



DOLAN LAW FIRM

DIVERSITY EQUITY & INCLUSION COMMITTEE

Dolan Law Firm's DE&I Strategic Plan

To further the mission of the Dolan Law Firm's Diversity, Equity, and Inclusion (DE&I) Committee, a comprehensive strategic plan with one-year, two-year, and three-year benchmark goals is essential. This plan will focus on the three major areas identified: internal education, marketing and community outreach, and recruitment and hiring. Below is a detailed strategic plan with specific goals for each timeframe.

Mission Statement:

In order to deliver equal justice for all, the Dolan Law Firm is committed to advancing and nurturing a diverse, equal and inclusive workplace that reflects the communities we serve. To facilitate this mission, the Dolan Law Firm created a Diversity, Equity and Inclusion (DE&I) Committee which strives to fulfill the following objectives:

1. Recruit, develop and retain talented employees with diverse backgrounds and experiences in all areas and at all levels (“Recruitment”);
2. Build a workplace community where everyone feels safe and empowered to be their authentic selves, where every voice is heard, and where everyone has what they need to flourish while contributing to shared goals (“Retention”); and
3. Expand the firm’s community engagement and impact by building and leveraging a diverse and inclusive workforce and workplace (“Marketing” and/or “Community Outreach”).

Leadership and Structure

- **Executive Director:** Compensated fixed role. Appointment by the firm’s owner, Chris Dolan. Oversees, facilitates and advances DE&I efforts firmwide. Plans and facilitates committee meetings with the help of the Annual Chair.
- **Annual Chair:** Rotating volunteer role. Provides assistance to the Executive Director and brings their DE&I vision to the table for the year they serve in the role.
- **Education, Recruitment, Budget, and Marketing and Community Outreach Chairs:** Rotating volunteer roles. Assist Executive Director and Annual Chair with goals of the committee pertaining to these subcategories.
- **Committee Meetings:** Monthly meetings open to all firm employees including but not limited to management-level attorneys, associate-level attorneys, paralegals, legal assistants, summer clerks and part-time clerks, intake representatives, and other administrative staff. Monthly meetings are planned and led by the Annual Chair and Executive Director.

One-Year Goals (2024)

Internal Education

- Implicit Bias Training: Implement annual mandatory training on managing implicit bias for all employees.
- Education in DE&I Meetings: Devote time each meeting to discuss topical issues pertaining to DE&I such as cultural competency, microaggressions, and allyship.
- Communication/Internal Visibility: Increase visibility of DE&I initiatives through weekly updates at firm-wide meetings and a dedicated section in the firm newsletter.
- Feedback Mechanism: Implement a system for collecting anonymous feedback on DE&I initiatives and workplace culture.

Marketing and Community Outreach

- Community Partnerships: Establish partnerships with at least three local organizations focused on diversity and inclusion.
- Event Sponsorship: Sponsor and participate in at least five diversity-related events or bar association activities.

Recruitment and Hiring

- Diverse Hiring Panels: Ensure that at least one DE&I Committee member is involved in all hiring panels to provide feedback on candidates.
- Diverse Candidate Pool: Partner with diverse professional organizations to expand the pool of diverse applicants.

Two-Year Goals (2025)

Internal Education

- Mentorship Program: Establish a formal mentorship program pairing diverse junior employees with senior mentors.
- DE&I Certification: Encourage and support employees in obtaining DE&I certifications or attending relevant conferences.

Marketing and Community Outreach

- Social Media Campaigns: Launch quarterly social media campaigns highlighting the firm's DE&I efforts and community involvement.
- Community Workshops: Host at least two community workshops or legal clinics annually on topics relevant to marginalized groups.
- Annual Report: Provide an annual DE&I report to the firm detailing progress, challenges, and future goals.

Recruitment and Hiring

- Inclusive Job Descriptions: Review and revise job descriptions to ensure they are inclusive and free from biased language.

- Retention Strategies: Develop and implement strategies to retain diverse talent, including flexible work arrangements and career development opportunities.

Three-Year Goals (2026)

Internal Education

- Leadership Training: Provide inclusive leadership training for all partners and senior staff.
- DE&I Metrics: Integrate DE&I metrics into performance evaluations and compensation discussions.
- Cultural Celebrations: Organize firm-wide celebrations of cultural heritage months and diversity-related events.

Marketing and Community Outreach

- Statewide Recognition: Aim for recognition in statewide DE&I rankings or awards.
- Long-term Partnerships: Establish long-term partnerships with statewide organizations focused on diversity and inclusion.
- Impact Assessment: Conduct a comprehensive assessment of the firm's DE&I impact on the community and adjust strategies accordingly.

Recruitment and Hiring

- Pipeline Programs: Develop pipeline programs in collaboration with law schools to attract diverse talent early in their careers.
- Promotion Criteria: Ensure that promotion criteria are transparent and inclusive, with a focus on equitable opportunities for advancement.
- Diversity Goals: Set and achieve specific diversity goals for the firm's leadership positions and practice groups.

Conclusion

The Dolan Law Firm's DE&I Committee is dedicated to creating a diverse, equitable, and inclusive workplace that reflects the communities it serves. By setting clear one-year, two-year, and three-year goals, the firm can systematically advance its DE&I mission, ensuring that all employees feel valued and empowered to contribute to the firm's success.