




GREEN OFFICE POLICY

Our vision is a world without waste
and where resources are used
sustainably.





We strongly believe that by the actions we take, we can **minimize the environmental impact** of our day-to-day activities and **maximize our employees' health and productivity**.

This Green Office Policy gives an overview of OA Legal's actions for implementing environmentally **sustainable practices** within our law firm.

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Given the huge paper trail associated with the practice of law, OA Legal is committed to reduce its paper consumption.

These are the few actions OA Legal takes to move to a **paperless practice** and **e-office** to lower its carbon footprint:

Did you know?

The average law firm uses 20,000 to 100,000 sheets of paper a year, which at the high end amounts to half a ton.

Making paper is enormously energy intensive; to produce one ton of paper – from cutting down a tree to disposal in a landfill – results in about 11 tons of carbon-dioxide equivalent gases.

- Documents are scanned, processed and stored electronically.
- Correspondence is conducted via electronic means whenever possible.
- Faxes are received and routed electronically.
- All employees are using note pads for clients meetings and hearings.
- All employees are using Qualified Electronic Signature.
- Electronic Document Management System to share information and documentation with clients.
- Procedures are filed electronically to courts whenever possible.
- Mailing lists are kept up-to-date.
- Online sources are used for legal researches and know-how.
- E-mail signature mentions “please consider not printing this e-mail.”
- E-holiday greetings are sent to clients rather than paper cards.

We are doing our part to **reduce our overall energy consumption**. It may well be a small gesture, but it are the small gestures that will minimize our impact on the environment.

These are our measures to increase our office energy efficiency:

- Use of 100% ecological and local energy.
- Individual computers and printers are daily turned off.
- All shared copiers and scanners are turned off, or put in standby mode, at the end of each day.
- Lights are turned off in unoccupied rooms.
- Fans are used for space cooling, rather than air conditioning.

Did you know?

Recycling reduces the need for extracting, refining and processing raw materials which is causing air and water pollution. Recycling helps also to reduce greenhouse gas emissions. The environment benefits from these actions taken.

- Each employee has recycling boxes at each workstation.
- Containers for bottles, cans and waste are available for their recycling.
- Pitchers with tap water are available in conference rooms, rather than bottled water.
- Cleaning staff are informed on waste segregation.

Towards the idea of decreasing our carbon footprint, OA Legal is committed to ease soft mobility for its employees.

Did you know?

Transport is responsible for 30% of all emissions that are damaging to the climate, and that figure is increasing rapidly.

- We offer our employees stipends for public transportation.
- We provide employees e-bikes for telecommuting.
- We promote virtual meeting as an alternative to face-to-face meeting.
- Low-emission means of transport are favored.
- We facilitate home working.

PURCHASING SUSTAINABLE PRODUCTS

Purchasing sustainable products based on green criteria is key to our commitment.

Buying **local** encompasses a potential way forward to **reduce greenhouse gas emissions** associated with transport. It is one of the levers for sustainable procurement.

- We buy supply products (at least 50% of our expenses) from independent local suppliers.
- We engage only suppliers who comply with all applicable laws (employment, fair competition).
- A list of sustainable local suppliers is available for everyone.
- We purchase recycled administrative materials, whenever possible.

For more information on our green commitments and practices, do not hesitate to contact us
