

X. Career Management:

Today's lawyer demands a better lifestyle that embraces work/life balance and diversity. In 2015, the ABA Commission on Lawyer Assistance Programs and the Hazelden-Betty Ford Foundation conducted a study involving approximately 11, 400 actively practicing layers from 19 states. The study revealed that approximately 21% of the lawyers qualified as problem drinkers, 28% struggle with depression and 19% demonstrate symptoms of anxiety. The study also revealed that nearly one third of the lawyers with these issues are less than 30 years of age and practicing less than 10 years.

Attraction and retention of quality staff is a challenge due to the reduction in in law school attendance, aging in the profession and 21<sup>st</sup> century changing technology. Diversity is when you count people; inclusiveness is when you make people count. You need both to have sustainable diversity in your firm/organization.

Questions	Yes	No	Comments/Resources
Part A Wellness			
Does our firm/organization recognize the importance wellness plays in a person's professional and personal life.			Colorado Lawyer Assistance Program; <a href="http://www.coloradolap.org">www.coloradolap.org</a> Employee Assistance Program
Does our firm/organization have procedures to easily identify lawyers/staff with any kind of practice or personal problem? <ul style="list-style-type: none"> <li>Does our firm have a non-punitive method of adjusting the workload until the issue has been resolved?</li> </ul>			
Does our firm/organization have policies and procedures that encourage work life balance/integration that include: <ul style="list-style-type: none"> <li>Taking their entitled breaks: lunch breaks, sick leave, annual leave.</li> <li>Availability of family/parental leave.</li> <li>Flexible hours when needed.</li> </ul>			
Does our firm/organization provide/offer appropriate and regular quality of life programs during regular business hours, and is everyone encouraged and able to take advantage of them?			

Does our firm/organization's work environment promote a healthy lifestyle, for example, ergonomically correct work stations, work breaks, walking paths, and access to healthy food & drink choices?			
<ul style="list-style-type: none"> <li>Does management encourage these options?</li> </ul>			
Does our firm/organization have appropriate referrals for programs to assist with mental health issues (stress, anxiety, depression, bipolar, relationships, etc)?			Colorado Lawyer Assistance Program; <a href="http://www.coloradolap.org">www.coloradolap.org</a> Employee Assistance Program
<ul style="list-style-type: none"> <li>Is everyone aware of resources in the community?</li> </ul>			
Does our firm/organization have appropriate referrals for programs to assist with substance abuse & addiction issues (alcohol, drugs, gambling, sex, food, etc)			Colorado Lawyer Assistance Program Peer Assistance program as set forth in CRCP 8.3 Employee Assistance Program
Does the firm/organization have a dedicated budget to wellness?			
<ul style="list-style-type: none"> <li>Who is the designated person in charge of the budget?</li> </ul>			
Part B: Diversity/Inclusiveness			
Has our firm/organization developed a rationale of the need for creating a more diverse and inclusive workplace?			
<ul style="list-style-type: none"> <li>Does this rationale tie in with our firm/organization's business imperatives and strategies</li> </ul>			
Has our firm/organization developed a written statement that defines inclusiveness?			<a href="http://www.centerforlegalinclusiveness.org">www.centerforlegalinclusiveness.org</a>
<ul style="list-style-type: none"> <li>Does it indicate what benefit we hope to gains from being inclusive</li> <li>How does the firm/organization plan to put this plan into action?</li> </ul>			
Does our firm/organization regularly review the compensation structure to ensure that it does demonstrate equal opportunities for all?			
Has our firm/organization devised measures to evaluate our initiatives and ensure accountability?			

Is there active engagement from our firm/organizations' leadership?			
Has our firm/organization identified a person, department and/or committee to monitor our D/I efforts? <ul style="list-style-type: none"> <li>Does everyone in the firm/organization have a role in its success?</li> </ul>			
Does the firm/organization have a dedicated budget to support our D/I efforts? <ul style="list-style-type: none"> <li>Who is the designated person in charge of the budget?</li> </ul>			
Has the firm/organization implemented training sessions for employees that focus on issues related to D/I? <ul style="list-style-type: none"> <li>Who is in charge of coordinating the training sessions?</li> </ul>			
Part C: Catch All			
Does management/senior staff set a good example for staff by creating, implementing, and monitoring dependable office policies and systems, including work-life balance and mentoring programs?			
Are the above policies reviewed on a regular basis (minimum every year) for effectiveness and current, up to date standards and information?			
Does Human Resources or management conduct exit interviews that allow for an honest and respectful discussion?			