

## Environmental Policy

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DMAW Lawyers strives to understand, monitor and minimise its environmental impact. We are committed to continually exploring sustainable options for the firm, and finding new ways to go beyond what is required of us in relation to environmentally friendly practices.

### 1. Policy scope

This policy seeks to address the following key areas for risk management and change in relation to environmentally friendly and sustainable practices:

- 1.1 limiting the firm's greenhouse gas emissions, primarily in relation to travel and electricity;
- 1.2 choosing sustainable and environmentally friendly resources and suppliers where possible;
- 1.3 understanding, monitoring, and lessening the firm's waste streams, including:
  - (a) ensuring the proper disposal of waste and recyclable materials;
  - (b) reducing waste creation, including reducing the quantity of items that have reached end of life and require recycling.
  - (c) implementing closed loop practices where possible.
- 1.4 incorporating consideration of environmental issues when advising clients through use of the "can you?" and "should you?" questions; and
- 1.5 ensuring compliance with any regulatory or legislative requirements in relation to the environment and sustainability practices.

### 2. Policy initiatives

DMAW Lawyers has made the following changes to the firm's practices in an effort to lessen the firm's environmental impact:

- 2.1 utilising timer-controlled air-conditioning;
- 2.2 reducing the impact of a primary resource/waste stream, paper, by:
  - (a) recycling all paper waste;
  - (b) changing to paper that is made from 100% FSC certified recycled material, ensuring that sustainable resources are being used and closing the waste loop;
  - (c) using a firm-wide default print setting to double sided;
  - (d) utilising a firm-wide practice of electronic filing, and discouraging the use of hardcopy files;
- 2.3 implementing a recycling program for "10c refundable" drink containers;
- 2.4 recycling printer cartridges and toners;
- 2.5 including environmentally focussed charities in the selection of charities that the firm supports through the DMAW Lawyers Charity Committee;

- 2.6 supplying staff with reusable coffee cups to avoid and limit use of single use coffee cups and offering paper straws in the staff kitchen;
- 2.7 providing staff with advanced technology to permit better use of online and teleconference meetings rather than travel;
- 2.8 repurposing old technology by donating to charities for it to be reused (or recycled where unable to be reused);
- 2.9 recycling coffee pods; and
- 2.10 reusing or repurposing stationary supplies where possible, including archive boxes, plastic number dividers and binder folders.

DMAW Lawyers is always looking for ways to improve its environmental practices. Further initiatives which the firm will consider implementing in the future include:

- 2.11 firm-wide recycling program that addresses green waste, mixed recyclables, and soft plastics;
- 2.12 increasing staff awareness about environmental issues, and positive choices they can make in the workplace to limit the firm's environmental impact;
- 2.13 limit the firm's electricity usage and support renewable energy sources;
- 2.14 implementing a carbon offset program for travel and electricity;
- 2.15 reviewing the firm's procurement practices and supply chain to identify weaknesses and ways to improve. One such area flagged for improvement is ensuring the caterers we engage use recyclable or compostable packaging, or packaging that is not single use;
- 2.16 consider further recycling initiatives, for example in relation to office supplies, electronics, and office furniture;
- 2.17 encourage practitioners to consider environmental and sustainability issues when providing advice to clients;
- 2.18 building in environmental considerations to business strategy and decision making for the firm, including in relation to premises, future goals of the firm and strategic decisions.