

LINDSAY HART NEIL & WEIGLER, LLP.

Office Sustainability Policy

January 8, 2007

The firm intends to adopt sustainable office practices consistent with its overall commitment to provide excellent legal services to clients. This policy is adopted to implement that intent.

We recognize that all human activity, including the operation of a law office, has an impact on the environment and the natural world. Within the firm we make daily choices in performing work that can either reduce or increase that impact. As a firm we seek to reduce our impact.

Education. Because the daily actions of each person in the firm will contribute to the success of this policy, this policy includes a provision for education of all new lawyers and staff on sustainability matters. In the long run, the individual initiative of motivated members of the firm will be the key to the success of the policy.

Sustainability Coordinator. An employee of the firm shall be designated as the Sustainability Coordinator. This will be a part-time assignment for an employee with other primary duties. The time allocated for work as coordinator shall be determined by the Firm Administrator. The Coordinator shall lead the Sustainability Advisory Group, be responsible for training all employees in an understanding of sustainability, make recommendations to the Firm Management Committee to implement the policy, and keep awareness of this policy at a high level in the firm.

Sustainability Advisory Group. The Sustainability Advisory Group will meet on a regular basis to determine priorities in carrying out this policy and to further educate and motivate lawyers and staff to move toward sustainable practices. Anyone with ideas for improving the firm's performance is encouraged to contact the Sustainability Coordinator. At least twice each fiscal year, the Sustainability Advisory Group will make a progress report to the Firm Management Committee regarding the progress the firm is making toward sustainability.

Purchasing. In addition to performance and cost, *sustainability* shall be a criterion in the purchase of supplies, equipment, and services. Paper supplies, including copy paper, letterhead, envelopes, legal pads, file folders, and paper towels, shall have the highest post-consumer-recycled content feasible and preference will be given to unbleached paper when appropriate. Remanufactured printer cartridges shall be used. All office equipment shall be Energy Star rated, and computer equipment shall have among the highest ratings from the Electronic Product Environmental Assessment Tool (EPEAT). The janitorial service shall be requested to use only cleaning supplies certified by Green Seal, and any cleaning supplies purchased by the firm shall be low in toxicity and high in biodegradability. Catering services shall be selected that minimize disposables and give preference to organic and local food.

Waste Reduction and Recycling. Subject to security requirements, policies shall be established that minimize the use of paper in data storage, printing and copying, communication, and mailing. Systems will be established that encourage reuse of office supplies and equipment. Disposable items such as cups, plates, and utensils, shall be replaced with reusable durable products. Recycling containers and signage will be placed and lawyers and staff will be educated to maximize recycling of materials including all paper, bottles, cans and glass. Donation will be recommended for all unwanted office equipment and furniture. All office supplies that are still useable, will be organized, refurbished and redistributed for reuse. The recycling of other materials, such as food waste, plastic bags, and batteries shall be phased in as reasonably possible to do so.

Energy. Policies shall be established that encourage computers, printers, and copiers to be placed on standby mode when not used during the day and turned off at night and to ensure that lights are turned off when not in use. The Sustainability Advisory Group will stay in communication with the building manager keeping up to date with the best practices in energy efficiency.

Commuter Encouragement. The Sustainability Advisory Group shall establish commuter encouragement for the use of mass transit, carpooling, and bikes, and limit free parking by encouraging clients and visitors to take other forms of transportation.

Carbon Credits. The firm will consider the purchase of carbon credits to offset all or a portion of the greenhouse gas emissions associated with our operations.

Tenant Improvements. When tenant improvements are made the firm shall specify materials that are the least hazardous and most natural and give preference to those that are reused, recycled, recyclable or biodegradable, certified sustainable, durable, and local.

Measuring Success. Baselines shall be established for practices that can be measured--such as paper use, recycled content of supplies, disposables purchased, percentage of waste recycled, electricity used--and progress shall be tracked and reported to the firm at least annually.

Leadership. Through our everyday business practices we will seek opportunities to educate as well as advertise our commitment to sustainable business practices. In representing a strong commitment to our environment we are challenging our business partnerships, clients and competitors to join us in becoming a more sustainable office.