



**Lett Law Firm**

## **Global Compact Communication on Progress**

March 2013





# Social commitment deeply embedded in LETT

LETT is a full-service law firm advising the corporate and public sectors on Danish and EU law. Due to LETT’s position as one of the leading law firms in Denmark, we feel duty bound to engage in social responsibility to a greater degree than dictated by law.

In 2012 when LETT joined UN Global Compact, it was a natural progression in a social commitment that is deeply embedded in our firm. To join this compact means that, in a global frame, we are duty bound to respect the 10 principles that include human rights, social matters, environmental and climate matters as well as anti-corruption.

Protection of human rights and labour rights in the Nordic region is to a very large extent ensured by detailed national legislation and industry-specific codes of conduct or recommendations. Therefore, we work on the principles in the context that makes sense to our firm and provides the largest value to the community of which we are a part.

In this first annual Communication on Progress, we will set out our integration of the 10 principles in our strategy, culture and day-to-day operations and the activities on which we will focus during the coming working year.

### Our values

Our values provide the setting for what we do and make a promise to the outside world about the approach and conduct represented in LETT.



# Chief executive statement

I am pleased to confirm that LETT reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-corruption.

This year, the main focus has been to word a CSR strategy as, in LETT, we wish to actively contribute to the community which we are part of and operate in. As a law firm, we believe that we can make the greatest difference by focused efforts connected to our professionalism and business.

Our work with corporate social responsibility is based on our vision, culture and values - and topped up with the Code of Conduct for the Danish Bar and Law Society, the CSR strategy contributes to defining our conduct and linking us together as one firm.

As a result, our CSR contribution plays a vital role in the implementation of our vision of being seen as a modern and innovative law firm proud of its professionalism which is a tool used actively to the advantage of our clients. This means that, as a part of our annual branding and marketing plan, we assess potential projects and plan specified activities within the four focus areas of the CSR strategy that we wish to implement during the year and correspondingly we evaluate implemented activities on the basis of the goals that have been set.

We wish to contribute with active involvement of our partners and staff. The responsibility for the implementation of the identified activities is, therefore, clearly embedded with a specified partner or manager, and the ctivities are included in our general CSR communication and reporting.

  
Peter Mejlbj  
Chief Executive Officer



# Human rights

LETT wishes to be a place of work for committed and professional employees. We are business people and are only capable of realising our business goals when we create and protect an environment and company culture that supports, respects and appreciates our differences as people irrespective of gender, race, nationality, religion, faith, sexual orientation, age or disability, and when, at the same time, we succeed in creating challenging and developing duties and responsibilities as well as continuing professional development together with job satisfaction.

### Staff investments

People represent the pivotal resource in LETT. Therefore, in LETT, it is a top priority that, all the time, partners and employees are in a professional and personal development that matches the changing needs of our clients. Job satisfaction, challenging and developing duties and responsibilities and a continuous professional development are decisive to ensure positive development. Therefore, LETT's goal is to have the most committed and satisfied employees within the Danish legal-profession sector. Our internal climate analyses from 2010 and most recently 2012 tell us that we are at the very top of these parameters.

### Professional working environment

The greater part of the professional development is via cases and assignments which each individual employee solves in his/her daily work after having received instruction, sparring and feedback from the relevant case-responsible partner. This experience-based instruction is supported by a bit more formal instruction activities, including further education and research, internal and external lecturing, secondments and stays abroad. Personal developments are supported via annual performance reviews, formative trips with the firm and goal-directed career development.

## Human rights principles of the United Nations Global Compact

**Principle 1**  
Businesses should support and respect the protection of internationally proclaimed human rights.

**Principle 2**  
Businesses should make sure that they are not complicit in human rights abuses.



### Physical working environment

Furthermore, LETT complies with the rules, guidelines and standards for working environment and indoor climate of the Danish Working Environment Authority. To ensure that LETT employees enjoy high employee satisfaction and a good health, we offer a number of supplemental schemes which include safety insurance, a massage-therapy scheme, vitamins/food supplements and flu vaccines, sports activities as well as a breakfast and lunch scheme, etc.

### Mental working environment

LETT expects that everybody contributes to a sound working environment. Therefore, it is expected that nobody bullies or harasses any colleague or employee. Should anyone be exposed to problems of this kind or become aware that bullying or harassment is taking place, it is, therefore, expected that such person immediately takes action about the problem by, eg, contacting our CEO, HR manager or a similar person in LETT, whom this person trusts.

Activities to ensure satisfaction and continued professional development and enhance general satisfaction are based on LETT's HR strategy. Employee satisfaction is monitored via internal climate analyses, of which the purpose is to identify the general climate and to see how we can become even better in our management and the cooperation in and across job functions and office locations.

## Our goals and activities

### Career-trail project

- Preparing job descriptions for all lawyers including setting up workshops for all interested parties with a lawyer connection in order to collect inputs to the job descriptions.
- Preparing a range of career trails for all lawyers to create internal transparency concerning development options.

### Rethinking LETT Learning

- Ensuring a structured introduction and instruction of the junior lawyers to ensure a certain standard.
- Ensuring a structured supplementary education and training of the lawyers.

### Setting up a new performance-review concept

- Introducing a new concept that supports exact performance feedbacks and specified development plans and supports the career-trail project and the job descriptions.

### Setting up smart workplaces

- Ensuring flexible, modern and professional IT workplaces (PC, telephones and dictaphones, etc).
- Introducing a new switchboard capable of further integration with Outlook, which will then enable us to provide better service to our clients and facilitate absence procedures internally in our organisation.



# Labour

LETT respects and promotes diversity in terms of employment and our daily relations. Diversity makes us strong - and in LETT we too are to reflect the surrounding community in a natural way. Therefore, we encourage everybody to apply for the advertised jobs, irrespective of background, and we will clamp down on unsuitable conduct such as bullying and harassment due the differences set out above.

In LETT, employees are employed and are treated on the basis of their professional capabilities, competences and conduct. As a result, no discrimination is made concerning eg ethnics, religion or sexual preference.

To ensure a uniform approach, all employments in LETT go via our HR department, which, by the right professional insight and tools, ensures that every single candidate is treated with professionalism and respect. Our recruitment committee consisting of a representative from our HR department and two partners is active in connection with all lawyer employments and at all levels. All other position recruitments are made in cooperation with the section head having a recruitment need.

## Labour principles of the United Nations Global Compact

### Principle 3

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

### Principle 4

Businesses should uphold the elimination of all forms of forced and compulsory labour.

### Principle 5

Businesses should uphold the effective abolition of child labour.

### Principle 6

Businesses should uphold the elimination of discrimination in respect of employment and occupation.



In LETT we have a full set of policies regarding Human Resources policies. These include e.g policies regarding stress, pregnancy, illness, health, etc.

LETT acknowledges that all employees have the right to individual freedom of expression and opinion and we encourage all our employees to express their opinions individually or in groups at performance reviews, meetings with the management and specified staff groups and at gen-eral section and office meetings and, in writing, at internal climate analyses.

## Our goals and activities

### Internal climate analyses

- Complete internal climate analyses every second year to assess employee satisfaction and possibilities for improvement.

### Recruitment committee

- Setting up a new recruitment committee that acts as HR's professional sparring partner at any employment of trainees and junior lawyers.

### Retaining women lawyers

- By LETT's career-trail project and specified development plans for each legal-staff member, we will endeavour to retain more women lawyers in LETT.



# Environment

LETT pays attention not to cause more environmental harm than absolutely necessary. As a service business, our environmental harm is first and foremost connected with our office buildings and office operations as well as transportation. Our approach is based on 3R - reduce, re-use, recycle.

LETT observes relevant legislation and guidelines concerning the environment. We continue to reduce our energy consumption and CO2 emissions and to focus on choosing more environmentally friendly and energy-wise products and solutions - for instance in relation to light sources, cleaning products or stationary. A part of LETT's electricity consumption is windmill generated.

We respect and support measures for recycling and reduction, including waste sorting, re-use of cardboard and paper waste, environmental scrap, fat elimination, two-flush functions, temperature reduction during the night and cleaning using environmentally products using water-saving methods.

Our initiatives concerning reduction and recycling are in our operations and service function, which assesses new measures as regards the effect and derived expenses.

In a professional way, we participate actively in public debates within the environmental area. LETT's team for environmental law is internationally recognised as being top of the line.



# Anti-corruption

LETT is subject to the Code of Conduct for the Danish Bar and Law Society, and, on a regular basis, supervision is made to ensure that the Code is being observed. Our firm is subject to Danish authority regulation concerning anti-money laundering - including for the purpose of terrorism - and an internal set of rules has been prepared and a procedure established to ensure that this anti-money-laundering regulation is being observed.

LETT has set up an ethics committee dealing with cases on conflicts of interests as well as making statements about issues relating to the Code of Conduct including ensuring implementation and observance of the Code. In addition, the work of the committee also consists of ensuring that those being complained against to the collegiate authorities or having been threatened with a complaint will get a sparring partner/assessor during the proceedings.

At least once a year, our staff is instructed in handling cases comprised by the Danish Act on anti-money laundering. When becoming employed, new employees agree by their signatures that they will comply with LETT's internal instructions and rules on anti-money laundering and conflicts of interests.

### Environmental principles of the United Nations Global Compact

**Principle 7**  
Businesses should support a precautionary approach to environmental challenges.

**Principle 8**  
Businesses should undertake initiatives to promote greater environmental responsibility.

**Principle 9**  
Businesses should encourage the development and diffusion of environmentally friendly technologies.

### Our goals and activities

**Better heat and ventilation regulation**

- Introducing night cooling during the summer and optimizing and improving our air-condition system.

**Electricity-saving measures**

- Initiating an analysis of light sources.

**Change to a non-paper organisation**

- Limiting work routines by receiving letters electronically and filing letters electronically. Changing to electronic invoicing in our Finance as well as our Operations and Services departments.

### Anti-corruption principles of the United Nations Global Compact

**Principle 10**  
Businesses should work against corruption in all its forms, including extortion and bribery.

### Our goals and activities

**Setting up a pre-conflict committee**

- Setting up a committee authorised to make decisions which may react fast and ensure that LETT never represents more than one party in a transaction process and ensure that a case is clarified on the basis of the Code of Conduct as well as commercial considerations.

**Linking an ethics partner**

- Linking a superior ethics partner who gets involved should doubt issues about basic ethic problems arise in the committee and who is also responsible for the ethic guidelines of LETT.

# LETT's CSR strategy

LETT is proud to be part of Global Compact, however, our community engagement extends further than that. We wish to contribute and enhance where we can make a difference.

This is our strategic ambition for our CSR-related efforts:

“ *In LETT we contribute to creating a sustainable future - for our clients, our employees and our community in general - by active efforts embedded in our business and competences.* ”

Our CSR strategy focuses on four specified focus areas, which, apart from employee investment and environmental focus, also include legal assistance, research and knowledge sharing.



## Legal assistance

The basis of LETT's contribution is to put our legal competences at the disposal on pro-bono or low-bono terms. We focus on long-term cooperation in social, socio-economic or cultural projects where LETT's legal assistance can make a significant difference - both in terms of the project itself but also indirectly in terms of the people being the target of the activities of the project.

We have a number of lawyers that are counsels appointed by the Danish Supreme Court, which means that, following public appointment, they take on cases before the Court typically for people of typically limited means.

### An example:

#### LETT's legal assistance

In 2012, together with a Copenhagen housing association, KAB, and Ernst & Young, LETT agreed to provide free legal and economic advice to families and persons who might be evicted. We provide legal advice free of charge to the tenants who might lose their homes.

The tenants of the KAB community will also get the opportunity to see the rock show "Frankenstein re-created" in the Playhouse, Copenhagen. This initiative is the outcome of a cooperation between the Danish Royal Theatre and the housing association KAB, where companies get the opportunity to invite less-frequent theatre-goers with limited means to the theatre. LETT was the first sponsor to come forward and bought tickets, which KAB will distribute among selected tenants.

## Research and knowledge sharing

Knowledge and education constitute the core of our business. We attach great importance to sharing our legal knowledge because we wish to ensure and put our fingerprints on the ongoing development within legal professionalism. We write books and professional newsletters and hold a number of different seminars and courses. We are at the disposal as lecturers at external events. We are engaged within the education area in order to sharpen the skills of both LETT employees who, as part of their specialisation and career development, are in charge of the lecturing and the force safeguarding legal profession in the future.

We take on positions of trust and are part of working committees in the fora within our profession.

### An example:

#### Research and knowledge sharing

Growth and innovation are the keys to safeguarding Denmark's future. At LETT, we wish to make an active contribution to a healthy future development of the Danish business sector, setting the scene for the optimum use of the resources and potentials of enterprises. As a result, we published in 2012 the book (in Danish) "Growth and innovation - successful ownership transfers call for preparation", which compiles a number of writings, which each in their own way describe the factors affecting the completion and outcome of ownership transfers as an inspiration to how to create the best possible framework for growth and innovation in Denmark.

LETT is one of the leading law firms in Denmark. We provide specialist advice to private businesses and public clients within all practice areas. We generate results through collaboration and close relationships.



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