



WHITE & CASE

Global  
Citizenship

# Environmental Sustainability Report

Updated November 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 GC review network of 46 locations in 30 countries that reduce the environmental footprint of our operations, our employees and our suppliers.

Please read more about our Green Initiative in our 2019 Global Citizenship Review [here](#).

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 39 representatives from our office and regional administration in the Americas, EMEA and Asia-Pacific, 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 relationship 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. Our policy states the following:

### 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 measures 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.

### Measuring 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. In the first quarter of 2021 we will conduct assessments of our emissions during 2019 and 2020.

Our key findings are threefold (prior to the impact of COVID-19 closures):

1. Since 2012, our total reported emissions have decreased by 29 percent and per FTE by 36 percent. This is a combination of decreased consumption (including due to the New York office 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 percent each.
3. According to an analysis of sites where comparable data is available, we have reduced our electricity consumption by 37 percent since 2012.

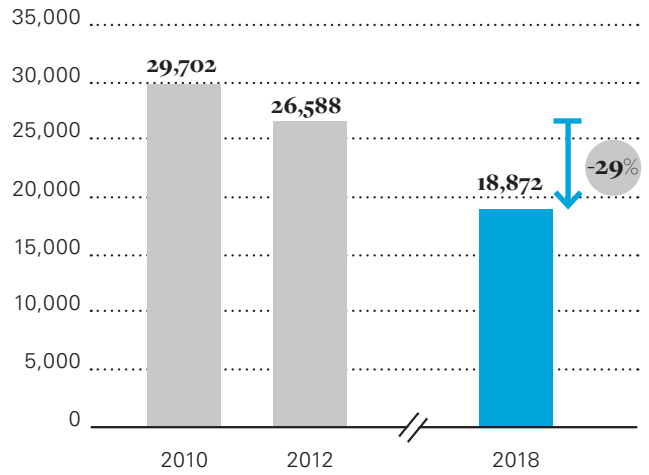
Greenstone chose seven companies with comparable global footprints to White & Case as anonymous benchmarks, which showed that we are performing well comparatively.

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.

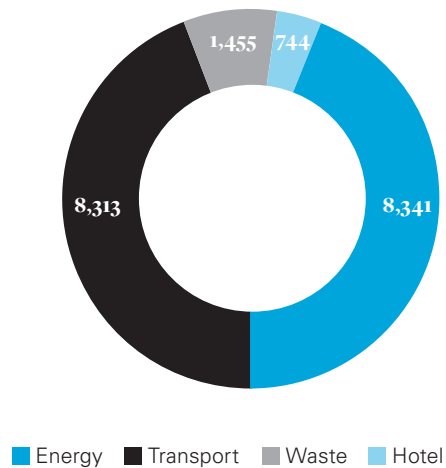
The overall total reported emissions decreased by 36 percent since 2010 and 29 percent since 2012, even though the 2018 assessment was more comprehensive than prior years. This represents an average annual decrease of 4.8 percent since 2012. Our total energy usage reported in our 2018 assessment was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

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



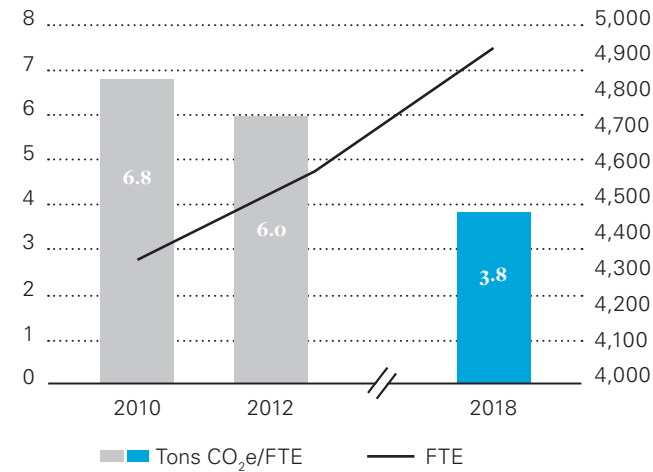
Energy and transportation were the greatest sources of emissions.

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



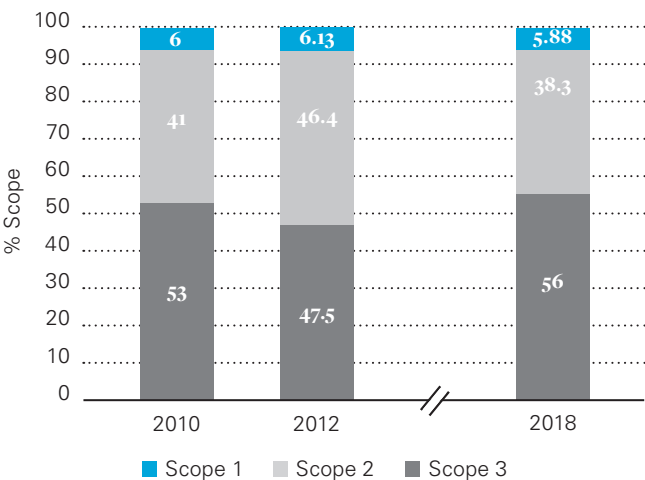
Our overall reported emissions per FTE decreased by 44 percent since 2010 and 36 percent since 2012, which is an average annual decrease of 6 percent since 2012.

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



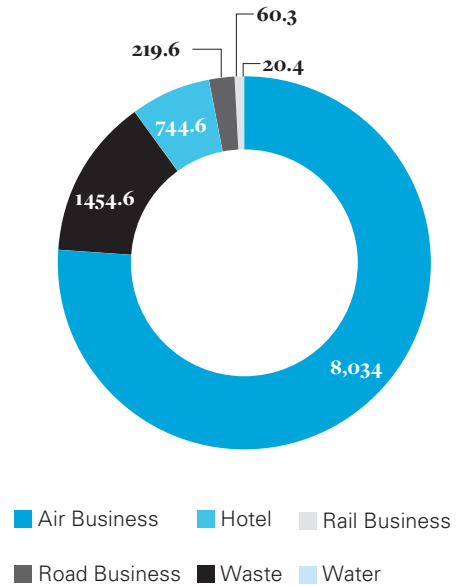
The percentage of emissions by scope has remained largely consistent. Scope 3 remains the largest source of emissions.

### 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)



## Implementing 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 footprint. Many offices already had adapted a wide range of practices, and the full EMS was implemented throughout our offices in the second half of 2019.

Our EMS is based on the Law Firm Sustainability Network’s American Legal Industry Sustainability Standard (ALISS). We generated excitement and motivation amongst our office managers by including an element of competition, in the survey with each participating office receiving a score based on the percentage of practices implemented: Gold (80 percent or more achieved), Silver (65 percent or more achieved) and Bronze (50 percent or more achieved). sixteen our offices received Gold accreditation, 17 offices achieved Silver, nine offices achieved Bronze and only one was not ranked.

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Completion of the EMS scorecard by each office provides us with comprehensive statistics for the degree of implementation of each practice. Out of a total of 46 Locations (44 offices and two shared services facilities), 43 completed the EMS survey. Our locations range in size from four employees to more than 850 employees. Please see the table on page 5 for a summary of responses.

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. Find out more in the [London Office Environmental Sustainability Report 2019](#). The building in which our Beijing office is located also has ISO 14001 accreditation.
  - Our offices in Stockholm and London purchase renewable energy and, as of January 2020, all of our German offices (Berlin, Dusseldorf, Frankfurt and Hamburg) have made the switch to renewable energy sources.
  - Forty-two of our 46 offices have eliminated or significantly reduced single use plastics and disposable serving wear by taking 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
    - In 2020 our London office introduced mixed recycling bins and Vegware, which is a range of plant-based compostable packaging made from plants using renewable, lower carbon, recycled or reclaimed materials. The waste will be turned into nutrient-rich compost to feed future crops at a local composting facility.
  - 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 Director 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 seven years, our German offices have participated in a corporate partner certification program of Deutsche Bahn AG, the leading German railway service. Our 2019 certificate stated that 92.31% of our German business travel by rail is long-distance travel using electricity generated from renewable energy, and therefore CO2 free.
  - 20 of our offices have received or are located in buildings that have received environmental performance certificates and ratings. Our Berlin office has an Energieausweis certificate, London has ISO 14001 certification and Houston, New York and Washington, DC have LEED Gold Certification. Five offices are located in LEED Gold certified buildings, three are in Platinum certified buildings, Warsaw is located in a BREEAM Excellent performance rated building and our Beijing office's building has ISO 14001 certification. Both of our Australian offices have NABERS (National Australian Built Environment Rating System) Energy performance ratings.
  - 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

## 2020 Environmental Management Survey Results

### Percent of offices responding "yes"

Travel		Sustainable Operations	
High-definition videoconference facilities available	100%	Meetings and events:	
Secure bike parking provided onsite	84%	No single use plastics	86%
Showers provided onsite for people who ride/run to work	77%	Reuse office supplies	81%
Telepresence capability in place	67%	Still and sparkling water taps in pantries and cafes	81%
Method in place for applying Global Travel Policy	65%	Sustainable coffee practices	81%
Vendors used for reservations	65%	Reuse packing materials	77%
Use of bike couriers versus car whenever circumstances allow	51%	Participate in municipal recycling system	77%
Travel hierarchy in place with vendors and communicated internally	26%	Bulk snacks in pantries	74%
Mass transit programs/incentives available	26%	Emphasis on plant-based foods and local suppliers	70%
Participate in eco-travel external program	12%	Private recycling vendor	65%
Green taxi preferred vendor program in place	9%	Emphasis on plant-based catering and local food/materials	63%
<b>Electricity</b>		Biodegradable bags in trash bins	60%
All appliances meet current efficiency standards	98%	If recycling bins at workstations, no liners used	60%
HVAC and refrigeration systems serviced according to schedule, including filters, and ducts inspected for proper seal (or ensure landlord does)	95%	Worked with suppliers/landlord to institute green cleaning products	56%
HVAC adjusted outside of office hours and seasonally (or ensure landlord does)	93%	Eliminated desk bins in lieu of central bin stations	42%
Lighting fixtures, diffusers and lamps cleaned according to schedule (or ensure landlord does)	91%	Compost waste stream	33%
LED lights installed	86%	Donate leftover food from events	35%
Building automation and control system in place to optimize comfort and energy efficiency	79%	<b>Water</b>	
Oversight method in place where manual controls exist	77%	Leak detection alarms installed	51%
Light sensors used in common areas	67%	All possible techniques to reduce water consumption implemented	42%
Outdoor lighting is off during the day	56%	Usage reviewed quarterly	37%
Light sensors used in private and shared offices	51%	<b>Supply chain</b>	
Light sensors used office-wide	42%	Complies with the Procurement Policy and involves procurement team per policy	72%
Renewable energy purchased via landlord or utility	30%	<b>Employee engagement</b>	
<b>Sustainable operations</b>		Promoted annual global Green Campaign in office	74%
80g paper or lighter in printers etc. unless requirement for heavier paper.	98%	Instituted an office campaign or contest to promote individual action	49%
Ceramic plates, cutlery and glasses in client spaces	95%	Organized at least one environment-related volunteer event in last twelve months	47%
Ceramic plates, cutlery and glasses in pantries	95%	<b>Internal communications</b>	
No single use plastics in client spaces	91%	Informs employees about office practices	91%
No single use plastics in pantries	86%	Includes in new employee induction process a description of the Firm's programs and what each person can do	70%
Double-sided printing default	81%	<b>Reporting and certifications</b>	
Purchase best available sustainable versions of most heavily used stationery items	81%	Entered data into online portal for most recent Greenhouse Gas Emissions Assessment	51%
Ceramic plates, cutlery and glasses in cafes	72%	Achieved external certifications	16%
No single use plastics in cafe	63%	Created a waste stream document that captures every waste stream for the office	12%
Forest Stewardship Council (FSC) paper is standard	60%	Had energy company do a free audit and incorporated findings into EMS practices	9%
"Follow me Printing" implemented	42%	Achieved ISO 14001	5%

## Highlights of London Office Environmental Management System

# London Office 2019 Environmental Review

In 2018, the London office set itself targets for 2019, focusing on reducing our emissions from energy consumption, reducing and recycling more of our waste and ensuring that we retain our ISO 14001 accreditation. The following highlights how we did.

### Waste

**Zero**  
waste to landfill.



In January 2019, we provided all employees with their own Keep Cups. Of all coffee sold in BSK 27% were in reusable cups.



General waste fell by 36%. ↓\*

Food waste fell by 33%. ↓\*

By reducing the amount of food served in Client Suite meetings and re-purposing excess ingredients in the kitchen Bartlett Mitchell have helped reduce food waste by 33%.



Follow-Me Printing has helped us reduce paper consumption by **333,000** sheets of paper.



The equivalent of **30** trees.

### Biodiversity

Since 2016 we have provided weekly fruit baskets to the office. For every basket purchased one fruit tree is planted in Malawi, Africa. In 2019 we helped plant **1,224 fruit trees**.



### Business Travel

Both our preferred taxi providers Addison Lee and Gett Taxi now offset all journeys made through them. In 2019 over **34 tonnes** of CO2 were offset.



### Recycling



**83%** of our waste in 2018 was recycled. **17%** was sent to energy from waste plants.

Aluminum can recycling was up by **300%** whilst plastic recycling was up **100%**.



### Certifications

Have held an **ISO 14001** accreditation since 2014 and in 2019 successfully transitioned to the new standard.



For a third year in a row we were one of only thirty firms to win a **Platinum Award** in the City of London Clean City Awards.

### Water

Water usage was down by **26%**. ↓\*\*

### Social Responsibility



Through our partnership with Caffe Praego for each case of coffee we buy, £3 is donated to The Point Foundation in Rwanda. A non-profit organisation committed to creating better life opportunities for children and youth living in social poverty.

We collected **19 bags** worth of clothes for the **Whitechapel Mission**. A local charity, which serves the homeless and marginalised people in the community.



### Energy

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



Gas usage fell by **26%**. ↓\*\*

Overall carbon emissions were down **3%**. \*\*

Replaced remaining fluorescent lights in OBS with LED's and installed new controllers to the extract fan in BSK which saved over 27,000 kwh of energy.



This has helped reduce energy usage by **36%**. ↓\*\*

\* Figures compared to 2015 per person average | \*\* Figures compared to 2013 per person average

## 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 percent 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.

## Goals and Targets

We have set the following formal goals:

- Beginning with our 2018 emissions assessment, we will conduct bi-annual assessments with the goal that no offices will require extrapolation, e.g., all relevant emissions data will be collected from 100 percent of our offices bi-annually and entered into our Greenstone portal. For our 2018 assessment, eight of the total 34 offices required extrapolation.
- After completion of our 2019 and 2010 emission assessments, we will determine whether to establish a science-based target for further emission reduction.
- We are working to obtain ISO 14001 for our New York and Stockholm offices.
- We are pursuing the purchase of renewable energy in every office where that is possible.
- 100% of our offices complete the EMS annually.

## Annual Green Campaign

Engaging our employees in our Green Initiative is vital in helping to reduce our energy consumption. Our annual week-long 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, trivia quizzes and videos educate, highlight work being done and test knowledge.
- During our Green Campaigns and throughout the year, we encourage lawyers and employees to adopt sustainable behaviors. In 2020, our 'Green Challenge' consisted of actions relating to food, materials and energy. Highlights from those who submitted responses included:
  - 60 percent pledged to order a professional energy audit of their homes
  - 60 percent committed to sign up for their utility company's clean/renewable energy option
  - 80 percent are already reducing their use of single-use plastics and replacing them with more durable options
  - 70 percent have already replaced incandescent lightbulbs in their homes with LED bulbs.
- Many people created their own green actions, including commitments to:
  - Offset carbon produced by travel and lifestyle
  - Support organizations that reduce ocean plastics
  - Educate friends and family by sharing best practices
- 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 engagement have included themes such as 'Environmental Inspirations' and 'Celebrating the Earth'.

- We recognize 'Green Champions' in each region, who have demonstrated outstanding leadership to implement Firm sustainability measures. As an example, here are our 2020 Green Champions from our EMEA region:



Leads London's environmental work and maintains our ISO 14001

**Giuseppe Cocca**

Facilities Specialist, London



Significantly reduced single-use plastics Firm-wide

**Hermann Schurig**

Global Guest Experience Specialist, London



Implemented sustainable practices at the World Cup and purchased renewable energy of our German offices

**Jana Weidig**

Head of Operations, Germany



Eliminated single-use plastics at the Russian Jessup Competition

**Irina Yakusheva**

Graduate Recruitment and Professional Development, Moscow

- Offices hold talks on key environmental issues by NGO partners as ZSL and Pirika, a start-up aims to environment. In 2020, we hosted a global webinar at which ZSL (the Zoological Society of London) discussed the connection between zoonotic diseases and the unregulated wildlife trade.

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

- Our Beijing office has planted more than 550 pine trees since 2009 and our office in Manila has planted more than 245 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 220 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 2,000 trees in Ghana and Rwanda. Through our London office partnership with Fruitful Office, who plant one tree in Malawi per weekly fruit basket supplied, more than 4,521 trees have been planted.



London office ZSL Volunteering



Shanghai office beach clean-up



Here are examples of our Green Campaign communications from 2017 – 2020:

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Oceans Week June 5 – 9, 2017

# Think blue Go green

 Don't miss this week's daily emails and Connect posts
  Be informed
  Take personal action
  Test your knowledge in the Oceans Quiz

“  
**No water, no life.  
 No blue, no green.**

Sylvia Alice Earle, a marine biologist, explorer and author

SOCIAL RESPONSIBILITY  
 PRO BONO • LEGAL EDUCATION • VOLUNTEERISM • CHARITABLE CONTRIBUTIONS • GREEN INITIATIVE



# There is no Planet B

## Earth Week

**JUNE 3 – 7, 2019**

Catch up on the latest environmental news  
 Learn about steps the Firm is taking  
 Test your knowledge with our Trivia Quiz  
 Enter our Celebrate the Planet Photo Contest

Type “Earth” in the Connect search box to learn more and get involved.

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OCEANS WEEK 2018

# Join the wave of change

**Reduce plastics. Save our oceans.**

-  Take the Plastics Pledge
-  Test your knowledge with the Oceans Week Trivia Quiz
-  Share your tips on reducing plastics

Type “oceans” in the Connect search box to learn more and get involved.



“  
**The greatest threat to our planet is the belief that someone else will save it.**

Robert Swan, polar explorer and environmentalist

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# GREEN action WEEK

Learn about steps the Firm is taking    Meet our Green Champions    Join our Green Challenge    Take the Green Trivia Quiz

Type “green” in the Connect search box to learn more and get involved

July 13 – 17, 2020

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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](#).
- In 2019, we worked as part of a consortium of law firms under the auspices of the Cyrus R. Vance Center for International Justice to assess existing constitutions and laws in 193 countries to inform a report to the UN Human Rights Council on the right of citizens to a healthy environment. UN Special Rapporteur on Human Rights and the Environment, Dr. David R. Boyd, which was presented in the following [report](#) and included a summary of what is already in place around the world and a number of recommendations for the UN to consider. The objective is a UN resolution recognizing that the right to a healthy environment is a fundamental human right that belongs to every person, no matter where they live. Read more about this work [here](#).
- We recently worked on two court cases addressing water pollution at opposite ends of the United States: Cape Cod, Massachusetts, and Maui, Hawaii. Both cases consider the impact of groundwater pollution on surface water and concern recent changes in the federal government's interpretation of how the Clean Water Act applies to groundwater pollution sources that ultimately impact surface waters. In April 2020, the Supreme Court issued a ruling in the case of *County of Maui v. Hawaii Wildlife Fund*, and held that a permit is required for pollutant discharges that travel through groundwater to surface water when those discharges are the "functional equivalent" of direct discharges to surface water. Read more about this work [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](#).

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 ZSL (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.

Read our [2019 Global Citizenship Review](#) to find out more about White & Case's Global Pro Bono Practice

# Appendix A

## Environmental Management System Framework for Office Operations

As of November 2020

Our Environmental Management System is 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 percent or more achieved, Silver = 65 percent or more achieved, Gold = 80 percent 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>- Cafés</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>- Cafés</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> <li>□ Meetings &amp; 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>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>

Type of Activity and Objective	Practices
<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>
<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>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 November 2020

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:

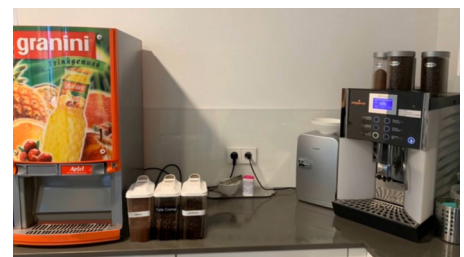
- Local sourcing of construction materials, furniture and technology when in design and construction phase
- Design storage for and provide re-useable dishes and utensils
- Built-in recycling for as many materials as local law allows; reduction or elimination of individual workstation trashcans



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 systems
- 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

As of November 2020

### Firm offices that have received an environmental certification

Office	Environmental Performance Certificate
Berlin	Energieausweis
Houston	LEED Gold
London	ISO 14001
New York	LEED Gold
Washington, DC	LEED certification

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

Office	Environmental Performance Certificate
Beijing	ISO 14001 and LEED Platinum
Boston	LEED Gold
Dusseldorf	BREEAM DE
Hamburg	LEED Silver
Houston	LEED Platinum
Jakarta	Platinum certificate Green Building Council Indonesia
Los Angeles	LEED Platinum
Melbourne	3.5 star NABERS Base Building Energy rating, 3.5 star Water rating and 4.5 star Indoor Environment Base Building rating
Miami	LEED Gold
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>



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Office	Environmental Performance Certificate
<b>Sydney</b>	5.0 star NABERS Energy Base rating
<b>Washington, DC</b>	LEED Gold
<b>Warsaw</b>	BREEAM Excellent

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