

EQUALITY & DIVERSITY POLICY

1.0 PURPOSE

Quinn Emanuel Urquhart & Sullivan, LLP is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identify or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our firm unique.

QE's diversity initiatives are applicable – but not limited – to our practices and policies for recruitment and selection, compensation and benefits, professional development, training, promotions, transfers, layoffs, terminations, and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for their diversity.
- A workforce that is provided opportunities to develop the skills required for career development and advancement.

2.0 OUR RESPONSIBILITIES

- All employees of the firm have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions, on or off work site, and at all other firm sponsored events.
- The firm is committed to ensuring that applicants of all backgrounds are encouraged to apply for, and have a fair opportunity to be considered, for available positions.
- Selection for employment, promotion, training or any other benefit will be on the basis of aptitude, and ability, and not on race, gender, sexual orientation, religion, disability or any other protected characteristic.
- Any employee found to have exhibited any inappropriate conduct or behavior against others in violation of this or other firm policies, may be subject to disciplinary action.
- Employees who believe they have been subjected to any kind of discrimination that conflicts with the firm's diversity and harassment policies should seek assistance from a supervisor or HR representative.

3.0 COMMITMENT

- The Equality and Diversity Policy requires commitment from all QE employees. We have designated two co-diversity coordinators (Deb Klaeger and Randa Osman), who will be responsible for implementing this policy.

- Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to diversity and equality in the workplace is good management practice and makes sound business sense.
- Breaches of our diversity policy will be regarded as misconduct and could lead to disciplinary action.
- This policy is fully supported by senior management.

4.0 GENDER TRANSITION GUIDELINES

QE is an advocate for diversity and equal employment opportunities for all qualified candidates. The firm does not discriminate on the basis of gender identity or expression.

The following guidelines are intended for QE's transgender and gender non-conforming employees and partners. For purposes of this policy, transgender is a broad umbrella term for people whose gender identity, expression or behavior is different from those typically associated with their assigned sex at birth. This includes people who socially and medically transition, as well as others who simply feel their assigned sex at birth does not reflect their true gender.

4.1 Supportive Restroom Policy

It is our obligation to provide transgender people with the same level of facility access available to non-transgender people.

All employees and partners are permitted to use the facilities that correspond with their gender identity. For example, a person who identifies as a man is permitted to use men's restrooms, and a person who identifies as a woman is permitted to use women's restrooms. All employees and partners should determine the most appropriate and safest option.

Anyone who has personal concerns about sharing a restroom with a transgender individual, should discuss their concerns with HR or their office manager.

4.2 Supportive Dress Code

A transgender employee is permitted to dress consistently with their gender identity and is required to comply with the same standards of professional attire that apply to all others in the workplace. Management has the same right to review a transitioning individual's professional attire as they do any other individual and any issues will be addressed in a manner consistent with any other employee.

4.3 Supportive Documentation

Where applicable, every effort will be made to use an appropriate gender marker on all documentation, unless we are unable to do so, such as when records must match the person's legal name, including, for example, on payroll and insurance documents.

Employees with a legal change of name and/or gender marker should notify HR as soon as possible.

4.4 Right to Privacy & Confidentiality

Transgender employees and partners at QE have the right to be who they are without unnecessary disclosure of medical information or gender history. In addition, current and prospective employees and partners who encounter problems concerning identification documentation, such as payroll and insurance forms, should feel comfortable raising those concerns with their office manager or HR. The transgender status of an individual is considered confidential and should only be disclosed on a need-to-know basis.