

Environmental, Social, and Governance Annual Report

2022

At Murgitroyd, we talk about growing the right way. For us, responsible growth means delivering benefits for our clients, colleagues and the communities in which we operate across the globe.

Gordon Stark, CEO



Gordon Stark CEO

A message from Gordon Stark, CEO

Murgitroyd's commitment to being a sustainable and responsible business has continued to strengthen over the past year. In partnership with our owners Sovereign Capital Partners, we have further built upon the ESG foundations which we see as essential to our journey of growth. Since the publication of our 2021 ESG report, the company has grown considerably following the acquisition of three excellent businesses in the UK and Ireland, and we have ambitious plans to grow further.

At Murgitroyd, we talk about growing the right way. For us, responsible growth means delivering benefits for our clients, colleagues and the communities in which we operate across the globe. We believe that successful growth for us will come from delivering excellent services to clients, being a great place to work, and from being a good corporate citizen.

It is my privilege to write the introduction to this annual report, however, credit must go to the many colleagues across Murgitroyd who so passionately and consistently work to deliver our ESG agenda.

I would like to extend a particular thanks to Beth Marshall who continues to lead and drive the work of our IM:PACT group, which co-ordinates and advances our work on equality, diversity and inclusion; community outreach; supporting charities and communities; and reducing our environmental impact.

Over the last year, the leadership team has had particular focus on Governance, ensuring that all of our stakeholders have the confidence that we have in place the right structures, policies and standards to deliver growth responsibly and ethically.

This year's report reflects the sustained and comprehensive activities which have taken place across our 24 offices over the past 12 months. Everyone involved goes above and beyond their already busy professional and personal lives. Behind this report is a tremendous amount of hard work and the dedication of a lot of people who work together and embody Murgitroyd's one team approach.

Thank you to everyone who has played their part in advancing our ESG aims over the past year, including our community partners and the organisations who both support and enable our ESG work. Every day I am inspired by my colleagues who have made our ESG agenda central to our company and culture. They truly live our values of Trust, Unity and Confidence.

A handwritten signature in black ink, appearing to read 'Gale'.

Gordon Stark CEO

Executive Summary

2021/2022 has been a dynamic year for Murgitroyd, with several acquisitions resulting in rapid growth and change within the company. This has provided us with exceptional opportunities to learn from our new colleagues and further develop our ESG strategy and aims.

Equality, Diversity, & Inclusion

In 2022 we ran our second “Getting to Know You” ED&I survey, facilitated by an external provider. The response to the survey exceeded all expectations, reaching an incredible 72% (a 7% increase from 2021). The updated data has been invaluable in providing a quantitative comparison to where we were at the time of our first baseline survey in 2021.

Our training programme for Trainee Patent Attorneys has continued to evolve with a holistic view of attorney development at the forefront.

We updated our anti-racism statement for 2022 to reflect work that has been done in this area since the original statement was produced in 2020.

We have extended our virtual open day programme, originally for Trainee Patent Attorney roles, and held our first open day for Patent Paralegals in 2022.

We have continued to hold racial awareness workshops for leaders within the business, and to date over 90 senior staff have attended the workshops.

We have hosted webinars on gender equity, dementia in the workplace, and mental health. We now have 12 trained Mental Health First Aiders available to provide support and advice to colleagues.

We have introduced a new Menopause policy, enhanced our UK maternity and paternity policies, and provided information and support for colleagues who experience pregnancy loss, and Line Managers who support them.

In response to colleague feedback, our internal company communications are now provided in English, German, French, Spanish, and Italian.

Environment

In 2021/2022, we extended our carbon footprint report from our UK offices only, to include data for all of our offices globally. Our latest report shows an expected year-on-year increase in carbon emissions as a result of the return to the office and business travel restarting.

We are proud to have renewed our membership of the Legal Sustainability Alliance for a further year. As part of our commitment to The Legal Renewables Initiative, we continue to critically review all energy contracts with a view to getting to 100% renewable energy supply in all of our offices by 2025.

We have reviewed our company vehicle holding in 2021/2022, exchanging diesel vehicles for electric or hybrid vehicles according to needs, and exchanging older electric vehicles for newer, more efficient models.

Working together with Ensphere, a specialist consultancy, we continue to review and update our environmental KPIs and strategy, to work towards our goal of becoming carbon neutral by 2030.

Governance

We have updated our Modern Slavery Act Policy Statement for 2022/2023 and this is available on our website, together with our Anti-Bribery and Corruption Policy.

Colleagues have undertaken training in Cyber Security to learn how different types of threats can present themselves, and how to protect our systems.

We have commenced training or retraining of fire wardens and first aiders within our offices. When the first round of training is completed, we will have 19 fire wardens and 17 trained first-aiders across Murgitroyd.

Charitable Giving & Community Outreach and Engagement

Providing support to good causes and the charitable sector continues to be an important part of Murgitroyd’s company culture. In 2021/2022 we have continued to support staff fundraising, make donations in response to global events and disasters, and to support colleague health and wellbeing.

Several community initiatives have been supported either through financial or practical donations, including school outreach visits, donations of clothes and kitchen items to projects supporting homeless and vulnerable individuals, and a financial donation to contribute towards refurbishment costs for a resource centre for ethnic minority communities in Glasgow.

Trailblazers

Trailblazers works to foster the company culture in line with the company values of trust, unity and confidence, through annual and ongoing initiatives aiming to bring colleagues together and promote wellbeing.

In 2022 colleagues were encouraged to take part in activities in their local area with a focus on getting fitter and healthier in whichever way best suited each individual, raising money for charities selected by each office. This culminated in a final virtual garden party that brought colleagues together to discuss their activities, and where the total amounts raised for each charity were announced.

Colleagues have the opportunity to nominate each other on a monthly basis for our “Above and Beyond” awards, in recognition of outstanding contributions in line with the company values.

A “virtual coffee with a colleague” programme has been running throughout the year, where colleagues are paired with each other every two weeks to get together and have a chat over coffee. This has brought together colleagues from a range of offices and roles who might not otherwise get the chance to get to know each other and has been very well received.

Our Core Values





“Seeing Murgitroyd’s sustained commitment to embracing and promoting diversity and inclusiveness has translated into meaningful actions that will promote greater diversity of both the inventor community and IP professionals. Murgitroyd’s support of the Diversity in Innovation Pledge, and development of their own diverse teams is a positive reflection of actions which will deliver benefits not just for Murgitroyd, but for the wider IP ecosystem.”

Jeremiah Chan, Head of Patents, Licensing and Open Source at Meta Platforms

The recovery and pathway out of the global pandemic has demonstrated that the changes to working life that resulted from lockdown are here to stay. The majority of our colleagues are now working flexibly, with a hybrid working week split between the office and home. A focus of this year for Murgitroyd has been to support colleagues in their return to the office on a gradual, flexible basis, to bring teams together and continue to nurture our company culture through in-person connections.

Mental health and wellbeing continue to be a priority within Murgitroyd. We have now provided Mental Health First Aid training to 12 staff members across the company, with more training sessions planned in the next year.

We have continued with our racial awareness training within the business, and have now provided training sessions to over 90 senior leaders. These senior leaders have, in turn, led training sessions for their teams. We have additionally provided training on other diverse subjects such as dementia in the workplace and gender equity.

We held our second annual virtual open day for interested individuals to find out more about being a patent attorney at Murgitroyd, and the IP profession generally. Our UK graduate recruitment process has been overhauled to reduce the chance of bias at the selection stage. Reviews of the process continue to identify other improvements that can be made to ensure fairness throughout.

Due to the positive feedback received from the patent open days, Murgitroyd has now added further open days for other roles in the business such as Patent Paralegals.

Finally, we ran our second ED&I survey across the company to gather diversity data about our employees, and to provide an anonymous forum for staff to feed back to us things we are getting right, and ways that we can improve. As we have grown significantly as a business this year, it is particularly important to understand our demographics and the needs of our colleagues across the board.


We continue to expand as a business, and the work of our ED&I team is crucial in maintaining our company culture and values as we evolve.



Staff Data Headlines


In August 2022 we engaged an external consultancy to prepare and run our second company-wide “Getting to Know You” ED&I survey. We were delighted to achieve a response rate of 72%, an increase of 7% on 2021.

Key points from the survey are shared below.




OUR METRICS

24 global offices with 470 employees worldwide



ENGAGEMENT

72% of colleagues completed our EDI questionnaire




DIVERSITY OF OUR PEOPLE

Gender: 33% of senior leaders are women


Ethnicity: 15% of colleagues are ethnic minorities

Disability: 12% of colleagues have a disability



IM:PACT CHAMPIONS

36 Colleagues




IM:PACT TEAMS

Equality, Diversity & Inclusion

Charitable Giving


Community Outreach and Engagement

Environment



WORK:LIFE BALANCE


51% of colleagues have caring responsibilities



TRAINING UNDERTAKEN

GRADUATES:
27 Trainees progressing through Patent and Trade Mark exams

OTHER:
18 employees undertaking training in their specialist areas



CULTURE

Of colleagues who completed the survey:

87% agreed or strongly agreed they were treated with respect as an employee

74% agreed or strongly agreed that colleagues demonstrate our core values

Anti-Racism Statement

We produced our first anti-racism statement in 2020, explicitly setting out Murgitroyd’s commitment to equity, diversity, inclusion, and anti-racism. This statement has been updated in 2022. The updated statement follows in English, and translations of the original statement are available on our French, German, and Italian websites. Translations of the updated statement are in progress.

Murgitroyd is committed to equality, inclusion, and creating better lives for all.

We stand with all ethnic minority communities against all forms of racism, whether overt, insidious, or structural, and we encourage our colleagues, clients, and the profession to do the same.

We recognise that racism and discrimination are faced by these communities every day, and the IP profession is not immune to this prejudice. It is not enough for us simply to condemn racism; we must be actively anti-racist.

What does anti-racism mean to Murgitroyd?
It means we will endeavour to drive education throughout the business; embrace individuality; provide equality and equity; be empathetic and committed to improve others’ well-being; provide allyship; and always strive to listen to our colleagues so that we can continually improve our equality, diversity and inclusivity practices.

So, what are we actually doing?
Our well-established IM:PACT team works to address these important issues, and we are delighted that the number of colleagues actively involved in the team continues to grow.

- IM:PACT is sub-divided into a number of groups, each aimed at improving and supporting aspects of Murgitroyd life:
- Equality, Diversity and Inclusion;
 - Community Outreach and Engagement;
 - Charitable Giving; and
 - Environment.

The Equality, Diversity and Inclusion group continues to develop and roll out initiatives aimed at improving diversity awareness and inclusivity within Murgitroyd.

We developed a Focus on Race programme with the assistance of an external provider, aimed at establishing a structured racial awareness training scheme. This programme is ongoing, and many of our colleagues have now received the training. We continue to run the training sessions for new colleagues joining the business, so that as many of our colleagues have an opportunity to benefit from this training as possible.

We have carried out our second focus group to hear from our colleagues who identify as members of an ethnic minority, facilitated by a third party, creating a safe space for honest, open discussion about their experiences working at Murgitroyd. The results of these focus groups are fully anonymised, and the feedback assists us in understanding where we can improve our business and adapt our working practices so as to best support all of our colleagues.

- We are a Race at Work Charter signatory, committing to five practical steps in support of that Charter:
- Appointment of an Executive Sponsor for race – our Sponsor is Gordon Stark, CEO;
 - Capturing ethnicity data and publicising progress;
 - Committing at Board level to zero tolerance of harassment and bullying;
 - Making clear that supporting equity in the workplace is the responsibility of everyone, not just leaders and managers; and
 - Taking action that supports ethnic minority career progression.
- Intersectionality amplifies inequality for ethnic minorities. Murgitroyd is actively involved in several projects and initiatives to improve opportunities, access, and equality across all minority groups.

Our involvement includes:

- Three of our senior colleagues (Cath Coombes, Russell Thom and Steven Suèr) are members of the CIPA and CITMA joint think tank, supported by IP Inclusive, to improve D&I across the IP profession;
- Support for the Careers in Ideas schools programme, to raise awareness of the IP profession and the wide variety of routes to working within it; and
- Laurence Cheney is Lead of IP Inclusive Scotland network, Margaret Hastie is a committee member and event coordinator, and a number of colleagues host local IP Inclusive coffee programmes, where members of the profession gather to chat over topics suggested by the IP Inclusive communities, and share best practice ideas.

We have also taken steps to revise our graduate recruitment process:

- We have moved away from CV use, to achieve consistency in applications for advertised roles and create a level playing field for applicants applying for those roles.
- Identifying information is removed from applications before they are passed to decision makers.
- We have continued on the success of our first 2021 Graduate IP Recruitment Day, holding a similar event in February 2022. We believe our open days give interested candidates an opportunity to come along and learn more about what is involved in becoming and being a Patent Attorney in an informal setting, including advice on the application and interview stages. We are in the process of extending our open day offering to other roles in the business.

Murgitroyd stands with our ethnic minority colleagues, clients, and communities against all forms of racism.

We commit to being anti-racist, and doing everything we can to bring about positive change.

Internal Work

A second round of focus groups were held in January 2022 with our colleagues who identify as belonging to an ethnic minority group, hosted by an external speciality consultancy, Focal Point Training. These groups aim to provide a safe space for honest feedback on what the company is getting right, and for constructive criticism on where we can improve. Focal Point Training provided the feedback to us anonymously, which led to open and honest discussions about where we were doing well and where we need to improve.

Many extremely valuable suggestions were made which we have taken on board and have either already acted on, or are currently working on.

ED&I Internal Training and Events

Focus on Race Training

In 2020 we engaged an external specialist consultancy, Focal Point Training, to develop and run racial awareness workshops for staff across the company, with the training continuing through 2021 and 2022. The workshops provide a safe, non-judgmental space for colleagues to learn about racism and how to be anti-racist.

Over 90 senior staff have now attended, each of whom were tasked with holding team sessions to review and discuss the course contents with close colleagues who had not attended the course. To date over 150 colleagues have benefited from the team sessions.

While further sessions are scheduled for March 2023, due to the majority of senior colleagues now having received the training, we are transitioning to delivering racial awareness sessions as part of our induction programme for new starts. We anticipate that the independent sessions will run for a short while as we move over to this new delivery method, and we look forward to ensuring that all new team members are offered the opportunity to take part.



Gender Equity

To mark International Women's Day 2022, we took some time as a company to reflect on the outstanding contribution that the women of Murgitroyd make to the growth, success, and culture of Murgitroyd. The theme for 2022 was "Break the Bias", with a focus on gender equity and removal of gender-based stereotypes and discrimination.

2021/2022 was a year that brought a particularly high number of senior women into Murgitroyd's leadership teams, and was our strongest ever year of women supporting the future growth of the business.

In addition to celebrating our colleagues, we held an event around the topic of "Gender Equity Through a Male Lens", with an informative and thought-provoking webinar held by Nadia Nagamootoo, CEO of Avenir Consulting and host of the Why Care? Podcast. It was extremely encouraging that many male colleagues came along to support the event.

Dementia

Our Scottish offices welcomed a representative from Alzheimer's Scotland for training on dementia in the workplace. With an increasing shift towards younger people being diagnosed with early-onset dementia, it is highly likely that we will be working alongside colleagues diagnosed with this condition in the near future. The training provided guidance on how to best support colleagues and provide adjustments to allow them to continue to work as normal for as long as possible.



Mental Health – Blue Monday

January is a challenging time for mental health – short, cold days (in the Northern hemisphere); bills coming in post-Christmas; and reduced motivation and energy all piling on top of one another, hence why the third Monday in January has been coined "Blue Monday".

To support colleagues at a difficult time of year, we held a webinar with Penny Aspinall from Jonathan's Voice and the Charlie Waller Trust titled "Mental Health Matters: A Proactive Approach".

Colleagues were provided with tips and strategies for looking after your own mental health, as well as looking out for other people who may be struggling.

Invisible Portraits – Southampton City Art Gallery

We were delighted to find out that our Chief Marketing Officer, Jamie LeLiever's aunt, artist Lucy Ash, was holding an art exhibition in Southampton City Art Gallery titled "Invisible Portraits". The exhibition highlighted the LGBTIQ+ community by creating two large artworks titled "Portraits of Inspiration".

The artworks are themselves a community project, to emphasise that LGBTIQ+ progress is achieved through a collective effort with the support of allies and the community generally. Southampton locals, together with leading LGBTIQ+ figures, were invited to create a painting representing an LGBTIQ+ individual that inspired them, with each participant given a canvas and painting supplies.

Each Portrait of Inspiration is formed of an incredible 323 individual paintings, a community artwork with a strong message of cohesiveness and strength achieved from individual parts.

Murgitroyd was honoured to be invited to contribute to the exhibition by providing 12 of our own inspirational figures. As part of our London City office rebranding celebration event, colleagues produced paintings showing (or symbolising!) LGBTIQ+ figures. Our Southampton office colleagues delivered the paintings to the Gallery, completing the exhibition pieces.

External Training and Events Attended

As part of our ongoing development, colleagues have attended several externally-led training, networking, and awareness-raising events. These are listed in Appendix 1.

Awareness Raising

Part of the work of the ED&I team is to mark important cultural events and to raise awareness among staff around what the day means, and why it is important.

We published our first ED&I calendar in December 2021 and made this available across the business. The calendar highlighted key events with personal significance to our colleagues. In addition to raising awareness of these events generally, the calendar also serves as a reminder to leaders in the business of times that colleagues may be, for example, observing particular religious festivals.

In 2021/2022 we have marked or celebrated many events over and above the ED&I calendar, raising awareness among our colleagues and opening dialogue on the issues or festivities behind each day, week, or month. A full list of the events we have observed in the past year is provided in Appendix 2.

Open Day, Recruitment, Policies & Procedures

Virtual Open Day – Patent Attorneys

In March 2021, we held our first virtual open day for interested individuals to find out more about Murgitroyd and the role of patent attorneys generally. The open day helps to raise the profile of the IP industry and make the profession more accessible to those who may not have direct experience of IP, or do not know much about it but are interested in finding out.

The day was highly successful, with great feedback from attendees, and we were delighted to welcome three new graduates who joined us as Trainee Patent Attorneys from the event. Given the overwhelmingly positive results from our first open day, we were excited to hold our second in February 2022.

The attendees heard from several attorneys who presented on the company and their role. Graduate trainees gave attendees an insight into what a day in their working life looked like, before everyone split into break out rooms for a brief exercise on inventions and invention spotting. A busy question and answer session rounded out the day.

We were delighted that the event was so well attended, and we have recently welcomed seven new graduates who joined us in our offices in the UK and Ireland in August and September to commence their training as Patent Attorneys, two of whom attended our open day.

We look forward to our next graduate recruitment open day for Patent Attorneys in November 2022.

Virtual Open Day – Other Roles

Due to the success of the Trainee Patent Attorney open days, we have introduced a similar initiative for Patent Paralegal roles in the business and held our first Patent Paralegal open day in June 2022.

Attorney Development Programme

We recognise that new attorneys still need and value support after they qualify. This year we have introduced our Attorney Development Programme, which builds on the demonstrated knowledge of each newly-qualified attorney and deepens their understanding of matters such as finance, marketing and business development, and how to manage client relationships. Colleagues from all parts of the business have stepped in to provide training on areas that as a trainee, you may not gain exposure to, but as an attorney it is essential to understand.

On top of this, monthly calls are held with all attorneys who have qualified within the past 3 years. This offers a safe and non-judgmental forum for attorneys to raise issues, ask questions, or on occasion to have a more structured discussion around a particular topic with their peer group, moderated by a senior member of staff.

As a result of the introduction of the Attorney Development Programme, we now have a structured development and support programme available for all trainee attorneys that extends from the day they start with Murgitroyd, to several years post-qualification.

Patent Camp – Trainee Patent Attorneys

We held our first Patents Camp in 2022 as part of our induction for the new trainee patent attorneys who joined us this year. The Camp involved three days of in-depth training and team building to welcome the trainees to Murgitroyd, and the profession. Training was led by a wide range of colleagues from across the business, including some of our “older” trainees who started with us in 2021.

The Camp allowed the trainees to meet the rest of their cohort who will be going through our internal training programme alongside them, and get to know some key colleagues in the business. The event was a great success and very well received. We intend to hold further Camps for new starts annually, and continue to facilitate existing trainees getting together on a regular basis to network and support each other.

Policies and Procedures

Following feedback from colleagues, we have introduced a new practice of providing all internal company communications in English, German, French, Spanish and Italian.

We have introduced a Menopause policy to provide information and support to colleagues and Line Managers.

We also undertook a review of our Family Friendly policies, which saw both of our UK Maternity and Paternity policies enhanced to support colleagues in this area. Further review work continues on this for other locations.

We have introduced information and resource signposting guidance for colleagues who experience pregnancy loss, and Line Managers who support them.

We have an internal Company Handbook available for all staff via our intranet which includes full details of our policies and procedures.

External Commitments

UK & Europe

Murgitroyd was pleased to sign up to support the Mindful Business Charter. The Mindful Business Charter is a commitment to tackle and reduce avoidable workplace stress, in both internal and external operations. While stress can never be entirely removed from the workplace, we recognise that there are ways of working differently in an effort to reduce unnecessary stress on colleagues, and improve mental health and wellbeing.

As a company, we are committing to the following key points of the Charter:

1. Drive forward the actions and change necessary to support the Mindful Business Charter.
2. Promote a culture where people can speak up early about any concerns that they might have with their wellbeing (or the wellbeing of colleagues).
3. Make performance against the Mindful Business Charter/responsible business a priority standing agenda item for all client and supplier relationship review meetings.
4. Ensure responsible business is included as an area of assessment during significant procurement processes.
5. Once points 1-4 have been established in the business, introduce the Mindful Business Charter to one new member every 12 months.

We are also signatories to the Race at Work charter, formalising our commitment to the following steps:

1. Appoint an Executive Sponsor for race (our sponsor is Gordon Stark, CEO).
2. Capture ethnicity data and publicise progress.
3. Commit at Board level to zero tolerance of harassment and bullying.
4. Make equity, diversity, and inclusion the responsibility of all leaders and managers.
5. Take action that supports ethnically diverse employee career progression.

We additionally commit to supporting race inclusion allies in the workplace, and including ethnic minority-led enterprises in our supply chains.

IP Inclusive Support and Activities

Beth Marshall is on the committee for IP Ability, the IP Inclusive group for disabled people working in the IP industry, carers, and allies. IP Ability is highly active in educating and raising awareness of all kinds of disabilities, regularly holding or contributing to webinars, as well as producing articles and resources for individuals and companies.

Laurence Cheney leads the Scottish IP Inclusive Network, which has held several events including discussions on the inclusivity of hybrid working and the return to the office.

Sponsorship

In addition to the work detailed above done in supporting IP Inclusive, we continue to contribute sponsorship to help IP Inclusive’s ongoing work.

Senior Leader’s Pledge

Murgitroyd Directors Russell Thom (Glasgow), Catherine Coombes (York), and Steven Suèr (Aberdeen) are signatories to the IP Inclusive Senior Leaders’ Pledge, which they have continued to work to uphold over the past year.

The Pledge is a commitment by each of the individual signatories – not organisations – to uphold eight high-level commitments alongside individual practical steps that the individual will follow. The eight commitments, set out by IP Inclusive, are:

1. Providing visible and proactive leadership to improve D&I in my organisation;
2. Taking D&I seriously at the highest level;
3. Embedding and valuing D&I throughout the organisational culture;
4. Building trust and safe spaces throughout the organisation;
5. Educating myself and my colleagues about D&I issues;
6. Sharing my privileges;
7. Insisting on equity; and
8. Working closely with HR and/or management colleagues to achieve this.

All three colleagues are actively involved in our ED&I work, such as wellbeing, mental health and resilience, and Catherine Coombes also sits on our ESG steering group.

Americas

Morgan Pope and Michael Chernoff represent the Americas in our ED&I team, keeping us updated with current ED&I events and initiatives in North and Central America, and coordinating our ED&I efforts in the region.

Sponsorships

Murgitroyd was pleased to support the One Justice network’s Opening Doors to Justice 2022 event.

OneJustice works to ensure equitable access to legal assistance for low-income families and individuals in California. They have successfully established a network of pro-bono legal services across the state, and support non-profit organisations in the legal sector through training offerings, networking events, and consulting and technical assistance. The initiative helps to maintain a statewide network of community advocates who work to lobby lawmakers and give a voice to those who need help.

Without the aid provided by OneJustice, hundreds of thousands of low-income Californians would struggle to find legal advice to escape domestic violence, obtain access to health care, avoid homelessness, and get help following disasters such as wildfires.

Pledges

In 2021 Murgitroyd became a signatory to the Diversity Pledge from Increasing Diversity in Innovation, an initiative we are pleased to continue supporting in 2022. The Diversity Pledge is a commitment by the signatories to support underrepresented groups in innovation in the US, particularly women, ethnic minorities, and veterans.

We also continue to support the Patent Pipeline Program (PPP) Diversity Pledge as a PPP Diversity Ally. The Pledge stemmed from a partnership between Meta and the National Council on Patent Practicum (NCPD), and aims to increase diversity in the US patent profession. The PPP provides training, resources, and career opportunities for underrepresented minority groups to enter the patent profession.

Group Members



Nanna Bergh
Patent Paralegal Secretary



Rahila Bhat
Patent Scientist



Lin Bo
Patent Attorney



Martin Brown
Project Manager – Translation



Jay Buckley
Records Administrator



Clare Bulman
Secretary



Laurence Cheney
Head of Global Marketing Operations



Michael Chernoff
Managing Director, Strategic IP Services



Catherine Coombes
Director, Patents



Anna Hally
Director, Patents



Russell Thom
Regional Head, Patents UK



Cara Kavinsky
HR Assistant



Fiona McLachlan
Patent Scientist



Lisa O'Brien
Senior Patent Attorney/ED&I Group Leader



Linda Paton
HR & Training Co-ordinator



Morgan Pope
Client Experience Manager



Mary Quinn
Director, Human Resources



Mandy Smailes
Patent Paralegal Secretary & Office Manager



Ruby Smith
Patent Scientist



Ashley Tambe
Patent Scientist



Alex Winn
Records Administrator



The Environment group plays a crucial role in supporting the business to reduce our carbon footprint on our route to Net Zero in the face of the challenges presented by the global pandemic and the subsequent return to the office.

The Environment group endeavours to:

1. Protect the environment by lessening our impact through monitoring and reducing our carbon emissions;
2. Raise awareness in the company of things that colleagues can do to reduce their personal carbon emissions as well as reducing carbon emissions within the business;
3. Engage colleagues in environmental issues and initiatives; and
4. Identify environmental causes that we can support.

As the return to work following the global pandemic has progressed over the past year, there has been an inevitable increase in travel. Added to the complexities in the energy supply chain that have arisen in 2022 as many businesses have found, there are significant challenges at present around balancing business costs and efficiency with mitigating environmental impacts.

Carbon Footprint

Our latest Carbon Footprint report for the period June 2021 to May 2022 shows there was an increase in carbon emissions overall and per employee compared to previous years. The increase in overall emissions was expected as this year we have extended the carbon footprint analysis to include our non-UK offices, which were not previously included. Additionally, the company has grown through acquisitions made during the reporting period.

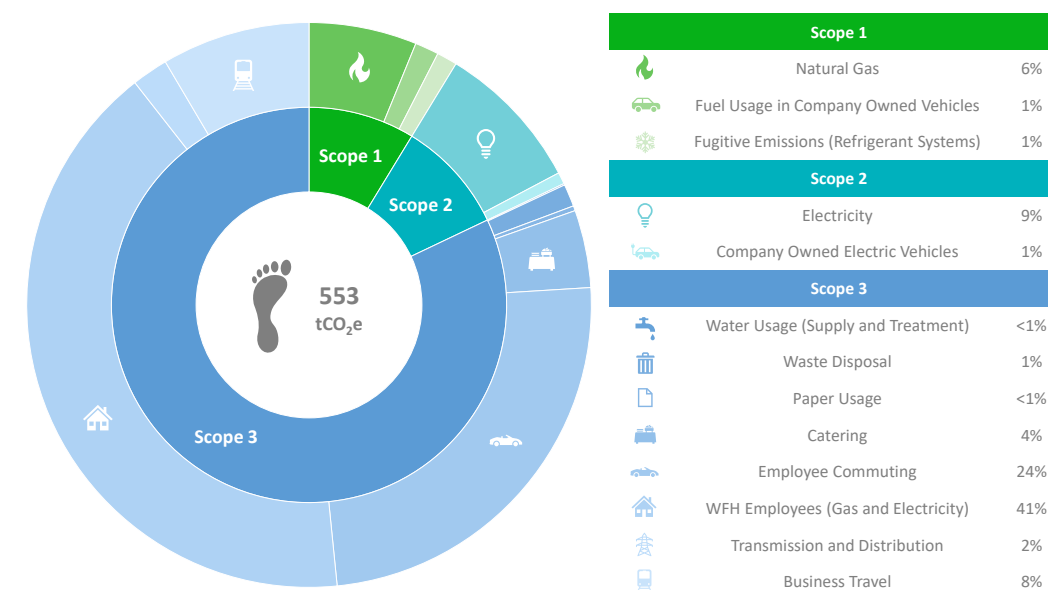


Figure 1
2021-2022 Carbon Footprint Summary



Figure 2
Comparison between this year and previous year

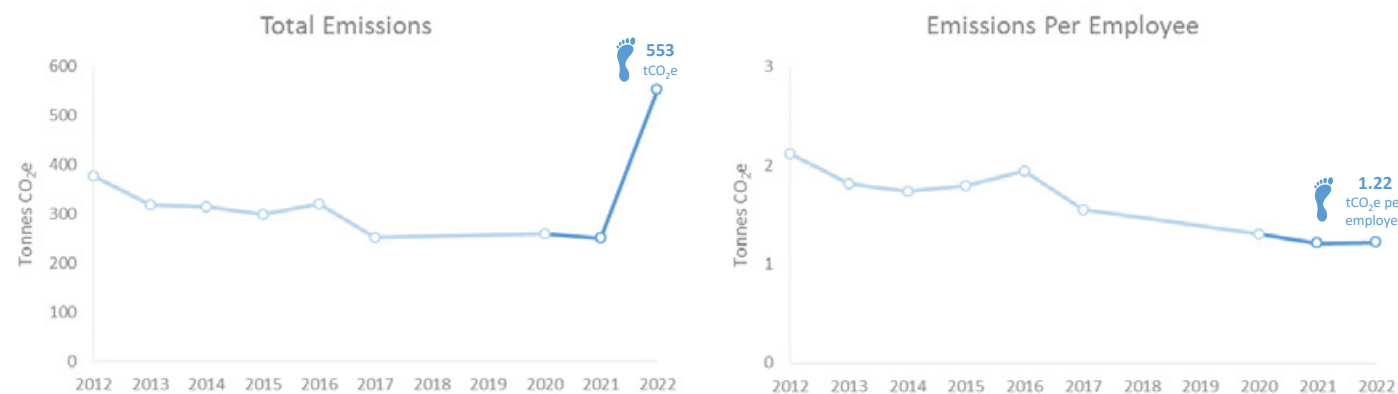


Figure 3
Total emissions through the years

There are a number of further factors which have contributed to the rise in our emissions this year, such as an increase in office-based working, although there remain lower numbers of employees in our offices day-to-day when compared to pre-2020. There has also been a significant increase in business-related travel and hotel accommodation which are included in our carbon footprint figures. We have further included carbon emissions for homeworking employees, and employee commute data. We continue to encourage colleagues to adopt sustainable habits such as reducing business travel, through support for and use of virtual meeting software, paperless working and purchasing energy efficient equipment.

Work is ongoing to improve the sustainability of the working environment we provide. As energy contracts come to an end across our offices, we continue to review suppliers critically, switching where possible to those that provide 100% renewable energy. Our office facilities are reviewed on a regular basis to assess where efficiency savings and improvements can be made, and in particular detail when office refurbishment projects are taking place.

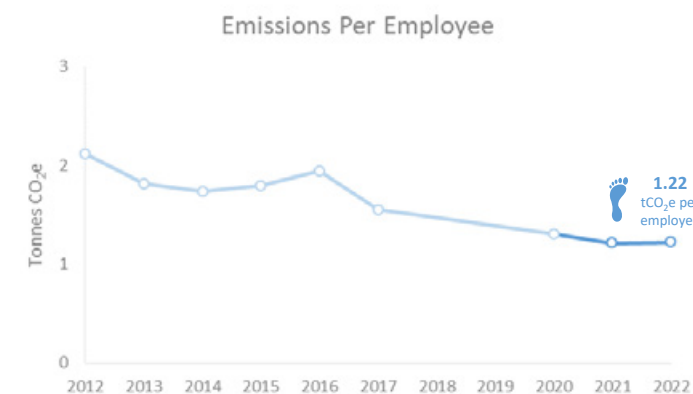


Figure 4
Emissions per employee through the years

We have made efforts to reduce the amount of waste going to landfill by recycling and donating used furniture. This year we made a donation of furniture from our Cardiff office to St. John Ambulance Cymru (photo below), which will be put to use in various sites around Wales.

We are additionally working to reduce our future waste levels by buying furniture that can more easily be recycled at a later date. We are further supplementing this drive for sustainability in all of our offices by, for example, working to upgrade our office lighting to more energy efficient options.



Legal Sustainability Alliance

Murgitroyd has been a member of this network for a number of years and is proud to have renewed our membership of the Legal Sustainability Alliance (LSA) for 2022.

The LSA is a valuable network for UK firms in the legal sector, providing advice and guidance to help law firms to analyse and reduce their carbon emissions on the road to Net Zero.

In 2021 we signed up to The Legal Renewables Initiative, a commitment to source 100% of our energy from renewable providers by 2025. All of the energy accounts that we have direct control over have been changed to tariffs that include the provision of 100% renewable energy through wind and/or hydroelectric assets. In other offices where the supply is shared, we are working with stakeholders to change tariffs where applicable. The present complexity of the energy landscape has brought challenges to the changeover process, but we are nevertheless pleased with progress so far and continue to look towards achieving our renewable supply goal by 2025.

Initiatives

In December 2021 we encouraged colleagues to have a more environmentally friendly Christmas by reducing single-use plastics and papers, reusing as much as possible, and offering tips on typical Christmas items that can (and those that can't) be recycled.



We again marked **Veganuary** in January 2022. Colleagues were encouraged to try meat-free meals and learn about how to transition to more plant-based diets.

A popular topic this year was plant-based milk. Helpful tips on how to make the most of plant-based milks in hot drinks were shared, along with delicious smoothie recipes!

Colleagues were asked to post photos of vegan food that they had created - for each photo shared, Murgitroyd added to a donation to **Compassion in World Farming** that was made at the end of the month.

18 March 2022 was **Global Recycling Day**, created to recognise that our resources are finite, and that recycling is an essential part of preserving the planet's future. We asked colleagues to share recycling tips, and also invited requests for additional recycling facilities/ideas for how to improve recycling in our offices.

We found out that yoghurt pots are an ideal size for starting off seedlings, and toilet roll tubes make great growing cells, as when they are sat in a tray containing water, they absorb it and keep the compost in the cell moist!

World Environmental Day was held on 5 June 2022 with a theme of “#OnlyOneEarth”. The team encouraged colleagues to check all electrical equipment in our offices before they left for the weekend, to ensure that they were switched off and not left on standby. Colleagues were also encouraged to extend this consideration of “phantom” energy use to their homes – one estimate by the Energy Savings Trust suggests that appliances in standby mode could consume an incredible 9-16% of annual energy usage, with televisions and games consoles the worst offenders. The team also made a donation to Flora and Fauna International, the world's oldest international wildlife conservation organisation.

Ongoing Training and Education

The team are committed to maintaining up-to-date knowledge about ESG initiatives and ways that Murgitroyd can continue to reduce our environmental impact on the road to Net Zero. In the past year, members of the team have attended training sessions on the following topics:

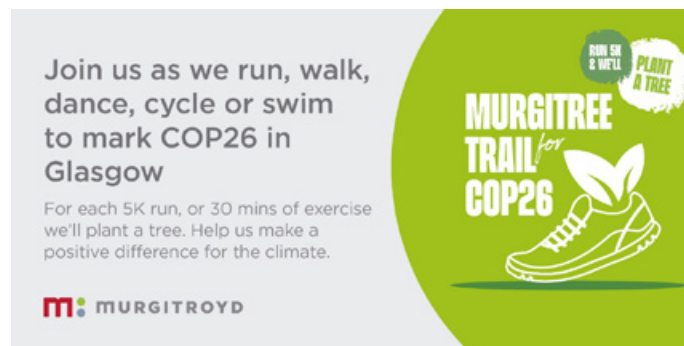
- Context and Questions on the Climate Crisis
- ESG Reporting 2022
- Reaching Zero: How Legal Services Can Accelerate the Transition

Outcomes from COP26

The UN Climate Change Conference COP26 was hosted in Glasgow in November 2021, not far from our head office. In recognition of this event, and as the conference was so close to our head office location, we wanted to take every opportunity to get colleagues engaged and informed.

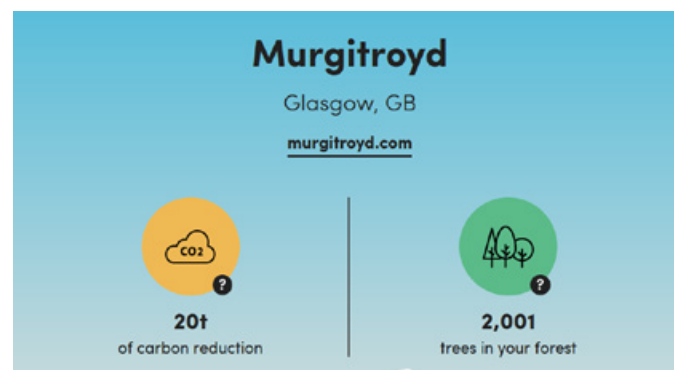
The environmental team together with our Trailblazers group held a weekend exercise event nicknamed The M:urgitree Trail on 30-31 October 2021 to mark the beginning of the conference. Colleagues were asked to record every 30 minutes of activity they took part in – this could be running, walking, yoga, gardening, or anything in between! The key focus was getting outdoors into nature, and doing something that would benefit both the individual and the environment. Lots of photos of beautiful places and trees were posted on our internal channels from across our offices.

For every 30 minutes of activity achieved, Murgitroyd committed to planting a tree. In the end 100 trees were planted just from this weekend alone!



A dedicated social media channel was set up for the period of the conference with useful and illuminating tips on how to minimise our environmental impact and carbon footprints. Some of the hints and tips our colleagues provided included practicing “life cycle thinking” (spending a few minutes considering the life cycle of an item, food, or service that you use); ideas for how to use leftover pumpkins from Halloween; and considering “goods provenance” – the green credentials of services and products used/ consumed before you buy.

In addition, Murgitroyd also committed to planting a tree for every Murgitroyd employee. At the time of the conference, this resulted in a further 440 trees being planted. To date, as a company, we have planted 2001 trees.



Targets and Progress Update

With the support of our owners Sovereign Capital Partners, we are working with Ensphere, a consultancy who advise businesses on sustainability and reducing carbon emissions, who are assisting us to streamline our environmental reporting and to set KPIs to assist Murgitroyd in becoming carbon neutral by 2030 or before.

Our goal is to pro-actively work on reducing our carbon footprint as far as possible, include all of our offices in our carbon footprint data and utilise carbon offsets only where necessary.

As of 2022 we have four fully electric company vehicles, and two hybrid company vehicles, with one diesel van. Over the past year a review of our company vehicle holding has been underway. Some older electric vehicles have been replaced with newer, more efficient options, and some diesel vehicles have been replaced with either electric, or hybrid options where the charging network is not compatible with needs.



Margaret Hastie

HR & Operations Manager/
Environment Group Leader



Lin Bo

Patent Attorney



Celia Mena

IP Docketing Administrator



Melania Padilla

Senior IP Docketing
Administrator



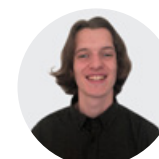
Linda Paton

HR and Training Co-ordinator



Alison Perry

Renewals Liaison



Kyle Sandilands

Patent Scientist



Jen Stocker

Senior Patent Paralegal



Steven Suèr

Director, Patents



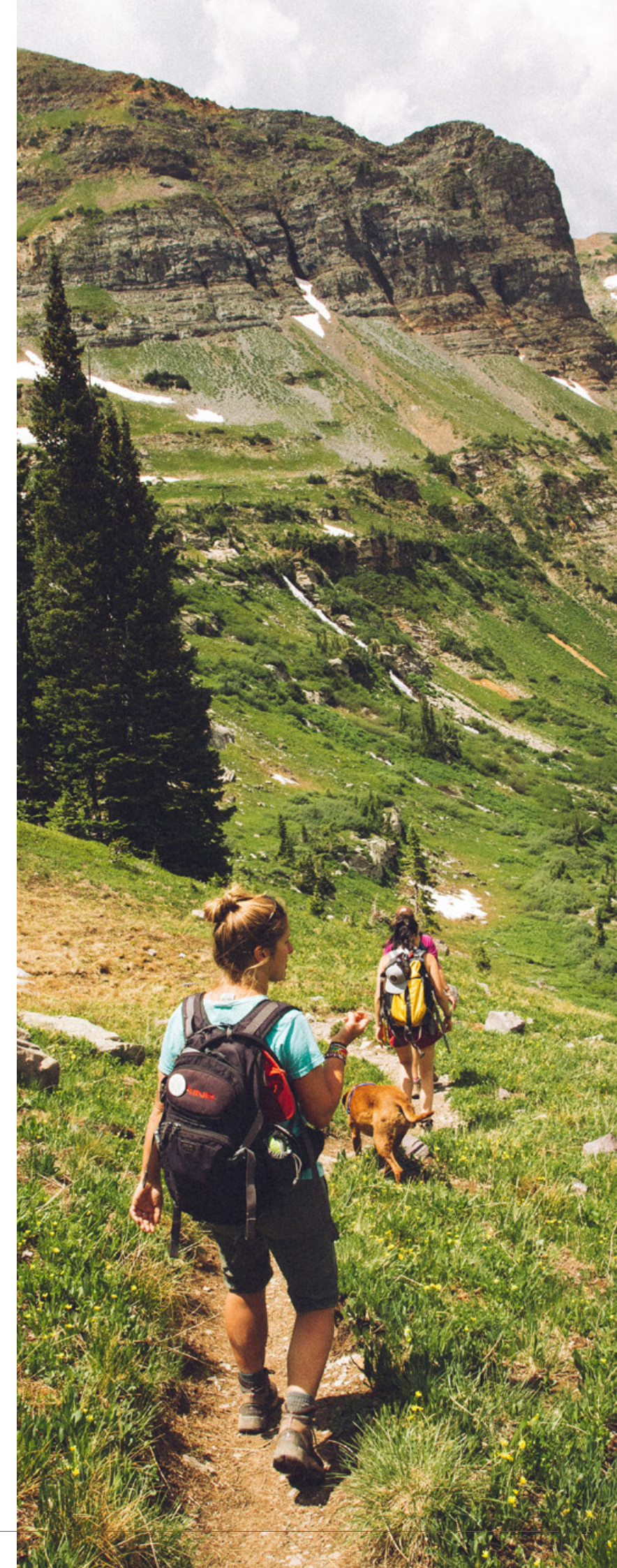
Ashley Tambe

Patent Scientist



Rebecca Wheeler

Senior Patent Paralegal



Anti-Bribery and Corruption Policy

A statement on our Anti-Bribery and Corruption Policy can be viewed on our website here:

<https://www.murgitroyd.com/policies/anti-bribery-corruption-policy/>

Modern Slavery

Our Modern Slavery Act Policy Statement for 2022/2023 can be obtained from our website here: <https://www.murgitroyd.com/policies/>

Risk

Risk is reported to the Board, either by reports via the CEO or directly to the Board, as appropriate.

Identified risks are noted on a risk register and the identified risks considered at regular reviews to allow their management. The risk register is maintained and reviewed by our appointed Head of Risk, Dr Neil Pawlyn.

At least every six months, or as occasioned by changes in the business or the environment, consideration of further potential risks is undertaken and where new risks are identified, these are assessed, new procedures and processes are put in place to manage the risk if appropriate and any such new risks are added to the risk register for further consideration.

Data Security and Resilience

All staff are provided with training on Cyber Security to raise awareness of how threats present themselves, and how to protect our systems. In addition to this, regular phishing simulations are run and additional training is offered if required as a result of these simulations.

As part of our risk management, we run monthly internal vulnerability testing and regular external penetration testing.

Our IT Policy which includes information on security protocols and risk mitigation is available to all colleagues via our Company Handbook.

Health, Safety, and Wellbeing

Our Health and Safety and Workplace Wellbeing policies continue to evolve and a number of new wellbeing policies and initiatives have been put in place this year to support our colleagues and their families through many challenging situations.

We have added to our Workplace Wellbeing suite with information, guidance, and resource signposting for colleagues and management in areas such as the menopause and pregnancy loss.

A number of colleagues have successfully trained as Mental Health First Aiders to bring the total within the company to 12, and more are planned for the coming year to expand coverage across more of our global offices.

We are also providing fire safety and first aid training to colleagues, and when the first round of training has been completed we will have 19 fire wardens and 17 trained first-aiders in offices across the company.





Charitable Giving has been enshrined as part of Murgitroyd's corporate culture for many years, and the group works diligently to continue our long tradition of supporting good causes and charitable endeavours.

The purposes of the Charitable Giving group can be summarised as:

1. Encouraging and supporting colleagues who are fundraising for causes close to their hearts;
2. Donating to organisations working in areas suffering from large-scale emergencies and disasters; and
3. Working with teams across the company to aid with internal and external initiatives.

External Donations

We endeavour to support the work of organisations that respond to large-scale disasters and emergencies. In 2021-2022, we have donated to the following organisations:

Women for Afghan Women

Founded in 2001, Women for Afghan Women (WAW) supports women and families in Afghanistan and those who have sought refuge in the United States. The appeal for funding in response to the ongoing crisis sought to provide humanitarian aid such as healthcare and food to those at risk in Afghanistan.

An unprecedented increase in refugees has led to rapid expansion of WAW's US operations, with an additional resource centre having been opened in response. As well as providing support with housing, mental health, legal issues, and the transition to the US more generally, WAW offers classes to immigrants and refugees at their New York Community Center including language tuition, citizenship classes, and youth leadership.

Nowzad

Nowzad is an animal welfare charity based in Britain, but working within Afghanistan to care for injured, sick, and abandoned animals. A charity

with close links to the military, prior to the crisis they sought to reunite soldiers who had returned home with dogs and cats they had bonded with while on the front line. Nowzad also previously ran an animal shelter housing cats and dogs, and provided valuable animal welfare education on subjects such as rabies.

In response to the political turmoil in the country the charity evacuated many of their staff and animals. Staff that chose to remain behind have set up the first donkey sanctuary in the country, and efforts are ongoing to return to the country and restart work. In the meantime, Nowzad has extended to supporting animal shelters and residents in Ukraine by providing supplies for dogs and cats including beds, medical kits, crates and food.

UN Refugee Agency (UNHCR)

The UN Refugee Agency ran an emergency appeal to provide support and provisions to refugees from Ukraine. Over 7 million refugees have crossed Ukraine's borders, and almost 7 million are internally displaced within the country. UNHCR is in the region providing emergency shelters, repairing damage to homes, and supporting health and social care providers. They are also training Ukrainian organisations helping to protect those who are displaced.

Polish Center for International Aid (PCPM)

PCPM is the largest NGO in Poland, providing humanitarian aid, medical assistance, and disaster relief across the globe. When the war in Ukraine broke out, PCPM was one of the organisations working on the Polish border, assisting refugees within Ukraine who had been forced to move within the country to flee military action. Support included renovation of schools to ensure translocated children could continue their education, and establishing summer camps for the pupils.

Alzheimers Scotland

We were grateful to receive Alzheimers Scotland's "Dementia Friends" training, which was offered to our Scottish colleagues. Alzheimers Scotland is carrying out a valuable campaign to raise awareness of dementia, particularly early-onset conditions, and educate on how we can all help those with the condition continue to live independently as long as possible.

Red Cross Red Crescent Movement

A donation was made in July 2022 to the Red Cross Red Crescent Movement towards their work providing humanitarian assistance following the earthquake in Afghanistan in June, which together with ongoing drought and conflict within the country had a devastating effect on the population and infrastructure.

A further donation was made in August 2022 in response to an appeal following the flooding in Pakistan.

The RCRCM are a neutral and independent humanitarian movement that works to help people in need. As an entirely impartial organisation, the Movement works with independent partnered societies rather than with governments, and responds to need regardless of the cause. They have mobile healthcare teams on the ground supporting hospitals, delivering provisions and supplies, and providing primary care.

GOAL Global

Colleagues in our Dublin office took part in Jersey Day to fundraise for GOAL, an international humanitarian response agency established in Ireland. Jersey Day is an annual fundraising event that aims to bring groups and organisations together for a day, wearing their favourite sporting jerseys. The money raised by our colleagues was matched by the company, and will mostly be used to fund work in Haiti, where recovery continues after a series of natural disasters.

LEARN Afg

LEARN Afg is a charity whose main focus is the provision of high-quality education to every child, especially girls, in Afghanistan. LEARN Afg is also building resources for communities, aimed particularly at supporting women and youth – empowering them through mentorship, skill-building, and capacity-building courses. A donation was made to LEARN Afg to mark International Day of Women and Girls in Science.

No Kid Hungry

Millions of children in the USA are going hungry each day. No Kid Hungry aims to end childhood hunger across the nation, and works with the government, schools, and community groups to provide free, nutritious meals for children who would otherwise miss out.

Shriners Hospitals for Children

Shriners Hospitals for Children is a non-profit organisation providing highly specialised pediatric medical care across Canada, the USA, and Mexico, for children suffering from conditions such as neuromuscular disorders, spinal cord injuries, burn injuries, and cleft lip/palate. The organisation also has 320 outreach clinics across the world. Through partnerships with research and teaching institutions, Shriners educates healthcare professionals and conducts cutting-edge research into pediatric treatments and care.

Black Women Rising

Black Women Rising was established in recognition of the disparate health outcomes for ethnic minorities suffering from cancer, and works to offer peer-to-peer support and care for women of colour undergoing cancer treatment and recovery.

One area that Black Women Rising worked to tackle was the lack of range in skin-toned prosthetics for women following mastectomies, originally all tailored for white skin tones. Following the organisation's findings that 74% of Black women were offered inappropriately toned prosthetics, a new range has been developed through work with the Royal Marsden hospital in London together with lingerie brand Nubian Skin. Women of colour can now select from four updated colours of prosthetics in seven different sizes.



Equality, Diversity & Inclusion

Several awareness events were marked by the ED&I group, with a charitable donation made alongside.

17 January is “**Blue Monday**”. A donation was made to Jonathan’s Voice to support their efforts to help educate and inform organisations and individuals on mental health difficulties.

Our Dublin office took part in **Darkness into Light** on 7 May to support Pieta, a suicide prevention charity. This year, our colleagues shared photos of sunrises to symbolise the light against the dark.

22 April is **Stephen Lawrence Day** in the UK. Stephen Lawrence was a Black teenager who was brutally murdered in an unprovoked racist attack in London in 1993. The outcome of a public inquiry into the mishandling of the murder investigation led to significant legal and cultural changes in the UK. We were pleased to continue our support for the Stephen Lawrence Day Foundation in their work towards a more equal and inclusive society, and to improve opportunities for marginalised young people in the UK.

General Employee Fundraising

Murgitroyd greatly values the diversity of our colleagues and the causes that matter to them. We have a long history of supporting our employees’ fundraising endeavours, including donation matching, contributing to sponsorships, and donating resources.

Our colleagues have raised money by committing to 10k races, sports events, and walking challenges. We are proud to continue to support our colleagues in fundraising for a wide range of charities including neurological research, animal shelters, search and rescue organisations, mental health support, hospices, and children’s charities.

Group Members



Ana Barahona
Search and Drawing
Administration Assistant



Christine Bett
Deputy Head of Trade Mark
Paralegals



Ally Breen
Senior Patent Paralegal



Clare Bulman
Secretary



Katherine Byrne
Credit Control Assistant



Margaret Hastie
HR & Operations Manager



Cara Kavinsky
HR Assistant



Chris Quigley
European Patent Attorney



Kyle Sandilands
Patent Scientist



Ruby Smith
Patent Scientist



Fiona Mason
Company Secretary



Sharon Mulliss
Secretary



Linda Paton
HR & Training Co-Ordinator/
Charitable Giving Leader





Murgitroyd is committed to supporting communities local to our office networks (and further afield), and strives to give back to these communities through financial donations, supplies, or by colleagues volunteering their time and skills.

As the countries that we operate in have gradually reduced pandemic-related restrictions, opportunities to get out into communities have returned. In 2021-2022, we have been delighted to provide funds and supplies for community organisations in need, and several colleagues have volunteered to spend time in schools talking about the IP industry and careers more generally.

Community Initiatives and Support

United Kingdom

Several colleagues have been out and about attending school events in communities local to our offices, including supporting careers fairs, introducing children to intellectual property, and providing talks and activities around IP and IP careers.

Murgitroyd colleagues attended a council-led employer brunch event that introduced the careers collective Developing the Young Workforce. Careers advisors from seven high schools were brought together with employers to discuss how employers can get involved with educating and informing students about potential career options. There was high interest from the schools in all of the roles Murgitroyd can offer, including support, paralegal, and attorney careers.

As the creative industries begin to recover from the impacts of lockdowns, we were pleased to support The Play's the Thing Theatre Company as they put on a festival at the MK Gallery, near our Milton Keynes office. A general donation was made along with a purchase of tickets for the Company to gift to attendees at the festival.

The #NoWrongPath initiative is a social media movement that aims to support high school and college students receiving their exam results, who perhaps have not achieved the results they were hoping for. #NoWrongPath gathers career stories from a wide range of individuals to produce a diverse set of pathways to success. The aim is to encourage students to explore career choices they may not have been aware of or had disregarded as unavailable to them. Several Murgitroyd colleagues provided details of their own career pathways, which were shared with senior schools near our offices and with partnerships that we are forming through the Developing the Young Workforce collective.

Following our acquisition of UDL in the UK, we had a surplus of UDL-branded cups and water bottles in our Leeds office. These were donated to a local homeless charity, St George's Crypt, which works with homeless and vulnerable individuals in the community.

Lodging House Mission is a Glasgow-based charity providing practical and pastoral support to homeless, socially excluded, and otherwise vulnerable members of the community. Due to an electrical failure, the Mission lost the contents of five full freezers. Murgitroyd made a financial contribution to their restocking efforts so they could continue to provide meals to their clients.

The Mission also offers new underwear to each service user visiting the charity. As stocks began to run low, the Mission made an appeal for donations. We were pleased to contribute several sets of underwear in response to the appeal.

The Well Multi-Cultural Resource Centre supports ethnic minority communities in South-East Glasgow, providing community contacts, English language lessons, and general support to combat isolation, poverty, and racism. The Centre has experienced a huge increase in demand for their services, with queues forming outside their premises on a daily basis. In order to meet the demand, the Centre sought to move into a much larger, brand new building nearby. Murgitroyd made a donation to the Centre to contribute towards the costs of fitting the building out to suit their needs.

Starter Packs Glasgow provide packs of basic equipment to help people get on their feet. Clients are referred to them by other services, and come from all kind of backgrounds, such as escaping domestic abuse, starting out after being homeless, or leaving care, the armed forces, or prison. The packs include kitchen basics like kettle, toaster, plates; bedding; toiletries; and cleaning items. Starter Packs Glasgow appealed for mugs to be donated as they were having difficulty obtaining enough to continue making up complete packs for recipients. Murgitroyd was pleased to make a donation of mugs to the service.

Karolinka is a Polish song and dance company based in South London, created to celebrate and promote Polish cultural heritage, run by volunteers. We were pleased to make a donation to support their continued work within the community.

France

Colleagues from our Nice office took part in the annual Special Olympics event. With the help of hundreds of thousands of coaches and volunteers the Special Olympics organisation provides training and arranges competitions in Olympic-type sports for disabled children and adults, allowing them to more fully access sports and gain the associated benefits of physical fitness, friendships, and skill development.

Cook for Ukraine

Cook for Ukraine began as an idea between a Russian chef and her Ukrainian friend, using traditional recipes as a way to both raise awareness of the situation in Ukraine and funds for families and children who have been impacted by it.

Colleagues were invited to try out recipes from Eastern Europe and post pictures on our internal social media channels. It was a fantastic opportunity to become more familiar with less well-known recipes and colleagues rose to the challenge! Highlights included challah bread, biskvit, and Odessa meatballs.

For each picture that was posted, we made a donation to UNICEF for their Ukraine appeal.

Group Members



Margaret Hastie
HR & Operations Manager



Cara Kavinsky
HR Assistant



Fiona Mason
Company Secretary/Community Outreach and Engagement Leader



Linda Paton
HR & Training Co-Ordinator





The Trailblazers group in Murgitroyd aims to be a proactive and collaborative working committee to promote and foster company culture in line with the company values of trust, unity, and confidence.

The group organises annual and ongoing initiatives, which are wide-ranging in nature but consistently focus on the wellbeing and engagement of all colleagues.

The Trailblazers group therefore supports a wide range of internal initiatives and is a frequent collaborator with the Im:pact teams.

Virtual Christmas Party

Each year, Trailblazers organise and host our virtual Christmas party, bringing together colleagues from all of our offices to socialise, celebrate achievements, and have fun!

A highlight of the party is the corporate Secret Santa, where colleagues nominate each other in appreciation of their contributions to Murgitroyd over the year. There is a festive music quiz that is fast becoming one of the most difficult quizzes on anyone's calendar; performances from the Murgitroyd choir; and the chance to catch up with colleagues in different offices.

Colleagues buy tickets for a company Christmas raffle, which is also held on the night. Proceeds of the 2021 Christmas raffle held during the party were donated to the Global Fund for Children.

Spring into Summer

As part of our ongoing drive to help our colleagues get fitter and healthier, and as a fresh start in working and getting together, the Trailblazers Group created the Spring into Summer initiative.

The concept aimed to keep activities local, with each office considering a mix of local activities that individuals could take part in. These could be highly active, such as running a marathon, or equally just a country walk. Colleagues recorded the time spent on their chosen activities in a dedicated Spring into Summer database. For each

30 minutes of activity recorded, the company added money to a charitable donation fund. A social media channel was set up for those taking part to share activities and events, and for posting hints and tips on how to get more active. Colleagues were encouraged to post photos and videos of their activities along certain themes, with prizes to be won for those voted the best by their peers!

The grand finale of the event was held on 17 June, with each office choosing a finale day activity that the whole office team could take part in together, with a final virtual summer garden party event where each office presented their team activity, and the total amount raised for charity was announced.

Some spectacular photos were shared by colleagues, and it was wonderful to see so many beautiful parts of the countries we are located in.



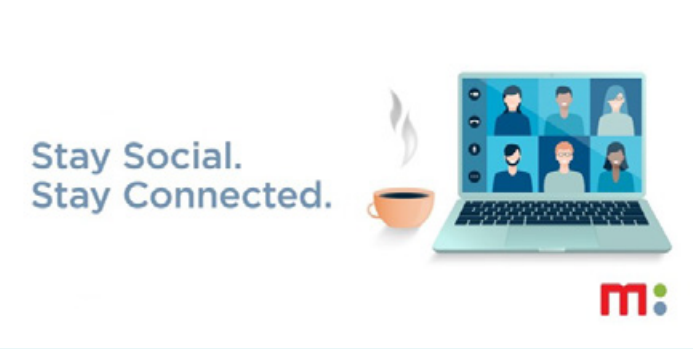
Donations were made to charities chosen by colleagues in each of our offices. A list of these charities can be found in Appendix 3.

Above and Beyond Awards

Each month, colleagues have the opportunity to submit nominations for our Above and Beyond Awards. These awards recognise colleagues who have made an outstanding contribution in line with one of the company values – trust, unity, or confidence. Winners are announced at our monthly company-wide webinars with a brief outline of the reason for their nomination.

m:café

The Trailblazers Group is always looking for new ways to help people stay connected. This year, the Trailblazers have introduced virtual coffees with colleagues, aimed at strengthening personal connections across the company and allow more people to get to know each other better. To achieve this, a virtual coffee channel was set up with an app-based system that introduced people to colleagues every two weeks, allowing them to connect virtually for a quick chat over a coffee.



m:box

In recognition of the creativity and diversity of thought within the company the Trailblazers sought to harness the power of our colleagues’ innovation. In response to this, “m:box” was developed.

M:box is a virtual suggestion box open to all colleagues for submission of ideas, suggestions, and improvements. All contributions are reviewed by the Trailblazers monthly, and those approved by the Trailblazers are then passed on to relevant managers or team leaders for discussion and/or implementation.

Group Members



Anna Barmby
Patent Paralegal Regional Head
– UK/Trailblazers Leader



Catherine Bonner
Director, Patents



Elena Brioschi
Director, Trade Marks



Zoe Carpenter
Paralegal



Natasha Carr
Patent Paralegal



Jessie Cheung
Patent Paralegal Secretary



Michelle Drumm
Patent Paralegal



Lorraine Duffy
Secretary



Mandy Fleming
General Manager, Credit Control



John Gillies
Global People Director



Craig Hunter
Senior IT Systems Engineer



Sophie Knott
Patent Scientist



Irene Mackenna
PA to CEO/COO/GPD



Lyndsey McLennan
Head of International Filing
(UK)



Mark McManus
Director of Global IP Support
Services



Ross McNaughton
Head of IT Infrastructure



Yvonne McSorley
Director, Internal Support Group



Simon Mitchell
Director, Patents



Morgan Pope
Client Experience Manager



Vicky Pugsley
Senior Patent Attorney



Emily Rance
Patent Paralegal



David Ross
Head of IT Development



Laurence Rubaud
Head of Internal Translations and
Spectra



Gordon Stark
CEO



Steven Suèr
Director, Patents




Kevin Toner
Corporate Communications
Director



Natalie Watt
Senior Patent Paralegal

3-Year Action Plan

In 2021, working with our owners Sovereign Capital Partners, we developed an ESG action for the next 3 years. We are now beginning Year 2.

	Year 1 - Completed	Year 2 - This year	Year 3 - Next Year
Environment 	<ul style="list-style-type: none"> ✓ Develop a strategic plan to meet our carbon neutrality target within 10 years. ✓ Review integration of international offices into our carbon footprint and emissions reduction plans. ✓ Review measurement of wider environmental performance of international offices. 	<ul style="list-style-type: none"> • Develop an Environmental Management System for all of our offices. ✓ Include international offices in our carbon footprint report. • Implement actions resulting from our carbon emissions and climate change strategy. • Set targets for other environmental metrics, accounting for national differences. 	<ul style="list-style-type: none"> • Implement the Environmental Management System (EMS), including an Action Plan to improve performance across all offices. • Measure success of the carbon emissions reduction measures and analyse in the context of the carbon neutrality target.
Social 	<ul style="list-style-type: none"> ✓ Establish social KPIs. ✓ Review alignment of Health & Safety procedures with ISO standards. ✓ Establish an ongoing training programme on aspects including Health & Safety, cybersecurity, GDPR. ✓ Include ESG matters in supplier questionnaires. 	<ul style="list-style-type: none"> • Set out social data collection mechanism for KPIs selected in Y1. • Define roles of community and employee engagement groups in the review of KPIs. • Formalise employee engagement and PR strategy reflecting positive social outcomes. 	<ul style="list-style-type: none"> • Implement Action Plans arising from engagement groups. • Consider additional ISO certifications. • Establish a mechanism to review suppliers' compliance with ESG requirements. • Develop ED&I Policy, including reviewing internal processes.
Governance 	<ul style="list-style-type: none"> ✓ Incorporate ESG as an agenda item at board meetings. ✓ Establish a process for the ESG Committee to feed into the board. ✓ Launch ESG reporting initiative with an annual ESG report going forward. 	<ul style="list-style-type: none"> • Consider standalone Anti-Bribery and Corruption and Anti-Money Laundering Policies, separate from Company Handbook. • Implement actions from business risk assessments identified by the Risk Committee. 	<ul style="list-style-type: none"> • Review internal procedures in relation to anti-bribery, corruption, and anti-money laundering as necessary. • Consider expansion of ESG Steering Group to enhance international input.

Team Members



Ana Barahona
Search and Drawing
Administration Assistant



Nanna Bergh
Patent Paralegal Secretary



Christine Bett
Deputy Head of Trade Mark
Paralegals



Rahila Bhat
Patent Scientist



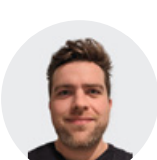
Lin Bo
Patent Attorney



Ally Breen
Senior Patent Paralegal



Martin Brown
Project Manager – Translation



Jay Buckley
Records Administrator



Clare Bulman
Secretary



Katherine Byrne
Credit Control Assistant



Laurence Cheney
Head of Global Marketing
Operations



Michael Chernoff
Managing Director, Strategic
IP Services



Catherine Coombes
Director, Patents



Anna Hally
Director, Patents



Margaret Hastie
HR & Operations Manager



Cara Kavinsky
HR Assistant



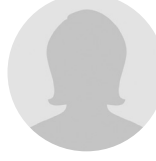
Fiona Mason
Company Secretary



Fiona McLachlan
Patent Scientist



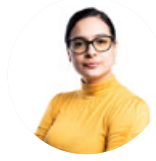
Celia Mena
IP Docketing Administrator



Sharon Mulliss
Secretary



Lisa O'Brien
Senior Patent Attorney/ED&I
Group Leader



Melania Padilla
Senior IP Docketing
Administrator



Linda Paton
HR and Training Co-ordinator



Alison Perry
Renewals Liaison



Morgan Pope
Client Experience Manager



Chris Quigley
European Patent Attorney



Mary Quinn
Director, Human Resources



Kyle Sandilands
Patent Scientist



Mandy Smailes
Patent Paralegal Secretary &
Office Manager



Ruby Smith
Patent Scientist



Jen Stocker
Senior Patent Paralegal



Steven Suèr
Director, Patents



Ashley Tambe
Patent Scientist



Russell Thom
Regional Head, Patents
UK



Rebecca Wheeler
Senior Patent Paralegal



Alex Winn
Records Administrator

ESG Steering Group Members



Helen Archibald
Chief Operating Officer



Catherine Coombes
Director, Patents



John Gillies
Global People Director



Margaret Hastie
HR & Operations Manager/
Environment Group Leader



Beth Marshall
Senior Patent Attorney/ESG
Lead



Mary Quinn
Director, Human Resources



Kevin Toner
Corporate Communications
Director



Appendix 1

External ED&I Training and Events Attended

Race at Work: Manifesto for Action, BITC, October 2021
Black History Month: Looking Back, Looking Forward, CITMA, October 2021
Disability at Work Summit, d&i Leaders, November 2021
ED&I Case Law Review, Brodies LLP, December 2021
Better Decision Making and How Diversity Can Help, IP Inclusive, December 2021
Mental Health First Aid England training course, January 2022
Mindful Business Charter welcome meeting, April 2022
Understanding and Managing Stress at Work, CITMA, 12 May 2022
Neurodiversity at Work 2022, d&i Leaders, 24 May 2022
Real Lives: A disability pride month webinar, IP Inclusive and CITMA, 22 July 2022
Discrimination: Where are we now?, CIPA, 27 July 2022
Darkness to Hope, IP Inclusive and Jonathan's Voice, 7 September 2022
Neurodiversity and the Future of Work, d&i Leaders, 15 September 2022

Appendix 2

Awareness Raising

In addition to the events highlighted on our internal diversity calendar, the following events were specifically marked and/or celebrated by colleagues:

Black History Month (UK) – October 2021
World Menopause Day – 18 October 2021
International Men’s Day – 19 November 2021
International Day of People with Disabilities – 3 December 2021
Nollaig na mBan – 6 January 2022
Year of the Tiger – 1 February 2022
International Day of Women and Girls in Science – 11 February 2022
International Women's Day – 8 March 2022
Stress Awareness Month – April 2022
World Parkinson’s Day – 11 April 2022
Mental Health Awareness Week – 9-15 May 2022
Face Equality Week – 16-20 May 2022
Diabetes Awareness Week – 13-19 June 2022
Men’s Mental Health Week – 13-19 June 2022
We Tripantu – 21 June 2022
World Humanist Day – 21 June 2022
International Non-Binary Day – 14 July 2022
National Schizophrenia Awareness Day – 25 July 2022
World Suicide Prevention Day – 10 September 2022

Appendix 3

Festive Charity Support

AberNecessities
Children North East
Corazon Contento
Crisis UK
DEBRA UK
Focus Ireland
Global Strays
HelsinkiMissio
Mountbatten Hampshire
Plan International
SPCA
The Red Cross and Red Crescent Movement
Underheugh Ark
VIDAS Onlus



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