



# BENEFIT REPORT

## 2018

## MISSION

Small business is the heart and backbone of our nation. From the colonial era to today, when small business owners thrive, their communities also thrive. Dunlap Law helps protect what small business owners build. As a strategic thought partner, we walk alongside our clients, helping them manage risks and create success.

DL's specialty knowledge in corporate sustainability also allows it to serve larger clients dedicated to leaving a legacy of corporate value sustained at lowest possible negative impact.

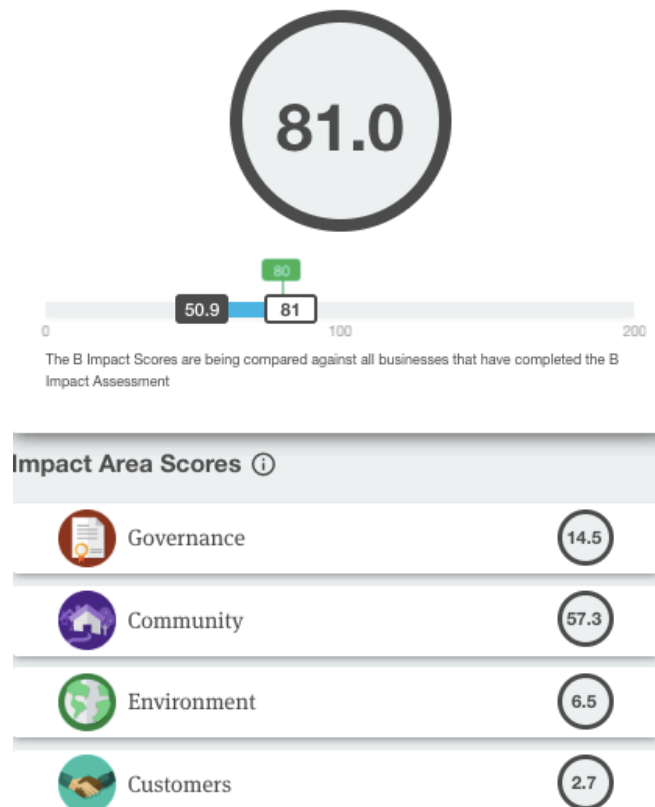
DL proudly serves clients from across many sectors: small and mid-sized businesses, nonprofits, municipalities, and large corporations. DL tailors its rate structure to that we can work with any organization with aligned values.

## BENEFIT CORPORATION

Dunlap Law PLC is a business law firm specializing in small to mid-sized businesses, corporate sustainability, and data privacy/ cybersecurity. DL's highly skilled team includes two lawyers, a paralegal, and an executive assistant. DL's team values social and global responsibility, especially within a context of support and caring for one another.

Under Virginia law, Dunlap Law PLC is a professional limited liability company. In 2017, DL's founder, Tricia Dunlap, elected to earn certification as a B-Corp through evaluation by B Lab, Inc. a third-party, non-profit organization. Tricia's lifelong motivation to leave this world a little better than she found it drove her to seek B Corp status for DL. Our 2017 scorecard is shown at right.

As a B Corp, DL is required to produce and publicly post an annual report, describing the public benefit it created in the past year and how it will continue to provide public benefits in the future.



# IMPACT ASSESSMENT

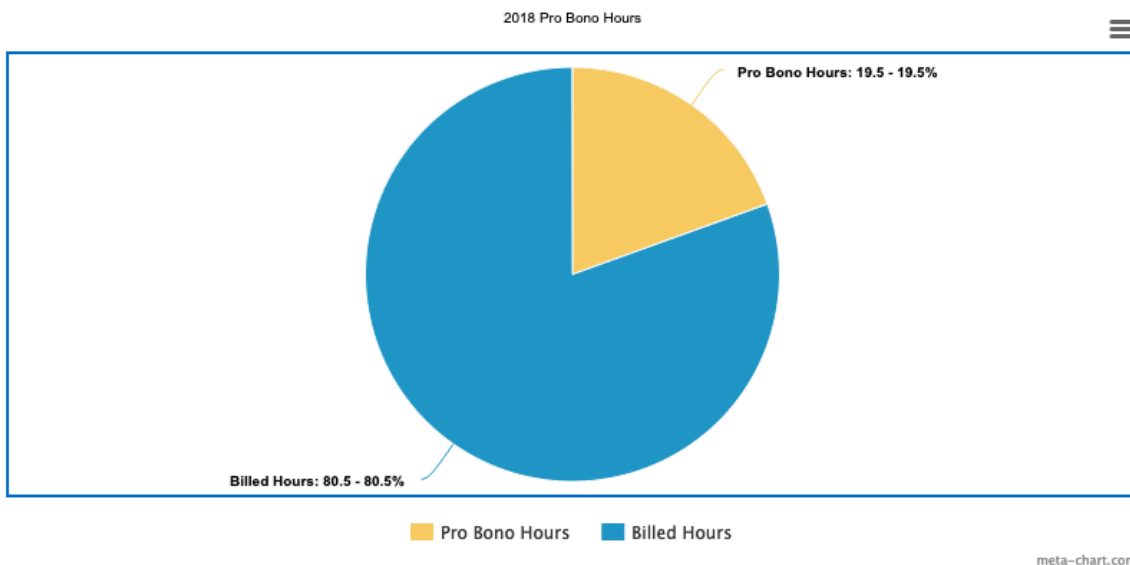
## Overview

B Lab Inc. measures a company’s impact using its proprietary 200-point Impact Assessment scale. To earn certification as a B Corp, companies must score a minimum of 80 points. In June, 2017 DL scored 81 points on its first Impact Assessment and earned certification until June of 2020 when B Lab will re-assess Dunlap Law’s performance. For 2018 and 2019, Dunlap Law will conduct self-assessments against B-Lab’s scoring framework to ensure that our vision for impact is realized. This report is our self-assessment scorecard for 2018.

B Lab’s Impact Assessment scores company performance across four categories: Environment, Governance, Workers/Employees, and Community Involvement. This report sets forth DL’s score in each category, explains how scores within each category are tabulated, and actions DL is taking to improve its score. Our Impact Assessment scores are as follows (next page):

## Community Involvement

We are highly engaged in our community and committed to positive growth. We prioritize sourcing services from local, small, women or minority-owned businesses such as: SonaBank, Wilson Graphics, Creative I Graphic Design, Core Marketing & Sales, and T.S. Parker CPA. In 2018, of DL’s total expenses (excluding labor), DL spent 80% with local, independent, or SWaM suppliers. We actively volunteer time to strengthen our community. In fact, of the total hours billed by Dunlap Law in 2018, 19.5% were pro bono:



Note: Our pro bono hours data is a correction from our original 2018 Benefit Report.

### Girls For A Change

In 2018, DL partnered with [Girls For A Change](#), a Richmond-area nonprofit that, in the words of founder Angela Patton, “makes Black girls ready for the world and the world ready for Black girls.” DL created a paid internship program for summer, 2018 and hired Camryn Travis, an alumna of GFAC. A junior at the University of Richmond, Camryn is considering law school and DL wanted to give her a resume-building, quality, and well-paid work experience that aligned with her personal goals. You can read more about Camryn [here](#).

### Richmond Animal Care and Control

Richmond is blessed to be served by an outstanding animal care department. Richmond Animal Care and Control benefits the city through its programs and services, helping the city thrive. In 2018, DL made a cash donation to RACC in support of its work. Read more [here](#).

### Dedicated to Helping Women and Minority Business Owners

Many of DL’s clients are owned and managed by women and/ or minorities who are historically-underrepresented among business owners. By helping them protect the businesses they’re building, DL contributes to a stronger community. Of DL’s total 2018 revenue, we earned 19% from helping these unique business owners.

## Employees

One of our core business strategies involves creating a workplace with kindness and respect for one another at its core. Except for Tricia, everyone works remotely by their choice and we connect daily via a DL-dedicated Slack online venue. For a firm of its size, DL pays above-market with compensation negotiated between each individual and DL.

As DL grows, we will deliberately work to counter any implicit biases we may hold that might diminish the inclusive workplace we envision. We are an inclusive workplace that welcomes the whole person we hire and we ensure that we are fair in all of our hiring processes. We will continue expanding the employee pay scale and benefits structure as our growth allows, ensuring that we are maintaining appropriate compensation and benefits for our whole workforce.

## Environment

As a small law firm, we try to maintain green practices and will continue expanding these practices as we grow. In 2017, Tricia’s office was located in her home which is served by Dominion Energy’s “[Green Power Program](#)”, allowing her to offset all electricity used with renewable energy credits (“REC’s”). However, DL’s growth compelled Tricia to move the firm out of her home. One consequence of this move is that DL’s electricity use is no longer offset by REC’s. In choosing office locations, Tricia had to weigh loss of this benefit with other benefits gained – namely, finding suitable, affordable office space close to her home for a low-impact commute. After a six-month search, Tricia chose to sublet

office space from another, larger law firm. DL's office is just 1.1 miles from Tricia's home. Weather and schedule permitting, she walks to work along the Capital Trail, a 50-mile bike / walk path between Richmond and Jamestown. In 2018, Tricia drove less than 5,000 miles, total. Except for Tricia, everyone works from home, thus eliminating any impact from commuting.

In January, 2019, Tricia replaced DL's one-car "fleet" with a Ford Fusion Energi plug-in hybrid. It travels about 20 miles solely on electric charge. Because Tricia offsets 100% of her family's electricity use with Green Power REC's, Tricia's daily driving needs are almost entirely met without any GHG impact. The Fusion has an app that allows Tricia to track EV-miles-driven and GHG's-avoided. Tricia is excited about this innovation and looking forward to tracking successful avoidance of negative impacts.

Because of DL's specialty in sustainability, the firm attracts clients who are like-minded in their concern for the environment. By helping them, DL indirectly benefits the environment. Of DL's total revenue, 35% derived from serving clients whose mission is to improve the environment or reduce negative impacts on the environment. Together, revenue from these "Improved Impact" customers and revenue from "Flow of Capital" (historically marginalized customers) equals 55% of DL's total revenue.

The environment is very much a concern to us all and we are mindful of it when we are creating programs for our clients and during daily operations. We hope to continue operating as we do now, mindfully focusing on what matters as we grow and maintaining high accountability to B Corp standards. Hopefully our purposeful dedication, stakeholder commitments, and the B Lab standards will continue serving as a guide for strong social and environmental accountability.

## Governance

Tricia Dunlap participates in a Peer Advisory Group organized by the [Renaissance Executive Forum](#). The REF Peer Advisory Group functions as an advisory board, helping Tricia assess DL's performance, set strategy for future growth, and holding DL accountable for the impacts of its decisions. In 2017, when DL first earned B Corp certification, Tricia set a goal that in the future an independent body would assess DL's benefit performance. In May, 2019, Tricia will present this report to the Group so that they may assess DL's performance in creating benefits to society and the environment. Of the five Peer Advisory Group members, four are women.

DL's website has a "contact us" page through which community stakeholders can submit comments, questions, or other feedback directly to Tricia Dunlap. In 2017, DL set a goal to create a forum for public feedback, increasing our transparency and accountability. In 2018, DL created pages on [Facebook](#) and [Google My Business](#), both of which allow for public reviews of DL's performance.

A company's positive governance impact is measured by the extent to which the company is accountable to stakeholders, and the extent to which its decision-making is transparent to stakeholders. At DL we maintain transparency with our advisory board, personnel, clients, and external stakeholders. We prioritize transparency so we can operate with a clean conscience and maintain our reputation as law firm with integrity. A

copy of this report will be available on DL's website and shared with stakeholders through email.

## CERTIFICATION

I, Tricia Dunlap, sole member of Dunlap Law PLC (the "B Corp") do hereby affirm that the B Corp acted in accordance with its general public benefit purpose. DL benefitted the public in multiple ways as set forth in this report. The B Corp sole member complied with her duty to consider the impact of her decisions on stakeholders.

Tricia Dunlap

