



**United Nations  
Global Compact  
Communication  
on Progress  
April 2013**







*Human Rights*

**Principle 1**

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

**Principle 2**

Business should ensure that they are not complicit in human rights abuse.

**Assessment, Policy and Goals**

Law In Order strives to provide its employees with a workplace they not only feel comfortable in but ultimately look forward to, as such, Human Rights are not an issue, but a responsibility taken crucially serious at LIO.

Given the nature of our business, workloads often fluctuate and in turn so does the work required of our employees, regardless, we encourage all our employees to strike a healthy work/life balance and via our Human Resources (HR) department have implemented policies to enable employees to do so, as well as clarifying channels through which Human Rights abuses may be reported.

In 2013, and beyond, we aim to continue our progress in supporting causes that champion Human Rights as well as taking steps within our areas of influence to advance the principles of Human Rights outside our own walls, including, but not limited to assessing current and potential suppliers based upon their commitment to same.

**Implementation**

- LIO has a well entrenched equal opportunities policy that is published in the LIO training guide and again emphasised during employee induction and management training exercises.
- Our HR department is responsible for the internal protections of Human Rights; employees are made aware and regularly reminded of the channels through which Human Rights violations should be reported.
- LIO has proclaimed our support for the Universal Declaration of Human Rights.

**Measurement of outcomes**

- LIO have made progress in staff awareness and development of policies and channels in which we deal with human rights abuses. LIO has a very culturally diverse staff and as such, policies are reviewed regularly to ensure that the policy is up to date and relevant for all employees irrespective of culture, gender, sexual orientation, age or race.
- LIO not only has a commitment to the well being of employees, but a commitment to the well being of people in general, as such, LIO has adopted Lifeline as a chosen charity and will continue to assist them where possible with their hard work.



*Labour*

**Principle 3**

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

**Principle 4**

Business should uphold the elimination of all forms of forced and compulsory labour

**Principle 5**

Business should uphold the effective abolition of child labour

**Principle 6**

Business should uphold the elimination of discrimination in respect of employment and occupation

**Assessment, Policy and Goals**

Nationally, the Law In Order team comprises of legal and business professionals as well as operations staff with unparalleled experience in legal technology support services. Our wealth of knowledge and experience emanates from our staff comprising of lawyers, paralegals, system operators, programmers, consultants and project managers. We total over 300 years of experience and speak 47 languages; with this in mind, it goes without saying our employee base is a truly diverse one.

**Implementation**

- Law in order does not employ staff based upon gender, race or sexual orientation; instead, we simply employ the best person for the job.
- All employees are made aware sexism will not be tolerated in the workplace; HR make this point very clear upon employment commencement and hold a training session on this topic.

**Measurement of outcomes**

- LIO have pledged our support to the United Nations Women’s Empowerment Principles.



*Environment*

**Principle 7**

Businesses should support a precautionary approach to environmental challenges;

**Principle 8**

Undertake initiatives to promote greater environmental responsibility; and

**Principle 9**

Encourage the development and diffusion of environmentally friendly technologies.

**Assessment, Policy and Goals**

As a member of the printing industry, LIO have a heightened sense of commitment in the area of environmental responsibility; as such, environmentally conscious practices are at the forefront of all business decisions, irrespective of decision size.

In many ways, it is our responsibility and commitment to the environment that prompted the establishment of our Environmental and Sustainability committee, and has led to the subsequent discussions, projects and implementation of best practices throughout our offices.

**Implementation**

LIO have implemented numerous policies and procedures in order to measure and regulate our impact on the environment; LIO commits to the following actions and practices,

- Maintain appropriate systems to ensure all operations are managed in accordance with federal and state legislative requirements, local by-laws and formal Government policies.
- Environmental considerations will be taken into account in respect of purchasing of all goods and the services provided.
- All staff and contractors will be made aware of the Environmental Policy and appropriate level of training will be provided; the policy is made available on the Law In Order website.
- LIO commits to an Environmental & Sustainability Committee that will review internal and external issues and identify, evaluate, manage and report on risks or new initiatives that the company should consider and/or undertake.



## Environment

### Principle 7

Businesses should support a precautionary approach to environmental challenges;

### Principle 8

Undertake initiatives to promote greater environmental responsibility; and

### Principle 9

Encourage the development and diffusion of environmentally friendly technologies.

### Measurement of outcomes

- LIO have taken part in a national energy auditing process through which we were able to make significant savings to the consumption of energy.
- LIO have made the switch to Certified Carbon Neutral Paper and have adopted a double sided printing default for all internal printing.
- Recycling awareness material, for both general waste and business produced waste has been distributed and displayed through all offices.
- Energy saving awareness material has been distributed and displayed through all offices.
- Plastic water bottles have been banned in all offices, with all staff instead being provided with a stainless steel water bottle for office use.
- LIO frequently attend conferences / webinars on environmental sustainability hosted by the Australian Legal Sector Alliance (AusLSA).
- LIO have adopted Landcare Australian as a chosen charity, to whom we will work beside in the interest of the environment.



*Anti-Corruption*

**Principle 10**

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

**Assessment, Policy and Goals**

LIO take pride in our zero tolerance approach towards corruption and bribery. We are careful to ensure that our suppliers are aware that LIO will not tolerate any form of corruption and will not associate with or give custom to any supplier that we deem as engaging in dishonest conduct.

**Implementation**

- LIO have implemented an anti-corruption policy that is published on our website and made available to suppliers and staff.
- LIO requires all employees, directors, agents, representatives or third parties to conduct all business with integrity and in an ethical manner.
- LIO employees practice a zero-tolerance approach to bribery and acts of corruption.

**Measurement of outcomes**

- In order to ensure compliance with the Anti-corruption policy, LIO has introduced internal controls and a monitoring system where there is a possibility of a corrupt act taking place. This relies on open communication and review of systems including those relating to risk assessment.