

**PHILADELPHIA BAR ASSOCIATION**  
**GREEN RIBBON SUSTAINABILITY**  
**INITIATIVE PLEDGE**

As members of the Philadelphia Bar Association and supporters of the Association's Sustainability Initiative, we pledge to engage in and promote environmentally-friendly practices and to minimize our impact upon the environment in accordance with the following general principles:

- We commit to preserving the earth for future generations, reducing our carbon footprint, and conserving natural resources;
- We commit to promoting awareness concerning the impact of our professional activities upon the environment as an essential first step toward the larger goal of safeguarding our environment;
- We understand that the natural world can no longer be viewed as separate from the activities of people who work and live in the Philadelphia region;
- In view of dwindling natural resources and climate change, we acknowledge that personal convenience must at times be subordinated to the well-being of the Earth; and
- In a changing world, we acknowledge that reducing waste and promoting green practices is fiscally responsible and that green business initiatives help fuel emerging markets as well as opportunities for growth.

## Green Ribbon Sustainability Initiative Work Sheet

Law firms and legal offices that elect to participate in the Philadelphia Bar Association's Sustainability Initiative are encouraged to make commitments to greening their business practices in seven categories. Commit to the specific Recommended Green Practices that your office will strive to achieve. If you have suggestions for additional Green Practices, list them in the Suggested Green Practices table below and kindly share them with the Philadelphia Bar Association's Green Ribbon Task Force by emailing us at [GreenRibbon@PhilaBar.org](mailto:GreenRibbon@PhilaBar.org). Once you have made the commitment to making your practice more sustainable, list your total number of commitments in each area in the Green Ribbon Commitments table as a benchmark against which you can gauge the progress of your firm / office on an annual basis.

### Green Ribbon Commitments

| <i>Category</i>            | <i># Of Your Firm's Commitments</i> |
|----------------------------|-------------------------------------|
| ENERGY/LIGHTING            |                                     |
| FOOD                       |                                     |
| PAPER                      |                                     |
| PLEADINGS/DOCUMENTS        |                                     |
| RECYCLING                  |                                     |
| TRANSPORTATION             |                                     |
| GENERAL BUSINESS PRACTICES |                                     |

## Recommended Green Practices

| CATEGORY               | ACTIONS  | COMMITMENT |
|------------------------|--|------------|
| <b>ENERGY/LIGHTING</b> | Set all office equipment to go to standby mode when not in use.  |            |
|                        | Shut down computers, monitors and printers when not in use or, if necessary, utilize standby modes for computers.  |            |
|                        | Use power strips to turn off all electronics in a contained area at once.  |            |
|                        | Turn off all lights at the end of the business day and after cleaning.   |            |
|                        | Install delay timers for off-hour lighting.  |            |
|                        | Install sensor lighting for automatic shutoff after a period of inactivity.  |            |
|                        | Set office refrigerators between 38°F-41°F and freezers between 10°F-20°F. Clean your refrigerators regularly, including motor and coil areas, to promote air flow and ensure optimum energy efficiency. |            |
|                        | Purchase Energy Star/energy efficient lighting products (including light bulbs), equipment and appliances.   |            |
|                        | Properly dispose of used light bulbs or other lighting equipment.  |            |
|                        | Use an electricity usage monitor to test and monitor your electricity conservation strategies.   |            |
|                        | Purchase green power or renewable energy certificates equal to 30 percent or more of annual electrical consumption.  |            |
|                        | Use programmable thermostats or have a seasonally adjusted thermostat setting policy to reduce energy consumption during non-business hours.   |            |
| <b>FOOD</b>            | Recycle all recyclable food and beverage containers.   |            |
|                        | Provide pitchers of water and glasses for meetings rather than individual water bottles.   |            |

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|                            | Provide dishes, glasses and silverware instead of paper plates, cups and plastic utensils or styrofoam.  |  |
|                            | Use recyclable plates, cups and utensils.  |  |
|                            | Order appropriate quantities of food.  |  |
|                            | Order local and/or organic food.   |  |
|                            | Compost food waste.  |  |
| <b>PAPER</b>               | Print and copy on both sides of office paper.  |  |
|                            | Instruct copy staff to copy double sided unless otherwise directed.  |  |
|                            | Store email electronically whenever possible, print sparingly and encourage others to do the same by including a "please consider the environment" statement at the end of emails. |  |
|                            | Purchase paper, envelopes, and business cards with at least 35% post-consumer recycled content.  |  |
|                            | Purchase paper that is chlorine free or unbleached.  |  |
|                            | Reuse paper as scrap paper (e.g., make pads of scrap paper).   |  |
|                            | Reuse interoffice envelopes and file folders.  |  |
|                            | Replace obsolete paper towel dispensers in restrooms with energy efficient hand dryers.  |  |
| <b>PLEADINGS/DOCUMENTS</b> | Electronically file whenever possible with courts, administrative agencies, and arbitrators.   |  |
|                            | Maintain pleading binders and internal files in electronic form rather than paper, to the extent permitted by law.   |  |
|                            | Provide and encourage opposing counsel to exchange all documents, including discovery and exhibits, via e-mail, CD, DVD or, if necessary, hard drives.                             |  |
|                            | Encourage the use of computer screens for drafting, editing and review of documents in lieu of printing and/or provide dual screens.   |  |
|                            | Encourage clients to accept documents via email or searchable electronic storage devices, and provide paper copies only when asked.  |  |
|                            | Closely monitor records storage to determine whether and when documents can be recycled.   |  |

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| <b>RECYCLING</b>                  | Recycle printer and toner cartridges.  |  |
|                                   | Recycle all paper, including shredded documents.   |  |
|                                   | Recycle plastic bags and packaging supplies.   |  |
|                                   | Donate or recycle unwanted or obsolete office equipment.   |  |
|                                   | Provide conveniently-located recycling bins for paper, glass and plastic.  |  |
|                                   | Recycle batteries, cell phones, PDAs and other electronic devices  |  |
| <b>TRANSPORTATION</b>             | Encourage the use of public transportation, walking, biking and carpooling when commuting to/from work.  |  |
|                                   | Participate in the TransitCheck program through SEPTA.   |  |
|                                   | Offer flex-time and/or work-at-home options.   |  |
|                                   | Offer and encourage the use of local car-rental services when driving is required.   |  |
|                                   | If needed, purchase hybrid vehicle(s) for office use.  |  |
| <b>GENERAL BUSINESS PRACTICES</b> | Train your employees regarding your green policies and procedures.   |  |
|                                   | Purchase laptops instead of desktop computers.   |  |
|                                   | Use electronic fax software.   |  |
|                                   | Send holiday e-cards instead of paper cards.   |  |
|                                   | Donate or plant trees in lieu of flower gifts.   |  |
|                                   | Use green cleaners that have lower toxins and are biodegradable (and/or encourage your building owner/ maintenance company to do so).                            |  |
|                                   | Purchase boxes for shipping made from recycled paper.  |  |
|                                   | Purchase toilet paper, tissues and paper towels that have 35-100% post-consumer recycled content (and/or encourage building owner/maintenance company to do so). |  |
|                                   | Choose vendors who are, like you, committed to sustainable business practices.   |  |
|                                   | Use local businesses whenever possible.  |  |
|                                   | Share books, magazines and newspapers with coworkers or promote on-line subscriptions.   |  |
|                                   | Donate books, magazines and periodicals to   |  |

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|  | hospitals, doctors' offices, nursing homes, etc. for use in waiting rooms.   |  |
|  | Have contests with regard to "going green" (e.g., closing files, walk to work contests).   |  |
|  | Encourage personnel to suggest other "green" practices and publicize suggestions.  |  |
|  | Promote being "green" at home.   |  |
|  | Take the "B Impact Assessment" survey annually to assess environmental impacts. (The B Impact Assessment survey is a free, confidential survey administered by B Lab, a non-profit located in Berwyn, Pa. For more information see <a href="http://www.bcorporation.net">www.bcorporation.net</a> .) |  |

### Suggested Green Practices

| Category                          | ACTIONS |  |
|-----------------------------------|---------|--|
| <b>ENERGY/LIGHTING</b>            |         |  |
| <b>FOOD</b>                       |         |  |
| <b>PAPER</b>                      |         |  |
| <b>PLEADINGS/DOCUMENTS</b>        |         |  |
| <b>RECYCLING</b>                  |         |  |
| <b>TRANSPORTATION</b>             |         |  |
| <b>GENERAL BUSINESS PRACTICES</b> |         |  |

The Green Ribbon Task Force will review all suggested Green Practices, and the approved non-redundant suggestions will be added to the Green Ribbon Sustainability Work Sheet and Green Ribbon web site.