



## A Legal Workforce That is Engaged, Focused and Ready.

### 3 Methods for Motivating, Increasing Retention and Maximizing Productivity

Our people are the heart of our organization. Their knowledge and experience set us apart. They have risen to meet these challenging times, with courage and resilience, and they will continue to drive our success and lead us into the future.

Connecting to our workforce comes in many different forms. Following is an overview of what we have done, and continue to do, to ensure the health of our organization through the engagement and well-being of our people, fostering one community, one company.

- **Open Communication** - Maintaining a high level of communication and an ongoing two-way dialog with our workforce, remains a top priority. As such we conducted a back-to-work survey and established a weekly virtual HR forum for staff to join at their own will, whenever they wish.
- **Personal and Team Engagement** – Directing remote, social engagement activities that involve team members across all offices to help keep people inspired, motivated and encouraged.
- **Providing Health & Wellness** - Conducting virtual seminars that offer everything from meditation to mental health micro-courses for every person, weekly.

THE  
RESULT

**Our ongoing commitment to engaging and retaining our workforce ensures that we remain a responsive, reliable partner with a deep talent pool, who provide best-in-class solutions anywhere, anytime.**

### Open Communication

Maintaining a high level of communication across our organization remains a top priority. Open, inclusive dialogue is, and always has been supported and encouraged. Some of the channels we have established include:

#### Conducting a Survey to Involve the Team in the Change Management Process

We surveyed over 600 members of our workforce. The goal was to share our plans for creating a safer workplace environment and gather their thoughts regarding coming back to work once restrictions are lifted. Survey topics included:

- Wearing masks and face shields
- Performing temperature checks
- Installing a UV Sanitizing entry gate
- Installing sneeze guards for desks
- Making behavior changes to limit interactions. IE: bring a lunch

**83%** | Percent of survey respondents

**95%** | Confident in work safety improvements

**70%** | Comfortable returning to the workplace

### Hosting a Weekly HR Forum

- Creates an opportunity to connect with scheduled virtual office hours
- Encourages staff to tell us how they are doing
- Invites people to share what is on their minds
- Provides a platform to submit ideas

### Sharing Our Position on Diversity

As a company we have always denounced racism and violence of any sort. We stand on the values of mutuality and inclusion.

Our commitment remains the same: we are committed to diversity and the safety of all of our employees. We encourage our people to:

- Call out racism and bias when witnessed
- Practice understanding, compassion and empathy
- Focus on inclusion
- Join the weekly HR Forum to engage in the conversation

*“It means a great deal that the HR Department has gone to great lengths not only to stay in touch, but also to maintain an interactive and productive work environment.”*



#### THE RESULT

**Listening, providing a platform for communication and involving our team in the change management process has given us a workforce that is engaged, responsive and ready.**

## Personal and Team Engagement

Our HR Department has been directing remote, social engagement activities to cultivate camaraderie and build stronger teams. Some of the activities include:

### Social Engagement Activities

- Encourage people to submit photos and/or messages focused on a specific topic
- Give participants ability to enter to win prizes

### Virtual Happy Hours

- Organized by themes to appeal to people with similar interests
- Allows teams to connect in their at home work environments

*“Thank you for all the programs and support you are providing during this time. I really appreciate all that you are offering.”*



**As we demonstrate how much we as a company care about our workforce, we are seeing:**

- Increased productivity
- Growth in our employee-employer relationships

#### THE RESULT

**We continue to build company loyalty which reduces turnover, training time and costs and allows us to remain responsive to our clients. We are currently maintaining a 99.2% utilized hours ratio with qualified professionals.**

## Providing Health & Wellness

Our greatest asset is our workforce. We value all of their talent and their communities that make up our company. Their engagement and state of mind is a priority of ours, which is why we encourage use of the Employee Assistance Program and have been hosting weekly Health & Wellness seminars.

### Using the Employee Assistance Program (EAP)

- Offers counseling opportunities

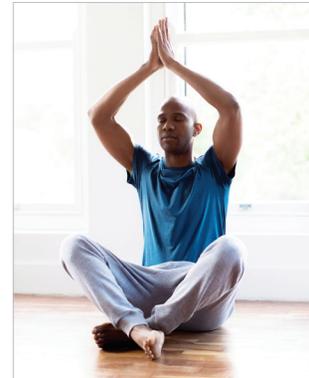
### Offering Health & Wellness Seminars

- Mindful Meditation
- Exercise for a Midday Energy Boost
- Mental Health - Stress Less Micro-Course
- Yoga, Fitness & Stretching at Your Desk
- Building Resilience

*“You guys rock! Thank you so much for taking the time to listen, and for giving us the opportunity to express ideas or suggestions.”*

THE  
RESULT

**Our workforce’s well-being remains a key focus that directly contributes to the health of our company, and the successful delivery of the solutions we provide.**



## Our Promise

### Quality, Safety and Security

We will provide the highest level of quality to all of our projects while ensuring employee safety and document security.

### Constant Monitoring

We will continue to monitor the situation, and remain flexible in order to address any necessary changes as situations evolve.

### Open Communication

We will maintain open communication channels with our employees and clients.

Engage our agile workforce to deliver quality solutions that ensure your next project stays on track – just as you have grown to expect from Hire Counsel.

Your comments and questions are welcome.  
**Call us at 646.356.0550**

Keep up to date with our plans and actions.  
**Visit [hirecounsel.com/covid19](https://hirecounsel.com/covid19)**

Anywhere. Anytime.  
**Anything but Ordinary.**

