

BOWDITCH & DEWEY GREEN OFFICE POLICY

Bowditch & Dewey recognizes the importance of conserving energy usage and minimizing the consumption of natural resources toward reducing the potential for global climate change. We are therefore committed to taking steps in all our offices to minimize the consumption of natural resources and energy when economically practical.

The practice of law is paper intensive. The production and disposal of paper consumes an extraordinary amount of energy and generates significant quantities of green house gas emissions. The life cycle of a ton of paper, from production to disposal in a landfill, results in the generation of about 11 tons of carbon dioxide (CO₂)-green house gas emissions. Consequently, as part of our policy, we will continue to take simple and effective “best management” practices to improve our office paper management as economically feasible.

Our operations also consume a significant quantity of energy resources. Energy consumption accounts for more than 50% of green house gas emissions in Massachusetts. We are therefore committed to improving our energy efficiency by taking simple steps such as turning off computers not in use to retrofitting our light fixtures to use energy efficient bulbs.

Transportation is also a large source of green house gas emissions. The firm will continue to encourage employees to use public transportation where available. In addition, in our Worcester office, where the firm owns its employee parking facility, we will work with the parking lot managers to provide air pumps to ensure proper inflation of tires to thereby improve fuel economy and safety.

In accordance with this policy, Bowditch & Dewey will:

- Assure that at least 90% of all types of paper purchased by the firm have at least 30% post consumer recycled content.
- Recycle at least 90% of discarded mixed office paper.
- Where practical, set copiers and printers to provide double-sided copying and printing for all drafts and internal documents.
- Implement office management protocols mandating the turning off of lights, computers, copiers, printers, office heating and air conditioning units, and other equipment when not in use, and drawing shades to reduce cooling demands.
- As office equipment, including monitors, printers, copiers, and facsimile machines wear out, replace with energy efficient ENERGY STAR equipment.
- Implement lighting system upgrades to replace fluorescent lights with energy efficient lighting, upgrade EXIT signs to use light emitting diode (LED) lamps where appropriate and install automatic motion sensor lighting where practical.
- Encourage all employees to use municipal water supplies, rather than bottled water, and use reusable plastic cups, mugs or water bottles and discontinue the Firm's purchase of bottle water.
- Implement policies and strategies resulting in heating and air conditioning efficiencies.