



The State Bar  
of California

## Diversity, Equity, and Inclusion (DEI) Leadership Seal Application

Please submit your completed application form and any accompanying documentation to [DEILeadershipSeal@calbar.ca.gov](mailto:DEILeadershipSeal@calbar.ca.gov) by March 31, 2023, for consideration of eligibility in the State Bar DEI Leadership Seal program.

### Instructions

Please fill out the following application to provide the State Bar of California with information about your organization and its commitment to diversity, equity, and inclusion (DEI).

Organizations that commit to pursuing at least five of the ten Action Items will be recognized as participating employers and listed on the State Bar website. All participating employers must commit to implementing the first two Action Items and select at least three of the remaining eight.

Participating employers who have already **implemented** at least five of the ten Action Items will receive the State Bar DEI Leadership Seal. DEI Leadership Seal recipients may use the seal on their own website and materials.

Organizations that implement **five** Action Items will be recognized as **bronze**-tier seal recipients; organizations that implement **seven** Action Items will be recognized as **silver**-tier seal recipients; and organizations that implement **nine** Action Items will be recognized as **gold**-tier seal recipients. All seal recipients, regardless of tier, must implement the first two Action Items. Participating employers that have not yet implemented the Action Items will have one year to implement them before the employer can receive the DEI Leadership Seal.

For more information about the program requirements, visit the [DEI Leadership Seal program webpage](#). The webpage will also provide a Resource Guide on how to implement the Action Items in a meaningful and impactful way. The State Bar will continue to update the webpage as resources become available.

**Please note:** Employers that operate in California and in other states (or countries) are eligible to participate and receive the DEI Leadership Seal. Employers can either commit to and implement the Action Items for the entire organization (and therefore list the entire organization as a participating employer and use the DEI Leadership Seal on all materials) or commit to and implement the Action Items for only their California offices/branches of the organization (and therefore list only their California offices as a participating employer and use the DEI Leadership Seal on California-specific materials). Similarly, legal departments within larger corporations or universities may choose to implement the Action Items and use the DEI Leadership Seal on only their department materials, rather than in the broader organization.

## Organization Information

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Please provide information on the employer (or department or office within the larger employer) that is applying for participation in the DEI Leadership Seal program.

Organization Name:

Headquarters Address:

California Address (if different):

Website:

Organization Type and/or Sector:

- Law Firm
- Solo Practitioner
- Corporate In-House Counsel
- Other Private Sector, please specify:

- Government
- Nonprofit
- Education
- Other, please specify:

## Primary Contact Information

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Who will serve as the primary point of contact with the State Bar for this application and organization's participation in the DEI Leadership Seal program?

Name:

Email Address:

Title/ Role:

Phone Number:

## Organization Size

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How many **total employees** does your organization employ? If only a department or office within the larger organization is applying, include only those employees.

- 0-10
- 11-25
- 26-50
- 51-100
- 101-250
- 251-500
- 501-750
- 751-1000
- 1000+

How many **California-licensed attorneys** does your organization employ? If only a department or office within the larger organization is applying, include only those California-licensed attorneys.

- 0-10
- 11-25
- 26-50
- 51-100
- 101-250
- 251-500
- 500+

## Action Items

Which Action Items has your organization already implemented? Which Action Items is your organization committing to pursue in the next year? Select at least five to be a participating employer. Reminder: organizations will not receive the DEI Leadership Seal to use on their own website and materials until they implement the selected Action Items.

Participating employers **must** implement or commit to implementing both of the following Action Items:

| Committed                | Implemented              |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>1.</b> Collect and maintain data on the demographics of attorneys, non-attorney legal staff, management, and the board, where applicable. Make this data available to staff or clients should they request it. Data may be aggregated to protect the privacy of staff and board members as deemed appropriate by your organization and/or to ensure compliance with any applicable laws, rules, and regulations. Subject to any applicable legal limitations, the organization may wish to collect data on the following demographic categories to facilitate comparisons between the organization's workforce and the broader California attorney workforce: gender, race/ethnicity, age, LGBTQ+, disability status, and veteran status.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>2.</b> Create a strategic DEI plan for your organization with specific objectives, metrics, and benchmarks over short-, medium-, and long-term timeframes. Make the plan available to all staff and to clients that request it. Detail specific plans to advance equity and inclusion, including initiatives to support retention and advancement, plans to regularly report and discuss progress, methods for attorneys and staff to provide feedback, and adequate resources to support DEI efforts.</p>  |

Participating employers **must** implement or commit to implementing at least three of the following Action Items:

| Committed                | Implemented              |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>3.</b> Calculate, at least annually, staff turnover and promotions by position, tenure, and demographics. If turnover among certain demographic groups is disproportionately higher, incorporate steps to reduce these differences in the strategic DEI plan. Similarly, if promotions are disproportionately lower among certain demographic groups, incorporate steps to mitigate these differences in the strategic DEI plan.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>4.</b> Compare the demographics of California attorney hires to the demographics of all California attorneys annually. If your organization primarily hires entry-level attorneys, compare the demographics of attorney hires to the demographics of new licensees published in the State Bar's Diversity Report Card and the State Bar's Diversity, Equity, &amp; Inclusion: Biennial Reports to the Legislature. Assess how your attorney population compares to the greater California attorney population and incorporate steps to address disparities in the strategic DEI plan, if appropriate.</p> |

| Committed                | Implemented              |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5.</b> Create a DEI statement articulating the organization's commitment to diversity, equity, and inclusion. Post it on your organization's website and include it in job postings.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>6.</b> Conduct stay and exit interviews with staff; include questions on organizational culture, sense of inclusion and belonging, and areas in which the employer can improve.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>7.</b> Survey staff, at least biennially, to gather their thoughts and feedback on DEI at your organization. Include questions related to workplace satisfaction, climate, and sense of belonging. Share survey results with staff. Survey results should be used to inform your organization's DEI strategic plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>8.</b> Require all employees to participate in annual training on recognizing and reducing implicit bias in the workplace. Trainings should be provided by people or organizations with significant professional or academic experience related to the training's content.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>9.</b> Incorporate substantive DEI work into performance evaluations and metrics that impact advancement and compensation decisions (e.g.: allow DEI work to count toward billable hours). Note that pro bono hours and contributions should be tracked separately from DEI contributions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>10.</b> Integrate DEI responsibilities (ex: implementing DEI frameworks, supporting organizational DEI efforts) into leadership team members' formal job duties. For larger organizations (those with more than 100 California-licensed attorneys), also establish and maintain a leadership level DEI professional position. This DEI professional need not sit on the legal team specifically, but should have meaningful oversight of DEI programs and initiatives for the legal team. |

## Implementation

If your organization has already implemented five of the ten Action Items, including the first two required items, please provide the following verification or documentation to receive the DEI Leadership Seal. This documentation will not be shared outside of the State Bar of California, except as required by law.

**1. Collect and maintain demographic data:** Provide a description of your organization's demographics data collection and analysis process. Include how and when your organization collects demographic data on employees, what demographic categories are collected, and how data is shared with staff and clients when requested. The applying organization is solely responsible for complying with any applicable laws, rules, and regulations relating to demographic data collection and maintenance.



*If your organization participates in Diversity Lab Inclusion Blueprint program or is a top-scoring firm on the MCCA Scorecard, you do not need to provide the documentation listed above for this item. Instead, please provide your certification from the relevant program or a screenshot of your firm listed on the organization's website as a participating employer.*

**2. Create a strategic DEI plan:** Provide a copy of your organization’s strategic DEI plan. Identify one significant goal or objective and the related metrics and benchmarks with a description of progress made toward that goal thus far, if applicable. Include how the plan is shared with staff and clients when requested.

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**3. Calculate staff turnover and promotions:** Provide a description of your organization’s turnover and promotions data collection and analysis process. Include how your organization collects this data, and when calculations or comparisons are run. Include a description of how your organization plans to address findings from this data analysis, including any additions or edits to the organization’s DEI strategic plan.



*If your firm participates in the Diversity Lab Inclusion Blueprint program or is a top-scoring firm on the MCCA Scorecard, you do not need to provide the documentation listed above for this item. Instead, please provide your certification from the relevant program or a screenshot of your firm listed on the organization’s website as a participating employer.*

**4. Compare California attorney hire demographics to California attorney population:** Provide a description of when comparisons are or will be run. Also provide a description of how your organization plans to address findings from this data analysis, including additions or edits to the organization’s DEI strategic plan.

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**5. Create and share publicly a DEI statement:** Provide a link to your organization’s website that includes your organization’s DEI statement and a recent job posting that includes the statement.

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**6. Conduct staff stay and exit interviews:** Provide a list of DEI-related interview questions used during stay and exit interviews.

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**7. Survey staff to gather feedback on DEI efforts:** Provide a blank copy of your staff survey questions related to DEI. Describe how survey responses are shared with staff.

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**8. Require annual employee implicit bias training:** Provide a copy of the internal policy requiring annual training on implicit bias, an example of a training provided in the last year (include the source and date of the training), and the percentage of employees that participated in that training.

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**9. Incorporate DEI work into performance, advancement, and compensation decisions:** Provide a blank copy or description of your organization’s performance evaluation form and billable hours policy, if applicable.

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**10. Integrate DEI responsibilities into leadership team members’ job duties. Larger organizations, maintain a DEI professional position:** Provide a copy of a leadership team member’s formal job description, including incorporated DEI responsibilities. For larger organizations, also provide the senior level DEI professional position’s job description.

## Additional Information

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(Optional) Please use this space to share any additional information about your organization's diversity, equity, and inclusion practices. This might include particular focuses of your organization's DEI efforts or recent initiatives or successes.

## Certification

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The following certification should be completed by a member of your organization's executive leadership team.

*Upon submission of this application, I certify that the information provided in this form and in any accompanying documentation is complete and accurate to the best of my knowledge. I further certify that I am authorized to sign and submit this application on behalf of the applying organization.*

Name:

Email Address:

Title/ Role:

Phone Number:

Signature

Thank you for your application. If you have any feedback or questions on the State Bar DEI Leadership Seal program parameters and/or Action Items, please share your thoughts by emailing [DEILeadershipSeal@calbar.ca.gov](mailto:DEILeadershipSeal@calbar.ca.gov).