



Keltie

SOCIAL IMPACT REPORT

Showing what good looks like



Values driven organisations **ensure sustainable profitability**

CONTENTS

CSR Highlights at a Glance	03
Official Statement	04
Sustainability Overview	05
Environmental Report	07
Workplace Report	10
Community Report	13
Philanthropy Report	16
ESG & The UN SDG's	19

Keltie LLP

CSR Highlights at a Glance



Official Statement



Keltie's approach to Intellectual Property is both personal and progressive, as we are unafraid to challenge and to ask the right questions. This can also be said of our approach to sustainability within the

organisation and to supporting our clients to achieve their commercial and sustainability goals.

Our experience in developing strategies for our clients and supporting them creatively as they strive for their desired outcomes is demonstrated throughout this document. It details our commitment to working in a sustainable way, and shows how we work daily to improve sustainable technological solutions, give back to our local community and to the wider world in which we live. "Doing the right thing" is at the heart of Keltie culture.

Keltie's operations, whilst based in the United Kingdom and Ireland, have global implications and we continuously challenge ourselves to recognise the importance of the world around us. We are carbon conscious, socially aware and inclusive in all that we do.

Together with our clients we are working to achieve more in all aspects of our environmental and community work, and we have plans to further develop this over the coming months and years.

To Keltie, CSR and ESG are not a theoretical exercise, they are part of our ethos, and looking after our environment is at the heart of who we are, both as individuals and as a business.

A handwritten signature in black ink, appearing to read 'Alan McFarlane'. The signature is fluid and stylized, with a large initial 'A' and 'M'.

Alan McFarlane

Chief Executive Officer

Keltie LLP

Sustainability Overview



Keltie LLP is committed to integrating sustainability into every aspect of its operations, guided by the four pillars of Corporate Social Responsibility (CSR): Environment, Workplace, Community, and Philanthropy. For over thirty years, Keltie has built a reputation as a principled and forward-thinking intellectual property firm, rooted in the values instilled by its founder, David Keltie. This commitment extends beyond professional excellence to fostering a sustainable and inclusive future.

Environment

Keltie actively seeks to minimise its environmental impact through responsible practices and initiatives. The firm is dedicated to reducing waste, conserving energy, and promoting sustainability in the workplace. By leveraging innovative technology and maintaining environmentally conscious policies, Keltie aligns its operations with broader global efforts to combat climate change. The team continually evaluates its practices to ensure they reflect the highest standards of environmental stewardship.

Workplace

Keltie believes its people make the difference and is proud to foster a workplace culture that values diversity, inclusion, and well-being. The firm promotes a supportive and collaborative environment where all team members can thrive. Professional development and growth are encouraged, alongside mental health initiatives and flexible working arrangements. Keltie's progressive approach ensures its workplace remains dynamic, equitable, and adaptive to the needs of its employees.

Community

Collaboration extends beyond client relationships, as Keltie is deeply engaged in supporting the communities in which it operates. The firm partners with local organisations to create meaningful impact, whether through volunteer efforts, educational initiatives, or collaborations that strengthen community bonds. Keltie's commitment to social responsibility reflects its understanding of the importance of giving back and nurturing connections within the broader community.

Philanthropy

Philanthropy is a cornerstone of Keltie's CSR strategy. The firm actively supports charitable organisations and initiatives that align with its values. Through donations, sponsorships, and employee-driven fundraising efforts, Keltie contributes to causes that promote social and environmental betterment. This dedication to philanthropy underscores the firm's belief in the power of collective action to drive positive change.



Cambridge



Cirencester



Dublin



Galway

Approach to Sustainability

Keltie's approach to sustainability is both personal and progressive. The firm challenges the status quo, asking the right questions to identify meaningful solutions. Combining decades of experience with innovative thinking, Keltie strives to deliver constructive outcomes that reflect its commitment to long-standing relationships and a sustainable future.

The culture at Keltie is built on a deep understanding of why its clients and team members choose to work with the firm. By balancing strategic thinking with creativity, commercial insight with care, and innovation with responsibility, Keltie delivers exceptional work that protects the intellectual property of its clients while prioritising sustainability and ethical practices.

At Keltie, personality and purpose combine to create meaningful impact—both in the world of intellectual property and beyond.



Environmental Report

Keltie LLP envisions a future where sustainability is at the heart of every aspect of its operations, driving positive environmental change within the firm and the broader community. The firm is committed to reducing its environmental impact by integrating eco-conscious practices into its daily activities, from energy management and resource conservation to sustainable travel and responsible supply chain practices.



Keltie strives to lead by example, demonstrating that responsible business practices can coexist with long-term success. The firm envisions a workplace where energy use is minimised through renewable sources and energy-efficient technologies, where resources are carefully managed to reduce waste and encourage recycling, and where sustainable alternatives are embraced in every decision made. Keltie's vision includes creating an office environment that operates with minimal environmental impact, from the reduction of paper consumption to the use of water-saving technologies and sustainable office supplies.

The firm also recognises the importance of sustainable travel and seeks to reduce its carbon footprint by encouraging public transportation, cycling, and virtual meetings. Keltie's vision includes a flexible work culture that reduces the need for commuting, contributing to cleaner air and lower emissions. Additionally, the firm is dedicated to fostering environmentally responsible relationships with its suppliers, ensuring that sustainability is a core consideration in all partnerships.

Ultimately, Keltie LLP aims to be a leader in sustainability within the legal and professional services sectors. By continuously evolving its environmental practices, the firm seeks to make a lasting, positive impact on the planet while inspiring others to follow suit. Keltie's vision is one where every step taken reflects a commitment to a sustainable future, contributing to a greener, healthier world for generations to come.

Energy Management

The amount of energy used, and its source is a priority for Keltie. The firm has ensured that the energy supplier for both the office and the entire building provides 100% renewable energy. Over 95% of the office lighting is now LED, with plans to upgrade the remaining lights to LED within the next 12 months. Additionally, Keltie is actively encouraging its landlord to install solar panels on the building's roof, with plans for this project to be completed within 18 months. The firm is also committed to responsible disposal of old electrical equipment, ensuring that it is either recycled, sold to staff, or donated to charity. Furthermore, the office's touch-free taps help prevent water waste in toilet facilities.





Natural Resource Conservation

Keltie has made significant strides in natural resource conservation. The firm replaced individual wastepaper bins with centralised recycling stations, significantly changing the way employees approach recycling. A firm-wide policy encourages minimal printing, reducing paper consumption by over 50%, with all paper used being recycled. The office features water-efficient dual-flush toilets and floor-level water meters, helping to monitor and manage water usage. Heating is centrally controlled through the landlord, ensuring that energy is not wasted, while lighting is managed using PIR sensors, automatically turning off lights in areas without movement.

Ensuring Sustainable Travel

Keltie promotes sustainable travel options for its employees, encouraging the use of public transport for commuting. The firm provides free bike storage and lockers to staff, and a ride-to-work scheme helps employees purchase bicycles. Teleconferencing tools like Microsoft Teams and Skype are encouraged, reducing the need for in-person meetings and travel. When business travel requires car hire, Keltie prefers hybrid, electric, or low-carbon vehicles. The firm's flexible working policy, requiring office attendance only twice a week, greatly reduces commuting and associated emissions.



Supply Chain Management

Keltie works closely with its building management and suppliers to minimise environmental impact. Local suppliers are prioritised to reduce delivery distances, and the firm consolidates deliveries where possible to further minimise business miles. For example, all stationery is delivered monthly instead of weekly. Keltie also ensures that new suppliers adhere to sustainability standards by requiring them to have a sustainability plan in place, reinforcing the firm's commitment to sustainable sourcing.

Smart Waste Management

In line with its resource conservation efforts, Keltie has removed individual wastepaper bins and introduced centralised recycling areas. This has encouraged a shift in staff behaviour toward more responsible recycling. The firm's new waste collection partner offers enhanced recycling capabilities, and dedicated recycling bins on each floor make waste management more efficient. By also reducing paper usage, Keltie has successfully cut paper consumption by more than 50%.

Through these comprehensive efforts, Keltie LLP continues to demonstrate its commitment to sustainability and environmental stewardship, actively reducing its environmental footprint while setting a positive example for others in the industry.



Workplace Report

In 2024, Keltie made significant strides in enhancing its workplace practices through comprehensive training programmes, updated policies, and strengthened governance structures. These initiatives reflect Keltie's commitment to fostering professional growth, inclusivity, and ethical practices across the organisation.





Key achievements included the launch of a Leadership Training Programme, the introduction of a Talent Management Programme, and the rollout of an online training platform.

Looking ahead to 2025, Keltie aims to build on this foundation by expanding its training offerings, refining its policies, and introducing innovative systems to support employees and managers. Focus areas will include leadership development, diversity and inclusion, ethical recruitment, and equitable salary structures. These efforts underscore Keltie's dedication to creating a supportive, transparent, and progressive workplace that empowers its employees while aligning with evolving legislation and best practices.

Empowering Leaders and Teams Through Training Initiatives

2024 saw the launch of a Leadership Training Programme for all managers. An external training provider was engaged to identify training needs and the required modules, which were subsequently built and delivered by the Curve Group. The training encompassed key areas such as emotional intelligence, absence and performance management, as well as giving and receiving feedback.

Additionally, Keltie introduced a Talent Management Programme that involved creating job descriptions (JDs) and key performance indicators (KPIs) for all roles. Processes for regular performance reviews, promotion requests, and salary increases were also developed and clarified. The overarching aim of both initiatives was to establish clearer professional development pathways for all roles, equip employees with tools to enhance their professional skills, and support managers and employees in achieving business targets.

In December 2024, Keltie went live with its online training platform for all employees.

The first module focused on bullying and harassment awareness. In addition, work experience placements were offered throughout the year, including one placement facilitated through a charitable organisation promoting opportunities for under-represented young people. This will continue in 2025.

Looking ahead to 2025, there are plans to build on the current Leadership Training Programme by introducing additional sessions to reinforce and embed the leadership skills acquired by managers over the past year. The online training programme will also be expanded to include modules on Display Screen Equipment, Diversity and Inclusion, Social Media Awareness, and Health & Safety in the Workplace.

Keltie aims to roll out business training for fee-earning employees to enhance their understanding of the business aspects of their roles, improve business development skills, and support individual career progression. The Talent Management Programme will be further developed with more detailed salary banding linked to performance management markers, fostering a fairer salary structure. Accessible guidance on talent management will be made available on the employee intranet, and additional training will be provided to managers to support them in developing their teams.

Talent Management and Professional Development

Current policies and HR practices have been developed in alignment with current legislation to safeguard the employment rights of all employees.

In 2025, Keltie will continue to refine its training, policies, and HR practices to ensure compliance with evolving employment legislation. The organisation has already

benchmarked its current salary structure against internal and external standards. Moving forward, the next phase will involve further defining salary bandings for all roles and linking them to more detailed performance measurements to create a more transparent and equitable pay structure.

Keltie currently offers paid leave for employees to observe religious holidays and has implemented adjustments to ensure inclusivity, such as providing a gender-neutral bathroom. In 2025, the organisation will continue evaluating its practices to enhance inclusivity, including accommodating religious beliefs in recruitment processes and for existing employees. Additionally, Keltie will focus on developing benefits tailored for its Irish employees.

Advancing Inclusivity and Ethical Practices Across the Organisation

Keltie has taken steps to develop ethical recruitment practices, including offering candidates the opportunity to request adjustments during the interview process and providing information on the organisation's approach to neurodiversity.

In 2025, Keltie plans to implement a new HR system featuring advanced recruitment functions. This system will enable more processes to be conducted online while embedding ethical recruitment practices into the automation. For instance, the anonymisation of applicant data will be introduced to reduce unconscious bias in hiring decisions. Standardisation of recruitment tasks will further enhance fairness and consistency for all candidates.

New templates and processes will also be introduced, including structured interview forms, standardised scoring systems, feedback forms, guidance for interviewers, and defined interview panels. These measures will ensure that all candidates experience the same recruitment process and are provided equal opportunities for employment. This initiative will contribute to Keltie's Social Impact Reporting.

Governance teams have been established for each department at Keltie, with monthly meetings held to facilitate decision-making and address governance matters. In 2025, these governance structures will be re-evaluated and may be restructured to improve communication and transparency across senior management teams, thereby enhancing overall decision-making processes.

Enhancing Systems and Policies

In 2024, Keltie updated its employee handbook and policies for both its UK and Ireland offices to ensure alignment with current legislation. The organisation has introduced benefits that exceed statutory requirements in areas such as sickness, maternity, paternity, and shared parental pay. For Irish employees, policies were adjusted to provide benefits comparable to those offered in the UK.

In 2025, Keltie will continue reviewing the benefits for its Irish team to address any remaining differences arising from variations in government schemes between the UK and Ireland. For example, the organisation will evaluate the suitability of benefits such as cycle-to-work schemes and season ticket loans for Irish employees, considering differences in commuting practices. Keltie will also explore the provision of an Employee Assistance Programme (EAP) through a local provider for its Irish team.



Community Report

The community is an essential part of its business ethos, creating lasting positive impacts. The firm is dedicated to fostering meaningful relationships with the communities it serves, actively contributing to social, environmental, and educational causes. Keltie believes that by leveraging its expertise, resources, and network, it can help address societal challenges and empower individuals and organisations to thrive.





act Addenbrooke's Charitable Trust

The firm's community engagement strategy focuses on supporting initiatives that promote inclusivity, sustainability, and social responsibility. Keltie seeks to collaborate with local organisations, charities, and educational institutions to provide opportunities for growth, learning, and development. Through volunteer efforts, charitable donations, and pro bono services, the firm is committed to making a tangible difference in areas that align with its values.

Keltie also aims to inspire its staff to get involved in community activities by offering opportunities for volunteering and encouraging participation in initiatives that support the well-being of others. By embedding community engagement into its corporate culture, Keltie LLP strives to create a ripple effect of positive change, empowering communities to build stronger, more resilient futures.

Community Engagement and Team Building

In 2024, Keltie participated in the Cambridge Dragon Boat Festival, raising a team of 14 participants, primarily from the Keltie workforce, with a few invited friends. The event, organised by Sharon Osborn of Keltie's Cambridge office, raised money for the Addenbrooke's Charitable Trust and Cambridge Cancer Research Hospital, both of which are local to Cambridge. This event provided an excellent opportunity for team building while supporting vital local charities. Keltie plans to participate in this event annually, strengthening its ongoing commitment to local causes.

Furthermore, Keltie aspires to expand its community engagement through continued volunteering initiatives and sponsorship of local organisations, such as community hubs

or sports teams, with the eventual aim of supporting these efforts through the David Keltie Foundation. The firm also plans to develop a trusteeships/governorships policy to encourage employees to become trustees or governors of local organisations, fostering further involvement in community leadership.

Employee Volunteering Initiatives

Keltie supports employee volunteering by offering one paid day of volunteering leave per year. In collaboration with Community Southwark, the firm organised two volunteering projects in 2024: one at Horniman Primary School in Forest Hill, where volunteers helped redecorate classrooms, and another at the Albany Arts Centre in Deptford, where volunteers built a fence for a pre-schooler "mud-club." These projects allowed staff to gain new skills, bond outside of the office, and provide tangible support to local organisations. The total cost of these volunteering days amounted to £4,200, with Keltie aiming to organise at least two such events per year, including one outside of London, in communities like Cambridge, Cirencester, or Galway.

Supporting Local Charities

Keltie has demonstrated its ongoing commitment to supporting local charitable initiatives, particularly in winter. In 2023, the firm participated in the coat collection for WrapUp London, with staff delivering 12 coats to the collection point in Bermondsey. In December 2024, Keltie's Team supported London Bridge's Gift Back initiative, benefiting charities that support vulnerable individuals, including those facing homelessness and mental health challenges. The firm aims to continue supporting seasonal charity drives such as coat and gift collections each winter.





Wealth Creation and Support for Local Businesses

In line with its commitment to supporting local enterprises, Keltie has increased its sourcing of catering from local, privately owned businesses. For instance, in October 2023, the firm hosted a Black History Month celebration by inviting the south London-based Ethiopian restaurant Zeret Kitchen to provide lunch, fostering cultural awareness and supporting local businesses. This initiative was followed by a similar event in November 2024, where staff enjoyed lunch from local Turkish restaurant TAS in support of the Movember movement. Keltie plans to continue sourcing food from local restaurants for staff meetings and social events, further supporting the local economy.

Professional Development and Knowledge Sharing

Keltie also contributes to the intellectual property (IP) professionals community through its support of IP Inclusive, an organisation promoting diversity and inclusion in the IP profession. In 2024, Keltie donated to IP Inclusive and hosted two events at its London office, including a training session on allyship and sexual harassment prevention. In November 2024, the firm hosted an event on male mental health and suicide prevention in partnership with the charity Jonathan's Voice. This event, attended by both Keltie staff and external guests, featured expert speakers and focused on raising awareness of mental health issues among men. Keltie plans to host at least one event for IP Inclusive annually to continue fostering dialogue on diversity, inclusion, and workplace well-being.

Future Education Initiatives

Keltie is committed to developing its engagement with local schools and colleges. In early or mid-2025, the firm plans to host a "careers insight" afternoon for students from local schools and colleges. This event will allow students and their families to explore career opportunities at Keltie, meet staff in various roles, and learn about the pathways into these positions, including junior roles, professional qualifications, and graduate opportunities.

Through these initiatives, Keltie LLP continues to demonstrate its dedication to community engagement, supporting local causes, fostering employee development, and creating a positive social impact across its communities. The firm aims to expand and strengthen these efforts, further aligning its business practices with social responsibility and community development.



Philanthropy Report

Keltie LLP is dedicated to supporting charities that align closely with its core principles: Inclusivity, Social Mobility, and Neurodiversity. This commitment is guided by a dedicated charity committee that evaluates charities based on their relevance to staff, proximity to Keltie's offices, and alignment with the company's values.





Charity Committee and Engagement

The charity committee plays a pivotal role in selecting causes to support, ensuring a meaningful connection between the chosen charities and the firm. These decisions are often influenced by personal staff connections or the relevance of the charity's mission to Keltie's ethos. Senior management, including Partners, actively participate and set an example through involvement and volunteering.

To maintain transparency and encourage staff participation, charitable initiatives and impacts are communicated internally via dedicated channels, including team platforms and company meetings. Externally, Keltie shares its charitable contributions through LinkedIn, extending awareness to wider audiences and potential clients.



Financial Contributions and Fundraising

Keltie has consistently demonstrated a strong commitment to financial contributions and fundraising efforts. Highlights include:

- Nicholls Spinal Injury Foundation (nsif): A donation that contributed to the charity's milestone of raising £1M for spinal injury research.
- Cancer Research: A donation in memory of David Comery, a long-standing collaborator of Keltie.
- IP Inclusive: A donation was contributed to fostering inclusion within the intellectual property (IP) profession.
- Additional donations went to the Horniman School volunteering, and for Albany Theatre Garden volunteering, and smaller contributions to Shelter and Movember campaigns.





Volunteer Initiatives

Keltie encourages staff to use their volunteer hours to support causes they care about whether individually or collectively. Over the past two years, volunteer days have enabled employees to engage in diverse activities, such as supporting local projects in London, contributing at a scout camp, and aiding an orphanage in South Africa. These initiatives have had a tangible impact on both the beneficiaries and Keltie's culture of giving back.

Key Achievements in 2024

- Total spending on charitable donations including dedicated staff time and related activities reached c. £15k.
- Regular involvement in fundraising events, including long-standing support for Macmillan Cancer Support.
- Hosting smaller events throughout the year, such as Movember campaigns tied to the IP industry.
- Implementation of consistent quarterly fundraising events to maintain momentum and staff engagement.

Future Initiatives

Keltie is planning several impactful initiatives to further its commitment to social responsibility:

- David Keltie Foundation: This upcoming charity aims to address social mobility by:
- Promoting education through scholarships, grants, and training opportunities.
- Offering work experience to support career development and reduce elitism in the profession.
- Hosting networking events to broaden access to the IP field.
- CIPA IP Clinic: Encouraging attorneys to provide pro bono advice through the Chartered Institute of Patent Attorneys (CIPA), thereby supporting the broader profession and public.
- Digital Poverty Initiative: Donating refurbished laptops to local schools to help bridge the digital divide for children in the community.

Keltie LLP's consistent support of charitable causes exemplifies its dedication to making a positive impact on society. Through financial contributions, volunteer work, and future-focused initiatives, the firm continues to champion Inclusivity, Social Mobility, and Neurodiversity while inspiring its staff and the wider community to do the same.



ESG - Measuring the Value of Social Responsibility

These icons are displayed throughout this social impact report to illustrate where ESG (Environmental, Social and Governance) compliance and relevance is demonstrated to external agencies when ESG reporting is required.



Keltie activities align with UN Sustainable Development Goals

The UN SDGs are a call for action by all countries – poor, rich and middle-income – to promote prosperity while protecting the planet. They recognise that ending poverty must go hand-in-hand with strategies that build economic growth and address a range of social needs including education, health, social protection, and job opportunities, while tackling climate change and environmental protection.

Keltie activity aligns with the following SDGs.
 CSR-A recommends that **Keltie** register their commitments to support the implementation of the SDGs.



All 17 United Nations Sustainable Development Goals are;



Good social responsibility policies drive positive corporate change.

With well defined objectives and measurable targets, your CSR accreditation will provide the foundation for a more sustainable and ethical organisation.

Achieving CSR accreditation is a visible testimony of excellence in social responsibility activity. The accreditation process helps you integrate social, environmental, ethical, human rights and consumer concerns into your business operations and strategy.

CSR Accreditation will:

- Deliver information required for ESG (Environmental, Social, Governance) reporting.
- Identify UN Sustainable Development Goals (SDG's) which you may be supporting.
- Write a social value policy.
- Identify how your carbon footprint can be reduced contributing to climate change action and the Race to Zero.
- Produce content for a social impact report.
- Enrich, enable and engage employees, shareholders and stakeholders.

Driven by heightened consumer awareness of environmental issues and with tightening government regulations organisations are now looking for innovative ways to meet their social responsibilities. It is clear that those who understand this and explore ways in which issues should be built into strategy, are likely to reap the rewards of an enhanced competitive position, benefiting all stakeholders and wider society along the way.

This **Social Impact Report** was created by **CSR-Accreditation** on behalf of

KELTIE LLP

To produce a similar report for your organisation please call **01494 444494** or visit **www.csr-accreditation.co.uk** and find out how we can benefit you.

CONTACT CSR-A

info@csr-accreditation.co.uk
01494 444494 or 07831 857332
www.csr-accreditation.co.uk

