

# DUTTON GREGORY LLP INNOVATION ...

## ENVIRONMENTAL POLICY



Dutton Gregory  
LLP  
Solicitors

### OUR COMMITMENT TO THE ENVIRONMENT

The Partners and staff at Dutton Gregory LLP recognise the need to encourage environmentally friendly working practices and are committed to reducing the harm that the work of the firm may cause to the local, regional and global environment.

#### WE AIM:

- to use our best endeavours to be an environmentally-friendly business and to continue to review our working practices and strategy to continue to reduce the firm's negative impact on the environment
- to raise staff awareness of 'green' issues and to encourage their active involvement, becoming responsible 'green' citizens
- to consider environmental impacts in our purchasing
- to use resource efficiency to minimise waste and implement a recycling programme for consumables, particularly paper
- to reduce our reliance on car use and its impact on the environment, and to assist staff in making better use of public and green transport alternatives

#### WHAT WE HAVE ALREADY IMPLEMENTED:

- We endeavour to minimise our use of paper, which is the largest waste product for most law firms. We are happy to use e-mail correspondence wherever appropriate to reduce the use of paper in hard-copy correspondence, also reducing the transportation of mail from our offices
- We are in the process of replacing all our printers with multi-functional devices (for faxing, printing and copying) which are more efficient at reducing energy, ink, and paper usage
- Our staff have been encouraged to consider using greener methods of transport when commuting to work (for example, walking, cycling, car share schemes and better use of public transport)
- Our consumption of fuel and energy is closely monitored and we educate our staff to ensure energy is not wasted, for example, we label electrical equipment and light switches to remind staff to turn these items off when leaving a room
- A copy of this policy is publicly available on the firm's website

#### FUTURE DEVELOPMENT AND IMPROVEMENT:

- We are reviewing our purchasing policies and moving towards environmentally friendly and recycled paper products.
- We are currently negotiating with a local firm specialising in the recycling of confidential paper waste
- We are shortly to supply recycling bins for paper and other office consumables, e.g. cardboard, plastic and cans, printer cartridges and fluorescent light tubes thus reducing the volume of waste sent to landfill by the firm
- We are investigating ways in which we can reduce the need for staff to use cars during the working day, for example when travelling to court or visiting clients at home
- We are in the process of consulting with staff to offer an incentive scheme to reward staff who actively support and/or promote the 'green' aims of this firm
- We are looking at forming links with a charitable organisation that can securely and safely recycle our old computers, following removal of the hard-drives containing confidential information
- We are in the process of upgrading computer software to improve efficiency and in the future enabling staff to work from home with remote access to our systems