



WHITE & CASE

## Global Citizenship

# Environmental Sustainability Report

February 2020

We are concerned for the sustainability of the environment and we are working to improve our sustainable management practices. Through our Green Initiative, which leverages the knowledge of our Environment & Climate Change practice and Responsible Business Working Group, we are implementing practices across our global network of 44 offices in 30 countries that reduce the environmental footprint of our operations, our employees and our suppliers.

Jo Weiss

Head of Global Citizenship

## Governance, Stakeholder Engagement & Policy

Our Green Initiative is overseen by the Head of Global Citizenship, who chairs our Environmental Sustainability Committee, which comprises 37 representatives from our office and regional administration in the Americas, EMEA and Asia, our global procurement and IT functions, and our [Environment & Climate Change practice](#).

White & Case is a signatory to the UN Global Compact and we report on our environmental sustainability activities in our annual [Communication on Progress](#). The Firm is a member of the Law Firm Sustainability Network and the New York Climate Action Network, and we participate in the Legal Sector Alliance in London. We have an ongoing retainer with the consultancy Greenstone to measure our environmental footprint and analyze areas for improvement. We are a member of the Coalition for Private Investment in Conservation (CPIC). We do not report to CDP because it is not relevant to private companies or partnerships.

Our Global Environmental Sustainability Policy was adopted in 2014 and is reviewed annually.

## Environmental Sustainability Policy

- Ensure that we comply with all regulatory requirements and voluntary codes of practice applicable to each office.
- Prevent pollution from our activities.
- Implement sustainable waste management practices across the Firm in order to minimize the quantity of waste we produce and maximize the amount of waste we recycle.
- Identify key resources used by each office and implement measure to ensure that we use those resources in an efficient manner.
- Effectively manage our carbon emissions through continuing to improve the energy efficiency of our premises and effectively measuring the environmental impacts of our business travel.
- Work with our suppliers and employees to promote and improve environmental performance.

## Goals and Targets

We have set the following formal goals:

- Beginning with our 2018 emissions assessment, we will conduct annual assessments with the goal that no offices will require extrapolation, e.g., all relevant emissions data will be collected from 100% of our offices bi-annually and entered into our Greenstone portal. For our 2018 assessment, eight of the total 34 offices required extrapolation.
- We are working to obtain ISO 14001 for our New York office.

- We are pursuing the purchase of renewable energy in every office where that is possible, beginning with a feasibility study. A goal will be set when the study is completed.

## Measurement of our environmental footprint

We have conducted three greenhouse gas emissions assessments: in 2010 and 2012 with the Carbon Neutral Company, and in 2018 with Greenstone. We did not do assessments in 2014 or 2016 because of the multi-year project to relocate our New York office, which at more than 1,100 people is our largest office, into new space that would be much more environmentally sustainable than the space we had occupied since the 1980s.

Our key findings are threefold:

1. Since 2012, our total reported emissions have decreased by 29% and per FTE by 36%. This is a combination of decreased consumption (including due to the office move in New York) and greener utility grids where we have offices.
2. Our two largest and most material sources of emissions continue to be air travel and electricity at 44% each.
3. According to an analysis of sites where comparable data is available, we have reduced our electricity consumption by 37% since 2012.

Greenstone chose seven companies with comparable global footprints to White & Case as anonymous benchmarks, which showed that we are performing well comparatively.

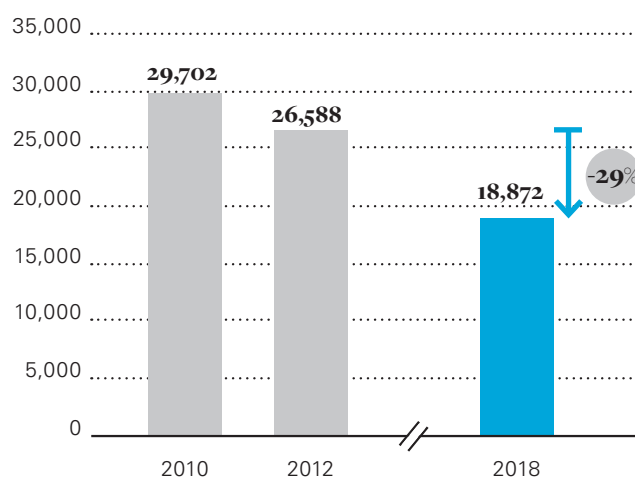
The assessment profiles 34 offices, which is the total open during the entire assessment period of April 2017 to

March 2018. Energy, paper, waste, water, travel and hotel data were analyzed. Resource and consumption data were uploaded to Greenstone’s Enterprise platform to calculate emissions.

Greenstone follows the GHG Protocol, the world’s most widely used greenhouse gas accounting standard for companies. For each country, where available, a country and data source-specific emissions factor is used (e.g. Defra, NGA). If a country specific emissions factor is not available, an international average is provided by the GHG protocol and electricity factors are provided by the IEA.

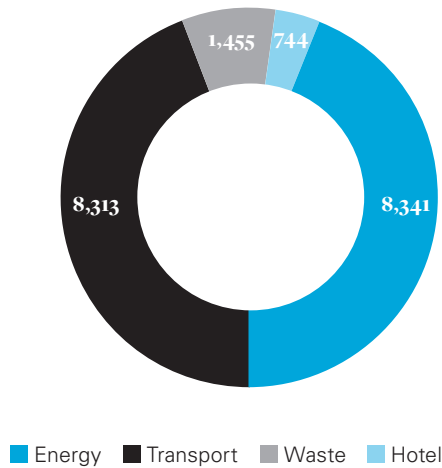
The overall total reported emissions decreased by 36% since 2010 and 29% since 2012, even though the 2018 assessment was more comprehensive than prior years. This represents an average annual decrease of 4.8% since 2012. Our total energy usage reported in our 2018 assessment was 23,549 Megawatt hours.

**2018 Total emissions comparison (tons CO<sub>2</sub>e)**



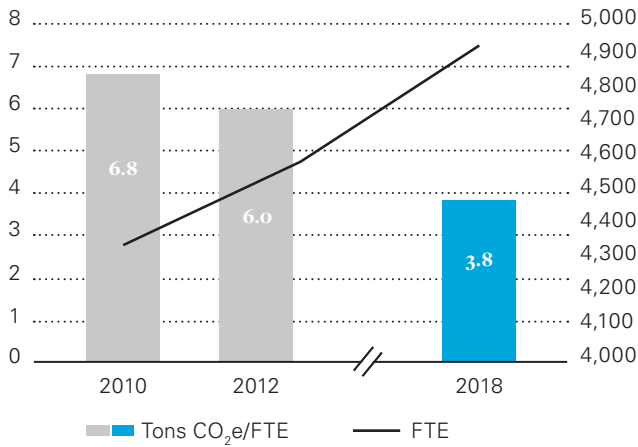
Energy and transportation were the greatest sources of emissions.

**2018 Total emissions comparison (tons CO<sub>2</sub>e)**



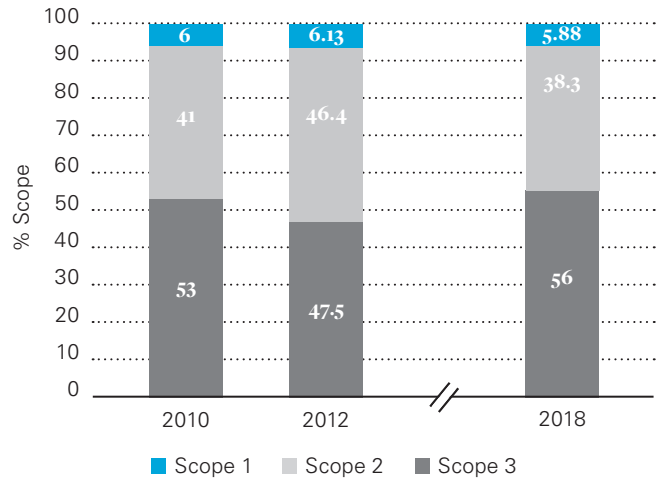
Our overall reported emissions per FTE decreased by 44% since 2010 and 36% since 2012, which is an average annual decrease of 6% since 2012.

**Overall emissions per FTE 2010 – 2018 (tons CO<sub>2</sub>e)**



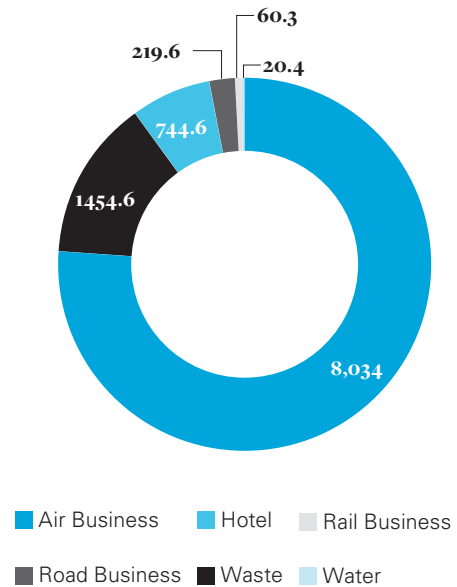
The percentage of emissions by scope has remained largely consistent. Scope 3 remains the largest source of emissions.

**Emissions scope comparison 2010 – 2018 (tons CO<sub>2</sub>e)**



Air travel is the main contributor to Scope 3 emissions.

**2018 Scope 3 emissions by data type (tons CO<sub>2</sub>e)**



## Implementation of our Environmental Management System

In June 2019, our Environmental Sustainability Committee concluded a global pilot for a new Environmental Management System (EMS) that established a set of core practices and formalized plans in each office to continue to reduce our environmental foot print. Many offices had already adapted a wide range of practices, and the full EMS was implemented throughout our offices in the second half of 2019.

The comprehensive list of practices that comprise our **Environmental Management System** can be viewed at Appendix A.

Prior to the introduction of the EMS, the Environmental Sustainability Committee promoted the creation of office 'Green Plans' and shared best practices that resulted in significant improvement over time as noted below.

Our EMS is based on the Law Firm Sustainability Network's American Legal Industry Sustainability Standard (ALISS). Offices receive a Gold, Silver or Bronze score based on the percent of practices implemented. Office managers must also identify which practices not currently in place they plan to introduce in the next six months, one year or two years, and highlight resource needs to do so. The scorecard can be updated on an ongoing basis and scores can change with each update, but it must be completed at least annually.

Completion of the EMS scorecard by each office provides us with comprehensive statistics for the degree of implementation of each practice. Our progress to date includes the following highlights:

- Our London office, our second largest office with more than 800 people, leads our Firm in the sophistication of its environmental practices. It obtained ISO 14001 certification in 2014 and has maintained it each year since. Many of the practices in our EMS are informed by practices already introduced in London.
- 42 of our 44 offices have eliminated or significantly reduced single use plastics and disposable serving wear by taking some of the following steps:
  - Ceramic cups and dishes, glassware and metal cutlery have replaced paper cups and plastic cutlery, and are cleaned by eco-friendly dishwaters

- Water taps and juice dispensers are provided to replace single use plastic bottles

- Snacks are provided in jars rather than individually wrapped

- Our New York office administrators partnered with the New York State Energy Research and Development Authority (NYSERDA) to enhance the design and build-out of nine floors of leased space at 1221 Avenue of the Americas in preparation for its move in the first quarter of 2017. We worked with consultant Robert Derector Associates who modelled the cost of installation, potential electricity savings, and potential NYSEERDA incentives for each of three design options. The result was annual cost savings of US\$390,000 and a 39% reduction in energy consumption. White & Case was recognized by NYSEERDA with its Commercial Tenant Program award.
- We pursue sustainability objectives and promote green practices for all new leases and renovations. Read our **Global Office Design Guidelines** at Appendix B.
- For more than five years, our German offices have participated in a corporate partner certification program of Deutsche Bahn AG, the leading German railway service. Our 2018 certificate stated that 98.4% of our German business travel by rail is long-distance travel using electricity generated from renewable energy, and therefore CO2 free, up from 90.8% in 2017.
- Nine of our offices have been awarded other environmental performance certificates and ratings: two offices have LEED Gold certification, one has a BREEAM Excellent performance rating, and an office in Germany has an Energieausweis certificate. Both of our Australian offices have NABERS (National Australian Built Environment Rating System) Energy performance ratings. Two of our offices are located in LEED Gold Certified buildings and one is in an ISO 14001 rated building. More offices are in the process of receiving such certificates and we aim to achieve LEED certification for all new office construction projects.

Please refer to Appendix C for a list of all our environmental performance certificates.

## Highlights of London Office Environmental Management System 2019

# London Office Environmental Review

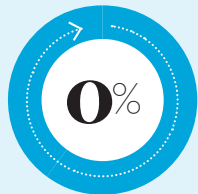
Since achieving ISO 14001 accreditation in 2014 the London Office has worked towards becoming a greener and more sustainable office.

### Waste

Desk bins were removed and recycling points introduced. Since the rollout in 2014 we have saved **180,000** plastic bags from being thrown away.



**Zero waste to landfill.**



All bin bags we still use are biodegradable.

Battery recycling bins were introduced in **2014** and we have since recycled 60 kilograms worth of batteries.

**Clothes** recycling bins were added to all main tea points. All clothes collected are donated to a local homeless shelter.

### Certifications



In 2018 we were awarded a **Platinum City of London Clean City award**. Since 2014 we have also been awarded a **Gold award three times, plus a special commendation in 2017**.

Achieved an **ISO14001** accreditation for the London Office in 2014 and have recently transitioned to the new standard.



### Consumables

In 2015 we replaced all plastic cups and cutlery from tea points with metal cutlery and glasses – saving **26,000** pieces of plastic knives, spoons and forks being thrown away every year.

In 2017 we began using **Caffe Praego** in our coffee machines. For each case of coffee we buy **£3** is donated to **The Point Foundation in Rwanda**, used to help fund education for disabled children.

Follow-Me printing rolled out to the London Office in October 2017. In the first few months of its introduction we saved more than 130,000 sheets of paper from being thrown away. That is the equivalent of **7 trees**.



In **January 2018** we removed paper cups from tea points and replaced them with **ceramic mugs** – saving

**250,000**

paper cups from being thrown away each year.



All **plastic straws** in our staff restaurant have been replaced with **biodegradable ones**.

In January 2018 we installed a **Lotus Pro machine** which converts tap water into a sanitiser and has helped us reduce the number of cleaning chemicals we use.

### Water

Waterless urinals installed in 5 OBS in 2016 and helped us save **473,000 litres** of water in 2017.

### Environment

Since 2016 we have provided weekly fruit baskets to staff. For every basket purchased one fruit tree is planted in Malawi, Africa. Since 2016 we have helped plant 2085 trees.

### Energy

**5 OBS has been supplied with 100% certified renewable energy since 1 April 2016.**

A new air cooling system was installed to the **IT server room** in October 2017. They have since helped us save **141,000 kwh** of energy, equivalent to the annual power consumption of 30 average UK households.

Insulating our **hot water boilers** in 2015 is helping us reduce our energy consumption and emissions.

### Current and Future Projects

Currently in the process of upgrading 3,000 ceiling lights in 5 OBS to LED's. Once complete the project will help reduce our energy consumption and emissions, whilst improving the office environment.



We will be introducing a scheme to donate all food waste from the staff restaurant (**Broad Street Kitchen**) to local charities.



This year we will be installing **bee hives on the roof of 5 OBS.**



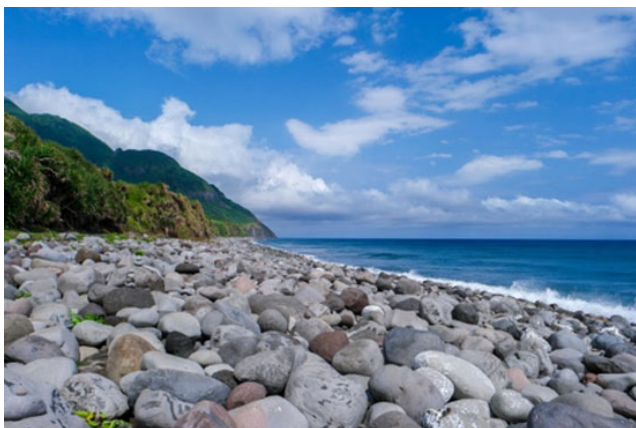
## 2019 Green Campaign Photo Contest Winners



### Americas

**Nadia Navarro Martinez, Mexico City**

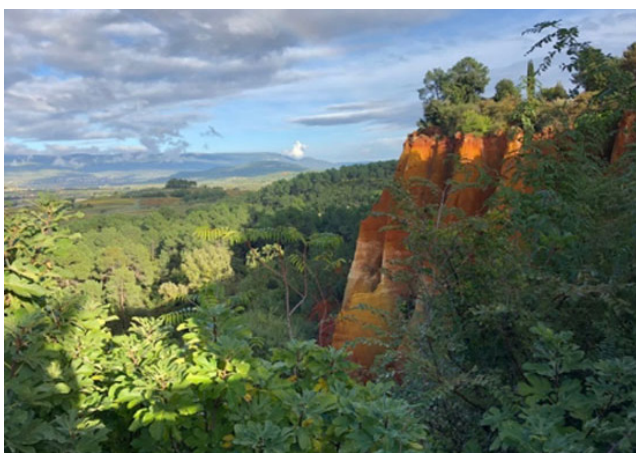
El Chiflón Waterfalls, Chiapas, Mexico



### Asia-Pacific

**Marie Louise Ingeniero, Manila**

Dios Mamajes, Batanes, Philippines



### EMEA

**Céline Martinez, Paris**

Roussillon, France

## Global Technology Services Environmental Practices

We operate regional computer data centers that feature state-of-the-art technology that conserves energy while improving the efficiency and reliability of our technology. Servers and other equipment are managed regionally to reduce our equipment needs and power consumption as much as possible. Our Americas data center uses 100% wind power for electricity generation and our data center in Europe provides us with carbon-neutral power from hydropower sources. Our data center in our Asia-Pacific region also uses 100% renewable energy.

Our technology device recycling vendor adheres to a strict zero landfill and non-export policy for all e-waste. To ensure compliance with this policy, a Certificate of Recycling is provided for all shredded devices.

## Annual Green Campaign

Engaging our employees in our Green Initiative is vital in helping to reduce our energy consumption. Our annual Green Campaign, established in 2013, informs our people about important environmental issues, steps the Firm is taking, and ways we can all play a part in finding solutions.

### Elements of our Green Campaign

- Daily emails, intranet articles and videos educate, highlight work being done and test knowledge with trivia questions.
- We ask lawyers and employees to take a personal Green Pledge to adopt one or more behaviors; more than 2,000 of our people have taken the pledge.
- Contests encourage participation in our campaign. For example, a 'green ideas' contest in 2014 saw more than 650 ideas submitted for new sustainability practices in our offices. After vetting by our Environmental Sustainable Committee, the winning proposals were implemented. Photo competitions to encourage readership have included themes such as 'Environmental Inspirations' and 'Celebrating the Earth'.
- Offices hold talks on key environmental issues by NGO partners such as ZSL (the Zoological Society of London) and Pirika, a Japanese start-up that aims to use technology to solve environmental problems.

□ Offices sponsor volunteer events with an environmental focus, such as:

- Our Beijing office has planted more than 550 pine trees since 2019 and our office in Manila has planted more than 150 seedlings since 2017.
- Our Hong Kong, Manila, Singapore, Shanghai and Tampa offices organize regular beach and bayou clean-ups.
- New York office volunteers assisted at the urban garden for Harlem Grown’s Earth Day of Service, helping 500+ families learn about nutrition and farming.
- Since 2013, more than 200 volunteers in London have supported the horticultural team at ZSL London Zoo.

□ The Firm plants trees on behalf of those who participate in our Global Green Campaign trivia or contest elements. Since 2017, in collaboration with NGO One Tree Planted, we have planted more than 1,500 trees in Ghana and Rwanda.



London office ZSL Volunteering



Shanghai office beach clean-up

Here are examples of our Green Campaign branding from 2017 – 2019:



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## Environmental Pro Bono Projects

Our Global Pro Bono practice has a heavy focus on environmental sustainability work; highlights of our matters are listed here.

- Our lawyers have conducted a legislative review for the development of a Global Pact for the Environment, which is now being explored by the UN. We were retained by the Environment Program of The Cyrus R. Vance Center for International Justice to complete a legislative review integral to the development of this potential future treaty, which included regional and country-specific instruments, multilateral environmental agreements, soft law instruments and the UN Sustainable Development Goals. Read more [here](#).
- We have worked with Conservation International for more than 15 years, which includes advice on the following:
  - The launch of Conservation International Ventures, an environmental investment fund
  - Establishing an endowment for Bird's Head Seascape in Indonesia
  - The transfer of carbon credits to support a partnership that aims to prevent deforestation in the Philippines

Read more about our work with Conservation International [here](#).

- Professors Michael Gerrard and John Dernbach's book *Legal Pathways to Deep Decarbonization in the United States* identifies more than 1,000 options to achieving deep decarbonization in the US—the reduction of US greenhouse gas emissions by at least 80% from 1990 levels by 2050. In collaboration with

the Sabin Center for Climate Change Law at Columbia University and other law firms, we are leading a team to provide the pro bono services needed to turn the book's recommendations into model legal documents for use by policymakers at the local, regional, state and federal levels.

- In terms of ocean conservation, we have advised the following:
  - The Nature Conservancy on establishing a water fund in Jamaica to support conservation project
  - UN partner WaterLex, which aims to improve water governance worldwide, on mapping legal frameworks governing water use. Read more [here](#).
  - Islands First, which helps small island nations engage at the UN to protect our climate and oceans, on the sustainable use of the maritime environment in areas beyond any national jurisdiction
- London lawyers have provided IP advice to the Zoological Society of London on a cutting-edge wildlife and threat monitoring system designed for the world's most demanding environments. Read more about this work [here](#).
- Corporate advice has been delivered to the Forest School, which provides learning experiences for children and young people in a woodland setting, and the Forest Recycling Project, which supports recycling in north London.



# Appendix A

## Environmental Management System Framework for Office Operations

February 2020

Based on the American Legal Industry Sustainability Standards (ALISS) developed by the Law Firm Sustainability Network. The pilot was completed in seven offices in June 2019; it was implemented in all offices during the second half of 2019.

### Procedure

Each office completes this online survey of its practices at least annually. It can be updated at any time. For each practice, offices report if it is already implemented, in process, not implemented, or not relevant. If not all practices are in place, offices also identify which practices they will implement in the next six months, one year and two years.

Gold, Silver or Bronze Ratings are awarded based on percent implementation of the practices: Bronze = 50% or more achieved, Silver = 65% or more achieved, Gold = 80% or more achieved.

### Office Practices for Environmental Sustainability

Type of Activity and Objective	Practices
<b>Travel</b> Reduce unnecessary travel and encourage people to use environmentally friendly travel options.	<ul style="list-style-type: none"><li><input type="checkbox"/> Method in place for applying Global Travel Policy</li><li><input type="checkbox"/> Travel hierarchy in place with vendors and communicated internally, e.g., prefer train vs. plane</li><li><input type="checkbox"/> Vendors used for reservations (report usage rate)</li><li><input type="checkbox"/> Participate in eco-travel external programs, e.g., Deutsche Bahn, offsets</li><li><input type="checkbox"/> High-definition videoconference facilities available</li><li><input type="checkbox"/> Telepresence capability in place</li><li><input type="checkbox"/> Green taxi preferred vendor program in place (report usage rate)</li><li><input type="checkbox"/> Guest Services Team uses bike couriers versus car whenever circumstances allow (report usage rate)</li><li><input type="checkbox"/> Mass transit programs/incentives available</li><li><input type="checkbox"/> Secure bike parking provided onsite</li><li><input type="checkbox"/> Showers provided onsite for people who ride/run to work</li></ul>

Type of Activity and Objective	Practices
<p><b>Sustainable Operations</b></p> <p>Operate as a “greener” law firm by reducing paper consumption, increasing recycling, eliminating plastics, etc.</p>	<ul style="list-style-type: none"> <li>□ Paper: <ul style="list-style-type: none"> <li>- Double-sided printing default</li> <li>- 80g paper in printers unless requirement for heavier paper</li> <li>- Forest Stewardship Council (FSC) paper is standard</li> <li>- Follow me printing implemented</li> <li>- Reviews all stationery items periodically to see if better alternatives to most heavily used items</li> </ul> </li> <li>□ No single use plastics in: <ul style="list-style-type: none"> <li>- Pantries</li> <li>- Cafes</li> <li>- Client spaces</li> </ul> </li> <li>□ Ceramic plates, cutlery and glasses in the following (in lieu of paper and plastic): <ul style="list-style-type: none"> <li>- Pantries</li> <li>- Cafes</li> <li>- Client spaces</li> </ul> </li> <li>□ Recycling and reuse: <ul style="list-style-type: none"> <li>- Participates in municipal recycling program</li> <li>- Private recycling vendor</li> <li>- Reuses office supplies</li> <li>- Reuses packing materials</li> <li>- Compost waste stream</li> </ul> </li> <li>□ Bins: <ul style="list-style-type: none"> <li>- Biodegradable bags in trash bins</li> <li>- If use blue recycling bins at workstations, no liners used</li> <li>- Eliminated desk bins in lieu of central bin stations</li> </ul> </li> <li>□ Food and drink: <ul style="list-style-type: none"> <li>- Still and sparkling water taps in pantries and cafes</li> <li>- Sustainable coffee practices (describe, e.g., bulk beans, fair trade, recycling programs)</li> <li>- Bulk snacks in pantries</li> <li>- Emphasis on plant-based catering and local food/materials</li> </ul> </li> <li>□ Worked with suppliers/landlord to institute green cleaning products</li> </ul>
<p><b>Water</b></p> <p>Reduce water consumption and increase efficiency.</p>	<ul style="list-style-type: none"> <li>□ Leak detection alarms installed</li> <li>□ Usage reviewed quarterly</li> <li>□ All possible techniques to reduce water consumption implemented</li> </ul>
<p><b>Supply Chain</b></p> <p>Seek vendors who demonstrate sustainability or encourage existing vendors to become more sustainable.</p>	<ul style="list-style-type: none"> <li>□ Complies with the Procurement Policy and involves procurement team per policy, e.g., seeks suppliers who hold environmental credentials and support our sustainability goals</li> </ul>

Type of Activity and Objective	Practices
<p><b>Electricity, Fuel and Refrigerants</b></p> <p>Reduce energy consumption and increase efficiency. (Some tasks may be done by landlord.)</p>	<ul style="list-style-type: none"> <li>□ Light sensors used in: <ul style="list-style-type: none"> <li>- Common areas, e.g., bathrooms, storerooms, conference rooms, open plan space</li> <li>- Private and shared offices</li> <li>- Office-wide</li> </ul> </li> <li>□ LED lights installed (report percentage of office light fittings that are LED)</li> <li>□ Lighting fixtures, diffusers and lamps cleaned according to schedule (or ensure landlord does)</li> <li>□ Oversight method in place where manual controls exist, e.g., floor monitors, cleaning staff role</li> <li>□ Outdoor lighting is off during the day</li> <li>□ HVAC adjusted outside of office hours and seasonally (or ensure landlord does)</li> <li>□ HVAC and refrigeration systems serviced according to schedule, including filters, and ducts inspected for proper seal (or ensure landlord does)</li> <li>□ Appliances meet current efficiency standards</li> <li>□ Building automation and control system in place to optimize comfort and energy efficiency</li> <li>□ Renewable energy purchased via landlord or utility</li> </ul>
<p><b>Meetings &amp; Events</b></p> <p>Choose locations and services that reduce consumption and waste.</p>	<ul style="list-style-type: none"> <li>□ Event caterers, décor and gifts follow same guidelines as for office operations: <ul style="list-style-type: none"> <li>- No single use plastics</li> <li>- Emphasis on plant-based foods and local suppliers</li> </ul> </li> <li>□ Donate leftover food from events</li> </ul>
<p><b>Employee Engagement</b></p> <p>Offer ways for employees to learn, participate or volunteer.</p>	<ul style="list-style-type: none"> <li>□ Organize at least one environment-related volunteer event annually</li> <li>□ Promote global Green Campaigns in office</li> <li>□ Institute an office campaign or contest to promote individual action, e.g., green commuting/bike program, provide mugs, other creative actions</li> </ul>
<p><b>Internal Communications</b></p> <p>Ensure employees are aware of office practices.</p>	<ul style="list-style-type: none"> <li>□ Informs employees about office practices via, e.g., signage, Town Halls, other communications</li> <li>□ Includes in new employee induction process, e.g., Firm programs and what each person can do, e.g., turning off lights, using the correct bin</li> </ul>
<p><b>Reporting and Certifications</b></p> <p>Seek independent evaluation and assess performance against external standards.</p>	<ul style="list-style-type: none"> <li>□ Enter data into online portal at least annually for White &amp; Case Greenhouse Gas Emissions Assessment</li> <li>□ Have energy company do a free audit and incorporate findings into EMS action steps</li> <li>□ Create a waste stream document that captures every waste stream for that office</li> <li>□ Has begun process of being evaluated for an external certification</li> <li>□ Achieved a basic certification, e.g., One or Two Green Globes, Certified or Silver LEED (building status and office space status), local market recognition</li> <li>□ Achieved a higher order certification, e.g., 3 or 4 Green Globes, Gold or Platinum LEED (building status and office space status)</li> <li>□ Achieved ISO 14001</li> </ul>

# Appendix B

## Sustainable Global Office Design Guidelines

As of June 2019

Our Global Office Design Guidelines have been implemented in the intensive research and design work completed for our new office in New York and for other recent moves and renovations of our offices.

Our evolving Guidelines are intended to serve as a repository of our learned experience and to be used for the benefit of future office projects, while recognizing that design requirements will differ for each office.

We want each of our offices to be a great place to work, and these guidelines will help us on the journey to achieving that ambition.

We pursue sustainability objectives for all new leases and renovations to promote green practices, as set out below:

### What do we want to achieve?

- Increased awareness of and responsibility for sustainable management practices
- A reduced carbon footprint
- Use of fewer resources
- Designs that facilitate the adoption of sustainable management practices
- LEED (or comparable) certification for new office construction projects

### How do we design our space to achieve these goals?

#### We strive for:

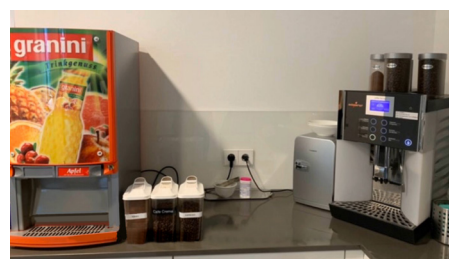
- Local sourcing of construction materials, furniture and technology when in design and construction phase
- Design storage for and provide re-useable dishes and utensils
- Built-in recycling for as many materials as local law allows; reduction or elimination of individual workstation trashcans



Nur Sultan building's LEED Gold plaque



Reusable dishes and cutlery in Boston



WMF coffee machines and juice dispensers in Frankfurt



- An identified local team dedicated to promoting and helping us reach our sustainability goals
- Light sensors and LED bulbs as standard for new offices and renovations
- Offices located in buildings with green certifications or systems e.g. LEED and BREAM certification; heat pumps and geothermal system
- Office locations near public transit;
- Providing facilities to encourage cycling to work e.g. bicycle storage, showers
- Electric vehicle charging stations where relevant
- Provide technology that makes video conferencing easy and limits unnecessary travel e.g. Telepresence rooms

**We also consider:**

- HVAC system efficiency at a set standard
- When searching for new properties, strive for direct contracting for renewable energy available to tenants
- Sub-metering to allow for renewables contracting
- Adopting sustainable materials policies e.g. mandating recycled content carpet, Forest Stewardship Council wood products, or low volatile organic compound paints
- Performing an energy audit before every major renovation
- Pantries with both filtered sparkling and still water on tap to reduce the number of canned sodas
- Coffee machines with bulk fair trade coffee beans (bean to cup solutions) and no single use machines
- High efficiency professional dishwashers
- Leak detection alarms
- Waterless urinals where we are altering restrooms



Bicycle storage in our new Houston building



Recycle bins in London



No individually wrapped snacks or sugar in Dubai

# Appendix C

## Environmental Performance Certification per office

February 2020

### Firm offices that have received an environmental certification

Office	Environmental Performance Certificate
Berlin	Energieausweis
London	ISO 14001
New York	LEED Gold

### Firm offices located in buildings that have received an environmental certification

Office	Environmental Performance Certificate
Beijing	ISO 14001
Dusseldorf	BREEAM DE
Hamburg	LEED Silver
Los Angeles	LEED Gold
Melbourne	3.0 Star NABERS Base Building Energy Rating and a 3.0 Star Base Building
Nur-Sultan	LEED Gold
Prague	LEED Gold
Shanghai	<ul style="list-style-type: none"><li>□ 'Green Building' issued by Shanghai Government, Jing'an District</li><li>□ 'Pioneer Demonstration Service'</li><li>□ 'Role Model of Property Management'</li><li>□ '3 A Enterprises' issued by the Committee of Shanghai Property Management Industry</li></ul>
Sydney	4.0 star NABERS (National Australian Built Environment Rating System) Energy performance rating
Washington, DC	LEED Gold
Warsaw	BREEAM Excellent



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