

OA LEGAL

# TODAY'S CHOICES BECOME TOMORROW'S REALITIES

OUR MANIFESTO

## WHY A MANIFESTO?

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Building strong relationships based on trust with clients, colleagues and employees is one of OA Legal main focus.

With the present OA Legal Manifesto, we share the values that underpin our firm's culture. At OA Legal, we embody these values on a daily basis.

The OA Legal Manifesto is for anyone who wants to make *conscious and fully informed choices* when it comes to selecting a lawyer, business partner or employer.

# OUR GUIDING PRINCIPLES

## OUR RELATIONSHIP WITH OUR CLIENTS

### **NATIONAL & GENEVA RULES OF PROFESSIONAL CONDUCT**

OA Legal complies with the effective Swiss laws and regulations, including the National and Geneva rules of professional conduct imposed upon attorneys, and with our own internal regulations and codes we have voluntarily adopted.

### **TRANSPARENCY & QUALITY**

Our activity would not be possible without our clients' trust. We strive to satisfy our clients by delivering quality, fair billing and a large diversity of services. For transparency purposes, OA Legal keeps its clients accurately informed on the performed activities. To learn more, please consult our *Billing Policy*.

### **REACTIVITY, EFFICIENCY & PRAGMATISM**

Reactivity, availability and pragmatism constitute the foundation of our relationship with our clients. A team of our multilingual lawyers is at all times available to listen to our clients' need while taking into consideration their personal and economic objectives.

### **CONFLICT OF INTERESTS**

Avoiding conflicts of interests is a key professional rule in our field of activities. Therefore, OA Legal has recourse to a well-established procedure in order to identify potential conflict of interest and eliminate them as soon as possible.



## OUR RELATIONSHIP WITH OUR EMPLOYEES

### MANAGEMENT W/ AN AGILE APPROACH

To face the challenges of the new century, law firms need to embed an enhanced capacity to be able to dynamically and continually evolve within its organization.

OA Legal strives to be an innovative law firm. To achieve this objective, we continue to put into place measures and actions to support the most agile form of management, namely management which is purpose-driven with a participatory governance.

Therefore, we encouraged all our employees to become more conscious of how our business is managed by making use of an "Open Book management" system. This practice of open book accounting, allows employees to be firstly aware of the conduct and the development of the firm's business. Hence it increase transparency and confidence within our firm.

### HARASSMENT

OA Legal has a zero-tolerance policy towards any kind of harassment or sexism in the workplace. Such behavior also violates law and professional rules of conduct.

In order to allow potential victims to open up about their situation, OA Legal instituted a "whistleblower policy" as a first step towards the reprehension of this kind of behavior. In case such a diplomatic approach fails, sanctions will be taken.

### WELL-BEING

The support of the general well-being of our employees is a core value at OA Legal. To this purpose, a growing number of actions are adopted within the firm, such as yoga classes and sports events. We are also facilitating teleworking which allows more flexibility to employees.

In addition, a yearly stipend for professional educational lessons, certifications or conferences is offered to our employees to improve their field of expertise with the appropriate know how.



## DIVERSITY, INCLUSION & EQUAL OPPORTUNITY

Our aim is to build an environment where everyone feels supported and comfortable in being open, and where the differences between our people create opportunities not barriers.

We aim to achieve a better gender balance at the top levels of our organization.

We promote inclusion and equality, whether that may be gender, sexual orientation, race and ethnicity, social background, disability, age, religion or any other differences.

Building a diverse and inclusive organization is essential for our future success. It is everyone's responsibility at OA Legal to advance and understand the standards and behaviors we should all abide by in our working lives.

## NON-DISCRIMINATION

OA Legal does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

OA Legal is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.





## OUR RELATIONSHIP WITH OUR SUPPLIERS

### POLICY OF DURABILITY

Our commitment to social responsibility is closely aligned to our business strategy.

Our desire is to mobilize our employees, partners and service providers to actively participate in our policies relating to social responsibility and environment. We contract only with suppliers who comply with all applicable laws, including, but not limited to, those related to applicable employment, environmental, anti-corruption and fair competition law.

### LOCAL SUPPLIERS

Another commitment is to buy basic supply products (at least 50 % of our expenses) from independent local suppliers closely established to where OA Legal exercises his activities.

Buying local is considered as one of the levers for sustainable procurement as it encompasses a potential way forward for the reduction of greenhouse gas emissions associated with transport.

### MODERN SLAVERY & HUMAN RIGHTS

OA Legal has a zero-tolerance approach when it comes to any breach of human rights. To this purpose, OA Legal deploy its best efforts to make sure no slavery or any other human rights violation, occurs in its own activities and in those of its suppliers.

### GREEN OFFICE POLICY

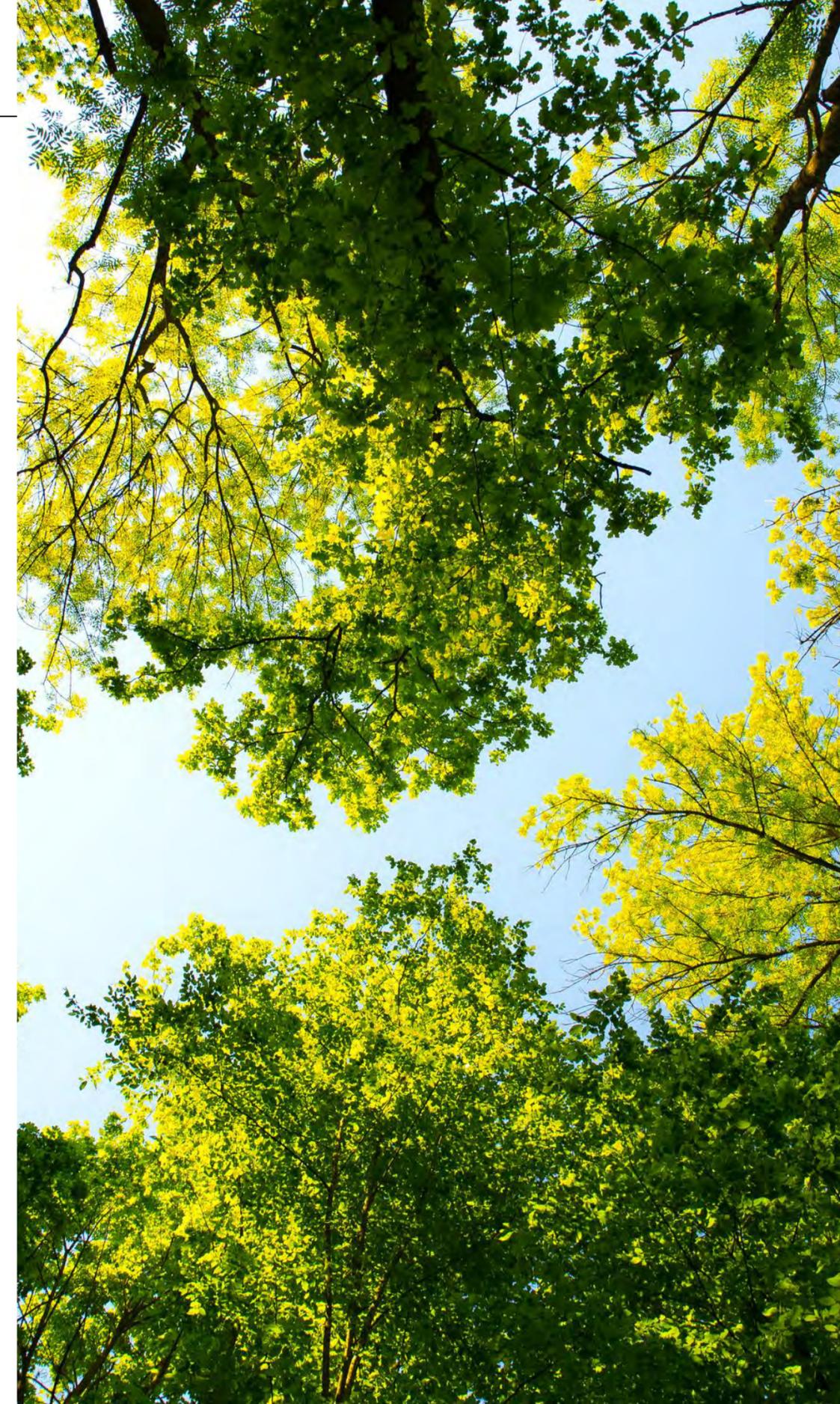
We strongly believe that by the space we occupy and the actions we take, we can minimize the environmental impact of our day-to-day activities and maximize our employees' health and productivity. That is why, in line with one of our core values, corporate social responsibility, we have been experimenting over the past years with new practices towards a more green friendly office environment.

To have a full view of which measures OA Legal adopts in order to minimize his footprint, please consult our *Green Office Policy*.

### TRANSPORTATION & RESPONSIBLE BUSINESS TRAVEL

Towards the idea of decreasing our carbon footprint, we encourage our employees to take public transportation. To reach this goal, we offer our employees stipends for public transportation. A second alternative to responsible business travel is the use of Electric Bikes which are also at the disposal of our employees.

OA Legal promotes virtual meeting as an alternative to face-to-face meeting. In any case, low-emission means of transport will be favored.



## DIGITALIZATION

In light of the upcoming reform of digitalization of the whole judicial system in Switzerland, also called the "Justitia 4.0" project, OA Legal took the step forward to digitalize all its internal processes. This will be made possible through the exclusive use of qualified electronic signature and online communication. Our objective is to become a 100 % paperless law firm within the upcoming year. OA Legal will make use of a complete e-office practice.

We also offer an electronic document management system which is able to share live information and documentation to strengthen the communication with our clients.

## DATA PRIVACY & PROTECTION

Attorney-client communications are protected by attorney-client privilege. This privilege is enshrined in the professional rules governing the conduct of attorneys admitted in Switzerland.

We are strongly committed to comply with all relevant regulations related to attorney-client communications and personal data processing, in particular the Swiss Federal Data Protection Act ("FDPA") and any other applicable data protection laws such as the EU General Data Protection Regulation (GDPR). To learn more, please consult our *Privacy Policy*.





**OUR RELATIONSHIP WITH  
OUR COMMUNITY**

**PRO BONO**

OA Legal believes that every one of us can make a significant contribution to our society. When we work together, we have the power to change lives.

Our firm looks at ways on how to improve our environmental performance. OA Legal encourages his team to make time for pro bono projects. Each year, we donate our time to nonprofit causes. OA Legal creates and fosters an environment that supports his attorneys to provide legal services to the disadvantaged and underserved in our community.

**EDUCATION**

OA Legal holds dear to education. OA Legal offers every year summer internships to motivated young college students in order to gain insight into the professional world. Our summer interns gets a clear perspective on how valuable legal knowledge is applied on a daily basis.

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