

LETT Law Firm

Global Compact Communication on Progress
May 2016



LETT

About LETT

LETT is a full-service law firm with a focus on providing high-quality legal advice to business clients as well as the public sector. We cover Denmark from our offices located in the centres of Copenhagen and Aarhus.

We create the best solutions for our clients – not only in the legal sense but also in terms of business, strategy and ethical standards. We find that this is the best path to satisfied clients and long-term cooperative relations. And to being the obvious choice of lawyers for business clients and the Danish public sector.

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:

Decent

We assume responsibility for our assignments and attach great importance to ethics and responsibility.

Top standards

Our business is based on first-rate professional expertise and quality. We are ambitious and dedicated on behalf of LETT and our clients to obtaining the best possible results.

Dynamic

We bring great commitment to any assignment and see solutions where others see problems

Unpretentious

We meet our clients and colleagues at eye level in an informal working environment also characterised by a good sense of humour.

Direct

We aim at being approachable and attach great importance to being personal and open.

Managing Partner statement

In LETT Law Firm, we care about our external environment and the corporate sector of which we are a part. We attach great importance to ethics and responsibility and are aware of contributing actively to the community of which we are a part.

Through our almost 150-year history, we have a long-standing tradition for taking on cases of societal impact with the risk that no fee is paid for our assistance, and we have, at all times, made a point of contributing actively by influencing the legal sector's ongoing development and future legislation.

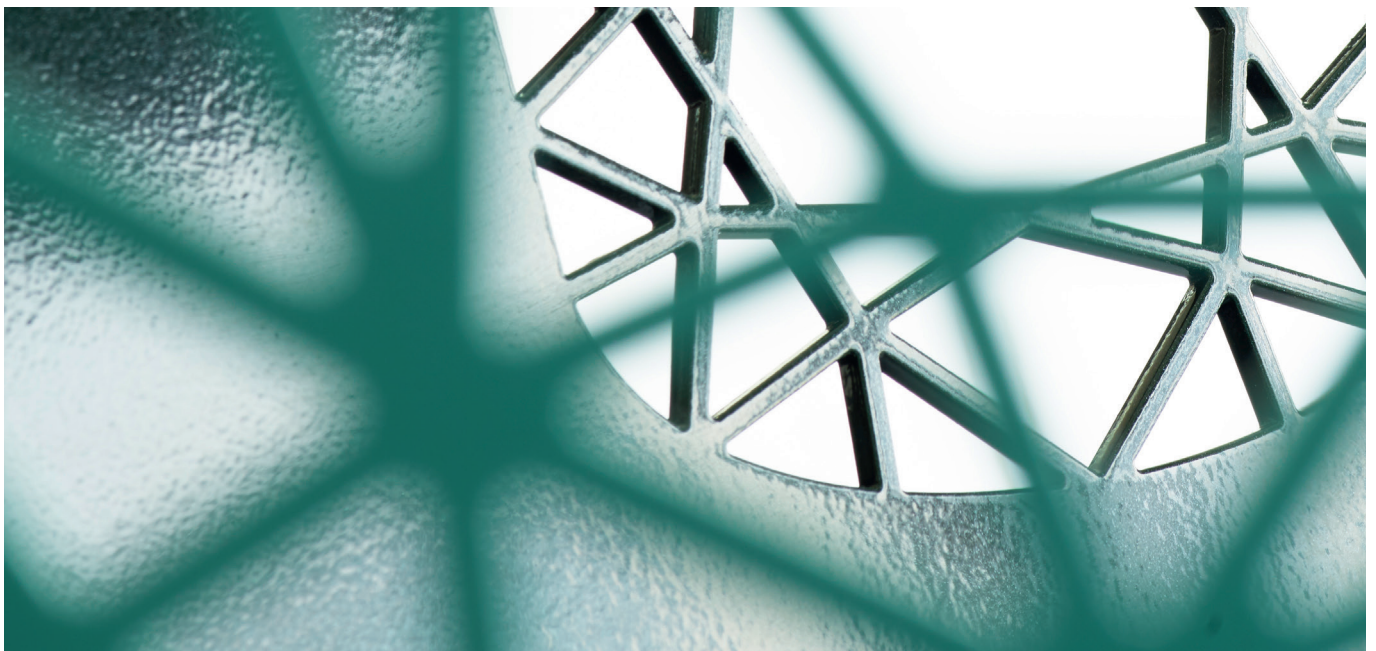
We have now been part of the UN Global Compact for some years and are thus committed to aligning with the ten principles on human rights, labour, environment and climate as well as anti-corruption. We are proud to publish our fourth Communication on Progress.

Our Communication on Progress follows the structure of the 10 principles set out in the United Nations Global Compact and describes some of the activities within Human Rights, Labour, Environment and Anti-Corruption that we focused on in 2015. For each of these four areas, we also describe planned initiatives for 2016. As a result, our commitment to United Nations Global Compact also serves as a tool to continue to set new social-responsibility goals.



Henrik Puggaard
Managing Partner

May 2016



Human rights

As a law firm, we are capable of realising our business goals only if we have a healthy working environment that enables our people to be satisfied and develop as individuals. As a result, we take good care of our people and uphold a company culture that respects people irrespective of gender, race, nationality, religion, faith, sexual orientation, age or disability. At LETT, we aim at having the most committed and satisfied employees within the Danish legal-profession sector.

OUR GOALS AND ACTIVITIES IN 2016

LETT Business School

In 2016, we launch an education concept – LETT Business School – for our lawyers. The concept is in cooperation with reputable business schools in Denmark and abroad and contains various business-training programmes that can be adapted to the career, the practice of law and personal interests of each individual lawyer.

LETT Lifestyle

The purpose of LETT Lifestyle is to attend to employee satisfaction in LETT. Just as in previous years, 2016 will focus on food and exercise as well as job satisfaction and personal well-being.

Within sports activities, our palette of sports activities supported by LETT is extended to include an exercise triathlon in 2016. Our very popular LETT cookery-group activities are also continued in 2016.

Finally, a joint trip for all our staff members is to be held at the sports resort La Santa on the Canary Island Lanzarote, where, in addition to legal topics and general LETT subjects and via various sports and activity options, focus will be on personal relations and individual well-being.

Workplace stress

In order to enhance our in-house knowledge of LETT's stress-management tools, we will hold internal meetings about stress at both of our locations in 2016.

Workplace assessment

In 2016, we are to carry out the statutory workplace assessment. The assessment is planned to be carried out during the autumn.

The professional working environment

The greater part of the professional development in LETT is via cases and assignments which each individual employee solves in his/her daily work after having received instruction, sparring and feedback from his/her immediate superior. This experience-based instruction is supported by more formal instruction activities, including further education and research, internal and external training, secondments and stays abroad.

Performance management process

In 2015, we introduced a new performance-management process for LETT's legal staff. In connection with this process, we updated our career-path model. Its purpose is to get a general picture of the various development opportunities that we offer our legal staff and the resulting requirements relating to competencies and performance. The model is used to ensure balancing of expectations in respect of their individual career paths and to ensure that competence development is directed towards this goal.

The pivotal tool for supporting and planning the ongoing staff-member development is individual performance plans describing initiatives and activities which each staff member is expected to carry out during the year, and the Key Performance Indicators to measure their performance at year end.

Our junior-lawyer programme

Our junior lawyers follow the junior-lawyer programme operated by the Danish Bar and Law Society. We supplement this programme with course programmes that are tailored to the needs of LETT. In 2015, we adjusted this course programme and introduced a course that is to provide our junior lawyers with basic business understanding, which is considered an important tool in their future careers.

Secondment and training

A large part of our assignments are international, and therefore it is important for us that our lawyers get international experience in the beginning of their careers. In 2015, 2 of our experienced lawyers and 4 of our trainees have been on secondment or on educational leaves for the purpose of international studies.

Our physical working environment

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

Working-environment committee

According to the statutory requirements in the Danish Act on working environment, we have a working-environment committee that consists of management representatives as well as representatives elected by our employees. Its tasks are to plan, manage, advise and inform on as well as supervise the work related to safety and health within our area. As part of this work, the working-environment committee held in 2015 in-house courses in basic fire fighting and how to use a heart defibrillator.

LETT Lifestyle

Since 2013, health and satisfaction have been on our agenda. We have a cooperative relationship with a supplier offering massage therapy, zone therapy and acupuncture to our staff during working hours. In 2015, this cooperative relationship was extended in our offices in both Copenhagen and Aarhus.

Our staff members have access to a health-care portal where doctors, nurses, sports physiologists, dieticians, coaches, etc, have answered questions about health.

We offer and support a number of different sports activities intended to improve the health status and to open up for getting-together opportunities in a social context. In 2015, the sports activities included running, individually as well as in teams, and company football. In addition, LETT was, also in 2015 part of the Danish "We bike to work" campaign, which focuses on being active during transportation to and from work.

Top-quality food

The objective of our canteen is to offer healthy and tasty food. As part of LETT Lifestyle, our canteen held LETT cookery-club activities in 2015 for staff members in both Copenhagen and Aarhus for the purpose of increasing job satisfaction. At these activities, our staff members prepared and had dinner in an informal setting and have, thereby, obtained new relations with their colleagues.

In 2015, the Danish Food Control Agency paid an ordinary inspection visit to LETT's canteen in our Copenhagen office. Our canteen received a so-called "elite smiley", which means that, this year, the canteen ranks among the best at observing the rules relating to the handling of food products, cleaning, 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 Managing Partner, HR manager or a similar person in LETT, whom this person trusts.

Workplace stress

In 2015, we increased our focus on handling prolonged stress. The objective of our efforts is to deal with the stress situation early and to ensure that our HR department takes part in offering those of our employees who have suffered from stress a phase-in plan which reduces the risk of relapse.

Our stress-management policy states the responsibility in stress situations – irrespective of whether you are a manager, a colleague or a stressed-out staff member. In 2015, a member of our HR department became a certified stress coach who deals with the situations requiring tools to manage stress, clarify the individual stress level and advise the stressed-out staff member.

Via our health-insurance policy, all staff members in LETT have access to psychological counselling, etc.



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.

OUR GOALS AND ACTIVITIES IN 2016

Retaining women lawyers

In 2014, our goal was to have an Executive Committee consisting of 20% women within a five-year period and of 40% women within a ten-year period. In connection with our present Executive Committee, which was elected in March 2015, we are pleased that our goal for 2018 has already been achieved.

Recruitment committee

The Recruitment Committee continues its work together with our HR department and ensures a consistent professional approach to the assessment of new lawyers and junior lawyers as well as law students.

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.

We have a full set of policies regarding Human Resources policies. These include eg policies regarding stress, pregnancy, illness, health, etc.

Recruitment committee

We have a recruitment committee of which the major objective is to act as our HR department's professional sparring partner at any employment of trainees and junior lawyers in our offices in Copenhagen and Aarhus. Together with our HR department, the committee ensures a consistent professional approach to the assessment of new lawyers and junior lawyers as well as law students.

In addition, the recruitment committee also participates in the planning of employer-branding activities in order to create a link between recruitment and the outward-looking activities/employer branding to highlight LETT within university environments.

Gender composition among lawyers

At the end of 2015, 39% of our legal staff were women. Compared to 2014, this is a 2% increase, which is satisfactory, as our intention is to have an equal gender composition of our workforce.

Retaining women

One of our declared goals is to retain a higher number of women lawyers throughout their entire careers, and this is to be supported by LETT's career-path model, through offers of increased flexibility and reduced working hours during a period of the employment, etc. We are pleased that, at the end of 2015, more than half (54%) of our associates were women. This positive development will be crucial as to achieving our goal of more women in managerial positions and in our Executive Committee.

Openness and dialogue

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 general section and office meetings and, in writing, at internal climate analyses.

In LETT, staff members employed as junior lawyers have an association of junior lawyers holding events of a specialist as well as sociable nature. In the same manner, an association of secretaries was established in 2015 in our offices in Copenhagen and Aarhus.

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.

OUR GOALS AND ACTIVITIES IN 2016

Implementation of smart boards

As part of our Skype for Business solution and to top up our video-conference equipment, we will, in 2016, implement new smart boards for video conferences etc. We expect that these boards will further reduce the need for face-to-face meetings across our offices.

Reduce

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 reduction, including fat elimination, two-flush functions, temperature reduction during the night and cleaning using environmentally-friendly 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 our cooperation with the two cleaning contractors which do the daily cleaning of our offices, our focus is on environmentally sound solutions that control the consumption of energy, water and chemicals used in the cleaning process.

Focus on reducing the transportation between our offices
During the autumn of 2015, Skype for Business was installed on all our staff-member computers. We have noted that this has reduced the need for face-to-face meetings across our two offices resulting in timely, environmental and safety gains to the effect that the transportation between our offices has been reduced.

Focus on less food waste

In recent years, our canteen has focused on reducing food waste. Some of the initiatives that have been carried out are adjustments of the selection on the daily lunch buffet, individual servings and improved planning of menus and purchasing.

Re-cycle

We respect and support measures for recycling, including waste sorting, re-use of cardboard and paper waste, environmental scrap as well as collecting household glass jars, batteries and plastic bottles under a deposit regime. In 2015, we enhanced our efforts in paper sorting to the effect that more paper than previously is now being re-cycled.

Re-use

As regards electronic appliances, LETT has a broker arrangement that implies that used laptops, printers and fixed-line telephones are sold to an enterprise, which makes the appliances ready for re-sale or re-uses the spare parts. In 2015, we sold a major number of used mobile phones to staff members according to the tax rules in force at that time.

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.

OUR GOALS AND ACTIVITIES IN 2016

“Advokatkodeks”

This year, we also expect to join Advokatkodeks – a sector initiative introduced last year by the Association of Danish Law Firms. Law firms that join the code commit to setting targets within corporate social responsibility, management, diversity, accessibility and transparency and to submitting annual reports on their endeavours.

Ethics and Pre-Conflict Committee

LETT has an ethics and pre-conflict committee, whose set of terms of reference cover complaints, matters concerning conduct, conflicts of interests relating to the Code of Conduct as well as business-related conflicts of interests.

Ethics partner

LETT has an ethics partner in place. The ethics partner gets involved in the event of doubtful issues in the Ethics and Pre-Conflict Committee concerning basic ethical issues. He is a good sparring partner to both the Committee and to LETT in general.

Introduction programme

All new employees in LETT take part in an introduction programme which ensures that new employees get an initial introduction to relevant working tools, business procedures, etc.

Updated anti-money laundering material

In 2015, our anti-money laundering material was updated with a particular focus on the anti-money laundering guidelines which were improved for the purpose of serving as a work of reference. As a result, the updated material was communicated to all our staff members and in-house brush-up courses were held for lawyers and secretaries in our two offices.

Our 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

OUR GOALS AND ACTIVITIES IN 2016

Secondments to Justitia

We have taken steps to initiate cooperative relations with the Danish legal think tank, Justitia, in order for LETT to offer secondments of our lawyers to the organisation for a short period of time and thereby enhance our staff members' capabilities to communicate legal issues and get insight into preparing legal analyses, etc.

As a law firm, we believe that we can make the greatest difference through efforts rooted in our specialist competency – the law. Our four focus areas in our CSR contribution are legal assistance, legal research and knowledge sharing, employee investment and environmental focus.

We support and run a number of activities by which, based on our legal core competencies, we can help ensure a sustainable future.

Throughout the years, we have made a point of involving ourselves in legal contexts in Denmark and abroad via positions of trust in and appointments to eg the International Bar Association, the International Chamber of Commerce, the Danish Institute of Arbitration, the Danish Standing Committee on Procedural Law and the Danish Press Council as well as in the Danish Bar and Law Society and the Association of Danish Law Firms, where we contribute by influencing the sector's ongoing development and future legislation.

In 2015, we have especially been engaged in activities within legal assistance as well as research and knowledge sharing: Research and knowledge sharing

We are deeply committed to the education of lawyers. In terms of recruiting, we have a natural interest in being visible to and approachable for law students, and, therefore, a number of our lawyers lecture at educational institutions and hold seminars and exam-preparation training for law students. However, our involvement goes further, as we also think that we have a societal obligation to put our fingerprints on the development of future lawyers. Given our long-standing tradition as a litigation law firm, we feel compelled to take part in spotting and cultivating talented litigators. Therefore, our involvement in moot trials – the moot trial of the Copenhagen University society for law students (Juridisk Diskussionsklub) and the Vis Moot in Aarhus – is a focus area in which we invest considerable energy.

Legal assistance

During 2015, we have been involved in a number of cases of societal impact with a risk that no fee is paid for our assistance – eg group actions concerning issues of general public importance affecting a large number of people.

Via Culture Works Space, we have decided to involve ourselves in the entrepreneurial environment in Aarhus, where we have set up a counsellor office together with the accounting firm BDO. One of the perspectives is to assist entrepreneurial enterprises in getting a sustainable business foundation through the first growth phase by means of various counselling packages on favourable terms.

Other involvement

Some of our lawyers are involved in legal-aid schemes, and a number of our partners in LETT are entrusted as administrators and committee members in cultural contexts.

