



Corporate Social Responsibility

Our approach to CSR – 2011

Morgan Cole believes that all businesses should make a positive and responsible contribution to society on an economic and social level, whilst properly managing, and seeking to minimise, its impact on the environment.

Our regional CSR groups organise activities and allocate funds to relevant programmes which reflect our profile, priorities and interests of employees which include:

- environmental issues
- pro bono work
- closer links with local charities/communities
- communicating and involving people.

Volunteering

Volunteering in the community is about committing time, skills, energy and enthusiasm to respond to community needs. All employees, having completed two year's continuous service, are able to take one day's leave per annum for community work in addition to normal annual leave.

Charity of the Year

Annually, one charity is selected in each of the regions in which our offices are based: Wales, Bristol and the Thames Valley. All staff are encouraged to organise activities, team challenges, volunteering, sponsorships and funding to donate to the chosen charities as well as corporate support.

Pro bono work

We encourage Pro Bono work with potential clients, businesses and charities with the aim of developing knowledge of their marketplace and improving our profile in the marketplace.

Environment

We are committed to a programme of continuous improvement to minimise our impact on the environment and will also encourage our business partners, clients and suppliers, and members of the wider community to reduce theirs. For further details of our environmental activities see page 4.

Below are some examples of CSR activities we have recently undertaken.

Christmas gifts for deprived children in 2010

Staff across all of our offices participated in charitable activities during the festive season.

Our Cardiff office participated in 'A Pocketful of Presents', a campaign organised by Business in the

Community to collect 3,000 Christmas presents. This year the campaign helped the Youth Support Team at Pontypridd who largely support 16-20 year olds.

Our Swansea office participated in 'Mr X' which is in its 51st year. The Mr X Appeal is co-ordinated by an anonymous gentleman in Swansea who arranges a list of around 4,500 children from 60 child care agencies in South West Wales.

Our Bristol office took part in the 'Salvation Army Christmas Appeal' and donated a box full of presents to the charity.

Our Reading and Oxford offices took part in 'The Giving Tree' for the fourth year running. The appeal offers Christmas presents to deprived children in the Reading area via several charities. In 2010 we purchased a record 70 presents with gifts ranging from baby mobiles to mobile phones.





Please email Celeste Ainge: celeste.ainge@morgan-cole.com with your feedback, comments and suggestions on this publication. If you would like to receive further copies, including copies produced using a larger typeface, or information relating to our services in this area, please call 0118 955 3019.

Will Aid 2010

Our Succession, Wills and Tax team took part in Will Aid during November 2010 for the second year.

Will Aid is an annual fundraising campaign involving nine of the UK's leading charities: ActionAid, Age UK, British Red Cross, Christian Aid, NSPCC, Save the Children, Sightsavers, SCIAF (Scotland) and Trocaire (N. Ireland).



During the campaign we prepared more than 80 Wills raising approximately £5,000. In total, participating solicitors have helped to raise a record £1.5 million.

70 wild miles challenge

An eight-strong team of Morgan Cole lawyers, support staff and friends took part in Tenovus' 70 Wild miles challenge in North Wales. The event consisted of a 47 mile bike ride, a 10-mile kayak race and a 13 mile run. The challenge was undertaken as a team, with each individual competing in one event.

Despite facing five elite triathletes who were all competing as individuals, each member of the Morgan Cole team completed their event in impressive times. This was in spite of the cyclists having to battle against the many, many hills in North Wales; the kayakers being waylaid by an impromptu picnic half-way through the event; and the runners having to deal not only with a late start but a flock of sheep.

The team were exhausted but very pleased to have played their part in raising over £1,500 for Tenovus.

Going green for Barnardo's

Our Cardiff and Swansea offices organised 'Go Green' days to raise money for their charity of the year - Barnardo's Cymru. Staff from both offices wore green, ate green and travelled green! In addition, they recycled their unwanted items from home for re-sale in Barnardo's charity shops.

A Purple tea time

It was tea and cake all round at our Oxford office as members of MacIntyre's Lifelong Learning Centre served up 'elevenses'. The event was part of the firm's 'Go Purple' day organised to raise funds for MacIntyre, a UK charity supporting over 900 adults and children with learning difficulties.

Both the Oxford and Reading offices took part in the fund-raising. Other activities included staff paying to wear purple and a raffle was held in each of the offices. Altogether nearly £400 was raised on the day.



In addition to fundraising, Morgan Cole has supported MacIntyre by running cookery and gym sessions at the Lifelong Learning Centre. We have also provided work experience placements for some of the service users at the centre.

Skills Bank

Launched in 2010, the Skills Bank utilises our existing database technology to record and monitor what work-based and hobby-based skills our people have, and how much time individuals are willing to donate - both from their paid volunteering leave entitlement and outside of working hours.

Volunteering by members of the firm has increased and projects we have worked on include cake baking with adults with learning disabilities, individual mentoring of a manager at a learning centre, marketing assistance for a mental health charity's event, supervising homeless people on administrative work placements.



Inspiring local students

Volunteers from some of Reading's leading businesses joined forces and gave their time to host a charity day at Reading Girls' School.

Led by Morgan Cole, representatives from HSBC, Osborne Clarke, RBS, Grant Thornton, Barclays and Manches addressed some 200 students aged 13 to 15 years old as part of the inaugural Apex Network Charity Day. The day started with a workshop on work experience when pupils were given advice on how to get the most from forthcoming work experience placements.

A second workshop then focused on careers advice with members of the Apex Network talking through routes into professional jobs including law, accountancy, marketing and banking. Pupils were given advice on appropriate qualifications and education requirements.

Morgan Cole dancers at Strictly Cymru dance final

Glamour and style came to South Wales with the first Strictly Cymru Dancing Dinner at the Vale Hotel.

The event was organised by Slimdance UK on behalf of the Joshua Foundation, a charity created in 1998 to provide holidays and experiences for children with terminal cancer. The evening saw nearly 200 guests watch the final of the Strictly Cymru Dancing Competition which had started some three months earlier, with over 200 would-be dancers taking classes across South Wales.

A quarter of the 16 couples competing in the final were made up of Morgan Cole employees: Sophia Farmer, Claire O'Sullivan, David Elms and Joanna Corbett-Simmons and their partners. The spectacular evening, hosted by Gethin Jones (a former participant in the highly successful TV show Strictly Come Dancing), saw all 16 couples dance four routines.

All were proactive in raising money for the charity.

Morgan Cole to the RESCUE

The Rivers & Environmental Spaces Clean Up Event (RESCUE) is an annual event that brings together businesses and communities in an environmental event that cleans up allocated sites in Reading. This year, a group of eight keen volunteers cleared rubbish from an area of woodland at the back of a school.

The volunteers worked hard for a number of hours and collected a sizeable haul of rubbish, with some interesting finds including an animal skull and a sleeping bag. The team made a visible difference to the area and the organisers were very appreciative of our efforts.

Staff support Cardiff Foodbank with donations of food

Morgan Cole recently helped establish local charity Cardiff Foodbank, which gives short-term relief for people in need in Cardiff by providing them with a supply of food for three days, plus advice and support. In particular, the charity targets individuals who have lost jobs or homes in the recession. Staff from our Cardiff offices have very kindly collected three boxes full of food for Foodbank.



Foodbank's director Ian Purcell writes: "Thanks so much for the three food boxes that were given today weighing a total of 19.2 kgs. One Foodbank client is recovering from having lost both parents and his partner within the last six months. He had to leave his employment, and did not manage to 'sign on' straight away with so much happening in his life. He has been so grateful to have received two parcels."



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Environment

We recognise that the delivery of our services impacts on the environment in many ways. As such, we aim to ensure that the environmental impact of our activities are regularly assessed, reviewed and communicated.

The Firm is committed to continual improvement, and has both local and main CSR committee meetings where staff ideas and or new measures are discussed and considered.

Our Objectives

- To comply with all statutory and regulatory environmental requirements.
- Where no such requirement exists, endeavour to operate to standards that reflect best known practice.
- Provide such training as is appropriate to relevant members of the Firm to enable them to understand the Firm's environmental impact and identify improvements to minimise these effects.
- To minimise carbon emissions by monitoring firm wide energy usage, making reductions when necessary, and encouraging staff to reduce unnecessary consumption.
- Report periodically on environmental issues and how they are being addressed.
- Commit to further reduce, reuse and recycle materials - in turn reducing the amount of waste disposed to landfill.
- Reducing avoidable business travel.

Recycling

The Firm actively promotes recycling. All confidential waste and general waste paper is recycled.

- Our current brand of photocopier paper holds the 'gold standard' of environmental certification. This means that for every tree that is cut down to make office paper, two trees are replanted in its place.
- Glass and Plastic: The majority of our offices are recycling glass and plastic where possible, with further recycling options being explored.
- Toner Cartridges: all of our used printer, fax and photocopier toners are collected and recycled.

Energy

The Firm understands the importance of reducing our energy consumption. Each of the office's energy consumption is recorded and measured against each

other to identify where savings and improvement opportunities can be made. When purchasing new equipment the Firm requires suppliers to provide information regarding the energy efficiency of equipment, and the ease with which components and materials can be recycled.

- Electricity: PIR (Passive Infra Red) lighting is fitted into our offices where possible. Staff are encouraged to avoid automatically turning on artificial lighting as a matter of routine and to switch off lights and small electrical items when not in use.
- Computers and Servers: Staff are required to shutdown down their computers and monitors overnight. The majority of our servers are run on virtualisation software which has reduced the server hardware estate, and the energy required to run them by 80%.
- Printers and Photocopiers: All printers and photocopiers conform to the Quality Star® certification run by the US Environmental Protection Agency. This means they automatically go into standby after a period of inactivity - when in standby they use 75% less energy. When operating they use 50% less energy and produce at least 15% less heat.
- Heating: Where possible heating in the Firms offices is thermostatically controlled. Heating is also controlled by timers, rather than left on continuously.

Travel

The Firm aims to reduce the impact of its travel on the environment. The use of telephone and video conferencing is promoted to minimise the need for travel.

October 2010 saw the launch of National Lift Share Week which we supported by publicising the relevant regional schemes on our intranet and with posters in each of our offices.

For further information, please contact Celeste Ainge by telephone on 0118 955 3019 or by email using celeste.ainge@morgan-cole.com

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