

ENVIRONMENTAL ("GREEN") POLICY

I. ENVIRONMENTAL POLICY STATEMENT

It is NABL's policy to do all that is reasonably practicable to:

- reduce its level of energy consumption and obtain office and other supplies from environmentally friendly providers and those who use renewable energy sources;
- recycle equipment, waste products and redundant items, and reduce the consumption of consumables;
- use, store, control and dispose of hazardous materials in line with best environmental practices;
- reduce travel; and
- purchase items manufactured or produced from sustainable sources.

II. IMPLEMENTATION OF ENVIRONMENTAL POLICY

1. General Measures. Due to NABL's organizational structure and the size of NABL's staff, the environmental impact of NABL's activities is limited. The following are considered to be the most significant areas in which NABL's environmental impact can be reduced (in order of priority):

(a) Energy Management: reduce NABL's use of electricity and hydrocarbon fuels to the greatest extent practicable.

(b) Waste Management: consider reduced packaging when obtaining supplies; use of double-sided printing (or multiple pages of reduced text size or use of scrap paper) to reduce use of paper products; and recycling where practicable.

(c) Travel: promote the use of telephone conferencing in lieu of face-to-face meetings to eliminate the need to travel (with exception of Board of Directors meetings, certain conferences and committee meetings, and meetings with government and other officials).

(d) Procurement: use best efforts to give sustainable and green criteria importance in the supplies and contractors selection process; ensure to the greatest extent possible that items and equipment purchased can be effectively recycled at the end of their useful life; where practical, obtaining catering supplies and items from Fair Trade organizations and use sustainable sources.

(e) Reduction of other Resources: reduce consumption of materials such as cleaning products, paper, batteries, print cartridges and other office supplies.

2. Specific Office-Related Measures. NABL's Chief Operating Officer should implement the following specific measures to further NABL's Environmental Policy:

(a) Reduction of Energy Use. Where reasonably practicable, NABL offices should reduce energy consumption as follows:

- to the extent of NABL's control, low-energy light bulbs or light bulbs with reduced energy consumption should be used;
- computers and monitors should be switched off at night, during weekends and when the user is out of the office or away from their workstation for a significant period of time; and
- when new equipment is purchased, the relative power consumption of that equipment should be evaluated to form part of the selection process.

(b) Recycling and Use of Recycled Products. Where reasonably practicable, NABL offices should make local arrangements for recycling as follows:

- recycled paper should be procured for use in notebooks, internal documents, paper, labels, flipcharts, storage boxes, post-it-notes and other paper products;
- recycling bins for aluminum and plastic beverage containers should be located in NABL's staff kitchens;
- toner and printer cartridges should be recycled;
- where batteries are used, they should be of a rechargeable type and any batteries that are not rechargeable should be recycled using an appropriate container;
- waste cardboard should be flat-packed, stored and arrangements made with a local recycling disposal agent; and
- when office furniture, fixtures and fittings are no longer required, the office should consider offering them for use by local charities, schools or other nonprofit organizations.

(c) Reduction in Resources Consumption. Where reasonably practicable, NABL's offices should reduce the consumption of resources and consumables as follows:

- draft documents should be proof read on computer screens or, if required, in hard copy printed on scrap or recycled paper;

- memos, notes, and other informal correspondence should be sent by e-mail (and should not be printed unless absolutely necessary);
- envelopes should not be used for internal mail or where they are required should be reusable;
- for internal printed documents, both sides of paper should be used for printing;
- scrap paper should be made available for making notes rather than using new note pads/paper;
- when buying or leasing new office equipment such as printers and photocopiers, such equipment should have a duplex option for two-sided printing;
- reusable plates, cups and cutlery should be used avoiding the use of disposable items;
- use of individual portion packs of sugar, creamer and other condiments should be minimized and items should be purchased in bulk to reduce packaging waste; and
- to the extent of NABL's control, when replacing or refurbishing services or office infrastructure, environmental controls should form a part of the decision making process (*e.g.* lights with movement sensors, water control in restrooms).

(d) Control of Hazardous Materials. Where reasonably practicable, NABL's offices should store, control and dispose of hazardous materials in the workplace as follows:

- all items, substances, chemicals and equipment which have potential hazardous environmental effects will be disposed of as controlled waste using authorized and, where necessary, licensed disposal agents;
- fluorescent tubes because of the mercury based gases will be stored in appropriate robust purpose built containers and disposed of as controlled waste;
- refrigerators containing ozone depleting refrigerant gases will be disposed of as required by local environmental laws;
- aerosol cans should not be used if they can be replaced with pump action dispensers;
- no aerosol cans with ozone depleting agents or propellants will be used; and
- all substances and chemicals regulated as hazardous materials by federal, state or local rules and regulations will be assessed, disposed of where practicable,

substituted for safe alternatives or suitably controlled so as to minimize any hazardous environmental effects.

3. Specific Meeting-Related Measures. NABL staff should implement the following specific measures when organizing conferences, steering committee and other committee meetings, Board of Director meetings and other meetings:

(a) Conference/Meeting Facilities. Where reasonably practicable, NABL should:

- request that locally-grown, in-season and/or organic food and beverages be supplied;
- arrange for leftover, un-served food to be donated to a local food bank or soup kitchen;
- ensure that the conference/meeting facility does not use paper cups, plates or other products (except napkins) at any of the food service locations;
- request the conference/meeting facility to provide recycle bins at all food service locations for glass, plastic and paper products;
- request the conference/meeting facility have a linen and towel reuse program in place (with placards in guestrooms offering guests the option of using this program);
- purchase and serve water, beverages, condiments and other food items in bulk to minimize packaging;
- offer water bottles that can be refilled in lieu of other “give-aways”;
- have attendees sign up for meals (to provide better attendance numbers and reduce food waste and costs);
- re-use directional, food, beverage and other generic signs;
- request that the conference/meeting facility provide banquet event orders (BEOs) and rooming lists electronically;
- use conference/meeting facilities that offer electronic check in/check out services for attendees;
- encourage the use of low-impact transportation for NABL-sponsored dinners (*i.e.*, walking, biking, mass transit) to reduce energy consumption and vehicle emissions;

- in selecting venues, preference for properties that have “green-friendly” policies and are accessible via public transportation (or are close to a major airport);
 - evaluate costs of allowing conference speakers to participate remotely;
 - consider including a speaker who will focus on a “green” theme to nurture support for the initiative;
 - conduct steering committee and planning committee meetings via the telephone or internet, where possible;
 - conduct short meetings via telephone rather in-person; and
 - inform NABL members of the savings by NABL’s green efforts (*i.e.* amount of paper, energy, and dollars saved) so the members know their efforts have made a difference.
- (b) Conference and Meeting Materials. Where reasonably practicable, NABL should:
- reuse nametags and provide “re-use” collection bins for them (promoting this policy to attendees at registration desk);
 - use e-mail for communicating information to conference/meeting vendors (*e.g.*, rooming lists and layouts, event orders, settlement of accounts and other contractual documentation);
 - distribute meeting brochures via e-mail to potential attendees, post the brochures on NABL’s website, and limit the number of paper brochures that are printed and mailed;
 - post conference/meeting handouts and materials on-line and request that attendees download and store such information on their laptops;
 - continue transitioning conference/meeting materials from physical books to electronic formats, with the ultimate goal that such materials will be provided solely in electronic format (except to the extent required by CLE rules or requested by a panel chair);
 - refrain from printing handouts for PowerPoint presentations (except to the extent required by CLE rules or requested by a panel chair);
 - offer more “distance learning” opportunities, such as on-line “webinars” and simulcasts of conference sessions;

- promote the use of mass transit by conference/meeting attendees (*e.g.* provide information in meeting brochures about the local public transit system and provide a public transit pass and map in attendees' registration packets); and
- reduce transportation emissions and support local economies by using local talent and products whenever possible.

4. Outreach Measures. To educate NABL members regarding NABL's implementation of its Environmental Policy, NABL should consider from time to time:

- whether to include an article (or a column) in *The Bond Lawyer*, and/or post information on NABL's web site, promoting NABL's efforts to implement its Environmental Policy;
- providing NABL members the option to receive the membership directory and/or other written materials solely in electronic format (and explaining that electing to receive such materials in electronic format furthers NABL's "green" efforts);
- promoting the use by NABL members of electronic payment and registration opportunities; and
- soliciting from NABL members other ideas regarding how NABL might realistically implement its Environmental Policy.

Adopted February, 2008

Updated: November 15, 2013