THE MAU LAW FIRM
GREEN BUSINESS POLICY

Environmental Policy Statement

We shall strive to incorporate sustainability into our core business operations through internal and external efforts. Specifically, we shall adopt the following policies and practices:

1. Reduce, Reuse and Recycle
2. Purchase Environmentally friendly products
3. Conserve energy, water and natural resources
4. Practice Green Business policies on checklist

Reduce, Reuse and Recycle

We shall –

- Strive to increase waste diversion by recycling all paper, bottles and cans AND composting all food and landscape waste
- Reduce the waste generated by donating reusable office items (furniture, stationary) to charitable organizations
- Abstain from purchasing any bottled water
- Recycle printer cartridges.

Toxics Reduction

We shall reduce the use of toxic materials to protect employee health and the environment. Specifically we shall -

- Dispose of or recycle toxic products safely.
- Choose less toxic **janitorial cleaning** products
- Recycle waste lamps, batteries, aerosol cans and other **universal waste**
- **Batteries** – Purchase rechargeable batteries when possible
- **Lamps** – Purchase low mercury fluorescent lamps when possible

Environmentally Preferable Purchasing

We shall purchase/use -

- remanufactured toner cartridges when possible
- office & toilet paper with 35%-100% recycled content (or tree free paper)
- products with least packaging (no plastic, styrofoam, aerosol packaging)

- Energy Star rated appliances and office equipment when available
- most water efficient toilets, urinals, showerheads and faucet aerators when being updated

Conserve

We shall conserve fossil fuels by -

- promoting the use of public transit,
- offering telecommuting options,
- participating in spare the air campaigns
- quarterly vacuum refrigerator condenser coils
- close blinds during peak summer periods and use ceiling fans as needed
- turn off all office equipment when not in use and at end of day
- turn off all lights when not in use and at end of day; use natural daylight

We shall strive to remodel using LEED Green building standards.

Employee Education

We shall educate employees on resource conservation and pollution prevention by attempting to –

- host only zero waste events i.e. ensuring that no waste is generated during company picnics, meetings.
- training programs or brown bag sessions to educate employees on proper recycling & composting practices, resource conservation ideas, importance of low-toxic purchasing etc.
- offer incentives to encourage environmentally preferable practices such as recycling champion, transit hero etc.
- inform employees of environmental issues in company newsletters, training material and staff meeting discussions

WHO IS RESPONSIBLE? - Michael L. Mau, Managing Attorney

SIGNATURE - Michael L. Mau C.G. Copy

DATE OF ADOPTION - June 5, 2008