

# AMCA

# GREEN POLICY

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“WE WON'T HAVE A SOCIETY  
IF WE DESTROY THE  
ENVIRONMENT”



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# GREEN POLICY FOR ARBITRATION AND MEDIATION CENTER OF ARMENIA

This Green Policy contains suggested Sustainability Measures<sup>1</sup> for minimising the impact of the Center and its employees on the environment.

## I. INITIAL COMMITMENT

1. Center commits to working with their leadership teams, with a view to reviewing existing environmental policies and practices and, where appropriate, considering and implementing recommendations contained in this Protocol.

2. Alternatively, Center may appoint “Green Ambassadors”, whose role shall be to help develop policies and best practices within their firm, based on the recommendations contained in this Green Protocol. Green Ambassadors should periodically report to their senior management on the effect of these policies and best practices.

## II. USE GREEN ENERGY

Center shall consider using clean or renewable energy sources, wherever possible. In addition, or in any event, Legal Advisors shall endeavour to use energy providers that promote renewable energy and/or that demonstrate firm ESG credentials.

## III. REDUCE ENERGY CONSUMPTION AND ENVIRONMENTAL FOOTPRINT

1. Center shall endeavour to improve the energy efficiency of facilities and equipment to reduce its environmental footprint. Energy-saving measures and environmentally friendly practices include:

- 1.1 Using clean or renewable energy as primary facility energy source, where possible;
- 1.2 Using LED lights;
- 1.3 Using natural light sources wherever practical;
- 1.4 Using plants to reduce humidity levels and increase oxygen;
- 1.5 Introducing sensors and timed lighting systems in offices;
- 1.6 Encouraging employees to power down rather than use screen savers during extended breaks;
- 1.7 Installing smart power strips to reduce phantom power consumption when electronic equipment is not in use;
- 1.8 Using recycling facilities;
- 1.9 Using composters / waste disposal systems to recycle food waste;

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<sup>1</sup> The Sustainability Measures in the Green Protocols focus on the three priority areas identified by the Campaign for Greener Arbitrations, namely: the use of clean energy, the avoidance or reduction of travel and the avoidance or reduction of waste.

1.10 Using eco-friendly air conditioning and heating systems;

1.11 Using eco-friendly cleaning materials;

1.12 Using water-saving facilities in kitchens and restrooms;

1.13 Using energy-efficient hand-dryers or roller towels in kitchens and restrooms;

1.14 Using eco-friendly cleaning materials; and / or

1.15 An ongoing commitment to reducing consumption, reusing and repurposing materials, recycling where possible and to offsetting greenhouse gas emissions.

2. Center shall aim to work with its IT teams and building management to ensure all computers, screens, lights and other electrical devices are set to turn off or enter a standby mode after a set period of time in the evenings or during the day and/or when otherwise not in use (as appropriate).

3. Center shall aim to work with their IT teams to reduce the carbon footprint of emailing by adopting pre-set parameters to reduce the length of email chains, limiting unnecessary attachments, transmitting smaller sized PDFs, etc.

4. In the case where the Center does not own its office, the Center commits to working with building managers, and building services providers in order to facilitate the introduction of the above measures.

#### **IV. GO DIGITAL**

1. Center shall encourage the use of technology for the conduct of proceedings to minimise printing, the use of paper and travel where appropriate. Examples include:

1.1 Expressly permitting in institutional arbitration rules the service of documents by electronic means;

1.2 Inviting Parties and Tribunals to communicate by electronic means only;

1.3 Not requiring hard copies of any documents and encouraging electronic filing;

1.4 Offering shared online platforms for filing and storing documents;

1.5 When appointing arbitrators considering an arbitrator's ability to use technology for the effective conduct of proceedings, where appropriate;

1.6 Transmitting case files to Tribunals by electronic means and only providing hard copies where expressly requested;

1.7 Empowering Tribunals in institutional arbitration rules to consider the effective use of technology;

1.8 Empowering Tribunals to determine how witnesses and experts are examined in institutional arbitration rules, which may include remote examination as appropriate; and

1.9 Using broad definitions for references to hearings, which do not exclude virtual hearings, in institutional arbitration rules.

2. Where Center provides hearing services, it shall endeavour to offer virtual hearing services and technology solutions for the effective conduct of virtual hearings. Examples include:

2.1 Video and audio conferencing;

2.2 Electronic bundles;

2.3 Electronic presentation of evidence;

2.4 Transcription;

2.5 Interpretation;

2.6 Equipment (e.g. laptops, monitors, portable audio speakers, wireless mics, projectors and screens);

2.7 Hearing managers; and

2.8 Testing and consultation.

3. Center, when involved in a hearing and where possible, shall encourage Parties to engage service providers, including court reporters, interpreters, etc. Who are located locally in the place of the hearing to avoid unnecessary transportation and lodging. To the extent this is not possible, Center shall encourage Parties to consider whether audio or video conferencing of service providers is possible.

## **V. MINIMISE PRINTING AND USE OF PAPER**

1. Center shall carefully consider the need to print documents and shall endeavour to print only what is deemed to be strictly necessary.

2. Where printing is deemed necessary, Arbitral Institutions shall endeavour to minimise the environmental footprint of the printing. Examples include:

2.1 Using environmentally friendly toner and ink;

2.2 Using recycled and recyclable, chlorine-free and / or tree-free paper;

2.3 Using eco-friendly printers (making use, for example, of LED UV printing);

2.4 Disposing of printed documents and associated materials (e.g. toner bottles) in an environmentally friendly way, where appropriate. Examples of printing disposal, whilst adhering to confidentiality obligations, might include recycling and composting; and

2.5 Considering whether it is necessary to courier hard copies abroad or whether it is possible to use a local printing service.

3. Center shall encourage attendees at all meetings to bring laptops or tablets for document review and electronic note taking and to display information using screens / projectors instead of printing documents. Stationary shall only be provided upon request.

4. Center shall encourage the use of business development and marketing materials in digital form.

5. Center shall endeavour to maintain electronic case files.
6. Individual printers within offices are to be discouraged or limited.
7. Consider using multi-purpose machines for printing, copying, scanning and faxing.
8. Wherever available for accounts payable and receivable, implement digital funding transfers to reduce the need for printed checks and mailings.

## **VI. ENCOURAGE RECYCLING**

1. Center shall endeavour to implement environmentally friendly disposal practices. Examples of such practices include:

- 1.1 Providing clearly marked recycling bins in offices and instructions on best practices for recycling;
- 1.2 Eliminating plastic bags in bins and for any other purposes, unless sourced from recycled products; and
- 1.3 Proper disposal or recycling of outdated or broken electronic equipment and furniture.

2. Subject to local regulatory requirements and individual matter confidentiality obligations, Center shall recycle all files in accordance with their document retention policies.

## **VII. LIMIT USE OF SINGLE USE ITEMS AND ELIMINATE PLASTIC**

Center should aim to eliminate or limit the use of single-use and/or plastic items, where possible and where deemed safe to do so. Center may be guided by the non-exhaustive list below, which identifies items to be eliminated or limited with alternatives suggested where appropriate. Arbitral Institutions can share this list with canteens and in-house restaurants to diminish waste.

<b>Request</b>	<b>Sustainable alternative</b>
No plastic water bottles	Re-useable water jugs (e.g. glass, metal or wood)
No plastic straws	Re-useable straws, or no straws
No canned drinks	Jugs of fruit juice (or just water)
No plastic cutlery	Re-useable cutlery (e.g. silver ware)
No paper plates or cups	Re-useable plates and glasses / cups
No single portion items e.g. tomato sauce packets / single jams jars / sugar packets / butter packets	A single container / jar / dispenser
No Styrofoam or single-use plastic food containers	Serve food on re-useable plates / bowls Alternatively, re-useable containers or cardboard boxes
No paper napkins	Cloth napkins
No individually wrapped tea or coffee bags	Pot / dispenser of hot tea/coffee

No stationery / writing paper / note pads	Attendees to provide their own stationery / writing paper / note pads, if needed
No promotional leaflets	

\* The list is not consuming

### VIII. PARTNER WITH “GREEN” ORGANISATIONS

1. Center shall endeavour to adopt sustainable practices for meals, including the use of sustainable catering companies (see sub-section B below) and sustainable marketing materials, considering also the above list to limit single use items and to eliminate plastic.

1.1 To reduce potential food waste, Center shall endeavour to confirm delegate attendance for an accurate head count. Adjustments may then be made to catering orders to avoid waste, and attempts shall be made to dispose of excess food in a constructive manner, such as donation or composting.

2. Center shall endeavour to using suppliers who adopt or are aspiring to implement similar Sustainability Measures including use of environmentally friendly products and the use of alternatives to disposable packaging as well as locally sourced supplies. These suppliers might include catering companies, document production and printing suppliers, couriers, cleaning companies, marketing and advertising professionals, offsite event facilities, and utility suppliers.

3. Center shall endeavour to use environmentally-friendly courier services and to use courier services efficiently and only when necessary.

4. Center shall encourage their IT teams to add use of Sustainability Measures to their criteria when selecting technology solutions (e.g. video-conferencing and electronic document sharing platforms) plus the data centre that hosts the facilitators’ email and website.

5. Arbitral Institutions shall endeavour to communicate this directive to all organisations prior to service performance.

### IX. TRAVEL RESPONSIBLY

1. When organising or participating in events, Center shall endeavour to use technology to minimise the need to travel and ensure:

1.1 the possibility of remote participation in the conferences organized by the Foundation.

1.2 the possibility of remote meetings and sessions.

2. Center shall encourage their staff to consider the need for any travel where an alternative technology solution might be available, such as videoconference or the telephone.

3. Center shall aim to put in place policies to enable their staff to work from home and, where appropriate, to avoid any unnecessary travel to or from an office by taxis or by car. This may be achieved by encouraging shared transportation or walking, whenever possible.

4. Center shall encourage their staff to consider virtual conferencing opportunities as an alternative to in-person conferences, where this would reduce substantial travel.

5. Center shall carefully consider the need to travel for events and/or other business development activities, and shall endeavour to minimise travel wherever possible.

6. Where travel is deemed necessary, Arbitral Institutions shall consider the following:

6.1 Use of, or for delegates promoting the use of, travel options that minimise carbon emissions;

6.2 Where flights are necessary, offsetting flights or encouraging delegates to offset flights; and

6.3 Maximising trips to accomplish several objectives to reduce the number of trips overall.

7. When organising or participating in events, Arbitral Institutions shall endeavour to use technology to minimise the need to travel. Enabling, or requesting, virtual attendance for delegates and participants.

#### **X. ENCOURAGE SOCIAL RESPONSIBILITY**

1. Center shall consider allowing their staff a permitted amount of hours each year, where business/operational needs allow, to volunteer with organisations involved in sustainability initiatives.

2. Center shall consider organising at least one event per year to educate users about Sustainability Measures and encourage their adoption.

#### **XI. REPORT PROGRESS**

Center when implementing this Policy shall consider publicly reporting on targets and achievements, in order to track progress, promote accountability, and encourage other institutions to adopt Sustainability Measures. Reporting may also include any costs savings resulting from the implementation of Sustainability Measures.