



6th September 2016

H.E. Ban Ki-moon
Secretary-General
United Nations
New York, NY. 10017.
United States of America

Dear Mr Secretary-General,

I am pleased to confirm that Print Media Group reaffirms its support of the ten principles of the United Nations Global Compact with respect to human rights, labour, environment and anti-corruption.

In this our annual Communication on Progress we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

Yours sincerely,

Leo Moio
MANAGING DIRECTOR

HUMAN RIGHTS PRINCIPLES

Assessment, Policy and Goals

Description of the relevance of specific human rights issues for the company (i.e. based on assessment of human rights risk). Description of policies, public commitments and company goals on Human Rights.

At Print Media Group (“PMG”) we believe that everyone has a right to their dignity and should be treated fairly and politely. This philosophy forms part of our everyday operations in how we treat our staff, our customers, our suppliers and any other stakeholders. PMG strives at all times to act in compliance with all applicable laws and regulations. If any PMG employee should have reason to be concerned at any time as to whether or not the company is operating in complete compliance with applicable laws and regulations, the employee must immediately report these concerns to his or her superior or, if necessary, to a Director of the company. Any employee reporting such concerns shall be fully protected against any recrimination.

All Risks and Opportunities have been assessed as part of identifying the internal and external issues regarding human rights.

Risks include –

- Legal action being taken against the company causing Business disruption and possible fines or prosecutions if a person’s legal rights have been violated
- Serious health issues can arise even if staff members (or other critical stakeholders in the Business) feel that their rights have been compromised
- Low morale amongst the peer groups if it is perceived that basic human rights are not being upheld or respected
- Lack of respect can creep into the Organisation and cause trust and relationship building program breakdowns
- Attrition levels increasing due to an unsatisfactory work environment
- Poorer production outcomes due to the above

Opportunities include –

- Improved morale
- Empowered workforce
- Improved productivity levels
- More effective communication and teamwork
- Greater respect for Leaders
- Better predictability of outcomes

Implementation

Description of concrete actions to implement Human Rights policies, address Human Rights risks and respond to Human Rights related concerns.

All employees are trained in the company’s Code of Conduct at the time of induction and all company policies are published on the company intranet for easy access. Any reported concerns are investigated promptly and resolution reached promptly. Policies are reviewed at least annually to ensure that they remain relevant to both the business and the employees. During the 2016 calendar year a full review of induction processes and procedures is being completed to ensure they meet required standards.

The Workplace Gender Equity and Diversity Policy has been implemented and all Managers and Supervisors have been fully trained in applying the policy to their day to day dealings with their staff and environment.

Regular email correspondence updating all staff on the need to treat all people (including Contractors, Casual and Temp employees and external providers) with respect and open mindedness to any differences in race, color, creed or religion to their own.

Case studies and media releases of unfair treatment in the workplace are attached to the emails to encourage the conversation about Human Rights and embracing diversity wherever it occurs.

Claims of the violation of Human Rights are managed at Senior Management level and formal investigation processes are in place to handle these matters.

These procedures are in place for any serious OH&S breach and includes specific and formal steps such as

- Formal interviews
- Maintaining Privacy of all information
- Maintaining Procedural Fairness
- Documentation of the complete investigation
- Discreet interviews of any witnesses or relevant parties
- Giving the accused the information that has been alleged to occur
- Giving the accused the right to respond to the allegations
- Ensuring protection against victimisation or antagonism against the effected party
- Ensuring concise and immediate action is taken once all of the facts are obtained
- Identifying, where possible, the root cause of the issue
- Taking any further longer term corrective action to ensure the type of incident is not repeated

Measurement of outcomes

Description of how the company monitors and evaluates performance.

Reported incidents are presented to the Management Committee for evaluation and determination on requirements for any change in operational policies.

Exit interviews are conducted to assess if any human rights issues have contributed to the person leaving the Business

OHS&E Committee KPI's are set and reviewed annually. Any trends in poor performance are analysed at root cause level to arrest any perceived trend

All Workcover Claims are documented and recorded to ensure all aspects of the incident/injury is managed properly and statistics are kept regarding outcomes of Return to Work programs.

This would cover any stress or harassment type incident.

LABOUR PRINCIPLES

Assessment, Policy and Goals

Description of the relevance of labour rights for the company (i.e. labour rights-related risks and opportunities). Description of written policies, public commitments and company goals on labour rights.

PMG's company policies specify the requirements for consideration when employing staff. It is the policy of the company to comply with all employment related legislation connected with recruitment and selection, including anti-discrimination legislation, affirmative action and equal opportunity. This policy must be strictly adhered to throughout the recruitment

process. We carefully assess the suitability of prospective employees to minimise any potential risk of injury and maximise the opportunities for advancement. We respect the role of both individual staff trade and trade unions in determining the conditions of employment

Succession and Career Path planning ensures that all staff are being encouraged to perform to their best ability. Annual Performance Reviews allow, where possible, for needs of the Business to match the aspirations of the staff members. The Company's goal is to have zero human rights issues.

Implementation

Description of concrete actions taken by your company to implement labour policies, reduce labour risks and respond to labour violations.

PMG has compliance officers that report on health and safety performance across our facilities. We also operate in accordance with ISO9001:2008 which provides for third party audit and assessment of our operational, safety and staff training procedures. Our Occupational, Health and Safety Committees include representatives from staff, management and trade unions. Our safety procedures are well documented and are easily accessible on the company intranet.

Measurement of outcomes

Description of how the company monitors and evaluates performance.

Reported incidents are treated as a Non Compliance and form part of monthly reports presented to the Management Committee for determination on recommendations for rectification or policy review.

Any reported incident that affects a person's health or well being is captured in a Database and various Reports are available to identify the level of performance across a range of criteria. Reports can be run such as incident by Department, incident by affected body part, incident by cause and type. Where trends are identified specific detail can be accessed by analysing the Incident Register and Investigation Reports.

All actions and reviews of actions are recorded in the Database to verify outcomes.

ENVIRONMENTAL

Assessment, Policy and Goals

Description of the relevance of environmental protection for the company (i.e. environmental risks and opportunities). Description of policies, public commitments and company goals on environmental protection.

PMG's Environmental Policy is reviewed annually and is an integral part of the continual improvement philosophy of the company. In addition to meeting all regulatory requirements we aim to reduce waste in all areas of our business in order to support a more sustainable economy. We will continue to investigate the use of consumables that minimise the impact on the environment and evaluate capital investment to make choices that make better use of natural resources.

A comprehensive Risk Register has been designed as part of the Environmental Management System that is based on ISO 14001. This allows for all Risks to be identified and control mechanisms to be identified and implemented

Implementation

Description of concrete actions to implement environmental policies, reduce environmental risks and respond to environmental incidents.

We are continually reviewing our waste streams to increase recycled content and aim to minimise the disposal of waste to landfill. We analyse our energy usage and aim to install energy efficient appliances wherever feasible. We have replaced all lighting in our main production facility with energy efficient LED lighting.

We continue to encourage our customers to use paper products that have FSC® Chain of Custody certification or have been certified as carbon neutral. We also provide the opportunity for customers to purchase carbon offsets as a means to reduce the carbon footprint of their printed products. We have reduced the use of VOC's in our production processes and will continue to develop the documentation to support our Environmental Management System.

Chemical Spill Containment Procedures and Training and Spill Kits are in place to ensure any environmental incident of a chemical spill nature can be controlled effectively.

Measurement of outcomes

Description of how the company monitors and evaluates environmental performance.

Details of energy usage and the associated carbon footprint are reported to the Management Committee. Each year the capital expenditure budget provides for expenditure that will improve our energy efficiency. Company policy provides for reporting and investigation by the Management Committee if there is an environmental incident.

ANTI-CORRUPTION PRINCIPLES

Assessment, Policy and Goals

Description of the relevance of anti-corruption for the company (i.e. anti-corruption risk assessment). Description of policies, public commitments and company goals on anti-corruption.

PMG staff are not permitted to accept gifts, incentives and entertainment from suppliers without approval of the Managing Director. No gifts incentives or entertainment are to be received by any staff member while in negotiations with any Supplier. Any significant contracts need to be approved by the Managing Director or Chief Financial Officer.

PMG requires all Suppliers to operate in a manner that embraces a set of core values in the areas of human rights, labour standards, the environment and anti-corruption. It is a condition of formal supply agreements that Suppliers acknowledge the need to work together with PMG and other parties to maintain a minimum standard of performance and continue to improve in all areas.

Implementation

Description of concrete actions to implement anti-corruption policies, reduce anti-corruption risks and respond to incidents.

All employees are trained in the company's Code of Conduct and Operational Principles at the time of induction and all company Policies are published on the company intranet for easy access. Any reported concerns are investigated promptly and if corrective or disciplinary action is required this is reported to the Management Committee.

Measurement of outcomes**Description of how the company monitors and evaluates anti-corruption performance.**

Company policy provides for reporting and investigation by the Management Committee if there is an incidence of behaviour that could be seen as contravening the company's policies on these matters. As with all breaches or potential breaches of company policy the Management Committee assesses the need for corrective action, increased training and/or revision of corporate policies.