

## Sustainability

Caplin & Drysdale promotes environmental sustainability by actively taking steps to reduce the firm's carbon footprint. Our 2013-2014 renovation qualified our office space for Silver LEED Certification, and the firm's Green Committee has implemented several other initiatives, including:

- Duplex printing and copying on all printers and copiers.
- Glass coffee mugs and plates in all kitchen areas.
- Paper products such as paper towels on recycled paper.
- Firm letterhead is in an electronic format.
- Increased use of email as a mode of communication.
- Paid Time Off requests are made via an online portal.
- Open enrollment for benefits is online.
- The firm's internal newsletter is sent via email.
- New client intake process is electronic.
- A certain percentage of the firm's records are kept electronically.
- Marketing material is in electronic form and printed material is on recycled paper.
- All firm marketing communications such as client alerts, press releases, and bios are sent electronically and/or printed on recycled paper.