

Justicia Self-Assessment Checklist

Participating firms in the Justicia Project have signed commitment pledges to develop programs and initiatives to assist in the retention of women in their firms. In order for Justicia law firms to monitor and assess their progress, the following Implementation Checklist has been developed, based on the Commitment Pledge.

Law Firm’s Implementation Checklist

Commitment	Progress	Completed
Nomination of a partner and/or a director of students, associates and/or partners who has the expertise and knowledge of issues related to diversity and the advancement of women in the firm, to have operational responsibility for the Justicia Project		
Development of a communication strategy for the firm		
Firm representative attends regular meetings, as required, to advance understanding of issues affecting women and develop best practices		
Firm monitors and measures the progress and success of its programs		
Firm collaborates with the Law Society and other participating law firms to develop a template to track gender demographics		
Firm develops a system to maintain statistical data about gender in the composition of the firm		
Firm begins tracking gender demographic information before		

Commitment	Progress	Completed
2010. (including, if relevant, articling student composition, articling student hire back, advancement into income and equity partnership, number of women in management roles, attrition rates from the associate and partner ranks)		
Firm collaborates with the Law Society in its collection of parental leave programs and flexible work arrangements policies		
Firm reviews existing written policies relating to pregnancy, parental and adoption leave and considers developing, with the assistance of the Law Society if required, written policies relating to those topics		
By the end of 2011, firm has effective written policies with respect to pregnancy, parental and adoption leave		
Firm works with their own teams and practice groups to support the policies and ensure that there is full acceptance and understanding throughout the firm of the benefits of the policies		
Firm reviews existing written policies relating to flexible work arrangements. Firm considers developing, with the assistance of the Law Society if required, written policies relating to those topics		
By the end of 2011, firm has effective written policies with respect to flexible work arrangements.		
Firm works with its own teams		

Commitment	Progress	Completed
<p>and practice groups to support the flexible work arrangement policies and ensures that there is full acceptance and understanding throughout the firm of the benefits of the policies</p>		
<p>Firm reviews existing written policies relating to admission to partnership and considers developing, with the assistance of the Law Society if required, written policies relating to that topic.</p>		
<p>By the end of 2011, firm has effective written policies with respect to admission to partnership</p>		
<p>Firm works with its own teams and practice groups to support the admission to partnership policies and ensures that there is full acceptance and understanding throughout the firm of the benefits of the policies</p>		
<p>2010 – Firm assesses current allocation of business development resources and networking opportunities, taking into account allocation by gender, to better understand the focus and allocation of resources</p>		
<p>Firm collaborates with the Law Society to share information about business development and networking opportunities and programs specifically tailored for women lawyers and women clients</p>		
<p>Firm develops strategic business development plan and allocates appropriate resources to implement effective business development opportunities and</p>		

Commitment	Progress	Completed
networking opportunities focused on women lawyers' needs and women clients		
In 2011, firm collaborates with the Law Society to assist it in identifying various models of mentoring and leadership skills development programs		
Firm consults with women lawyers in the firm to identify needs regarding mentoring and leadership development opportunities, and identify the resources to support those programs		
Firm assesses whether women lawyers are well represented throughout the firm, as group leaders, committee members, including executive and compensation committee members, and other positions of leadership. Firm identifies gaps and develops strategies to enhance women's participation in the leadership of the firm.		
Firm implements mentoring programs for women based on identified need.		