



Wong Fleming Environmental Policy

At Wong Fleming, we are committed to providing quality legal services in a manner that ensures a safe and healthy workplace for our employees and minimizes our potential impact on the environment. We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner and in full compliance with all relevant environmental legislation.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

It is our policy to:

- Comply fully with the letter and spirit of all applicable environmental laws and regulations.
- Seek opportunities to meet or exceed current standards of environmental protection, including pollution prevention, climate protection, and habitat and species protection.
- Lead efforts to craft more effective company policies for greater environmental benefits.
- Improve programs and standards that foster environmental excellence and innovation and reduce our impact on the environment.
- Enhance our transparency with regard to environmental progress and performance and provide this information to the public.
- Maintain a constructive dialogue with our stakeholders on environmental matters and seek out partnerships to achieve results more effectively and efficiently.
- Train all employees on applicable environmental requirements and the importance of environmental leadership to achieving our vision, and ensure that there is accountability for and recognition of actions.
- Strive for continual improvement in our environmental performance.

Implementing Our Environmental Policy

- integrate the consideration for environmental concerns and impacts into all of our decision making and activities;
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner;

- train, educate, and inform our employees about environmental issues that may affect their work;
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical, and suitable;
- promote efficient use of materials and resources throughout our offices including water, electricity, raw materials, and other resources, particularly those that are non-renewable;
- purchase and use environmentally responsible products accordingly (paper, toner, office supplies);
- promote email communication in order to reduce the need for printed materials;
- promote electronic filing where applicable to reduce the need for messengers and printed materials;
- wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice;
- minimize our waste and then reuse or recycle as much of it as possible;
- minimize energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimize our consumption of natural resources, especially where they are non-renewable;
- operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate;
- apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community;
- as far as possible purchase products and services that do the least damage to the environment and encourage others to do the same;
- assess the environmental impact of any new processes or products we intend to introduce in advance;
- ensure that all employees understand our environmental policy and conform to the high standards it requires;
- address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned;
- update our Environmental Policy annually in consultation with staff, associates and customers;
- communicate our environmental commitment to clients, customers, the public, and encourage them to support and join Wong Fleming's environmental commitment; and
- strive to continually improve environmental performance and minimize the societal impact and damage by periodically reviewing our environmental policy in light of our current and planned future activities.

Green Training – Present to each office the list below and asking them to keep track of each item by establishing goals starting from what they are now consuming and setting a 5-10% reduction in usage.

- ✓ Reduce the number of printed copies by using electronic documents for your own use and distribution.
- ✓ Purchase of recycled paper for printers and note paper.
- ✓ Printing on both sides of the copier paper if possible.
- ✓ Encourage the use of email, and other electronic documents for distribution, use telephone voice communication.
- ✓ Reduce energy consumption using environmentally approved lighting, turning off printers, lights and computers at night or when not in use.
- ✓ Recycle as much materials as possible, returning empty ink cartridges, recycling bottles and cans.
- ✓ Recycling paper when it is no longer useable.
- ✓ Use washable plates and cups to reduce the amount of paper used.
- ✓ Adding plants to the office environment to improve air quality.
- ✓ Lower office temperature by a few degrees to promote energy efficiency and lower energy consumption.