



# Environmental Sustainability Report

As of December 2022

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 45 locations in 31 countries that reduce the environmental footprint of our operations, our employees and our suppliers.

Please read more about our Green Initiative in our 2021 Global Citizenship Review [here](#).

## ESG advice to our clients

Our [ESG and Sustainability Group](#) brings together our [Environment & Climate Change, Business & Human Rights](#) and [Public Company Advisory](#) practices to help companies, financial institutions, sovereigns, investors and other stakeholders navigate ESG and sustainability issues.

Our [Energy Transition Focus Group](#) aims to navigate the global energy sector's transformation and leverage our experience and global resources. Lawyers across all of our practice areas work on matters relating to the monetization of projects, corporate venturing and investments into transition assets, green bonds and finance with ESG requirements, renewable energy project development and financing, energy/environmental-related litigation and the development of new technologies.

## Governance, Stakeholder Engagement & Policy

This year, we appointed a Global Environmental Sustainability Manager to oversee sustainability practices at the Firm. Our Environmental Sustainability Committee comprises more than 40 representatives from our office and regional administration in the Americas, Asia-Pacific and EMEA.

White & Case is a signatory to the UN Global Compact and we report on our environmental sustainability activities each year. Read our 2022 Communication on Progress [here](#). 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). In 2022, we began to report to CDP on its Climate Change questionnaire.

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 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

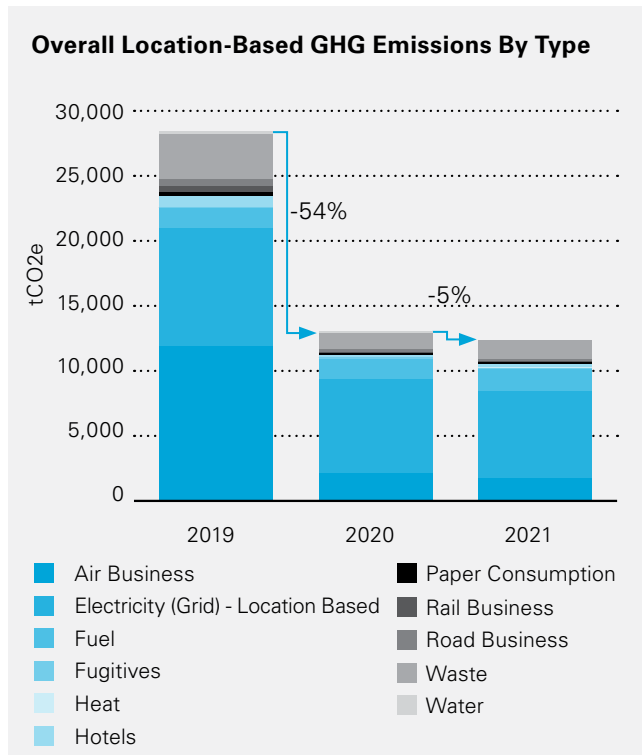
Our annual Carbon Emissions Assessment is produced by consultancy [Greenstone](#), who provide external validation of our carbon footprint. The annual assessment accounts for both market-based and location-based emissions calculations. In the latest assessment we expanded the number of categories included in Scope 3 to gain a better understanding of total emissions in our value chain.

Greenstone completed analysis of our 2021 data in July 2022. Key findings include:

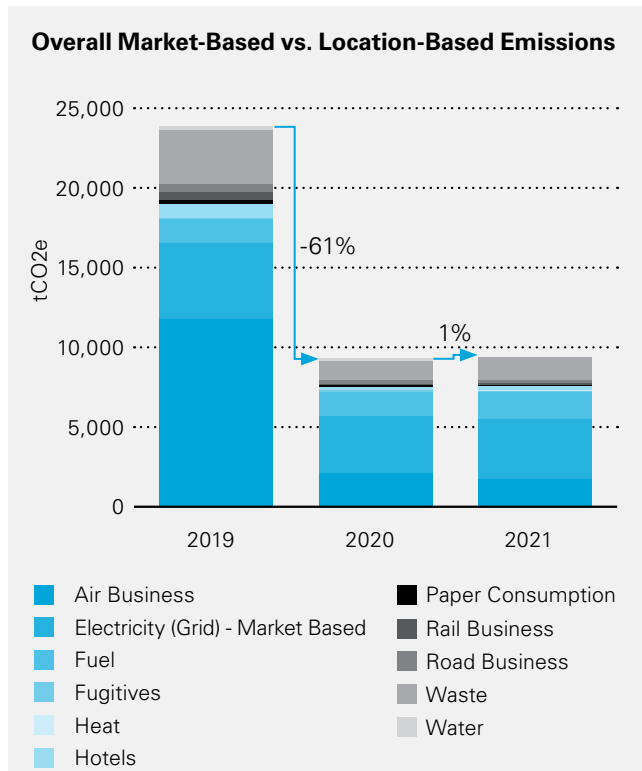
- While the Firm has continued to grow globally with a three percent increase in floor space and a five percent increase in FTE, total location-based emissions have decreased by 5 percent from 2020 to 2021;
- More offices began procuring green energy in 2021. Renewable energy is now approximately 27 percent of our electricity usage
- The overall emissions per FTE between 2020 and 2021 have dropped by 5 percent; and
- With the inclusion of additional Scope 3 categories, purchased good and services is now the largest source of the total emissions in 2021 at 61 percent.

The assessment profiles 45 offices and analyses energy, paper, waste, water, travel and hotel data. Greenstone’s Enterprise platform calculated emissions based on the resource and consumption data provided locally by each office.

Greenstone follows the GHG Protocol, the world’s most widely used greenhouse gas accounting standard for companies. For each country, where available, a data country-specific emissions factor is used (e.g. Defra and 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.



Increased purchasing of renewable energy in both years resulted in market-based emissions of 9,481 tCO2e in 2020 and 9,607 tCO2e in 2021.



In 2021, due to the continued impact of the pandemic, Scope 2 remained our largest scope of emissions at 54.5 percent of our total emissions. Air travel, in Scope 3, remained at 14 percent of our overall emissions from 2020 into 2021.

### Emissions by Scope

	Scope 1 (tCO <sub>2</sub> e)	Scope 2 (tCO <sub>2</sub> e)	Scope 3 (tCO <sub>2</sub> e)	Total (Market -Based)
<b>2020</b>	1,658	7,237	4,228	9,478
<b>2021</b>	1,777	7,128	3,883	9,531

### Overall Consumption

Emissions Type	Units	2019	2020	2021	% Change (2019/2020)	% Change (2020/2021)
<b>Air Business</b>	P Km	84,219,054	17,094,780	13,649,939	-80%	-20%
<b>Electricity - Standard Grid</b>	kWh	13,941,814	11,340,940	13,121,028	-19%	16%
<b>Electricity - Green Tariff</b>	kWh	5,019,261	4,714,258	5,043,906	-6%	7%
<b>Heat</b>	kWh	N/A	N/A	201,098	-	-
<b>Fugitives</b>	Tonne	0.13	1.44	7.56	999%	425%
<b>Hotels</b>	Night	24,077	6,021	7,978	-75%	32%
<b>Paper Consumption</b>	Tonne	285	130	117	-54%	-10%
<b>Rail Business</b>	P Km	4,877,889	947,650	920,320	-81%	-3%
<b>Road Business</b>	Km	2,327,009	889,486	811,886	-62%	-9%
<b>Waste</b>	Tonne	6,307	2,561	4,338	-59%	69%
<b>Water</b>	Litre	548,001,199	247,590,742	252,383,488	-55%	1%

It is important to the Firm to account for emissions across the value chain and to make improvements to existing carbon accounting methodology where possible. This year we have captured emissions data from purchased good and services and capital goods within the annual carbon assessment. This creates a more accurate measurement of the emissions associated with our operations. Including the additional categories in the 2021 assessment has increased our overall footprint by 33,225 tCO<sub>2</sub>e. Purchased goods and services now accounts for 61 percent for the entire carbon footprint. Engaging with our supply chain will be critical to addressing this significant proportion of our emissions inventory.

### Scope 3 Emissions Totals - 2021

Scope 3 Category	Emissions (tCO <sub>2</sub> e)	%
<b>Category 1: Purchased Goods and Services</b>	28,124	76%
<b>Category 2: Capital Goods</b>	5,101	14%
<b>Category 5: Waste generated in operations</b>	1,560	4%
<b>Waste</b>	1,405	4%
<b>Paper</b>	108	0.3%
<b>Water</b>	47	0.1%
<b>Category 6: Business travel</b>	2,323	6%
<b>Air Travel</b>	1,789	5%
<b>Rail Travel</b>	93	0.2%
<b>Road Travel</b>	183	0.5%
<b>Hotel</b>	258	1%
<b>Total (Scope 3)</b>	37,108	100%

## Goals and Targets

We have set the following goals:

- Secure 100 percent renewable energy for Scope 2 consumption by 2030;
- Conduct analysis to establish science-based targets for further emissions reductions, using our 2019 emissions as our baseline;
- Obtain ISO 14001 for our New York and Stockholm offices; and
- Have 100% percent of our offices complete the EMS annually.

## Our Environmental Management System

In 2019, our Environmental Sustainability Committee implemented a new Environmental Management System (EMS) throughout our offices that established a set of core practices and formalized plans in each office to continue to reduce our environmental footprint.

Our EMS is based on the Law Firm Sustainability Network's American Legal Industry Sustainability Standard (ALISS). We generate 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 of our offices received Gold accreditation, 17 offices achieved Silver, nine offices achieved Bronze and only one was not ranked.

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 2020](#). The buildings in which our Beijing and Hong Kong offices is located also has ISO 14001 accreditation.
- Our offices in London, Madrid, Stockholm and Washington, DC and all of our German offices (Berlin, Dusseldorf, Frankfurt and Hamburg) purchase renewable energy.

- Before the COVID-19 global pandemic, 42 of our 46 offices had eliminated or significantly reduced single-use plastics and disposable servewear 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 dishwashers;
  - Water taps and juice dispensers are provided to replace single-use plastic bottles;
  - Snacks are provided in jars rather than individually wrapped; and
  - Since 2020, our London office has provided 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. This waste is 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 Derector Associates, who modelled the cost of installation, potential electricity savings, and potential NYSERDA incentives for each of three design options. The result was annual cost savings of US\$390,000 and a 39 percent reduction in energy consumption. White & Case was recognized by NYSERDA 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 eight years, our German offices have participated in a corporate partner certification program of Deutsche Bahn AG, the leading German railway service. Our 2021 certificate stated that 100 percent of our German business travel by rail is long-distance travel using electricity generated from renewable energy, and therefore CO2 free.
- 23 of our offices have received or are located in buildings that have received environmental performance certificates and ratings. Please refer to Appendix C on pages 16 and 17 for full details.
- More offices are in the process of receiving such certificates and we aim to achieve LEED certification for all new office construction projects.
- In 2020, we offset the carbon associated with travel to a large internal event.

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	
High-definition videoconference facilities available	100%
Secure bike parking provided onsite	84%
Showers provided onsite for people who ride/run to work	77%
Telepresence capability in place	67%
Method in place for applying Global Travel Policy	65%
Vendors used for reservations	65%
Use of bike couriers versus car whenever circumstances allow	51%
Travel hierarchy in place with vendors and communicated internally	26%
Mass transit programs/incentives available	26%
Participate in eco-travel external program	12%
Green taxi preferred vendor program in place	9%
Electricity	
All appliances meet current efficiency standards	98%
HVAC and refrigeration systems serviced according to schedule, including filters, and ducts inspected for proper seal (or ensure landlord does)	95%
HVAC adjusted outside of office hours and seasonally (or ensure landlord does)	93%
Lighting fixtures, diffusers and lamps cleaned according to schedule (or ensure landlord does)	91%
LED lights installed	86%
Building automation and control system in place to optimize comfort and energy efficiency	79%
Oversight method in place where manual controls exist	77%
Light sensors used in common areas	67%
Outdoor lighting is off during the day	56%
Light sensors used in private and shared offices	51%
Light sensors used office-wide	42%
Renewable energy purchased via landlord or utility	30%
Sustainable operations	
80g paper or lighter in printers etc. unless requirement for heavier paper.	98%
Ceramic plates, cutlery and glasses in client spaces	95%
Ceramic plates, cutlery and glasses in pantries	95%
No single-use plastics in client spaces	91%
No single-use plastics in pantries	86%
Double-sided printing default	81%
Purchase best available sustainable versions of most heavily used stationery items	81%
Ceramic plates, cutlery and glasses in cafes	72%
No single-use plastics in cafe	63%
Forest Stewardship Council (FSC) paper is standard	60%
"Follow me Printing" implemented	42%

Sustainable Operations	
Meetings and events:	
No single-use plastics	86%
Reuse office supplies	81%
Still and sparkling water taps in pantries and cafes	81%
Sustainable coffee practices	81%
Reuse packing materials	77%
Participate in municipal recycling system	77%
Bulk snacks in pantries	74%
Emphasis on plant-based foods and local suppliers	70%
Private recycling vendor	65%
Emphasis on plant-based catering and local food/materials	63%
Biodegradable bags in trash bins	60%
If recycling bins at workstations, no liners used	60%
Worked with suppliers/landlord to institute green cleaning products	56%
Eliminated desk bins in lieu of central bin stations	42%
Compost waste stream	33%
Donate leftover food from events	35%
Water	
Leak detection alarms installed	51%
All possible techniques to reduce water consumption implemented	42%
Usage reviewed quarterly	37%
Supply chain	
Complies with the Procurement Policy and involves procurement team per policy	72%
Employee engagement	
Promoted annual global Green Campaign in office	74%
Instituted an office campaign or contest to promote individual action	49%
Organized at least one environment-related volunteer event in last 12 months	47%
Internal communications	
Informs employees about office practices	91%
Includes in new employee induction process a description of the Firm's programs and what each person can do	70%
Reporting and certifications	
Entered data into online portal for most recent Greenhouse Gas Emissions Assessment	51%
Achieved external certifications	16%
Created a waste stream document that captures every waste stream for the office	12%
Had energy company do a free audit and incorporated findings into EMS practices	9%
Achieved ISO 14001	5%

## Highlights of London Office Environmental Management System

# London Office 2020 Environmental Review

Due to the COVID-19 pandemic, the majority of the London Office spent most of 2020 working from home. However, the office remained open so that essential on-site services could continue and to facilitate those who needed to continue working from the office. Below are some of the measures we introduced to manage our energy consumption and a summary of how working from home reduced our carbon footprint and environmental impacts.

### Waste

**Zero**  
waste to landfill.



In September 2020, we introduced Vegware, a range of plant-based compostable packaging made from plants, into BSK. This not only helped us reduce single-use plastic but also helped reduce the amount of General Waste we produce.




General waste fell by 74%. ▼\*

Food waste fell by 85%. ▼\*

With BSK closed for much of the year, the catering team collaborated with the Felix Project to provide more than 100 sandwiches a day to help feed vulnerable people.

New recycling bins with clearer signage were rolled out, and we also introduced a mixed recycling waste stream to make recycling even easier.



Follow-Me Printing continued to help reduce paper consumption by **330,000** sheets of paper. =  The equivalent of **30** trees.


### Business Travel

Emissions from business travel including air, rail, and road was down 85%. ▼\*\*



### Energy

In 2020, 86% of our electricity consumption came from 100% certified renewable energy.




Gas usage fell by 30%. ▼\*\*

Overall carbon emissions were down 62%. ▼\*\*

Electricity usage was down 55%. ▼\*\* Some of the efficiency measures we implemented during lockdown were:

- Reducing lighting levels by 20% throughout the majority of the building;
- Isolating air cons on unoccupied floors;
- Turning off hot water heaters in tea points;
- Reducing working capacity of hot water calorifiers by 50%;
- Switching off appliances in all tea points including vending machines, coffee machines, fridges and microwaves; and
- Turning printers off throughout the office;



### Recycling



79% of our waste in 2020 was recycled. 21% was sent to energy from waste plants.

### Certifications

Since 2014, the London Office has held an ISO 14001 certification.



Received two silver and two bronze awards in the City of London Clean City Awards 2020.

### Water

Water usage was down by 55%. ▼\*\*

\* 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 percent 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.

## 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.
- In 2022, our Global Green Campaign focused on educating our people about the basics of Energy Transition, the work of our Energy Transition Interest Group in this space, the results of our latest greenhouse gas emissions report and steps each of us can take to reduce our environmental footprint.
- During our Green Campaigns and throughout the year, we encourage lawyers and employees to adapt 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; and
- 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; and
  - 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 Manager, 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

- Offices hold talks on key environmental issues by NGO partners as ZSL and Pirika, a start-up that aims to support the 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 600 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; and
  - Since 2013, more than 250 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 campaigns. Since 2017, in collaboration with NGO One Tree Planted, we have planted more than 4,000 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



Tampa office park clean-up



Here are examples of our Green Campaign communications from 2017 – 2022:



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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 remains under discussion at 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. A Global Pact Coalition continues to advocate for the Pact, promoting a draft international text that aims to enshrine a new generation of fundamental rights, including the right to a healthy environment. 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, presented the report in 2020 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](#).
- In October 2021, the Human Rights Council voted for the first time to recognize the right to a clean, healthy and sustainable environment, passing a resolution that aims to protect human rights from all forms of environmental degradation.
- We recently acted 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](#).

- Advice to the World Wildlife Fund on creating a conservation trust fund in Singapore to accelerate the use of sustainable natural rubber in the global marketplace.
- 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; and
  - Advise on a project finance transaction for an investment in forest carbon credit generation in Suriname.

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 a conservation project;
  - 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; and
  - Human Rights 2 Water on whether there are national and local governance systems in place in a number of countries to ensure that key public service instructions, such as water, sanitation and hygiene providers, schools, hospitals, prisons and care homes, may carry out their activities during a pandemic or other emergency, consistent with human rights requirements.
- 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 [2020 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 December 2022

Our Environmental Management System is based on the American Legal Industry Sustainability Standards (ALISS) developed by the Law Firm Sustainability Network. It was implemented in all of our offices in 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 and 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 vs. 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 there are 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 bins used at deskstations, 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 (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., three or four 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 2022

Our Global Office Design Guidelines (GODG) have been implemented following the extensive research and design work completed for our recent offices in New York, Warsaw, Shanghai, Johannesburg, Houston and Manila, amongst others.

Sustainability is an important feature of the GODG, and a key component of our approach to new fit-out projects.

Starting from the building selection, where we look for sustainability credentials (i.e. BREEAM building for our future Brussels office, or LEED certification in our New York office), all the way to the sourcing of materials used in our fit outs. We strive for locally-produced and recycled materials.

By creating a more sustainable and healthier workplace, we not only help our environment, but we help create a great place to work for our employees. Below are elements that guide us in achieving our sustainability goals:

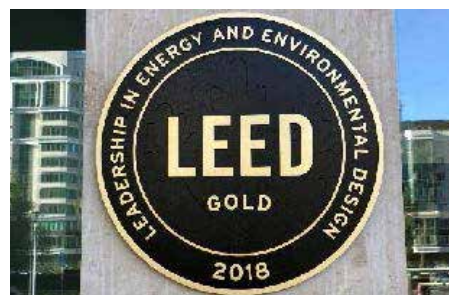
### What do we want to achieve?

- 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;



Nur Sultan building's LEED Gold plaque



Reusable dishes and cutlery in Boston



WMF coffee machines and juice dispensers in Frankfurt

- Built-in recycling for as many materials as local law allows; reduction or elimination of individual workstation trashcans;
- 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; and
- 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; and
- Waterless urinals where we are altering restrooms.



Bicycle storage in our new Houston building



Recycling bins in London



No individually-wrapped snacks or sugar in Dubai

# Appendix C

## Environmental Performance Certification per office

As of December 2022

### 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	ENERGY STAR and LEED Gold
Chicago	LEED Platinum
Dusseldorf	BREEAM DE
Hamburg	LEED Silver
Helsinki	ISO 14001 and LEED Gold
Hong Kong	<ul style="list-style-type: none"><li>□ ISO 14001</li><li>□ BEAM Platinum</li><li>□ Hong Kong Green Organization certificates</li><li>□ Hong Kong Carbon Reduction certificates</li><li>□ Hong Kong's Indoor Air Quality Certification Scheme (Excellence Class)</li></ul>
Houston	LEED Platinum
Jakarta	Platinum certificate Green Building Council Indonesia
Los Angeles	LEED Platinum
Manila	LEED Gold
Melbourne	NABERS Base Building ratings: Base Building Energy (4.5 star), Waste (5 star) and Water (4 star)

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Office	Environmental Performance Certificate
<b>Miami</b>	LEED Gold
<b>New York</b>	LEED Gold
<b>Nur-Sultan</b>	LEED Gold
<b>Prague</b>	LEED Gold
<b>Shanghai</b>	<ul style="list-style-type: none"> <li>□ LEED Platinum</li> <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>
<b>Sydney</b>	NABERS Energy 5.5 (Governor Philip Tower) and 6 (Governor Macquarie Tower)
<b>Stockholm</b>	BREEAM Very good
<b>Washington, DC</b>	LEED Gold
<b>Warsaw</b>	BREEAM Outstanding

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