

ENVIRONMENTAL AND SUSTAINABILITY POLICY



ABOUT THE WRITER



Katrina Lagan joined Higgins Hollywood Deazley's Litigation Department in March 2018 as an Assistant Solicitor. She specialises in civil injunctions and personal injury matters including road traffic accidents, slips and trips. Katrina also assists in cases involving unlawful detention on foot of money warrants. Katrina is actively involved the Motor Accident Solicitors' Society on behalf of the firm and is also a member of the Northern Ireland Young Solicitors' Association, Belfast Solicitors' Association and the Law Society of Northern Ireland. Outside of work, Katrina is a keen environmentalist who understands the importance of individuals and businesses alike working together in the local and global community to promote environmental awareness and sustainability.

BUSINESS AT A GLANCE

Higgins Hollywood Deazley is an award winning law firm in Northern Ireland specialising in:

1. Litigation including:
 - (a) Personal Injury claims;
 - (b) Medical Negligence claims;
 - (c) Asbestos claims and;
 - (d) Debt recovery.

2. Criminal law to include:
 - (a) Defending both Magistrates' and Crown Court matters;
 - (b) Advice and representation at police stations;
 - (c) Criminal injury compensation claims and;
 - (d) White Collar crime.

3. Property Law including:
 - (a) Buying and selling of both residential and commercial premises;
 - (b) Land and property disputes and;
 - (c) Landlord and tenant issues.

4. Family and Matrimonial Law to include:
 - (a) Contact and residency cases involving children;
 - (b) Non-Molestation Orders;
 - (c) Divorce and;

(d) Ancillary Relief matters.

5. Wills and Probate.
6. Judicial Review.
7. Liquor Licensing.
8. Employment Law.

With continuous growth, innovative development and a people-focused approach, Higgins Hollywood Deazley have become renowned as a firm that leads the way.

Higgins Hollywood Deazley Solicitors is an Investors in People and Lexcel accredited law firm and a member of the Home Charter Scheme and the Motor Accident Solicitors' Society. Its solicitors are dementia champions and advanced advocates, as well as being members of the Association of Personal Injury Lawyers (APIL), Action against Medical Accidents (AvMA) and the Professional negligence Lawyers Association (PLNA). HHD Solicitors are also represented on the Guardian Ad Litem Panel and serve on the Board of Women's Aid and the Committee of the Northern Ireland Young Solicitors' Association.

The firm is also heavily involved in its local community, with a presence on the Antrim Road Business Association and the North City Business Centre. HHD Solicitors also sponsors local school teams, running club kits and a prize at a local university's annual prize giving.

Higgins Hollywood Deazley was recently voted Best Solicitors in the 2018 "Best of the North" Awards.

AIMS

Higgins Hollywood Deazley recognises its responsibility for the environment and will ensure compliance with all relevant current and future legislation and regulations.

In particular we are committed to:

- conducting our business in a sustainable and socially responsible manner;
- minimising the environmental impact of our business;
- regularly reviewing our business activities to continually improve environmental performance, resource efficiency and reduce waste;
- educating and involving our employees in our environmental programme and providing the necessary training to ensure smooth and consistent implementation of the policy;
- working with our suppliers to encourage them to develop environmental best practice;

Specifically, HHD Solicitors will aim to ensure that:

1. Power saving/Energy management

- (a) The hibernate mode on the photocopiers is activated after an hour of non-use and that the default settings on the copiers are black and white and double-

sided; this will result in less cartridge use and cut down on the volume of paper used;

- (b) All desktop computers go into hibernate mode after 10 minutes
- (c) The lights are switched off in offices not in use and motion sensor is used for areas not in constant use (toilets, corridors). We will also continue to use energy saving LED lightbulbs.
- (d) The heating is set to a timer and is only active between the hours of 7.00am and 5.30pm.
- (e) Annual checks carried out on the air-conditioning system to ensure it is free from blockages and working efficiently.

2. **Paper Waste**

- (a) All confidential paper is routinely disposed of by ShredBank every 4 weeks who offer immediate document shredding at premises using mobile shredding trucks. This shredded material is then recycled by ShredBank.
- (b) All other paper is routinely recycled by Biffa, our business waste collection company.

3. **Recycling**

- (a) Printer cartridges and old electronics are recycled where possible.
- (b) The mixed recycling point within our building is within easy access of all staff. This material is then disposed of by Biffa.
- (c) All files being prepared for closure and storage are routinely stripped of re-usable items including plastic folder inserts, dividers, paper clips, elastic bands and treasury tags.

4. **Plastics**

- (a) The plastic cups at all the water fountains throughout the office have been removed from site and replaced with glasses and all staff encouraged to use re-usable water containers.
- (b) Promotion of International Plastic Bag Free Day - on 3rd July 2019, cotton shopper bags were provided to all staff and to local schools, businesses, charity groups and community organisations.

5. **Carbon Footprint**

- (a) Regular monitoring of our carbon footprint - a high proportion of our staff are from the local area and have a short commute to work.
- (b) The use of skype for long distance meetings
- (c) The use of video link for prison meetings
- (d) Promotion of the Cycle to Work Scheme.
- (e) Where possible, goods are sourced locally in order to cut down on the unnecessary transportation of goods.

6. **Off-site closed file storage and recycling**

- (a) Conducted by Morgan Document Security who store closed files in a secure warehouse with 24 hour security; hand-held scanning and bar-code technology is used for the easy and precise locating of documents.

(b) HHD retain closed files for 6 to 10 years as recommended by the Law Society of Northern Ireland guidelines and then shred/recycle them on-site.

01.11.2019

TO BE REVIEWED BI-ANNUALLY IN CONJUNCTION WITH THE PRACTICE MANAGER.