



ANANI & ASSOC.

# Sustainability Policy

At Anani & Assoc. Law, we recognize our responsibility to contribute to a sustainable future. We are committed to integrating sustainability into our business operations, client services, and community involvement. Our policy reflects our dedication to environmental stewardship, social responsibility, and ethical governance.<sup>1</sup>

## Environmental Stewardship

We aim to minimize our environmental impact through the following practices:

1. **Energy Efficiency:** Implementing energy-saving measures in our offices, including the use of energy-efficient lighting, appliances, and HVAC systems.
2. **Waste Reduction:** Promoting recycling and reducing waste by minimizing paper use through digital document management and encouraging double-sided printing.
3. **Sustainable Procurement:** Sourcing office supplies and services from vendors who share our commitment to sustainability, prioritizing recycled and eco-friendly products.
4. **Green Office Practices:** Encouraging online meetings and telecommuting to reduce carbon emissions from transportation. Supporting a green office environment with indoor plants and natural light.

## Social Responsibility

Our commitment to social responsibility includes:

1. **Diversity and Inclusion:** Fostering a diverse and inclusive workplace where all employees feel valued and respected. Implementing policies that promote equal opportunities and prevent discrimination.
2. **Pro Bono Work:** Providing legal services to underserved communities and supporting causes that promote social justice and human rights.
3. **Community Engagement:** Participating in community service projects and supporting local charities and organizations through donations and volunteer work. Anani & Assoc is particularly strongly committed to the empowerment of women and we are signatories to UN WEPs. We particularly focus on the successful integration and development as well as equitable rights of

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<sup>1</sup> We would like to thank our sustainability expert, Rula Qubaa for her valuable assistance with preparing this policy and valuable feedback.

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Nadia Al Anani and her Assoc. Law Company, Civil LLC with registered capital for (10,000) JD.

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women at the workplace. We also designate working hours to support initiatives in Jordan aimed at enhancing women rights in the country.

### Ethical Governance

We uphold the highest standards of ethical behavior in our operations:

1. **Compliance and Integrity:** Adhering to all relevant laws, regulations, and industry standards. Conducting our business with honesty and integrity.
2. **Transparency:** Maintaining transparency in our business practices and decision-making processes. Regularly reporting on our sustainability efforts and progress.
3. **Stakeholder Engagement:** Engaging with our stakeholders, including clients, employees, and the community, to understand their concerns and expectations regarding our sustainability practices.

### Implementation and Monitoring

To ensure the effectiveness of our sustainability policy, we will:

1. **Sustainability Committee:** Establish a sustainability committee responsible for developing, implementing, and monitoring our sustainability initiatives.
2. **Training and Awareness:** Providing training and resources to employees to raise awareness about sustainability and encourage participation in our initiatives.
3. **Performance Measurement:** Setting measurable goals and regularly reviewing our performance against these goals. Reporting our progress annually and making necessary adjustments to our strategies.

**Nadia Al Anani**

**Managing Partner**

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