

# Environmental responsibility policy

Our firm is committed to establishing environmentally conscientious practices and decision-making in every element of our business, as is economically practical, to minimize environmental impact and provide effective environmental stewardship. We strive to incorporate environmental accountability and thoughtfulness throughout our culture, business operations and practices. We are grounded by our four core values – We care, We share, We invest and We grow – in adopting environmental best practices throughout our firm. To demonstrate our commitment to our current and long-range strategic plans toward environmental sustainability, we will:

## We care



- Be an environmentally responsible corporate citizen in the communities in which we operate.
- Consider the environment as we manage our business operations and processes, our approach to meetings and events, and our use of office equipment and supplies.
- Advocate for our supply chain to adopt social and environmental practices consistent with those of our firm and develop an awareness of and commitment to improved environmental practices.
- Drive environmental accountability as we assess property owners, leasing arrangements, buildings, design elements and construction methods, and materials for our offices.
- Make environmentally conscious choices for waste disposal, including recycling of paper products, ink and toner cartridges, furniture and fixtures, computers and other electronic devices.

## We share



- Promote environmental awareness among all personnel and provide appropriate resources and training programs.
- Communicate to all personnel the importance of individual accountability in helping us to preserve the environment and sustain our environmental responsibility policy.
- Foster a work environment in which all personnel are encouraged to share and raise environmental concerns or recommend best practices for our firm.
- Use our industry knowledge to help clients meet their environmentally related social responsibility goals.



### We invest



- Continually improve our technology, programs and virtual collaboration tools to reduce travel and our carbon footprint.
- Develop and manage programs to reduce our paper consumption – promoting a paperless environment.
- Strive to purchase environmentally friendly office equipment, break-room and cleaning supplies, and collaborate with our property management teams to use these products as well.
- Purchase copy and production paper that is Sustainable Forestry Initiative (SFI) or Forest Stewardship Council (FSC) certified.

### We grow



- Commit to advancing environmental sustainability by serving as a thought leader and collaborator.
- Establish environmental objectives and targets relative to the environmental impact of our activities and a means to measure progress against these objectives.
- Continually improve our environmental policies and performance based on the results of our periodic reviews, taking into account regulatory changes, client needs, technical developments and community expectations.