

Carbon Reduction Plan Template

Supplier name: Ward Williams Associates

Publication date: 08/12/21

Commitment to achieving Net Zero

Ward Williams Associates is committed to achieving Net Zero emissions by **2030 or before**. It should also be noted that WWA is open to the idea of becoming carbon neutral from 2021, through the purchase of carbon credits originating from high quality carbon saving projects in non-Annex I countries.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
All Scope 1, Scope 2 and Scope 3 emissions associated with the use of electricity, heating and fossil fuels for transport purposes are included in this assessment. The use of vehicles not under the organisation's control (such as the employees' own cars on business travel) is also included. Scope 3 emissions from waste, water consumption and material use, instead, are not included.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	61.94
Scope 2	15.21
Scope 3 (Included Sources)	138.34
Total Emissions	215.49

Current Emissions Reporting

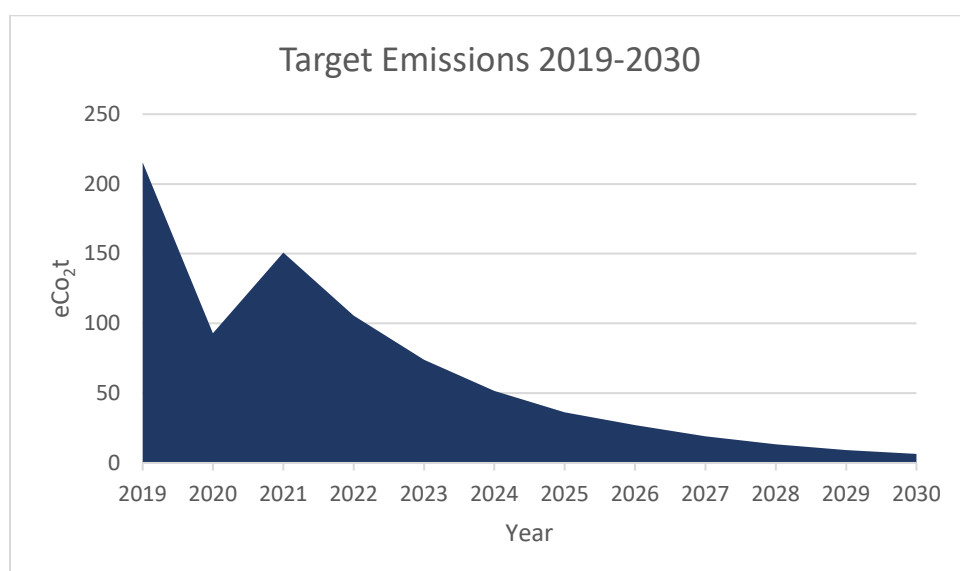
Reporting Year: 2020	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	28.50
Scope 2	9.36
Scope 3 (Included Sources)	55.38
Total Emissions	93.24

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next 8 years to 0 tCO₂e by 2030 or before. This is a reduction of 100%

Progress against these targets can be seen in the graph below. Our actual positions are set out in years 2019 and 2020, with significant reductions against our 2019 baseline shown from 2021 onwards in line with our Carbon Neutral Action Plan. It should be noted that this is based on the elimination of emissions first, with our intention to offset a balance of carbon emissions to zero and achieve carbon neutrality as a business before 2025.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equates to 122.25 tCO₂e, a 57% reduction against the 2019 baseline and the measures will be in effect when delivering within the Framework contract.

- Overarching sustainability focus including B Corporation accreditation – first Chartered Surveyors in the world to achieve this standard.
- WWA has become BS ISO 14001 accredited.
- Offices fitted out with LED lighting.
- Internal communications and behavioural activity change focus on energy consumption.
- Electric Vehicle Pool Car fleet phased in to replace ICE Pool Cars.
- Electric Vehicle Charge Points installed in offices.
- Cycle to work programme implemented.
- Initial programme of flexible working from home and a reduction in face-to-face meetings utilising video-calls.

In the future we hope to implement further measures which will see a 30% year-on-year reduction in our direct emissions such as:

- Further focused reduction in internal travel for meetings with a focus on virtual meetings where face-to-face meetings are non-essential.
- Roll-out of comprehensive company-wide flexible working programme.
- Prioritising sustainable travel where possible e.g. incentivised car sharing for commuting, utilising public transport as a priority, etc.
- Switch to renewable energy tariffs in all offices by December 2022.
- Landlord and future office focus on the electrification of our heating.
- Switching cameras off in our meetings on MS Teams / Zoom more frequently.
- Increase our EV charging capacity at offices to facilitate Pool Cars, Staff and Clients use of EV.
- Partner with verified Carbon Credit Offsetting organisations and their projects (Tree and Seagrass) by December 2022 to add value to our direct emissions reduction focus and achieve Carbon Neutral status on or before 2025.
- Create an Education and Sustainability Programme of work via the WWA B Corp Working Group.
- Reduce energy usage in our operations including further reduction in printing and using sustainable search engines by June 2022.
- Beyond the direct scope of the in-scope aspects of this Carbon Reduction Plan, as part of our own approach as a business we are additionally implementing:

- Green pension investment strategy for staff workplace pension (very high impact on indirect carbon emissions).
- Supplier Carbon Reduction KPIs to be introduced.
- Client Carbon Reduction KPIs to be introduced.
- Personal carbon footprint reduction guidance (and incentives).
- Unavoidable air travel targeted for direct offset at time of travel.
- A comprehensive cross-sector programme of decarbonising through whole lifecycle approaches to development; from concept to completion, into operation and reuse.

A copy of this plan is publicly available by following this link: [WWA Carbon Reduction Plan 2021](#)

Declaration and Sign Off

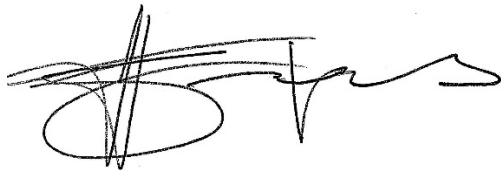
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

A handwritten signature in black ink, appearing to read 'Andy Snapes', with a stylized flourish at the end.

Andy Snapes
Senior Partner

Date: 1/12/21

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>