

# **Complete Global Labour and Employment Solution**

Innovative, Strategic and Centralised Workforce  
Support to International Businesses





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# Introduction

We are a tightly knit team of highly collaborative, commercial employment lawyers who specialise in delivering a truly integrated global employment law service. We are able to service any jurisdiction with the coordination, connectedness and first-class service for which our firm is well known.

Our lawyers can help you to steer a safe course through the issues, from the day-to-day local, regional and global workforce issues and risk, to the largest risk and reputational issues, such as investigations, international restructurings, negotiations and disputes.

We are also one of very few full-service law firms with a global business immigration team to deliver best-in-class service on the global movement of key personnel.



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## Global Team

The Labour & Employment Practice Group is one of the largest global labour and employment and immigration practices in the world.



Team of 150+ employment lawyers



Operating from 28 offices



Throughout Europe, Asia Pacific, the US and Latin America



Providing coverage across 160 geographies

## Our Ethos

- Exceptionally collaborative team that takes the time to know you, understands your drivers and works together effectively to bring about highly focused outcomes
- Shared entrepreneurial and collaborative ethos, as well as relationships built on many years of working together
- Dynamism and connectedness in the way we work together as a team that not only adds value, but also builds synergies with our clients' teams, which further adds to the positive momentum
- Truly global in the way we work and have the team infrastructure, technology and products to deliver an effective and efficient service to our global clients



## What We Do

Our team can provide tactical and strategic labour and employment advice wherever your operations may be, and whatever your line of business. We help our clients steer a safe course handling day-to-day local queries to the largest international projects, restructurings, negotiations and disputes.

We are at the forefront of workforce and human capital issues, supporting company boards, directors and in-house legal teams as the market continues to deal with global and geopolitical issues and trends such as environmental, social and governance (ESG), diversity, equity and inclusion (DEI) and artificial intelligence (AI).

We design workforce systems, processes and documents that address the myriad evolving regional and international labour and employment legal compliance requirements. We assist multinational companies to implement business-driven changes across their global workforce and develop commercially driven and lawful compensation, incentive arrangements (cash and equity) and benefit plans and policies to recruit, manage and retain high-performing and diverse global talent. We also manage day-to-day local, regional and global workforce issues and risk, and investigate and address employee misconduct.

Our team regularly advises clients on matters that include restrictive covenants and trade secrets, liability prevention and counselling, litigation, sensitive and complex investigations (regularly working alongside our investigations and white collar crime team), equal opportunity and discrimination (including affirmative action), executive matters (including contract preparation, incentive plans and sensitive exits), reorganisations and restructuring, wage/hour, union and labour relations, M&A and corporate changes and workplace safety.

## Market Recognition

- Ranked Tier 1 for several global offices in *The Legal 500* and *Chambers and Partners*
- Recognised as an Elite Firm by International Employment Lawyer
- Shortlisted in the International Employment Team of the Year category, International Employment Lawyers (IEL) Awards 2023
- Shortlisted in the Investigations Team of the Year category, International Employment Lawyers (IEL) Awards 2023
- Winner of the Legal Technology Team of the Year award at the 2022 Legal Business Awards for our employment law resource Global Edge
- Shortlisted in 2022, by The Lawyer Awards for Best Client Service Innovation for Global Edge



"I think the biggest stand out factor for me is you don't feel like you are working with an external partner. They feel like and act like an extension of your own organisation, which helps you feel secure in the knowledge they will always push and advise for the best commercial and legal outcome for you. They partner and act like an extension of your business. I also think the biggest stand out on all the individuals I have worked with at Squire Patton Boggs is their level of expertise balanced perfectly with pragmatism. It's not uncommon, or unfair, to suggest often with lawyers, they, "sit on the fence", and you can come away frustrated not knowing best next steps, just the risks, and often a more pessimistic view. I find in my dealings with Squire Patton Boggs that they are objective, factual, balanced and give you an honest and practical view of the issues and how to proceed".

Client quote, *The Legal 500*

"The Squire Patton Boggs employment team have a natural aptitude at providing credible and commercial advice to our team at all times. Through a longstanding relationship built over a number of years, they have taken the time to truly understand our business and needs and have come to know our team well".

Client quote, *The Legal 500*

"Squire Patton Boggs is one of the best and strongest law firms in the market. They have a strong employment section, dealing with major and complex matters".

Client quote, *Chambers and Partners*

"High touch service. Deep understanding of employment immigration. Highly responsive and professional".

Client quote, *The Legal 500*

"Always felt that they are an extension of our in-house legal and HR teams. Genuinely care about our business and able to deliver pragmatic but also technical advice on tap".

Client quote, *The Legal 500*

"Their approach is usually measured with a strong focus on understanding the problem statement and aligning it with the company and the industry. They ensure the right people weigh in on matters and that's provided to us with sensible advice".

Client quote, *Chambers and Partners*

"Each member of the Squire Patton Boggs team is able to turn their hand to all areas of employment law asked of them with ease. They are available whenever is required and the advice provided is always pragmatic allowing the business to move forward with confidence".

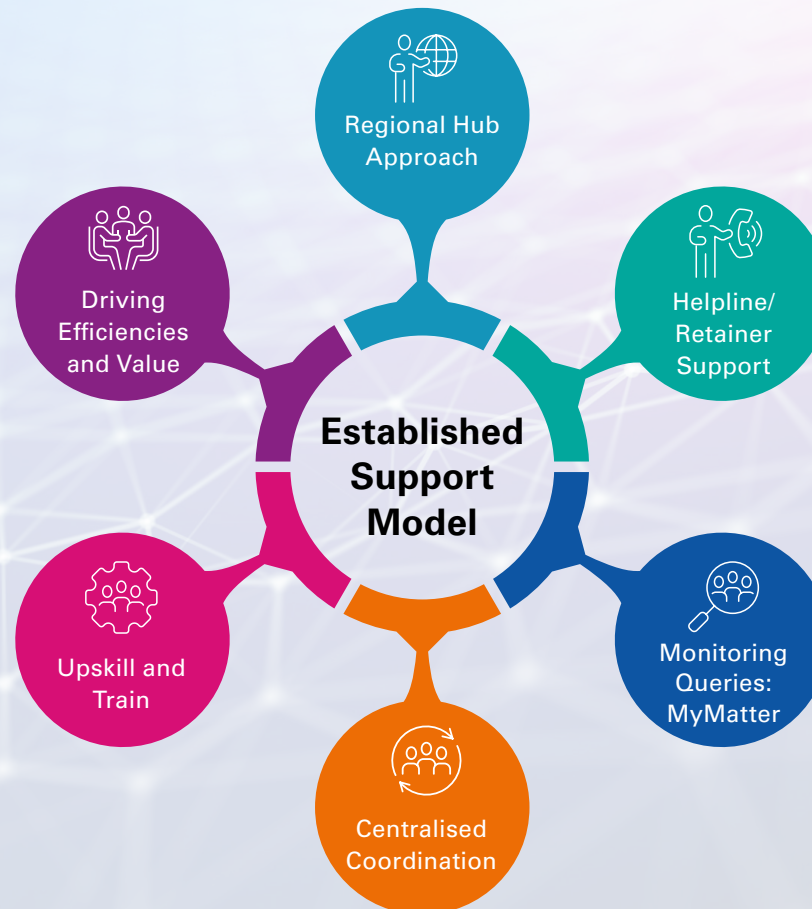
Client quote, *The Legal 500*

# Established Global Support Model

Our experience working with multinational clients means we recognise the need for a consistent, dependable, seamless service, whether it is provided by our lawyers or through a partner firm. We ensure that, no matter where the advice comes from, it is always clear, pragmatic, commercial and accessible.

Our global support model is aimed at providing access to our services, depending on seniority and enabling visibility, and actively monitoring usage and operational issues. In addition, we will report back to you regularly on areas where we feel upskilling is required and provide you with free-of-charge access to a full suite of global HR resources and support. All this is provided to help you to manage your HR and legal spends more effectively.

We manage more than 200 multijurisdictional employment projects each year, so our lawyers are skilled in dealing with the nuances and complexities of project managing these types of projects, and can triage global issues, where appropriate. We have undertaken regional and global restructuring, rationalisation, outsourcing, contract and policy preparation and rollout, often bringing together different business units and harmonising terms, as well as ways of working.





## Regional Hub Approach

For global mandates, we use regional hub leads, who act as single points of contacts across multiple countries; for example, leads will be identified for the Americas, Asia Pacific, Europe and the Middle East. With our hub approach:

- We funnel all regional employment and immigration work through a single point of contact.
- We advise in-house where we have the capability, or we reach out to local counsel where necessary.
- Clients benefit from such a model because of the convenience of a single go-to legal contact point instead of having to manage multiple lawyers with different levels of English proficiency and cultural understanding.
- We ensure a much more consistent level of service, but we also get to know our clients' business far better.
- We are able to provide a better service through having a greater appreciation of what our clients do regionally, not just an isolated view in one jurisdiction,
- We are able to support our clients more effectively in aligning their practices and policies in the region, red flag any internal disparity or cultural sensitivities and mitigate risks in how they operate in the region.



## Trusted Partner Firms

We are not tied to a formal network of international lawyers, so, in jurisdictions where we do not have a direct office, we can choose the firms we feel are not only best for the job, but can also deliver the pragmatic and strategically focused advice you need. Given our long tenure in working internationally, we have strong relationships with our partner firms built over the many years working collaboratively on countless large-scale multijurisdictional mandates and joint initiatives. We have also developed innovative knowledge-based products and services together (e.g. Global Edge and our global guides), but also partner on flagship events, such as our global labour and employment virtual clinic.



## Global Edge

Global Edge, our award-winning subscription-based technology product developed exclusively by our global network of leading employment lawyers, gives instant access to the latest employment law developments. Global Edge has been designed to reduce your legal spend, by helping to answer straightforward *ad hoc* queries that will minimise the need to speak to our lawyers about day-to-day issues, ensuring that you use us instead for more complex queries.

We can provide visibility to senior HR leadership and employment counsel on who is using it and can implement quarterly reports on the regular questions being asked and answered.

Further information on [page 8](#).







## Helpline/Retainer Support

For many of our global clients, we have put in place a helpline/retainer arrangement to cover general day-to-day advice, but this excludes project work and employment litigation. This could be based on a fixed price monthly retainer, based on a certain number of hours or queries and on a use it or lose it-type arrangement, or on a rollover basis, depending upon your specific requirements, of which we would scope out in more detail with you. The retainer would cover all jurisdictions, including those countries where we do not have a presence and are serviced by our partner firms. Alternatively, we can put this in place per jurisdiction. This can be supported by a dedicated extranet site (MyMatter), which would be tailored to proactively support the retainer/helpline arrangement.



## Monitoring Queries: MyMatter

One of the tools we can adopt to support global relationships is our bespoke extranet platform, MyMatter. Based on Microsoft SharePoint, it provides secure 24/7 access to a central data repository that can assist with effective project delivery and management. We can align the extranet with how you report or are structured internally (e.g. by jurisdiction or division) to help drive efficiencies and centralise key information.

MyMatter also helps us to support to monitor trends. Through the categorising the subject matter of calls received and logged, we can identify recurring cross-region and jurisdiction-specific issues and upskill through tailored training. We understand the need for management information and can use MyMatter to create and store monthly reports and auto-generate live Management Information (MI), based on matters logged (e.g. matters opened in the past three months, by jurisdiction).

Features can be tailored and regularly include central contact and budget approvals lists, general advice and litigation logs and summary of advice, document templates and precedents, monthly or live management information, training materials, legal updates and guidance, access to added-value and technology-led services and a shared calendar.

We can restrict access to confidential information and lock down certain pages so that our offices or partner firms will only be able to access and edit the pages relevant to their jurisdiction.



## Centralised Coordination

We coordinate and centralise administration and billing so the process is more streamlined, thereby providing transparency on spend.



## Upskill and Train

We can provide bespoke training and development sessions on hot topics tailored and relevant to your business, which would pick up on issues and trends identified. In addition, we can attend team meetings to provide updates or host Q&A sessions, provide free-of-charge access to our global and Asia Pacific clinic events, access to our added value and technology based-services, access to our global hot-topic virtual events and provision of our unique global guides.

Please see [pages 9-10](#) for further information on our value-added solutions.



## Demonstrating Efficiency and Value

We appreciate that driving efficiencies form a major part of the HR and legal functions in global businesses. We can assist you to generate value from your legal spend by:

- Monitoring the nature of queries and providing training to address recurring themes
- Regular communications and reporting to identify any learnings for the business
- Taking a proactive approach to the management of litigation and agreeing upon the best commercial strategy from the outset
- Ensuring we take the time to get to know your business so that the time taken on matters is productive and relevant
- Ensuring work is undertaken by the right level of lawyer
- Horizon scanning to help you plan for changes that will impact your business well in advance

## Track Record

Our strong track record for providing labour and employment services successfully for global clients speaks for itself, and includes companies such as Nokia (87,927 employees), Kantar (36,119 employees), WPP Plc (100,000 employees), Smith & Nephew plc (17,500 employees), Smiths Group plc (23,000 employees), Cummins (57,825 employees), Diebold (23,000 employees), Convatec (9,500 employees), DXC Technology (130,000 employees), Sherwin-Williams (61,000 employees) and DS Smith (29,300 employees), among others. We are more than happy to provide references or ask our clients to speak to you, if this would be helpful.

In addition, we run more than 200 multijurisdictional employment projects each year, which means our lawyers are skilled in dealing with the nuances and complexities of project managing these types of projects and are able to triage global issues where appropriate. Most recently, the focus of these projects has included DEI data collection, pay equity, gender pay gap, global bullying and harassment policies and training and the future of work working arrangements and global mobility.

Examples of our global employment work include:

- **One of the US' leading medical device manufacturers** – Led an investigation that involved allegations of discrimination, harassment and retaliation on the basis of whistleblowing activity. The time-sensitive investigation included interviewing 13 individuals and reviewing hundreds of internal documents and communications, including regulatory submissions made to the FDA and to EU/UK notified bodies.
- **US multinational designer, manufacturer and distributor** – Development of a diversity requirements guide for the 60 jurisdictions in which this client operates, involving extensive research at the national and local levels and annual updates to the various requirements. We also provide day-to-day multistate and multinational counselling to this client, and support with creating and updating workplace policies with a focus on compliance.
- **Largest global food packaging manufacturer** – Acting as a trusted adviser on all employment work wherever the need arises across multiple jurisdictions. Our remit mainly relates to set-piece major change management programmes, projects and litigation.
- **Global cooperative technology organisation** – Providing seamless support for this client in all employment matters across multiple countries, including in the US. In one project, we consolidated the client's master services agreement (MSA) in five countries, where we replaced contracts with an MSA that reduced negotiation time and risk, reducing the number of pages in the contract by 728%.
- **FTSE 100 home improvement company** – Led a much-publicised project to move towards centralisation with a wholesaling model and joined-up way of working across operating entities/countries.
- **Global marketing communications group** – Providing employment and immigration advice on a local and cross-jurisdictional basis for more than 30 years.
- **Global producer of speciality mineral products and services** – Addressing labour and employment counselling and litigation needs globally (led out of the US) for all five business units of this company.
- **Manufacturer and distributor of paints and coatings** – Providing day-to-day employment advice across 22 jurisdictions in Europe using a combination of colleagues in our own offices and partner firms.
- **US-based avionics and IT systems and services provider** – Initially a relationship that focused on countries across the GCC, using our hub approach, we now advise on matters across Europe and Asia, again using the hub model.
- **FTSE 100 multinational manufacturing company** – Providing day-to-day employment advice and advice on tribunals and other major projects across EMEA and the US.
- **State-funded regional news organisation** – Assisting with the project management of a significant restructuring exercise in several jurisdictions across the Middle East and Africa, including advising on the process for dealing with the terminations arising out of the restructuring.
- **US media conglomerate and broadcaster** – Advisory work covering several key jurisdictions in Europe and the Middle East, as well as advising its US business operations, in conjunction with leveraging the content of Global Edge, which has enabled the global counsel to empower the HR teams locally.



# Innovative Technology Solutions

Innovation is at our core. We are a restless team that continually seeks to innovate. We are attuned to the fast-paced changes taking place around the world and are constantly looking to provide cost-efficient solutions. We make effective use of technology to help deliver a consistent and streamlined service when managing complex multijurisdictional mandates.



## Global Labour and Employment Resource Hub

Our [Global Labour and Employment Resource Hub](#) is aimed at employment counsel and senior HR professionals who are managing workforces across multiple jurisdictions. Our global resource hub provides one central place where you can access information and resources quickly. If you then need more comprehensive support, we can deliver this cost-effectively through the [Global Edge](#) subscription service (on the next page) or our global team of labour and employment lawyers.

For a quick overview of the features and how to access information on the resource hub, please watch our [short video](#).

The resource hub is packed full of features, such as:

- **[Global Edge Lite](#)** – The compact version of our award-winning subscription-based Global Edge service. Covering over 30 key jurisdictions, Global Edge Lite is entirely free to use and allows you to access answers to some of the issues we most commonly receive questions about.
- **[Knowledge Hub](#)** – Access all of our free-of-charge digital tools and services, including:
  - **[Global HR Audit](#)** – Provides a report of mandatory, strongly recommended and nice to have HR documents and policies, at both individual country and global policy levels, to assist businesses with their strategic HR agendas.
  - **[Employment Law Worldview blog](#)** – Aims to interest and educate, as well as to stimulate discussion. It provides a unique global insight into practical and legal HR issues relevant to employers everywhere.
  - **[Insights and events](#)** – Provide access to the latest commentary and analyses of key legal developments and hot employment issues in jurisdictions around the world.
  - **[Workforce Worldview Podcast](#)** – Explore the dynamic world of Labour, Employment, and Business Immigration Law through our podcast series, Workforce WorldView.
  - **[Thought Leadership Library](#)** – Provides access to a variety of thought leadership materials on a broad range of labour and employment topics, including our global guides.
- **[In the Spotlight](#)** – Regularly showcases one of our latest employment law resources that support global employment counsel and senior HR leaders.

# GLOBAL EDGE

Employment Law Resource for Legal and HR Professionals



## Global Edge

Global Edge, our award-winning product developed exclusively by our global network of leading employment lawyers, gives instant access to the latest employment law developments. Global Edge has been designed to reduce your legal spend, by helping to answer straightforward *ad hoc* queries that will minimise the need to speak to our lawyers about day-to-day issues, ensuring that you use us instead for more complex queries. It has the following benefits and features:

- **Strategic and practical** – Designed to help you realise your people goals, plan effectively and identify critical “hotspots” on any project. Read and download high-level “board-friendly” summaries or detailed information on up to 29 employment law topics in more than 39 countries, jargon free.
- **Intelligent interactive dashboard** – Lets you customise your content and alerts.
- **Fast** – Multicountry reports, high-level “at a glance” charts or bespoke global newsletters – all available in seconds.
- **Horizon scanner** – Notes and colour codes upcoming legislation so you know when to take action.
- **Take it with you** – Mobile, PC, Mac and tablet-friendly.
- **Packed with features** – Podcasts, webinars, blogs, articles, special focus topics and more.
- **Cost effective** – Minimise external legal spend – packed with practical answers to common queries or use it to inform your conversations with external counsel abroad.

To find out more, please visit the [Global Edge website](#).

“Excellent for quick, easy-to-read advice. It gives a great summary of the law in foreign jurisdictions and enables queries to be answered without incurring the time and cost of instructing counsel abroad.”



## MyMatter™

MyMatter is a bespoke extranet platform to help drive efficiencies, centralise key information and monitor global and jurisdiction-specific issues to help us keep abreast of key trends and stay proactive. It provides you with secure 24/7 access to a central repository of contacts, helpline advice, document templates, management information reports, training materials, added value services and guidance. MyMatter can be structured to suit your business, e.g. by jurisdiction or division, set up with different user access levels to maintain confidentiality and can be aligned with how you report internally, to help drive efficiencies.



### Cloud-based Immigration Case Management System, Equus Software

By way of improving our current tracking and reporting systems, we are in the final stages of implementing this immigration case management system. The solution will enable us to configure fully bespoke workflow rules to your requirements. This will include automated case management based on application types, task assignment/reminders and visa extension/renewal reminders and automatically completed approval forms, allowing you – and your applying employees – to view the status of applications.

## DSAResolution (UK Only)

Our innovative [DSAResolution](#) tool helps clients deal effectively with employee data subject access requests (DSARs). Under GDPR, the time limit for responding to requests is even shorter. We have, therefore, developed an innovative approach with a view to reducing time and expense for our clients. This involves working at the front end to simplify searches using specific software and keyword filters – therefore, reducing the number of documents to a manageable starting point – and at the back end, to evaluate what information to disclose, redact or withhold. We can provide further details of this, should this be of interest.

## Global Workforce DEI Hub

This resource provides quick and easy reference to diversity requirements across 60 jurisdictions in the world, including on recruitment, hiring, development, promotion, transfer, benefits and more. It not only details how these requirements are enforced, but also how companies should meet them. Extensively researched by legal experts and written with HR teams in mind, this user-friendly resource includes diversity compliance obligations at the relevant national, state, provincial and local levels on a global basis.

## Regional Tools and Practical Support



### SPB: Actualité en Droit Social

SPB: Actualité en Droit Social is a simple, free, French-language labor law app developed by our Labour & Employment team in Paris that enables employers with operations in France to keep abreast of the myriad developments in a legal environment that is constantly changing as a result of government reforms and case law evolution.



### HR Space Podcast – Poland

Helping you navigate challenges, remain compliant and mitigate exposure to risks in Poland. Since the global pandemic began, we have experienced tremendous economic and social change in Poland, as reflected in the shifting Polish laws regarding employees. With our HR Space podcast series, our labour and employment lawyers in Warsaw aim to answer your key questions on employment.



### Daily Hot Off the Press Alert – Italy

Our team in Italy produce a daily short alert highlighting the latest case law, topical issue, legal development or interesting HR and employment-related news. The alert sets out how long it will take you to read, to ensure this is practical and quick to digest.

# Other Global Resources

## Global Clinics, Including EMEA and Asia Pacific Clinics

Our exclusive EMEA and Asia Pacific clinics provide an opportunity for you to have private one-to-one meetings, for half an hour, with immigration, employment and HR-related specialists from a range of jurisdictions. By invitation only, they cover topics such as immigration, employment, data privacy, employment tax, benefits and pensions, as well as other topical issues. They are a cost-effective and time-efficient way of obtaining advice on current issues, covering many jurisdictions.

## Global Guides

Our global guides and information for global companies provide practical answers to key legal questions facing employers operating in a rapidly changing global environment. Please [contact us](#) for a copy of the full guides, or to find out more.

- [Global Guide on Overseas Remote Working](#)
- [Global Snapshot – Hot Employment Law Topics for 2024](#)
- [Global Snapshot on Workplace Investigations](#)
- [Global Snapshot on Collecting and Monitoring Diversity and Inclusion Data](#)
- [Forthcoming Employment Law Developments in Europe: What Global Companies Need to Know](#)
- **Federal and 50-state Employment Policies/Handbook (US Only)** – Comprehensive federal- and multistate-compliant and user-friendly employee handbook that covers every US jurisdiction, which can be tailored on a cost-effective flat-fee basis. Annual updating service at minimal cost, to keep up with ever-changing state and local employment laws.

## Bespoke Training

We offer training designed to keep HR professionals and in-house counsel current on the latest developments on a range of employment issues, and this can be tailored to your needs. We will help identify trends and knowledge gaps across your business and use this to train and upskill your people. We are also able to provide bespoke training by webinar, locally or regionally, depending on the requirement.

## Seminars and Workshops

Our annual programme of employment law seminars and workshops, either in person or virtual, covers our full range of practice areas and tends to focus on changes in legislation or current issues/hot employment law topics (including immigration).

## Global Employment Law Webinars

We hold a number of global employment law webinars throughout the year, containing commentary and analyses of key legal developments and hot employment issues in jurisdictions around the world. They are delivered by local employment law experts who know the issues, and can be delivered and accessed remotely from anywhere in the world.





# About the Firm

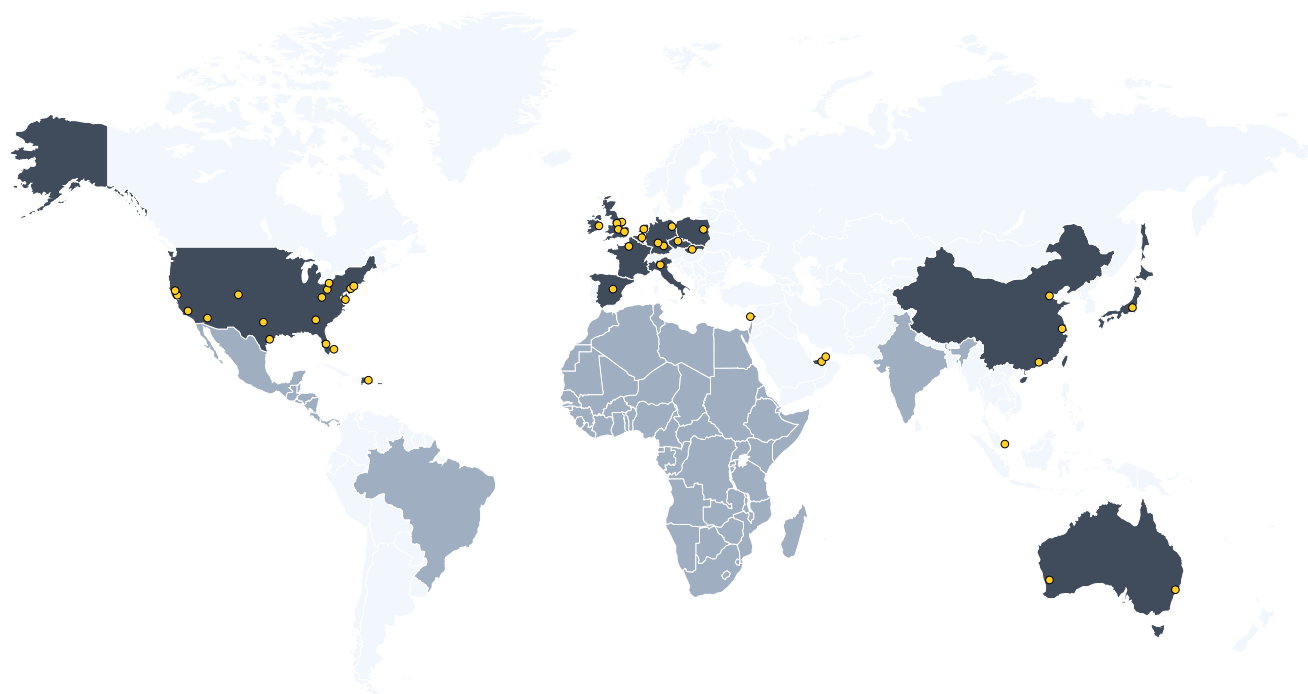
## Global Coverage

### Our Locations

Abu Dhabi	Los Angeles
Amsterdam	Madrid
Atlanta	Manchester
Beijing	Miami
Beirut	Milan
Berlin	New Jersey
Birmingham	New York
Böblingen	Palo Alto
Bratislava	Paris
Brussels	Perth
Cincinnati	Phoenix
Cleveland	Prague
Columbus	San Francisco
Dallas	Santo Domingo
Denver	Shanghai
Dubai	Singapore
Dublin	Sydney
Frankfurt	Tampa
Hong Kong	Tokyo
Houston	Warsaw
Leeds	Washington DC
London	

### Regional Desks and Strategic Alliances

Africa  
Brazil  
Caribbean/Central America  
India  
Israel  
Mexico



● Squire Patton Boggs Locations

● Regional Desks and Strategic Alliances



**Practising across 140**  
jurisdictions



**More than 500**  
partners



**More than 1,500**  
lawyers across four continents



**More than 40**  
languages spoken



Operating for  
**More than 130 years**

**Top 45**  
by headcount

**Top 15**  
by geographic footprint

