Johannesburg Office: 1,345 m <sup>2</sup> | ■ Walfloo Warehouse: 2,100 m <sup>2</sup> |
| ■ Cape Town Office: 791 m <sup>2</sup>      | ■ Sunnypark: 287 m <sup>2</sup>           |

In pursuit of the green star rating, the firm adopted and implemented policies to improve the building's environmental performance and to provide a comfortable indoor environment that promotes health and productivity.

### 5.3 CARBON FOOTPRINT

The South African office space identified above will be the boundary for the 2015 – 2016 financial year's carbon footprint. In terms of the Greenhouse Gas Protocol Initiative, emissions attributable to a business are divided into three categories (scopes 1-3). Each category has an emissions counting protocol, with associated formulas used in calculating the firm's attributable carbon footprint.

Very broadly the scopes relating to Adams & Adams can be summarized as follows:

**Scope 1:** Emissions released to atmosphere by own operations, including fuel used in diesel generators.

**Scope 2:** Bought in energy, which will primarily be electricity for Adams & Adams.

**Scope 3:** Emissions associated with products and / or services, which were bought, like printer paper used in the office.

Adams & Adams' carbon footprint for the reporting year was calculated as:

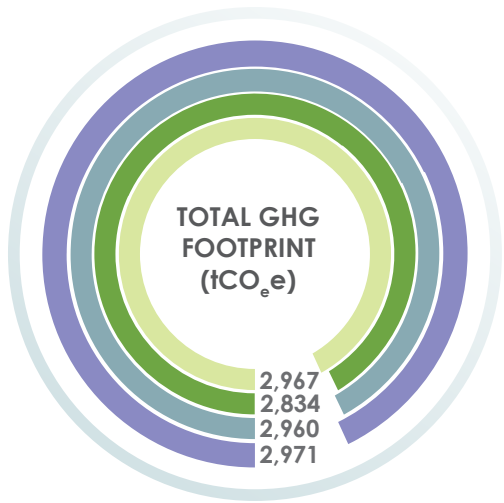
**Scope 1:** 42 tCO<sub>2</sub>e (The 2014 – 2015 footprint was 18 tCO<sub>2</sub>e.) The Scope 1 emissions returned to the 2013 – 2014 levels mainly due to Diesel consumption by the standby generators. This said, the Scope 1 emissions remains a small part of the overall footprint.

**Scope 2:** 2,571 tCO<sub>2</sub>e (In 2014 – 2015 it was 2,587 tCO<sub>2</sub>e.) Year-on-year this is a slight decrease, which shows excellent progress as the reporting boundary included more facilities.

### REDUCTION OF ELECTRICITY CONSUMPTION REMAINS THE PRIMARY FOCUS BOTH FROM A COSTS SAVING AND ENVIRONMENTAL POINT-OF-VIEW.

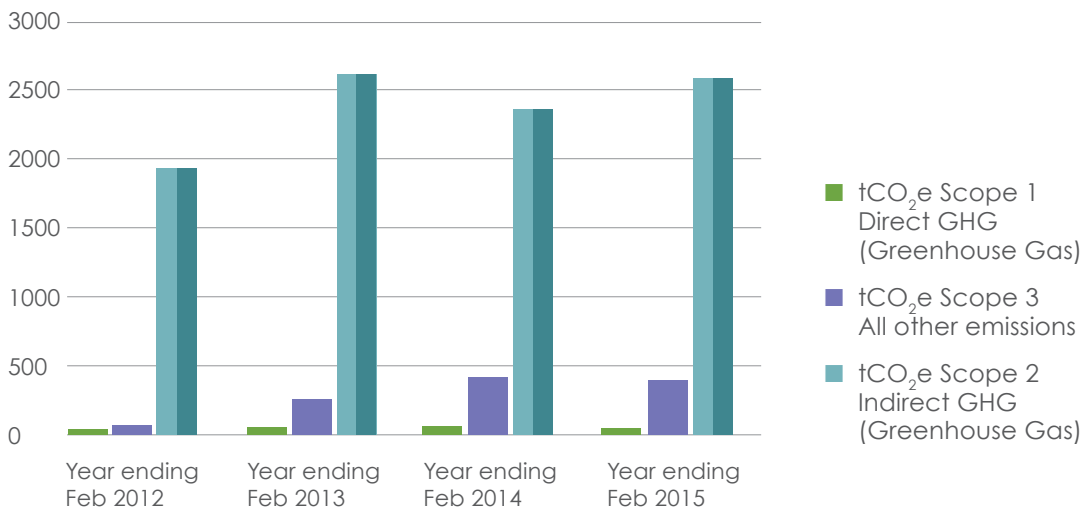
**Scope 3:** Scope 3 emissions increased from 355 tCO<sub>2</sub>e to 357 tCO<sub>2</sub>e. The increase is approximately 1% and demonstrates that Scope 3 emissions remain stable. This is an excellent achievement considering the increased reporting boundary, an expanding Adams & Adams physical footprint and the sourcing of more accurate data. Paper and flights remain the primary Scope 3 components.

Below is a summary of the Adams & Adams carbon footprint for various reporting years:



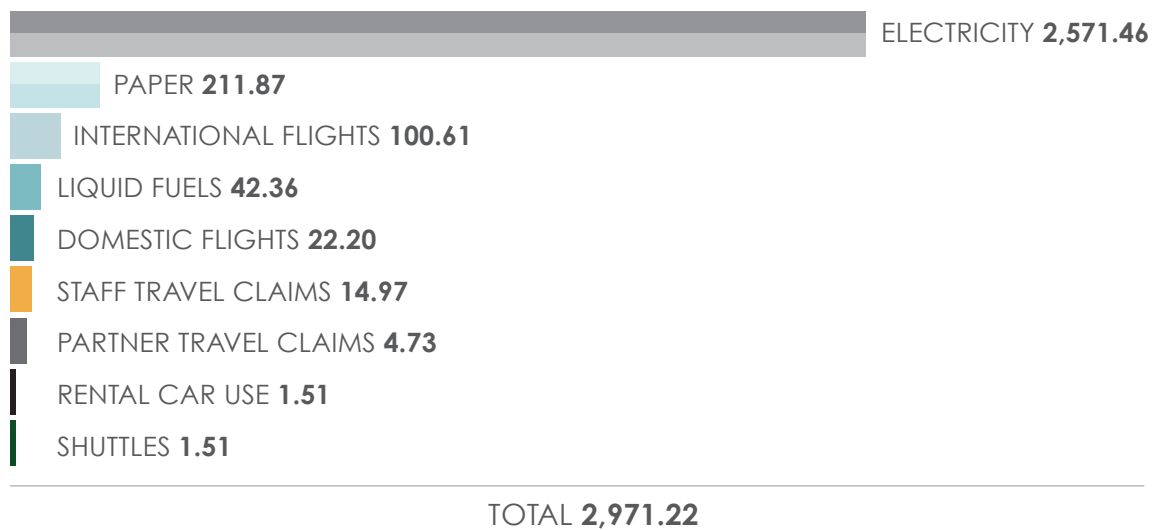
Reporting year	Total GHG footprint (tCO <sub>2</sub> e)	Year on year change (%)
2012 – 2013	2,967	NA
<b>2013 – 2014</b>	<b>2,834</b>	<b>-4%</b>
2014 – 2015	2,960	4%
<b>2015 – 2016</b>	<b>2,971</b>	<b>0</b>

THE GENERAL TREND OF A STABLE CARBON FOOTPRINT REMAINS, DESPITE AN EXPANSION OF THE REPORTING BOUNDARY.



The focus on electricity reduction cannot be over-emphasised as approximately 87% of all the emissions are associated with electricity use. Other sources of emissions, like paper, should be managed from a cost point-of-view, but even large reductions will not have a significant impact on the total pollution.

The diagram below illustrates the relative contribution of all the components of the carbon footprint for the 2015 – 2016 reporting year (units in tCO<sub>2</sub>e.):

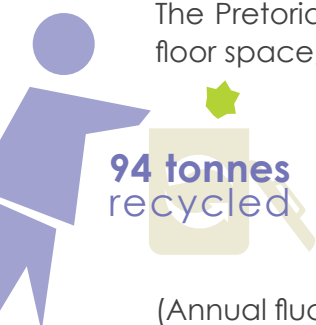


As in the past, the firm undertook various initiatives to reduce its carbon footprint in its new Johannesburg office, and continues to encourage these initiatives in the existing offices located in Pretoria, Cape Town and Durban:

- LED energy saving lights and optimised use of natural light
- Light motion sensors
- Air-conditioner units which are linked to a Building Management System (BMS) using an energy demand system, which increases energy efficiency
- Close proximity of the Johannesburg, Pretoria and Cape Town office buildings to nearest train stations and bus terminals, which facilitates the use of public transport by staff members. More detail will be provided below.

#### 5.4 WASTE MANAGEMENT

The Pretoria and Johannesburg offices, representing more than 80% of the occupied floor space, house the majority of the waste management processes.



THIS INCLUDES THE RECYCLING OF CARDBOARD, PLASTIC, POLYSTYRENE, GLASS, CANS, LIGHT BULBS AND TUBES ARE RECYCLED. IN THE 2015 – 2016 FINANCIAL YEAR, RECYCLING AMOUNTED TO APPROXIMATELY 94 TONNES OF MATERIAL. THIS IS A LARGE INCREASE FROM PREVIOUS YEARS.

(Annual fluctuations can occur due to the nature of the waste produced and recycled in different years. The increased reporting boundary also leads to higher recycling levels.) There is also a macerator in place at the Pretoria Office for wet contaminated food. The waste sent through the macerator amounted to 78 000 litres for the 2015 – 2016 financial year.

Expended ink cartridges are sent to a recycling establishment and the funds that are generated through this effort are donated to the Vuka'Uzenzele Primary School.

The firm's branch offices, situated in Durban and Cape Town also have arrangements in place with the landlords of the respective buildings, to ensure that all paper products are recycled.

### 5.5 WATER MANAGEMENT

Adams & Adams recognises the critical importance of potable water as a limited natural resource. With this in mind, the water conservation endeavours at the firm focus on using this valuable resource responsibly. As an example, all irrigation systems are optimised and maintained to reduce water wastage. Other means of saving water are also continuously evaluated. Any landscaping is done with water-wise plants. The automatic irrigation system was disabled as the local municipality issued a drought warning. These initiatives all contributed significant reduction in water use.



The water usage reduced year-on-year from 16,005 kilolitres to 14,271 kilolitres. This **1,734 kilolitre reduction** in water usage would fill two thirds of an Olympic sized swimming pool.

### 5.6 ENERGY MANAGEMENT

As reflected in section 5.3, the firm's lighting systems in all South African offices include light motion-sensors and LED energy saving lights throughout. The Pretoria, Sandton and Cape Town offices also utilise natural light wherever possible.

In addition, the air-conditioning systems in the Pretoria, Sandton and Cape Town offices are linked to a BMS (Building Management System) energy demand system, meaning that energy to cool and heat is expended on demand only. The firm is continuously investigating technologies to both reduce its energy consumption and to generate its own renewable energy.

### 5.7 TRANSPORT

The firm's Johannesburg office is situated 900m from the Gautrain station, a minibus taxi rank and Gautrain buses, which enables a significant number of employees to make use of public transport and thus reduces automotive commuting. This office is also situated in close proximity to a gym, as well as shopping facilities, which further reduces the need for excessive motor vehicle trips.

Cape Town's central train station, bus station and minibus taxi rank are all situated within 850m of the firm's Cape Town office. These facilities are used by various members of staff in commuting to and from the office. Furthermore, a gym and shopping facilities are located within 500m of this office.

With respect to the firm's Durban office, the nearest bus stop is located approximately 1km from the office, with the nearest taxi rank within 200m. In a further effort to reduce the need for motor vehicle travel by different individuals, this office uses an office vehicle for work-related matters.

THE FIRM'S PRETORIA OFFICE CONTINUES TO IMPLEMENT PROGRAMMES WHEREBY CENTRALISED DELIVERY AND COLLECTION TRIPS ARE ARRANGED TO COURTS, REGISTRIES AND OTHER OFFICIAL OFFICES IN ORDER TO REDUCE INDIVIDUAL TRAVEL. THIS OFFICE IS INTEGRATED WITH COMMUNITY AMENITIES TO REDUCE MOTOR VEHICLE TRIPS, INCLUDING GYMS AND SHOPPING CENTRES.



## 6. SUPPLY CHAIN

### 6.1 SUPPLIER MANAGEMENT

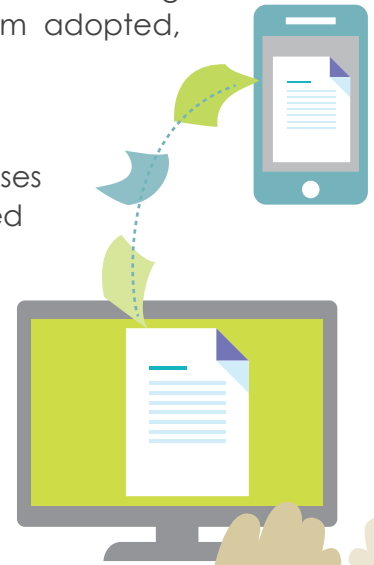
The firm implemented a programme in 2013 to oblige sustainability and ethical standards upon its suppliers – and ensure that their policies and practices reflect those of the firm. The programme was enhanced during the reporting year with a procurement policy that the firm adopted, formalising the standards referenced in its initial programme.

### 6.2 SUPPLIER DIVERSITY

Our suppliers are primarily small businesses, local businesses and black owned businesses, including black female owned businesses.

### 6.3 COMMUNICATION

The firm conducts its business primarily through electronic means to increase efficiencies. The firm's clients are encouraged to communicate with the firm via electronic means only and to consider the environment before printing and transporting any documentation.



## 7. COMMUNITY SUPPORT

### 7.1 DONATIONS, SCHOLARSHIPS AND SPONSORSHIPS

Adams & Adams maintains an in-house scholarship programme that has been in existence for more than 34 years, in terms of which the firm now provides 5 bursaries to selected university law students. These scholarships come to fruition with the scholarship candidates referred to in the firm's 2014 – 2015 sustainability report having joined the firm as candidate attorneys in January 2016, with other candidates to follow in January 2017 and 2019 as well.

The firm provides financial support to the candidate attorneys to assist them in obtaining their driver's licenses, ensuring that they become self-sufficient in their transportation needs.



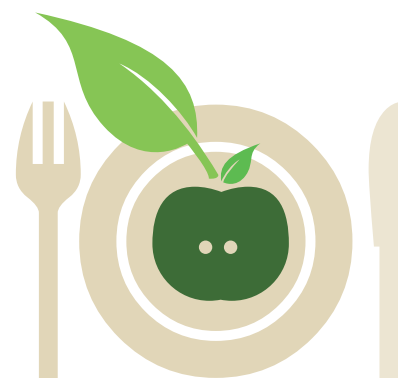
## 7.2 CORPORATE SOCIAL RESPONSIBILITY

In 2015 and 2016, the firm continued to show its support for various initiatives which have proven to be sustainable in their actions.

### 7.2.1 BANA BA KGOSI

The firm has continued to support Bana Ba Kgosi which provides services to vulnerable children and orphans.

The firm continued its feeding scheme for Bana Ba Kgosi which includes a breakfast as nutritional support especially for children on anti-retroviral treatment. The firm also provided adhoc assistance in repairing the centre's gas stove and cold room, providing stationery for the social workers, installing roofing to provide shade, and donating picnic benches made from recycled plastic.



For Mandela Day 2015, the firm's staff spent **67 minutes** preparing stationery packs for each of the **700 children** at the centre.

### 7.2.2 TRINITY ARISING ORPHANAGE

This centre was in dire need of maintenance and the firm sponsored the following:

- Building repairs
- Electrical repairs
- The installation of an addition external toilet

### 7.2.3 TSHWANE PLACE OF SAFETY BABY HAVEN

This centre provides a secure environment for babies and toddlers with certain medical conditions. It also maintains a hospice for terminally-ill children. Adams & Adams sponsored the following:

- A wheelchair ramp for Felicity, a child born with no limbs
- 10 sonar scans for new children arriving at the centre
- The cost of medicine for the past 12 months
- Special need school fees for 1 child
- 12 sessions of occupational and speech therapy



#### 7.2.4 SUNNYSIDE ORPHANAGE

Sunnyside Orphanage opened a second house which required substantial fixtures and fittings to make the children there comfortable. The firm sponsored the following:

- Shade netting
- Artificial grass for children's play area
- Fitted cupboards for the kitchen and bedrooms
- Solar geyser
- Mini fridge for medicines
- 6 double bunk beds and mattresses
- Bed linen sets, curtains, towels and face cloths
- 3 x 7 piece dining room sets
- Pyjamas and slippers
- Sandpit
- Security doors
- Plumbing and floor repairs

#### 7.3 STAFF CHARITY

The firm is constantly approached to offer aid in other initiatives that require emergency funding. It provides once-off payments to projects that can prove a sustainable future rather than just a once-off payment. Funding for these projects is derived from the Staff Charity – where staff members donate on a monthly basis in order to help charitable events.



THE ADAMS & ADAMS STAFF CHARITY FUND BROUGHT WARMTH TO THE CHILDREN OF BANA BA KGOSI IN THE REPORTING YEAR BY PROVIDING 600 CHILDREN WITH BLANKETS OF THEIR OWN, BRINGING MUCH NEEDED RELIEF AND COMFORT.

## 8. SUSTAINABILITY REPORTING

Adams & Adams recognises the importance of external sustainability reporting standards to promote relevant, transparent and comparable disclosure of firm's performance. A statement from our independent sustainability and carbon specialist, verifying the claims in our sustainability report, can be made available upon request.

### SCHEDULE A

1. Association of Chartered Certified Accountants (ACCA)
2. Attorneys Association JOHANNESBURG
3. Attorneys Association PRETORIA
4. Attorneys.co.za
5. Black Lawyers Association (BLA)
6. Black Management Forum (BMF)
7. Business Women's Association
8. Chamber of Commerce & Industry – Johannesburg (JCCI)
9. French Chamber of Commerce & Industry
10. Chamber of Commerce & Industry ITALIAN Chamber of Trade (Commerce)
11. Chamber of Commerce & Industry Regional Chamber Cape
12. Chamber of Commerce and Industry: Durban
13. Chartered Institute of Management Accountants
14. Chartered Institute of Patent Agents (CIPA)
15. Corporate Lawyers Association of SA (CLASA)
16. Engineering Council OF SA
17. England Council of SA
18. European Communities Trade Mark Association (ECTA)
19. Franchise Association of SA (FASA)
20. Global Advertising Lawyers Alliance (GALA)

21. Institute of Directors in SA
22. Institute of Inventors and Innovators
23. Institute of Trade Mark Attorneys (ITMA)
24. International Association for the Protection of Industrial Property (AIPPI)
25. International Bar Association (IBA)
26. International Federation of Patent Agents (FICPI)
27. International PATGOT
28. International Trade Mark Association (INTA)
29. Law Society Northern Province (LSNP)
30. Law Society of Cape of Good Hope
31. Law Society of KwaZulu-Natal
32. Licensing Executives Society International (LESI)
33. National Small Business Chamber (NSBC)
34. New York Bar Association
35. Solicitors Regulation Authority
36. South African Association of Personal Injury Law
37. South African Chemical Institute
38. South African Institute of Chartered Accountants
39. South African Institute of Chemical Engineering
40. South African Institute of Electrical Engineers (SAIEE)
41. South African Institute of Intellectual Property Law (SAIPL)
42. South African Institute of Tax Practitioners
43. South African Society for Labour Law (SASLAW)
44. Tag Law
45. The Association of European Trade Mark Owners (MARQUES)
46. Women's Law Network (WLN)

## SCHEDULE B

1. Admission as an Attorney Policy
2. Bonus Payment Associates Policy
3. Business Travel and Reimbursement of Petrol Claims Policy
4. CA Drivers Licences Policy
5. Code of Conduct

6. Damage to Firm Property Policy
7. Disciplinary Code & Procedure
8. Dress Code Policy
9. Electronic Communication Policy
10. Employment Equity Policy
11. Grievance Policy & Procedure
12. Group Life Assurance Policy
13. HIV & AIDS Policy
14. Incentive Bonus Policy
15. Injury on Duty Policy
16. Internal Vacancy Application Form
17. Leave Policy
18. Long Service Awards Policy
19. Overtime Policy
20. Preferential Procurement Policy
21. Probation Policy
22. Radio Policy
23. Recruitment & Selection Policy
24. Retirement Policy
25. Retrenchment Policy
26. SAIPL Exams Policy
27. Sexual Harassment Policy
28. Smoking Policy
29. Staff Advance Policy
30. Study Loans Policy
31. Substance Abuse Policy
32. Sustainability Policy
33. Telephone Usage Policy
34. Termination of Services Policy
35. Time & Attendance Policy
36. Wedding Gifts Policy
37. Work done for Staff Policy

# CONTACT INFORMATION

## PRETORIA OFFICE

Lynnwood Bridge, 4 Daventry Street, Lynnwood Manor, Pretoria, South Africa

PO BOX 1014, Pretoria 0001, South Africa

DOCEX 81 Pretoria

PHONE +27 12 432 6000

FAX +27 12 432 6599

EMAIL [mail@adamsadams.com](mailto:mail@adamsadams.com)

## JOHANNESBURG OFFICE

2nd Floor, 34 Fredman Drive (Cnr. 5th Street), Sandton, South Africa

PO BOX 10155, Johannesburg 2000, South Africa

DOCEX 53 Johannesburg

PHONE +27 11 895 1000

FAX +27 11 784 2888 (CPL)

+27 11 784 2872 (Patents)

+27 11 784 2889 (Trade Marks)

EMAIL [jhb@adamsadams.com](mailto:jhb@adamsadams.com)

## CAPE TOWN OFFICE

28th Floor, 1 Thibault Square, Cnr. Long Street and Hans Strijdom Avenue,  
Cape Town, South Africa

PO BOX 1513, Cape Town 8000, South Africa

DOCEX 186 Cape Town

PHONE +27 21 418 8560

FAX +27 21 418 9216 (Patents)

+27 21 419 5729 (Trade Marks)

EMAIL [cpt@adamsadams.com](mailto:cpt@adamsadams.com)

## DURBAN OFFICE

Suite 2, Level 3, Ridgeside Office Park, 21 Richefond Circle, Umhlanga Ridge,  
Durban, South Africa

PO BOX 237, Umhlanga Rocks 4320, South Africa

DOCEX 9 Durban

PHONE +27 31 536 3740

FAX +27 31 536 8254

EMAIL [dbn@adamsadams.com](mailto:dbn@adamsadams.com)