

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	2022	Evolution metric	2022	2021	2020
102-1	Name of the organisation	PLMJ Advogados, SP, RL				
102-2	Activities, brands, products and services	http://www.plmj.com/				
102-3	Location of headquarters	Lisbon, Portugal				
102-4	Location of operations	In Portugal: Lisbon, Porto and Faro Internationally: Angola and Mozambique				
102-8	Information on employees and other workers	https://www.plmj.com/en/people/				
102-13	Membership of associations	Business Council for Sustainable Development Portugal GRACE – Grupo de Reflexão e Apolo à Cidadania Empresarial Aliança Pro Bono UN Global Compact Mindful Business Charter				
102-14	Statement by the most senior decision-maker	See chapter 'We're building the future we want to see'				
102-16	Values, principles, standards and norms of behaviour	https://www.plmj.com/pt/sobre-nos/quem-somos/				
102-43	Approach to stakeholder engagement	See chapter 'Transparency and consistency: our approach to reporting'				
102-46	Defining report content and topic boundaries	See chapter 'Transparency and consistency: our approach to reporting'				
102-47	List of material topics	See chapter 'Transparency and consistency: our approach to reporting'				
102-50	Reporting period	1/1/2022 to 31/12/2022				
102-52	Reporting cycle	Annual				
102-53	Contact point for questions regarding the report	daniela.amara@plmj.pt				
102-54	Claims of reporting in accordance with the GRI Standards	The GRI standards have been used as a guide in the preparation of this report and we have not attempted to comply with them in full.				
302-1	Energy consumption within the organisation		Consumption of energy per employee (kWh) ¹	3098.42	3303.53	2595.10
302-4	Reduction of energy consumption		Change in energy consumption per employee	-6%	27%	N/A
303-3	Water consumption within the organisation		Water consumption per employee (m3) ²	1.5	1.5	1.3
303-3	Recycled and reused water	The building that is home to our 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 harvesting network. The rainwater recovery system allows rainwater to be collected and used to flush toilets. With these initiatives, 100% of the LEED credits available in the area of water efficiency, allow reductions in water consumption: <ul style="list-style-type: none"> 26.3% of the building's total water consumption supplied by a rainwater harvesting system; 51.06% reduction in total potable water consumption; 75% reduction in potable water consumption for toilet flushing; 49.56% reduction in water used for irrigation (native species and efficient irrigation). These percentages were obtained using calculation software and validated and certified under LEED.				
305-2	Energy indirect (Scope 2) GHG emissions from acquisition of energy		Tons of CO ₂ per employee ¹ Calculation based on information provided by EDP. 1 kWh corresponds to 262.88 g CO ₂ .	0.81 ton/employee	0.66 ton/employee	0.51 ton/employee
305-3	Other indirect (Scope 3) GHG emissions	Scope 3 indirect emissions include all emissions generated in the value chain. In our case, most of these emissions are generated when travelling by car, whether private, rented, TVDE (Uber and similar) or taxi, or by plane, train or other public transport. As one of our commitments is to be carbon neutral by 2030, we are working to improve the calculation of our organisation's carbon footprint. As of today, the figures we have available for reporting are emissions from travelling by train and plane. In the future, we will extend reporting to other sources.	CO ₂ emissions (tons) in train travel per employee. Calculation based on emissions estimate of 7.05 kg CO ₂ /passenger on a Porto-Lisbon trip.	0.002 ton/employee	0.001 ton/employee	0.001 ton/employee
			CO ₂ emissions (tons) in air travel per employee	0.59 ton/employee	0.14 ton/employee	0.1 ton/employee
306-3	Waste generated	Paper is one of the main waste products generated in our offices, so we aim to reduce its use. One of the ways we encourage employees to reduce the amount they print is by monitoring this metric at an individual level. This is only part of the waste generated in our offices.	Paper used for printing per employee (kg)	21.5 kg/employee	15.9 kg/employee	20.4 kg/employee
307-1	Non-compliance with environmental laws and regulations			No record of any occurrences	No record of any occurrences	No record of any occurrences
401-1	New employee hires and employee turnover		Rate of hiring	19%	12%	14%
			Rate of turnover	16%	20%	10%
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	In 2022, the package of benefits we offered to our employees included: <ul style="list-style-type: none"> Subscription to mobile communication packages Grant for training and development Free health insurance, with coverage for family members Payment of Portuguese Bar Association fees 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 position An annual bonus based on the results of the performance assessment Option to work remotely for up to two and a half days a week Flexible working hours 				
401-3	Parental leave	Maternity leave for lawyers - the internal policy provides for: <ul style="list-style-type: none"> A 50-hour allowance during the 3rd trimester of pregnancy for testing and antenatal classes or for medically assisted procreation treatment cycles and carrying out adoption assessments. Free parking for pregnant women during the third trimester. Proportional reduction in production and contribution hour targets: a) From birth to 6 months of age - total absence (plus 1 month for each additional child in case of multiple births); b) From 7 to 12 months of age - 2 hours per day; c) From 13 to 36 months of age - 1 hour per day. Paternity leave for lawyers - the internal policy provides for: <ul style="list-style-type: none"> 50-hour allowance: during the third trimester of pregnancy for tests and antenatal classes; or for medically assisted procreation treatment cycles and adoption assessments. Proportional reduction in production and contribution hour targets: a) From birth to 2 months of age - total absence (plus 1 month for each additional child in case of multiple births); b) From 3 to 12 months of age - 2 hours per day. There is also ongoing flexibility for parents to attend school activities and important extracurricular events such as parents' evenings and school parties. What's new from 2020 is the allowance in hours in the above situations, the parking space and the proportional reduction in production and contribution hour targets after the child's is 6 months old. PLMJ's 2020 internal policy already provided for leave of up to 6 months for mothers and 1 month for fathers, which has been increased to 2 months in the current policy.	% of employees entitled to parental leave	100%	100%	100%
			Leave taken	19	20	9
			% of employees returning to work in the following 12 months	100%	100%	100%
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 the hazard identification and a professional risk assessment is carried out in accordance with the MARAT method (Methodology for Evaluating Risks and Accidents at Work). 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	Worker participation, consultation, and communication on occupational health and safety	In addition to complying with the required occupational health and safety (OHS) regulations, we have increasingly promoted employee involvement through invitations to training and workshops, questionnaires to evaluate the organisational climate and psychosocial risks, and the dissemination of relevant information on OHS issues through internal media. In 2022, we held the annual emergency drill and renewed the training of emergency teams (evacuation and firefighting).				
403-5	Worker training on occupational health and safety	We ensure and equip our 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 automated external defibrillator (AED), emergency and fire safety awareness-raising activities.	Employees trained in firefighting	67	N/A	N/A
			Employees trained in using AEDs	10	18	24
403-6	Promotion of worker health	See chapter 'Mental health and well-being'. In addition: <ul style="list-style-type: none"> We celebrated well-being day with two special guests: Hugo van der Ding and Luís Duarte Madeira. We improved the terms of our health insurance, which covers the whole family and guarantees a series of improvements in coverage and additional special cover. We reviewed internal policies to promote a better work-life balance, more flexibility and a focus on the development and training of our people. It is our policy to promote the involvement of all employees in policies, commitments and responsibilities in a holistic way to create an increasingly safe and healthy working environment. 	Psychological counselling	245	71	61
			Requests for flu vaccinations	62	70	N/A
			Doctor's appointments	106	73	81
			Check-ups	103	24	19
403-8	Workers covered by an occupational health and safety management system	All our employees are covered by our occupational health and safety management system.				
403-9	Work-related injuries			No record of any occurrences	No record of any occurrences	No record of any occurrences
403-10	Work-related ill health			No record of any occurrences	No record of any occurrences	No record of any occurrences
404-1	Average hours of training per year per employee		Training sessions	55	54	38
			Total hours	700 hours in total	300 hours in total	200 hours in total
			Average hours per employee	1.8 hours	0.77 hours	0.46 hours
404-2	Programmes for upgrading employee skills and transition assistance programmes	Following our usual approach, for 2022, we created 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. We also held training courses in the area of well-being and health at work, and, for the first time, we 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. 27 associates and 9 senior associates participated in the first edition of the programme.				
404-3	Percentage of employees receiving regular performance and career development reviews		% of employees eligible to receive a performance evaluation (i.e. fulfilling the minimum working hours requirement)	88% of lawyers 92% of the management team	70% of lawyers 79% of the management team	84% of lawyers 87% of the management team
			% of employees who received a performance evaluation	88% of lawyers 92% of the management team (i.e. 100% of those eligible)	70% of lawyers 79% of the management team (i.e. 100% of those eligible)	84% of lawyers 87% of the management team (i.e. 100% of those eligible)
405-1	Diversity of governance bodies and employees	See chapter 'Diversity and inclusion'.	% of men and women partners	70% men 30% women	68% men 32% women	70% men 30% women
			% of men and women associates	39% men 61% women	40% men 60% women	40% men 60% women
			% of men and women trainee lawyers	63% men 37% women	62% men 38% women	62% men 38% women
			% of men and women in the management team	25% men 75% women	28% men 72% women	30% men 70% women
406-1	Incidents of discrimination and corrective actions taken	To date, no cases of discrimination have been reported. We continue to refine the reporting mechanisms available, in particular the internal whistleblowing system developed in 2022.		No record of any occurrences	No record of any occurrences	No record of any occurrences
413-1	Operations with local community engagement, impact assessments, and development programmes	See chapter 'Responsible business'. In 2022, we contributed 5498 hours of pro bono advice, involving 162 lawyers and supporting 28 organisations. We would like to highlight the work done in the area of impact investment for its innovative nature, in particular the work done with MSM - Mustard Seed Maze and the Ageas Foundation to create new investment mechanisms. Work in the area of renewable energy has also increased.	Number of hours of pro bono work	5498 hours	4875 hours	4555 hours
			Number of lawyer providing pro bono services	162 lawyers	159 lawyers	166 lawyers
			% staff working on pro bono services	42%	41%	37%
			Number of organisations supported	28	19	In 2020, hours per organisation were not recorded, so this figure is not available.
414-1	New suppliers screened using social criteria	During 2022, a new purchasing and supplier selection and management policy was created that now includes ESG criteria. It will be fully implemented in 2023.	% of new suppliers assessed against social criteria	0%	0%	0%
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data			n/a	n/a	n/a

¹ In the 2020 and 2021 reports, energy consumption per employee was incorrectly reported. This table shows the corrected figures, which replace 905 kWh and 1210 kWh. This error also affected the calculation of indicator 305-2 Indirect emissions (Scope 2) in 2020 and 2021 - in this table we present the corrected figures which replace 0.17 tonnes/employee and 0.24 tonnes/employee respectively.

² Water consumption per employee was incorrectly reported in the 2020 and 2021 reports. This table shows the corrected figures, which replace 22.9 m3 and 18.2 m3.