

Michelle Slater Law, LLC

Sustainability Policy

Statement of Intention

Michelle Slater Law, LLC, will be operated sustainably, ethically, and efficiently. To that end, I have adopted the following policy for my business, with the goal that my office practices reflect my commitment to consider the limitations of our natural resources and the needs and interests of future generations.

Operations

Paper

- All copy/printer paper, paper towels, and toilet paper purchased for the office after the adoption of this policy shall contain at least 50% posts-consumer recycled content. Paper towels and toilet paper shall be non-chlorine bleached and un-dyed.
- Documents and data shall be obtained and stored in electronic format the greatest extent possible.
- Documents filed with courts, governmental agencies, or other institutions shall be prepared and filed using the least amount of paper possible.
- Documents shall be printed double-sided as a general practice and the printer is set to default to duplex printing. The printer is switched to “eco-mode” after a short period of non-use, and is unplugged when the office is unoccupied.

Energy and Water Reduction

- Lights are turned off when the office is unoccupied.
- Computers are shut down when not in use for more than 30 minutes.

Reduction of Waste and Harmful Substances

- Old office equipment, supplies, and furniture shall be sold or donated for reuse when feasible.
- Food scraps shall be composted.

Office Education

- Any attorney employed by this office shall be provided with a copy of this policy and a discussion of the policy and sustainability will be part of any new employee orientation.
- Any attorney employed by this office shall attend no fewer than two sustainability programs each year.

Sustainable Purchasing

- All purchasing decisions for the office shall be made with a goal of minimizing packaging, disposables, and harmful materials, and maximizing recycled and recyclable content. As applicable based on the purchase, an effort will be made to favor locally grown and organic food and equitable business practices.
- Durable goods shall be provided by and used in the office.
- The office will not supply individual plastic water bottles.

Transportation Reduction

- The office encourages the use of all tools and technology available to reduce the use of fossil fuels.