

**May 12, 2009, Rev. 13: Final**  
**ABA Model Sustainability Policy and Implementation Guidelines**  
**For Law Organizations**

(Note: The views expressed herein have not been approved by the House of Delegates of the Board of Governors of the American Bar Association and, accordingly, should not be construed as representing the policy of the American Bar Association. This document has been approved by the ABA Section of Environment, Energy and Resources (SEER) and is supported by the ABA Standing Committee on Environment Law as well as the Law Practice Management Section.)

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**D. References**

**0. General**

- a. *The Sustainability Handbook—The Complete Management Guide to Achieving Social, Economic and Environmental Responsibility* (Environmental Law Institute, 2007), (covers sustainability programs at large and small companies, NGOs, universities, and local governments).
- b. Guidance on public sustainability reporting and ideas for performance measurements may be found at the Global Reporting Initiative website, at [www.globalreporting.org/](http://www.globalreporting.org/). A law organization may declare its report to be a GRI report if it reports performance on 10 GRI indicators, including at least one each under the economic, social and environmental categories, respectively.
- c. The International Organization for Standardization’s ISO 26000 Guideline Standard on Social Responsibility, applicable to organizations of all types and sizes, at <http://isotc.iso.org/livelink/livelink/fetch/2000/2122/830949/3934883/3935096/home.html?nodeid=4451259&vernum=0>
- d. Rachael Loper and Robert Loper, “How Green is My Law Firm,” White Paper for The Legal Marketing Association, Nov. 2008, available at <http://www.legalmarketing.org> and <http://www.carltonfields.com/files/upload/Going%20Green%20-%20FINAL%5B1%5D.pdf> .

**1. Economic success: the wise use of financial resources**

- a. Organization’s Economic Prosperity
  - (1) Practice tips on starting and running a law firm from the ABA General Practice, Solo and Small Firm Division, at [www.abanet.org/genpractice/resources/startafirm.html](http://www.abanet.org/genpractice/resources/startafirm.html)
  - (2) Law Practice Management Section, at <https://www.abanet.org/lpm/home.shtml>
- a. Community’s Economic Prosperity

**2. Social responsibility: respect for people**

- a. Respect for Employees
  - (1) Work-life balance guidance from the ABA General Practice, Solo and Small Firm Division, at [www.abanet.org/genpractice/resources/life.html](http://www.abanet.org/genpractice/resources/life.html)
  - (2) ABA House of Delegates Resolution 111A (Feb. 3, 1997), promoting the use of alternative work schedules, at [www.abanet.org/enviro/about/resolutions/alternativeworkschedules.shtml](http://www.abanet.org/enviro/about/resolutions/alternativeworkschedules.shtml)
- b. Diversity, Fair Hiring Practices
  - (1) Molly McDonough, “Demanding Diversity—Corporate Pressure Is Changing the Racial Mix at Some Law Firms,” *ABA Journal*, vol. 91(March 2005).
  - (2) *Diversity in the Workplace: A Statement of Principle*, at [www.acc.com/gcadvocate/diversitystmt.html](http://www.acc.com/gcadvocate/diversitystmt.html)
  - (3) ABA Section on Labor and Employment Law, at [www.abanet.org/labor/](http://www.abanet.org/labor/)
  - (4) ABA Center for Ethnic and Racial Diversity, at <http://www.abanet.org/diversity/>
  - (5) ABA Advisory Council on Diversity, at [www.abanet.org/leadership/diversity.html](http://www.abanet.org/leadership/diversity.html)
  - (6) ABA Commission on Racial and Ethnic Diversity in the Profession, at [www.abanet.org/minorities](http://www.abanet.org/minorities)
- c. Responsible Governance; Professional Courtesy.
  - (1) ABA Center for Professional Responsibility, at [www.abanet.org/cpr](http://www.abanet.org/cpr)
  - (2) ABA ETHICSearch Ethics Research Service, at [www.abanet.org/cpr/ethicsearch/](http://www.abanet.org/cpr/ethicsearch/)

d. Dealing With Clients

ABA Center for Professional Responsibility, at [www.abanet.org/cpr](http://www.abanet.org/cpr)

e. Awareness and Advice

f. Well-being of Stakeholders

(1) ABA Standing Committee on Pro Bono and Public Service; the Center for Pro Bono, at [www.abanet.org/legalservices/probono/](http://www.abanet.org/legalservices/probono/); for pro bono volunteer opportunities, see

<http://www.abanet.org/legalservices/probono/volunteer.html>

(2) ABA Section of Individual Rights and Responsibilities, at [www.abanet.org/irr](http://www.abanet.org/irr)

(3) ABA Center for Human Rights, at [www.abanet.org/humanrights/home.html](http://www.abanet.org/humanrights/home.html)

**3. Environmental responsibility: respect for life; the wise management and use of natural resources**

General

(1) Oregon Lawyers for a Sustainable Future, *Law Office (Environmental) Sustainability Tools*, at [www.earthleaders.org/olsf/office\\_practices](http://www.earthleaders.org/olsf/office_practices)

(2) Janine Robben, “The Case for Sustainability,” *Oregon State Bar Bulletin*, Feb./Mar. 2007, pp.17-23, at <http://www.osbar.org/publications/bulletin/07febmar/sustainability.html>

(3) ABA Section on Environment, Energy and Resources, at [www.abanet.org/environ/](http://www.abanet.org/environ/)

(4) State Bar of California *Lawyers Eco-Pledge and Law Office Sustainability Policy and Guidelines* (practices), adopted by the California State Bar Board of Governors, Oct.3, 2008, at

[http://www.calbar.ca.gov/state/calbar/calbar\\_generic.jsp?cid=10145&n=93041](http://www.calbar.ca.gov/state/calbar/calbar_generic.jsp?cid=10145&n=93041) and

[http://www.calbar.ca.gov/state/calbar/calbar\\_generic.jsp?cid=10144&n=93887](http://www.calbar.ca.gov/state/calbar/calbar_generic.jsp?cid=10144&n=93887)

(5) Massachusetts State Bar Association *Lawyers Eco-Challenge and Green Guidelines* (including pledge, green guidelines and other resources) , Jan. 8, 2008, at <http://www.massbar.org/about-the-mba/initiatives/lawyers-eco-challenge>

(6) The Greater Philadelphia Green Business Commitment—Tenant Checklist and Owner Checklist, at <http://www.phillygreenbiz.com/the-checklist>

(7) San Francisco Green Business Program checklists, at <http://sfgreenbiz.org/how.htm#step3>

a. Resource and Energy Conservation

(1) ABA-EPA Office Climate Challenge Program, at [www.abanet.org/environ/climatechallenge/home.shtml](http://www.abanet.org/environ/climatechallenge/home.shtml) , and February 2009 ABA House of Delegates resolution supporting it.

(2) ABA-EPA *Law Office Guide to Energy Efficiency*, at

[www.abanet.org/environ/climatechallenge/lawofficeguide.pdf](http://www.abanet.org/environ/climatechallenge/lawofficeguide.pdf)

(3) *Working 9 to 5 on Climate Change: An Office Guide*, by S. del Pino and P. Bhatia (WRI), at [www.safeclimate.net/business/measuring/WRI\\_CO2Guide.pdf](http://www.safeclimate.net/business/measuring/WRI_CO2Guide.pdf)

(4) *The Carbon Trust Carbon Footprint Calculator for Small and Medium-sized Businesses*, at

<http://www.carbontrust.co.uk/solutions/CarbonFootprinting/FootprintCalculators.htm>

(5) Leadership in Energy and Environmental Design (LEED) program of the US Green Building Council, at [www.usgbc.org/DisplayPage.aspx?CategoryID=19](http://www.usgbc.org/DisplayPage.aspx?CategoryID=19)

(6) US Department of Energy’s Energy Star™ certification program for energy-efficient equipment, at [www.energystar.gov/](http://www.energystar.gov/)

b. Waste and Pollution Prevention and Management

c. Reduction of Supply Chain Impacts

(1) CERES *Green Hotel Initiative* (best practice checklists and other tools), at [www.ceres.org/](http://www.ceres.org/), then search *hotel*.

(2) Oregon Lawyers for a Sustainable Future, *Law Office (Environmental) Sustainability Tools*, at [www.earthleaders.org/olsf/office\\_practices](http://www.earthleaders.org/olsf/office_practices) (includes checklists for tenant improvements and office building managers)

(3) State Bar of California *Model Law Office Sustainability Guidelines* (includes guidance on green meetings and the use of sustainable service providers), at

[http://www.calbar.ca.gov/state/calbar/calbar\\_generic.jsp?cid=10145&n=93041](http://www.calbar.ca.gov/state/calbar/calbar_generic.jsp?cid=10145&n=93041)

(2) Massachusetts State Bar Association *Lawyers Eco-Challenge* (includes guidance on environmentally conscious purchases), at <http://www.massbar.org/about-the-mba/initiatives/lawyers-eco-challenge>

The Greater Philadelphia Green Business Commitment—Tenant Checklist and Owner Checklist (Section III on Operations and Procurement), at <http://www.phillygreenbiz.com/the-checklist>