

ENVIRONMENTAL POLICY

1 BACKGROUND AND PURPOSE

- 1.1 NORMA Advokater KB's ("NORMA") environmental work is based on current environmental legislation and action programmes adopted by the Swedish Parliament for environmental work in Sweden. Laws and regulations are only minimum requirements for NORMA's environmental work. We want to take clearer responsibility and both support and stimulate our own and our clients' actions, for the promotion of a broad spectrum of sustainable development. The goal is to prevent and reduce the environmental impact of our operations through systematic environmental work with a drive for continuous improvement.

2 ENVIRONMENTAL WORK

2.1 Saving energy

- 2.1.1 To the extent that we use batteries, these are rechargeable. When purchasing, we strive for low-energy consuming items such as lamps, screens and other appliances. We have motion sensors in the office, which means that the lights are switched off when you are not present.

2.2 Recycling

- 2.2.1 Paper and newspapers are recycled. Papers containing confidential information are disposed of in special confidentiality bins.
- 2.2.2 We sort our office waste according to the sorting system provided by our landlord, including cardboard, glass, batteries, light bulbs and metal. The expired computers and monitors that are left over are taken care of by our IT supplier and then used for those in need.

2.3 Document management

- 2.3.1 We have introduced double-sided printing on our photocopiers and encourage everyone to print less and work more digitally.

2.4 **Reuse and recycling**

2.4.1 We reuse office supplies as much as possible. We avoid disposable items as far as possible.

2.5 **Products and materials**

2.5.1 We endeavour to purchase office supplies and furnishings with as little environmental impact as possible.

2.6 **Transport**

2.6.1 When travelling, we pay particular attention to the environmental aspect in addition to cost, time and safety aspects. Our ambition is to continue to increase the proportion of digital meetings.

2.6.2 When hiring courier, we use bicycle couriers whenever feasible.

2.6.3 We encourage all employees to travel to the office in an environmentally friendly way.

3 ENVIRONMENTAL PLAN

3.1.1 We engage with our clients, suppliers and other stakeholders by sharing experiences on environmental issues. We offer clients meetings over Teams or telephone rather than face-to-face, electronic copies rather than posted and printed documents, digital signing, etc.

3.1.2 We will develop our environmental work by ensuring that every employee is informed about and given the opportunity to increase their understanding of environmental and development issues. This is done through training sessions in the office, regular information distributed via email and a page on our SharePoint.

3.1.3 We will continuously review our operations, strive to constantly improve our procedures and seek new areas for developing our environmental commitment. We raise awareness of environmental issues among all our employees and encourage them to engage and consider the environment, not only in their daily work but also outside of it.

NORMA

VERSION HISTORY

Version nr	Date of issue	Created by	Description of change
1.0	2022-03-29	Adam Lichtneckert	New version of the document
2.0	2026-02-17	Lovisa Almhagen	Formatting