

ENVIRONMENTAL & SUSTAINABILITY POLICY

Introduction and purpose

Wotton + Kearney will endeavour to actively apply the concepts of sustainability and environmental awareness of the local and global environment.

This policy defines the environmental commitments of Wotton + Kearney and considers how implementation of the policy should occur. The environmental policy will enhance Wotton + Kearney's status as a sustainable business.

We are committed to understanding and reducing our environmental impact, promoting sustainability, and achieving continuous improvement in our environmental performance across the business.

Commitment to this environmental policy will be met by demonstrating leadership in applying environmentally responsible practices for the purposes of sustainability.

Scope

This policy applies to all of Wotton + Kearney's operations.

Definitions

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

Environment: Ecosystems and their constituent parts including;

- People and communities; and
- All natural and physical resources.

Sustainability: Sustainability integrates the concern for social, economic and environmental issues, and involves thinking broadly about objectives, considering long-term as well as short-term effects, assessing indirect as well as direct effects, and taking extra care when changes brought about by development might be irreversible.

Environmental Impact: The impact of a business/organisation in environmental terms, such as the impact on resource use, waste generation and physical environmental changes.

Policy Requirements

This commitment to the environment will be achieved by using good environmental practice so far as reasonably possible in all aspects of our business. This includes:

- Conducting activities in an environmentally sustainable manner;
- Complying with all environmental, legislative and regulatory requirements applicable to our business operations;

- Promoting environmental awareness, active participation with employees and stakeholders and advocating environmentally responsible practices including through our PaperLite program which is designed to stop unnecessary printing;
- Reviewing and reporting on our performance annually including through our membership of the Australian Legal Sector Alliance (AusLSA), an alliance of law firms who share a mission to work collaboratively to promote sustainable practices across the legal sector;
- Managing our waste effectively and seeking to reduce, reuse and recycle wherever practicable;
- Establishing specific objectives and targets for resource use efficiency, reuse or recycle of resources, and careful use of non-renewable resources;
- Promoting environmental initiatives through our responsible business programmes to encourage our employees to make improvements in the way they work;
- Purchasing and using sustainable and environmentally responsible products;
- Partnering with ethical suppliers who promote ethically, environmentally and socially responsible goods and services;
- Introducing plants into our workspaces to improve air quality and wellbeing;
- Communicating environmental performance to employees.

Policy Governance and Maintenance

All employees are accountable for ensuring compliance with this Policy.

A person who is a witness to a contravention of this policy must as soon as possible report the contravention of this policy to a partner or manager of Wotton + Kearney.

If for any reason the person is not satisfied with the outcome of actions taken to address the contravention of this policy, the person should refer to Wotton + Kearney's Grievance Policy, which will provide guidance on how to resolve any grievance.

This Policy will be reviewed annually.



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