



LAW IN ORDER

UNGC Communication on Progress 2016 – 2017 Reporting Period

Environmental & Sustainability Committee

Statement of Continued Support

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

In this 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 sharing this information with our stakeholders using our primary channels of communication.

Julian McGrath
Managing Director
Law In Order Pty Ltd

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Human Rights

Assessment, Policy and Goals

Our People

At Law In Order we have both Equal Employment policies and Anti-bullying and Harassment policies in place. These policies ensure that our people are treated fairly and feel safe throughout their employment. Both of these policies are supported by procedures which ensure all staff are aware of what to do should they feel there is a breach of their basic human rights in the workplace.

Our Products

Worldwide Charter for Fair International Commerce Law In Order is signatory to the Worldwide Charter for Fair International Commerce. This global initiative stands by businesses adopting sustainability and fair trade policies reflecting the core values of the United Nations Universal Declaration of Human Rights, labour conventions of the International Labour Organisation and other internationally recognised principles.

We also work with suppliers to reduce our carbon footprint including promoting the use of sustainable and eco-friendly products, as well as supporting those that follow a set code of conduct that is based on the United Nations conventions on human rights and children's rights as well as the ILO conventions.

Implementation

Our People

Our People & Culture (P & C) team work with, and support managers to ensure that our workplace is free from intimidation and provide a central point of contact for any employee complaint. The P & C team ensures that any grievance is treated confidently and in line with policy, so that all our people are treated fairly and consistently.

As part of our employee induction, all new starters are made aware of our organisational policies and procedures relating to discrimination and return signed policies to ensure they are in acceptance of these policies. All staff are aware of where to find this information and have an understanding as to what is appropriate and acceptable behaviour in our workplace.

The P & C team also holds exit interviews for employees who decide to resign from Law In Order. Exit interviews provide employees yet another opportunity to inform P & C staff of any discrimination or harassment that may have occurred, which may have resulted in the employee resigning. These results are shared confidentially with managers to ensure we are consistently improving.

Principle 1

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

Principle 2

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

A flexible working policy has been implemented, reflecting our commitment to workplace equality and to our staff welfare. This policy allows our people to have time off during their normal working hours in compensation for additional time that they have worked, which they have not been otherwise compensated for by payment of overtime and penalty rates.

We have also introduced a Birthday leave policy where all staff are entitled to a day off for their Birthday. This goes hand in hand with our philosophy of ensuring our employees have a great work/life balance and that they feel valued.

Regular training sessions are held so that managers within the business are kept up to date in any changes in legislation to the *Fair Work Act 2009*. This ensures that all managers modelled behavior consistent with promoting a workplace free from discrimination and harassment.

Our Products

For the past two years, Law In Order has sourced our staff uniforms from Paper Scissors Rock, part of the New Wave Group. New Wave Group aim to introduce more sustainable and eco-friendly products through organic cotton and recycled fabrics. A new initiative in 2016 is to purchase our tea and coffee supplies from Fair Trade Australia.

We continue to source our products through Paper Scissors Rock as they are part of the Business Social Compliance Initiative, led by the Foreign Trade Association (FTA). The FTA aim to work with local suppliers to follow a set code of conduct that is based on the United Nations conventions on human rights and children's rights as well as the International Labour Organisation (ILO) conventions.

The Code states requirements for suppliers in risk countries regarding:

- Prohibition against child labour, forced labour and discrimination;
- Health and safety;
- Freedom of association and collective bargaining;
- Wages, compensation and benefits; and
- Fundamental environmental and management systems.

Measurement of Outcomes

Internally, Law In Order is committed to becoming an employer of choice. Following a recent national survey conducted by the Workplace Gender Equality Agency (WGEA), Law In Order was pleased to be recognised for taking action towards pay equality. Externally, Law In Order regularly supports national charity, Lifeline, in addition to a number of local charities.

Principle 7

Businesses should support a precautionary approach to environmental challenges.

Principle 8

Undertake initiatives to promote greater environmental responsibility

Principle 9

Encourage the development and diffusion of environmentally friendly technologies.

Principle 10

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

We continue to ensure all new staff receive a thorough understanding of our policies and procedures that exist through our face to face staff induction program as well as our online learning and exam on our learning management system.

Data obtained from exit interviews does not show a relationship between abuse of human rights and turnover within the organisation.

Policies and procedures have now been updated and redistributed to reflect legislative currency and best practice in line with guidance provided by the Australian Human Rights Commission.

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Labour

Assessment, Policy and Goals

Law In Order operates in both Australia and Singapore. We are proud of the multicultural and diverse nature of our workforce. Our people speak 47 different languages and come from a broad range of cultural backgrounds.

We are committed to maintaining and fostering an inclusive workplace. This is reflected through our policies and procedures as well as our recruitment practices.

We have an Equal Employment Opportunity (EEO) Policy which reflects current legislation and outlines what is acceptable at Law In Order. This policy is supported by a complaints procedure which outlines how our EEO policy should be enacted, and the process which should be followed to report a grievance.

Implementation

The existence of an EEO policy for any organisation is simply not enough, which is why we have undertaken training and development on EEO with managers and leaders within the business. Offering training ensures that managers understand our obligations as an employer and also ensures that business decisions are merit based, not influenced by gender, sexual orientation, age, marital status or religion. Our policies are reviewed regularly and in line with legislative changes to ensure our people are aware of any potential impact.

Law In Order is governed by the Fair Work Ombudsman who stipulate the minimum employment entitlements that have to be provided to all employees. This information is provided to all new employees at the commencement of their employment. We uphold the National Employment Standards, and also ensure that employees who elect to work overtime are appropriately compensated in line with the Legal Services Modern Award.

Our new employee documentation provides new starters with documentation produced by Fair Work Australia which states their right for collective bargaining. Our employment contracts outline each employee's rights, compensation and also include job descriptions that outline the employee's responsibilities.

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.

We review the salaries of all employees who are employed under the Legal Services Modern Award to ensure that they are paid all of their entitlements. We also pay 5 per cent above the Award to ensure that our people are appropriately and fairly remunerated for the work that they do.

Each year, Law In Order reports to the Australian Government as part of the Workplace Gender Equality Reporting. Metrics supplied in this report are used to help the Australian Government identify if salary gaps exist between men and woman in each industry.

Measurement of Outcomes

It is our goal to ensure that our workplace is free from discrimination and that all of our employees have equal opportunities with respect to remuneration, promotion and employment. All decisions relating to promotion employment and remuneration are purely merit based, and all employees are rewarded fairly and consistently.

Law In Order are pleased to report an increase year on year on females in senior management positions. For 2015-2016 we have 44% females in our Workplace Gender Equality Reporting for the period 2015 – 2016. This reflects our commitment to EEO.

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Environmental

Assessment, Policy and Goals

At Law In Order, we are the leading supplier of document processing services to the legal industry, providing specialised copying, printing and legal technology solutions to over 2000 law firms, corporations and government agencies in Asia Pacific. The nature of our business requires substantial paper and electricity output, some of which heightens our requirement for environmentally conscious practice to reside at the forefront of all business decisions.

Environmental care and sustainable development is an integral part of our corporate responsibility. Individually and as a company, we are responsible for our environmental impact and Law In Order takes this responsibility seriously by ensuring it has environmental sustainability policies, procedures and education in place.

Implementation

Law In Order is committed to reducing our environmental footprint by undertaking initiatives to promote greater environmental responsibility.

Law In Order has an Environmental and Sustainability Committee responsible for seeking new ways to ensure a sustainable future. From the sourcing of materials and production workflow, to the delivery of completed work, Law In Order strives to minimise adverse environmental impacts:

- The Environmental and Sustainability (E&S) Committee continue to meet on a monthly basis. The E&S Committee are focused on implementing initiatives which improve our environmental footprint. The E&S Committee review internal and external issues and identify, evaluate, manage and report on risks or new initiatives that the company should consider and/or undertake.
- Law In Order have maintained recognition by the Australian Printing Industry as Sustainable Green Print (SGP) Level 2. SGP, through Printing Industries Association Australia (PIAA) provides the only certification program geared towards the printing industry and goes well beyond the idea of simply recycling materials and using 'green paper'. SGP certification requires us to report annually on how we are managing and tracking energy consumption and waste production. Maintaining this accreditation is a reflection of our ongoing commitment to ensuring that we operate in a safe and sustainable manner and reducing our environmental footprint.

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Law In Order's offices use low emission, energy saving lighting. Copiers, scanners and computers have automatic sleep functions and are shut down when not in use. Delivery vans use diesel engines and airline tickets are purchased with a carbon offset ticket option.

- Our company travel policy requires that all air travel is booked with 'carbon offset' to help minimise the effects of carbon emissions on the environment. We also encourage colleagues to share cabs and take public transportation when possible.
- All Law In Order boxes have now been updated to include the appropriate recycling icons to ensure that they are recycled appropriately.
- We continue to raise awareness of energy consumption by running internal 'switch off' campaigns.
- when computers and equipment are not in use. To support this initiative, we have also updated our procedures for weekend shut down when the office is not attended. This ensures that all non-essential equipment is shut down, reducing energy consumption.
- Our clients and staff now receive electronic Christmas cards in place of physical cards.
- Recycling bins have been implemented in all offices in line with each buildings recycling system. Staff have been educated on what can be recycled in each office.
- Desk bins have been removed from our offices where possible to encourage recycling, rather than placing in a desk bin.
- We continue to participate Earth Hour on an annual basis, by scheduling our jobs around the designated 'shut down' hour. During this time, all non-essential lighting and equipment is switched off, reducing consumption and also raising awareness with our employees and our clients.
- We have reduced the use of PVC dividers, which are not recyclable and while they are down-cycled into lower grade products, harmful additives interfere with the recycling of other products. We are now using paper dividers that are recyclable where possible in place of PVC dividers.
- We now use a document destruction company that recycles all shredded material.
- Our e-wastes are disposed of by certified e-waste companies who only use accredited electronic waste recyclers, governed by ISO140001 standards – the international regulation for the safe disposal of electronic waste.
- We have now switched to rechargeable batteries in all offices to eliminate wastage.

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Measurement of Outcomes

Law In Order, with the assistance of *Printing Industries*, have implemented and are promoting environmentally sound practices by

achieving multi-site independent certification and accreditation at Level 2 of Sustainable Green Print. Law In Order was recognised and certified in 2014 following an onsite audit, and have maintained certification for 2016 by reporting against audit requirements.

Since maintaining our SGP Level 2 certification we reporting the following tangible improvements as a result of measuring and monitoring our recyclable waste:

- 850% increase in weight of recyclable material collected ;
- 900% increase in the number of trees saved as a result of recycling;
- 850% increase in litres of water saved;
- 850% increase of Kw of electricity saved; and
- 700% reduction in m2 of landfill.

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Anti-Corruption

Assessment, Policy & Goals

Law In Order continues to maintain its position and zero tolerance policy for corruption, bribery and extortion. We are careful to ensure that our suppliers are aware that we 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.

We believe shared core values are at the heart of strong company culture and vital to success. Law In Order prides itself on a reputation of innovation and versatility whilst maintaining its core values of Integrity, Excellence, Teamwork and Leadership. To us, integrity means being up front and honest with our clients and each other.

Implementation

- We had previously implemented an anti-corruption policy which is published on our intranet. This is easily accessible for all staff to ensure that they are familiar with our zero tolerance approach to bribery and corruption.
- All employees must demonstrate our core value of integrity. All Law In Order employees act with integrity and in line with our policies and procedures and conduct business in an ethical manner.
- Directors and General Managers encourage transparency with all issues within the business.
- Law In Order regularly obtain business through open tender. As part of this process we are required to declare that we have not engaged in any acts of bribery, extortion or corruption in order to win or secure business.
- All emails sent externally are stored and indexed for compliance purposes.

Measurement of Outcomes

Law In Order has not been involved in any legal cases, rulings or other events related to corruption or bribery. Every year, our financial statements are audited by an external body to ensure that our processes are compliant with relevant legislation and that we have appropriate authorisation and sign off procedures in place.

These audits also serve as an external method of verifying that no suspicious payments have been received which could be related to bribery or corrupt behaviour. There have been no incidents reported in this period.

Principle 10

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



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