

FIRM SUSTAINABILITY POLICY

Maynard, Cooper & Gale, P.C. intends to establish sustainable office practices consistent with the firm's overall commitment to provide excellent legal services to clients. This sustainability policy is adopted to implement that intent.

To our law firm, “sustainability” means meeting the needs of the present without compromising the ability of future generations to meet their own needs. Accordingly, our law firm commits to being a leader among law firms and within the larger business community in the state of Alabama in the sustainability context by reducing the firm's overall carbon footprint and environment impact. Specifically, our firm will strive toward the following sustainability goals:

- Develop and maintain knowledge of current environmental responsibilities, conservation efforts, renewable resource use and clean technologies.
- Consider sustainability in the purchase and use of supplies, equipment, and services for the firm.
- Subject to security and other requirements, minimize the use of paper in data storage, printing and copying, internal and external communications, and mailing. Establish systems to minimize disposables and packaging, reuse equipment and supplies where feasible, and maximize recycling of all items.
- Reduce the firm's overall energy consumption by appropriately managing lighting systems, heating and cooling, and other electronic equipment. Coordinate with building management in reducing energy consumption in our offices. Consider the purchase of renewable energy credits to encourage the use of fossil fuel alternatives.
- Develop, implement, evaluate, and routinely improve Best Office Management Practices designed to implement the firm's sustainability policy and the above goals.
- Where practicable, establish baselines for practices that can be measured--such as paper used, recycled content of supplies, disposables purchased, percentage of office waste that is recycled, and electricity use reductions--and report progress to the firm at least annually.

BEST OFFICE MANAGEMENT PRACTICES

Firm Practices

As part of the firm's sustainability policy, the firm plans to take all reasonable steps toward adopting the following best office management practices:

1. Purchase printer and copier paper with at least 30% post consumer recycled content.
2. Continue to purchase letterhead, bond paper, manila envelopes, folders, red rope pockets, color pockets, and pressboard folders with post consumer recycled content of 30%.
3. When possible and economically feasible, purchase recycled or recyclable office supplies such as pens, notepads, and post-it notes as well as recyclable and compostable coffee cups and drinking cups.
4. Set all new computers to Energy Star savings mode.
5. Where possible, use virtual server technology by having one physical computer server powering three or more virtual servers. This change will lower the firm's electricity usage.
6. Where possible, improve the firm's electronic document storage and management capabilities to allow document sharing in ways that avoid the need to print to paper.
7. Direct cleaning staff to turn off lights, coffee pots, and any other electrical appliances in the evening.
8. Launch pilot lighting program on floor 23 in which the firm replaces all incandescent or halogen lamps with Energy Star qualified compact fluorescents.
9. Whenever possible, route library materials electronically.

Individual Practices

The firm also asks each employee, where possible, to take the following steps in an effort to achieve Maynard Cooper's sustainability goals.

1. Make double-sided copies whenever possible. All of the firm's copiers will be set to double-sided printing as a default and IKON will automatically double-side all copies unless asked directed not to do so. A select number of printers purchased this year will also have double-sided printing capabilities.
2. Recycle all office paper.
3. Turn off work station/office lights at the end of the day.
4. Unplug phone and other appliance chargers when not in use.
5. Before printing documents evaluate whether a paper copy of the document is necessary.
6. Encourage others to send documents electronically rather than via fax.
7. Save files electronically instead of in hard copy format.
8. Maintain electronic subscriptions to magazines and newspapers instead of requiring hard copies of the same.
9. Reuse file folders, red ropes, and color pockets when possible.
10. Use electronic format for interoffice forms and documents that must be completed and returned.
11. Reduce printer cartridge use by setting print resolution to draft quality for internal documents.

The firm also encourages employees to consider bringing reusable coffee mugs, cups, and utensils from home; to decline food bags for lunches when possible; and to carpool, bike, or ride public transportation to work.