

Creedon PLLC
Environmental Policy and
Best Practices for Virtual Work

Preamble

Creedon PLLC is driven by its mission and values.

Our Mission:

We Help Inspiring People Build One Amazing Future.

Our Values:

DO IT	Action over words — we are proactive.
DO IT RIGHT	Quality over quantity — our best work every single day.
DO RIGHT	Integrity over profit — we value our clients, our team, and our planet.

At Creedon, we are committed to improving our social impact and reducing our environmental footprint, and to do this we set targets for social performance and environmental responsibility.

Creedon operates primarily from virtual offices, and we believe that reducing commuting and allowing Creedon team members—attorney and staff—to be mobile or to be home-based reduces our carbon footprint.

We encourage Creedon team members to apply good environmental awareness and practices to their chosen remote work location, whether that be a home office, co-working space or mobile working.

Purpose and Scope

This *Environmental Policy and Best Practices for Virtual Work* consolidates a set of commitments made by Creedon for the continual improvement of our environmental performance.

The best practices set in this *Environmental Policy and Best Practices for Virtual Work* apply to all Creedon team members' virtual work activities, either from home or from any other work site location.

The environmental commitments set in this document also apply to all our activities, working practices and business relationships that require face-to-face interaction, hands-on service, or the use of onsite resources in our offices.

Environmental Commitment

Each Creedon team member's environmental commitment is to:

- Increase our knowledge and awareness of the climate and nature crisis, and of what actions we might take individually and collectively to mitigate or solve these problems.
- Support our firm's commitment to reducing environmental impact and meeting the firm's environmental objectives and targets.
- Promote continued improvement in our firm's practices within the framework of the established objectives and targets.
- Ensure compliance with all applicable environmental legislation and regulations, as well as other obligations assumed voluntarily, namely in the framework of our B Corp certification efforts and our commitment to the United Nations Sustainable Development Goals.

- Communicate our environmental policy, objectives, targets, and performance both internally and externally in a transparent manner.
- Improve our ability to integrate appropriate consideration of sustainability and environmental protection in our client work, operations, and other activities.
- Increase our client's knowledge and awareness of the environmental dimensions of their businesses whenever relevant.
- Take action to reduce the carbon footprint of our activities, compensate for unavoidable carbon emissions, and seek opportunities to continuously improve our environmental performance and prevent pollution.
- Reduce consumption and improve the efficient use of resources.
- Manage waste generated from Creedon activities by incorporating reduction, re-use, and recycling.
- Give due consideration to environmental issues (such as biodiversity) and energy performance in the rental and use of venues, appliances, and vehicles.
- Ensure environmental criteria, including climate change and nature protection, are taken into account in the procurement of goods and services.
- Behave in an environmentally friendly manner, not only at virtual offices, but also at the premises of our clients and partners.
- Foster collaboration among Creedon stakeholders—attorneys, employees, clients, suppliers, and service providers—to promote improved environmental performance and move towards climate neutrality.

Environmental Best Practices for Virtual Work

To meet our environmental commitments, Creedon team members apply the following best practices in our virtual workspaces and in our offices:

Travel

- Make extensive use of online audio and video meeting software and online collaboration tools, thus working remotely and reducing travel to a minimum.
- Reduce the use of private cars in short local trips by walking or cycling.
- If using a car is necessary, drive sensibly and prefer vehicles that are more efficient and less polluting.
- Eat at restaurants and stay at hotels that demonstrate a commitment to the environment and adopt sustainability practices.
- Eat sustainable meals by avoiding food waste at restaurants, preferring vegetarian meals or animal products which reflect environmental concern.
- Avoid accepting and/or buying merchandising (from conferences or visits to clients, if this refusal is culturally accepted) and buy local, seasonal, and organic food for snacks and catering whenever possible.

Paper

- Maintain a “paperless” virtual office as much as possible, except for legal obligations and stakeholder limitations.
- Use online and digital media as a core means of communication.
- If paper use is necessary as part of our work, reduce the amount of paper consumed, avoid the use of virgin paper, increase the percentage of FSC certified / recycled paper, print paper on both sides, prefer used paper for note taking, and separate and send paper waste to recycling.
- In case it is necessary to order a printing service, prefer printed products made entirely from 100% recycled paper or originating from responsibly managed forests, and prefer providers that use environmentally friendly materials and have waste collected by certified hazardous waste carriers.

Energy

- Reduce energy use and purchase energy that is produced from renewable sources if available locally.
- Use an energy efficient room as a home office.
- Use natural lighting and cooling. Reduce office heating and avoid using air conditioning. When possible, use a programmable or smart thermostat.
- Use efficient bulbs or LED lamps, and timed or motion-sensitive switches.
- Check energy rating before purchasing new appliances and equipment.
- Turn off all office electrical items at the end of each working session.

Waste

- Reduce the total amount of waste produced each month, and utilize residential, commercial, and municipal recycling options.
- Avoid the use of plastic (folders, bags, boxes, bottles, cups, plates and cutlery) by adopting reusable alternatives and using materials made of environmentally friendly resources.
- Upcycle by searching for new uses for old items rather than discarding them or buying new ones, and source second-hand office equipment and furniture.
- Repair or upgrade electronics instead of buying new ones.
- Ensure safe management and disposal of e-waste generated from surplus, broken and obsolete electronic and electric devices and other hazardous and toxic materials purchased for home office (ink cartridges, batteries, glue) by checking with our local solid waste agency for options on recycling or disposal.
- Reduce waste by using filtered water in glasses or reusable water bottles.
- Source environmentally friendly cleaning products and materials.

Conclusion

Our collective commitment to thoughtful and ever-improving environmental practices is part of our DNA as a company, and a significant part of our vision to create "one amazing future." Thank you for your efforts and your contributions.

A handwritten signature in blue ink, appearing to read "James Creedon".

James Creedon
Managing Principal