Carbon Reduction Plan

Supplier name: Ward Williams

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Reporting Year: 2024

Commitment to achieving Net Zero
Ward Williams is committed to aligning our operations and value chain with a credible Net Zero trajectory. Our long-term target of Net Zero by 2030 is currently under review as part of a re-baselining exercise to ensure it is realistic, science-aligned and measure.

Our first priority is absolute emissions reduction. Offsetting will only be used for residual emissions that cannot yet be eliminated. Ward Williams has offset its operational emissions to date using high-quality, verified carbon removal projects (Gold Standard / Verified Carbon Standard). We recognise this does not in itself achieve Net Zero and are finalising a formal offsetting policy to ensure any future purchases are both credible and aligned with client and regulatory expectations.

This plan covers the minimum requirements of PPN 06/21 but goes further by setting a clear direction for decarbonisation and identifying near-term improvement actions.

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. The ongoing quantification of annual greenhouse gas emissions has been completed each subsequent year in accordance with the methodology set out within the ISO14064-1 standard.

Baseline year: 2019 (under review — will be updated as part of re-baselining)
Boundary: Operational control across all UK offices.
Standards applied: ISO 14064-1, GHG Protocol Corporate Standard, UK Government GHG Conversion Factors (2025).

The reporting boundary is consistent with ISO 14064-1 and is defined across Scopes 1, 2 and 3, as follows:

- Scope 1 (Direct GHG emissions):
  - Combustion of natural gas in WWA offices.
  - Fuel consumption from company-owned and leased vehicles (including pool cars).

- Scope 2 (Energy indirect GHG emissions):
  - Purchased electricity consumed at WWA offices, including electricity used to power office operations and charge electric pool cars.

- Scope 3 (Other indirect GHG emissions):
  - Included:
  - Business travel by employees (car, rail, and air).
  - Staff commuting (petrol, diesel, hybrid, EV, rail, cycling, and walking).
  - Transmission & Distribution (T&D) losses associated with purchased electricity.

  - Well-to-tank (WTT) emissions associated with transport fuel production and natural gas supply.

- Excluded:
  - Upstream supply chain emissions from purchased goods and services.
  - Waste generated in operations.
  - Water consumption.
  - Capital goods and leased assets not under WWA operational control.

We are actively working to expand Scope 3 coverage to align fully with best practice and public procurement expectations by 2027.

Our current emissions baseline year is 2019, calculated using an operational control boundary that includes all UK offices. We currently report Scope 1 and Scope 2 in full and a defined set of Scope 3 categories: business travel (air, rail, car), employee commuting, upstream transmission & distribution losses and well-to-tank emissions for fuels. At present, waste, water and purchased goods/services are excluded due to data gaps, however we are actively working to capture this information and plan to expand our Scope 3 coverage to meet PPN 06/21 and wider best practice by 2027. Emissions are calculated using the latest UK Government GHG Conversion Factors (2025 edition), with activity data drawn from metered energy use, mileage logs and employee surveys. As data quality improves, we will update and restate the 2019 baseline where needed to ensure accuracy and comparability over time.

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 (tCO_2e)**
Scope 1	**61.94**
Scope 2	**15.21**
Scope 3 (Included Sources)	**18.03**
Total Emissions	**95.18**

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**23.67**
Scope 2	**20.68**
Scope 3 (Included Sources)	**322.13**
Total Emissions	**366.48**

Key drivers of 2024 increase vs baseline:

1. ***Improved Scope 3 data*** — more complete commuting and travel information revealed higher true emissions.
2. ***Business growth*** — staff increased from 99 to 162 (2019–2024).
3. ***One-off project*** — extraordinary travel demand added ~17,600 miles (~4.8 tCO_2e).

Note: While total emissions rose, much of this is due to better data capture rather than uncontrolled operational growth. Per capita emissions also increased, highlighting the need for stronger commuting and travel policies.

Emissions reduction targets & Trajectory

Ward Williams first set its ambition to achieve Net Zero by 2030. We recognise this target is ambitious and, as part of the re-baselining work currently underway, we are reviewing both our baseline and our long-term goal to ensure it is achievable, credible and aligned with the latest science.

Our immediate focus remains on absolute emissions reduction across all parts of the business. We aim to follow the mitigation hierarchy: first avoid and reduce emissions where possible, then substitute high-carbon activities for low-carbon alternatives and, finally, use high quality, verified offsets for any residual emissions that cannot yet be eliminated.

Since establishing our 2019 baseline, we have committed to and begun working towards several key milestones:

- ***Carbon neutrality from 2023 onwards.*** We achieved this milestone initially by offsetting our operational emissions with high-quality, verified credits. However, we recognise that offsetting alone does not constitute Net Zero and must complement, not replace, meaningful emissions reductions. Going forward, while our first priority remains cutting emissions at source, any offsets we use will increasingly focus on verified carbon removal projects (rather than avoidance alone) to ensure the greatest integrity and long-term climate benefit.
- ***A year-on-year absolute reduction trajectory of approximately 10% from the 2019 baseline.*** We currently use an internal working trajectory of ~10% absolute emissions reduction per year from our 2019 baseline to track whether we are moving in the right direction

and at a meaningful pace. This trajectory is a management tool, not a final Net Zero pathway. As we improve data quality and re-baseline to include a fuller Scope 3 picture, we expect to refine this target and align it more closely with science-based or sector-recognised decarbonisation pathways.

- ***Reducing emissions intensity per person to support sustainable growth.*** Our original aim was to reach 1.28 tCO_2e per employee by 2023. Our 2023 and 2024 results were higher (2.12 and 2.23 tCO_2e including commuting), reflecting both company growth and improved data capture. This is why we are reviewing and refining our approach to per capita targets.

Looking forward, our current modelling, based on measures already identified, suggests that we can cut between 80–95 tCO_2e annually by 2027 through targeted actions such as electrifying travel, reducing commuting miles, smarter meeting and project delivery, and improving office energy efficiency. Achieving these reductions would bring our operational footprint down to around 50% of 2019 levels by 2030, with further progress dependent on more advanced measures (such as engaging our supply chain and capturing fuller Scope 3 data).

We are also preparing to integrate carbon considerations into our financial and operational planning from FY25 onwards. This means that decisions on investment, procurement and business travel will increasingly be tied to our reduction goals, ensuring carbon reduction is not an afterthought but a routine part of how we run the business.

This plan will be revisited annually as we improve data quality and extend our Scope 3 coverage (to include, for example, waste, water and purchased goods and services). Where material changes arise, such as improved data sets or shifts in business operations, we will restate our baseline transparently and communicate updates to targets and progress.

Carbon Reduction Projects

Ward Williams has implemented a number of practical measures to reduce emissions since establishing our current 2019 baseline and is now strengthening our approach with a clearer, stronger and more measurable forward plan. So far, we have focused on reducing energy consumption in our offices, electrifying our pool car fleet, supporting low-carbon commuting and embedding sustainability into day-to-day practice.

While these actions have contributed to some reduction in Scope 1 and 2 emissions and improved how we collect and manage data, they have not yet resulted in consistent year-on-year absolute reductions across our full footprint. This is partly because the business has grown, our data capture has improved (especially for commuting) and our service delivery has evolved, all of which have increased reported emissions in some areas. Going forward, our priority is to achieve deeper, sustained reductions and link our actions to measurable outcomes.

Below is a summary of what we have already achieved and where we are focusing next.

Completed Carbon Reduction Initiatives to date

1. **Governance & Accreditation**
   - Achieved B Corporation certification, the first chartered surveyors globally to do so.
   - Achieved ISO 14001 environmental management accreditation.

2. **Energy Efficiency:**
   - Upgraded office lighting to LEDs.

- Introduced behavioural change programmes and internal communications campaigns to encourage energy saving.
- Rolled out Carbon Literacy training for all our staff.
- Moved all offices to 100% renewable electricity tariffs since December 2022.
- Supported hybrid working to reduce office energy demand.

3. **Business Travel & Fleet:**
   - Phased out petrol/diesel pool cars and introduced an electric vehicle pool fleet.
   - EV chargers installed in Plymouth, Exeter, Truro and Winchester.

4. **Commuting:**
   - Launched a cycle-to-work scheme, with over 20 members of the team cycling to work consistently.
   - Supported hybrid and flexible working post-2020.

5. **Carbon Tracking:**
   - Adoption of Computatis software to centralise emissions reporting.

6. **Offsetting (Transitional Step):**
   - Achieved carbon neutrality from 2023 onwards by offsetting residual operational emissions using verified high-quality credits.
   - Recognise that offsetting alone does not equal Net Zero, future offsetting will focus on carbon removals while we work to cut emissions at source.

In 2024, total reported emissions rose compared to our 2019 baseline. This was mainly due to:

1. ***Business Growth*** — Headcount increased from 99 to 162 since 2019, raising total emissions and per-capita emissions (from 0.5 tCO_2e to 2.23 tCO_2e including commuting).
2. ***Better Commuting Data*** — Improved data collection revealed a much larger commuting footprint than previously reported, alongside a shift back to office-based work, with commuter miles increasing by over 300% in two years.
3. ***Project-Specific Travel*** — One exceptional project required significant additional travel, adding about 17,600 miles and 4.8 tCO_2e.

While these factors show that our footprint has grown, they also highlight that our earlier reporting underestimated travel-related emissions. Improved data accuracy is critical to building a credible baseline and targeting meaningful reductions.

Planned Carbon Reduction Actions

Ward Williams has built a practical roadmap to deliver measurable emissions reductions over the coming years. This plan focuses on our largest sources of impact, particularly business travel and commuting, while improving data quality and embedding low-carbon decision making across the company.

We review and update our plan annually to ensure it remains aligned with our Net Zero trajectory and our evolving business.

We have grouped our planned actions into six key areas. Each includes a clear rationale, actions to be taken and estimated carbon savings where known.

Initiative	Rationale	Actions	Measurable Impact
1 Transition to Low-Carbon Business Travel	Business travel represented over 80% of operational emissions, dominated by petrol and diesel car use	• Expand the EV pool car fleet and phase out petrol/diesel use • Update travel policy to prioritise EVs and trains for journeys under 250 miles • Tighten approval for air travel where low-carbon alternatives exist.	• 50% reduction in petrol/diesel mileage by 2026 • 30–40 tCO_2e reduction annually (~20–25 diesel vehicles switched to EVs)
.2 Commuting Emissions Reduction Strategy	Commuting contributed~ 44.5% of total emissions in 2024	• Introduce sustainable commuting incentives (EV salary sacrifice, public transport subsidies) • Implement office-level commuting targets from surveys • Support hybrid/flexible working further	• 10% reduction in commuting emissions per employee by 2026 (~16 tCO_2e annually) • Reduce average commuter miles/employee from 5,020 → <4,500 miles/year
3 Smarter Meeting & Project Delivery Models	Internal management travel a major contributor, esp. Winchester & Exeter, is a major contributor.	• "Virtual-first" meeting policy • Regional project delivery teams to reduce cross-country travel. • Provide training on virtual collaboration tools	• 30% reduction in management travel mileage by 2026 (~20 tCO_2e annually) • Track proportion of virtual vs. in-person meetings
4. Office Energy Efficiency Improvements	Electricity and gas use remain notable in some offices (e.g., Gloucester, Manchester, Truro).	• Install sub-metering in high-use offices • Standardise setpoints (19°C heating / 24°C cooling) • Roll out automatic switch-off devices & smart plugs	• 15% reduction in office energy use by 2027 (~3–4 tCO_2e annually) • Quarterly reporting of office-level energy use
5 Targeted Office-Level Emission Plans	Three offices (Exeter, Winchester, Gloucester) account for ~60% of emissions.	• Set office-specific reduction targets • Require annual action plans prioritising travel and commuting changes.	• 20% per capita reduction in top 3 offices by 2026 (~35 tCO_2e)
6 Data Quality	Accurate, transparent data underpins credible Net Zero progress.	• Expand Scope 3 data to cover waste & water. • Quarterly emissions dashboards for all offices. •	• Reduce estimated data points from ~10% → <2% by 2026 • Achieve full Scope 3 coverage by 2027 Full Scope 3 coverage by 2027.
10.6 Behavioral Change & Engagement	Employee travel, commuting & energy choices strongly influence emissions	• Launch Carbon Champions network • Office-level leaderboards on emissions • Carbon literacy training in onboarding/CPD	• ≥70% staff engagement • Year-on-year reduction in discretionary car mileage

Beyond these core initiatives, as part of our own approach as a business we are also:

- ***Embedding carbon into procurement decisions*:** we plan to ask key suppliers to disclose their own emissions and environmental practices. Over time, we will consider carbon performance when choosing and managing suppliers to reduce indirect (Scope 3) emissions in our supply chain.
- ***Introducing client carbon KPIs to drive shared reductions on projects***: we plan to work with clients to define and monitor carbon targets on projects, enabling joint accountability and measurable reductions in design, construction and operation.
- ***Supporting employees to cut personal emissions*:** we will provide staff with practical guidance, such as commuting options, energy-saving tips and home working resources, alongside incentives (e.g., salary sacrifice EV schemes, cycle-to-work) to help them lower their own carbon footprints.
- ***Maintaining carbon neutrality while we reduce*:** as we continue to cut our emissions, we will offset any unavoidable residual carbon each year to stay carbon neutral. Our priority is to purchase high-quality, verified carbon removal credits while our longer-term reduction measures take effect.
- ***Aligning financial choices with sustainability*:** we are exploring a greener staff pension strategy, ensuring investments support low-carbon transition.

If fully implemented, these recommendations could deliver:

- 60–70 tCO_2e annual savings from transport interventions.
- 15–20 tCO_2e from commuting changes.
- 3–5 tCO_2e from office energy management.

Together, this represents a potential annual reduction of ~80–95 tCO_2e, representing over 25% of Ward Williams' current footprint (excluding commuting).

Over the next three years, we project cutting our operational emissions by approximately 120 tCO_2e as these initiatives embed and data accuracy improves.

Governance & Integration

Ward Williams recognises that achieving Net Zero is not only an environmental ambition but also a business-critical priority. To ensure we remain credible and resilient, we are embedding carbon reduction into our core governance and risk processes.

Carbon and climate-related risks, including potential impacts on client tender eligibility, compliance with evolving regulations and our market reputation, are being assessed for inclusion in our corporate risk register. This will allow us to monitor our progress on carbon reduction alongside other key business risks and respond proactively to new requirements or external pressures.

Additionally, from FY25, Ward Williams will begin integrating carbon considerations into financial planning and investment decisions. Major capital projects will be assessed for their carbon impact, and we plan to identify dedicated funding to support key emissions-reduction initiatives such as improving office energy efficiency and investing in better metering and data systems.

By embedding climate risk and carbon finance into the way we run the business, we will be better positioned to deliver on our commitments and ensure that our Net Zero trajectory is robust, credible and actionable.

Declaration and Sign Off
This Carbon Reduction Plan has been prepared in accordance with PPN 06/21 and associated guidance and reporting Carbon Reduction Plans.

Our greenhouse gas emissions have been calculated and reported in line with the published reporting standard for Carbon Reduction Plans, the ISO14064 standard, the GHG Reporting Protocol corporate standard[1] and uses the appropriate UK Government emission conversion factors for greenhouse gas company reporting[2].

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) Standard[3].

This Carbon Reduction Plan has been reviewed and approved off by the board of partners at Ward Williams and will be updated at least annually.

Signed on behalf of the Supplier:

James Beckly, Senior Partner

Date: 4 November 2025

[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