

Our Carbon Reduction Plan 2024

Materials

Carbon

Energy

People



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This Carbon Reduction Plan outlines our organisational approach to reduce our carbon emissions at Walker Resource Management Ltd (WRM). This document provides a high-level overview of our company strategy to reduce emissions in several key areas across our whole operations. Following a thorough investigation into the industry and legislation drivers and the corporate risks that the company could face as a result of climate change this plan was formulated. Crucial improvement areas for the business have been identified and will be focused on through this plan's implementation.

This plan is supported by an internal Carbon Reduction Action Plan that outlines in detail the interventions that we will implement to become a net zero organisation by 2040. This action plan has appropriate timescales and assigned employees responsible for ensuring improvements are implemented and tracked. A Carbon Footprint tool also accompanies this plan and is used to internally monitor our annual emissions reduction progress towards net zero.

This strategy was published in April 2024, has been board-approved and will be implemented with the support of all employees at WRM. By publishing this strategy, **we commit to achieving net zero carbon emissions by 2045.**

About **WRM** Make it Possible

At WRM we deliver sustainability and environmental management services, providing technical expertise enabling our clients to make environmental and sustainable changes within materials, energy, carbon and people. We have helped a wide variety of public and private sector clients to **make it possible** through our services. Our office is based just North of Leeds in Otley, but we work across the UK offering sustainable advice and solutions.

We seek to be a positive influence on all the organisations we work with and ensure we always encourage sustainable solutions. We also provide explicit carbon reduction service options through our carbon footprinting and carbon reduction plan offerings. Within our Sustainability department we provide Carbon Literacy training which aims to educate participants on the climate science, climate change impacts and then how to implement carbon reductions within the workplace. This training has been successfully delivered within the healthcare sector through NHS England and at several individual NHS trusts, ICS's and ICB's.



Our Purpose

To assure our customers that progress is always possible on their sustainability journey.

Our Mission

To expertly deliver a technically diverse range of environmental and sustainability services which provide assurance, ensure legal compliance, enhance social value and elevate commercial resilience.

Our Vision

Sustainability is at the heart of all organisations, driving growth, excellence and innovation.

Our Values



Sustainable at Heart

Sustainability is at the heart of all our decisions, we care about the environment and social impact alongside business performance.



Sharp and Straight-up

We deliver serious technical expertise, in an honest, passionate, and authentic manner.



Awesome as Standard

We work hard for each and every individual client, exceeding customer expectations, delivering exceptional quality service and great value.



People and Numbers

Our team is vital to the success of our business and the projects we deliver. We empower and support each other to realise professional and personal life goals.

Our Sustainability Progress

In addition to the sustainability and carbon reduction expertise we are providing our clients we acknowledge that our own operations also produce carbon emissions have an impact. Therefore, we need to focus on reducing our internal emissions to net zero setting the ambitious target of 2045 to ensure we meet targets ahead of the national target of net zero by 2050.

Carbon reduction education and engagement has been a key area we have progressed already. With all new employees trained and certified in Carbon Literacy we achieved the Carbon Literacy Gold Award. From this training employees have taken forward workplace carbon reduction actions, including toolbox talks and internal communications on waste and water reductions.

Energy reductions in our Otley office have been made possible through energy efficiency measures including LED lighting throughout the whole building. We ensure the office is used optimally by coordinating days that employees attend the office.

Lower carbon travel is encouraged for both commuting and business travel. Where possible we will aim to use public transport but where this is not feasible car sharing is recommended.

Technology
Reduce paper use

In 2022, we cut our paper use by **77.8%**, compared to 2019, resulting in carbon savings of **111.5kgCO₂e**

Waste
Recycle your waste

So far in 2023, we have recycled **55%** of our waste. Recycling produces **95.7%** less carbon than if it is sent to landfill.

Facilities
Install energy efficiency measures

In the first 6 months of 2023, we saw a **53%** reduction in usage compared to 2022, resulting in carbon savings of **45.2kgCO₂e**

Travel
Use lower carbon transport options

43.8% of our employees use lower carbon transport options, saving at least **26kgCO₂e** per 181.6 collective round trip.

Engagement
Take part in Carbon Literacy Training

In 2023, we achieved the **Carbon Literacy Gold Award** for delivering low carbon behaviour, resulting in an average carbon saving of **5-15%** per employee of WRM.

WRM
— Make it Possible —

5 Ways to improve your carbon handprint

www.wrm-ltd.co.uk

Our Data

We have undertaken a detailed analysis of our key direct and indirect emissions sources, generating our carbon baseline to establish the carbon impact of our organisation. The resultant carbon hotspots have led us to identify targeted actions that will aid us in making emissions reductions and will be our guide to achieving net zero.

The Greenhouse Gas Protocol (GHGP) separates carbon emissions into three distinct scopes. Scope 1 contains any direct emissions from aspects we have control over including the use of natural gas and fleet fuel. Scope 2 contains indirect emissions from electricity purchased from the National Grid. Scope 3 includes any indirect emissions outside scopes 1 and 2. This can include water consumed, waste treated and procured goods and services.

In line with GHGP and PPN 06/21 WRM are monitoring our scope 1, 2 and 3 emissions where possible and where we have robust data, the table on the right shows the emissions data that we have captured and included in our carbon footprint.

As we progress with our carbon emissions reductions, we aim to improve the amount of data included as data improves and becomes more reliable. Focusing on our indirect emissions which is currently harder to get usable supply chain data.

Carbon Footprint Data Inclusion		
Scope 1 Direct Emissions	Scope 2 Indirect Emissions	Scope 3 Indirect Emissions
Fuel Consumption: Natural Gas Fleet Fuel	Electricity Purchased from the National Grid	Business Travel Printing Waste Generated in Operations Employee Commuting Homeworking Emissions Water Consumption

Our Methodology

We have calculated our carbon emissions using the UK government greenhouse gas conversion factors that are provided by the Department for Energy Security & Net Zero (DESNZ) and the Department for Environment Food & Rural Affairs (DEFRA). These carbon equivalent factors were then applied against consumption metrics in the units required. Resultantly annual CO₂e emissions for each emission source within the monitoring framework were calculated. For any emission sources that don't have a government published conversion factor, academically verified figures from recent and peer-reviewed papers have been used.

This emissions quantification method used within our carbon footprinting tool will support us in continuing to quantify and report our emissions on an annual basis, ensuring we can track our progress towards net zero.

Following extraction of our data we have established 2022 as our baseline year against which all subsequent carbon dioxide equivalent (CO₂e) emissions will be compared. We will continue to report against our baseline year in future annual carbon reduction plan updates. Whilst we were able to capture reliable data going back to 2020, we have chosen to use 2022 as the baseline as the previous two years were largely affected by Covid restrictions with our office closed for much of that time.



Our Carbon Footprint

Our emissions in our baseline year of 2022 totalled 21.75 tCO₂e whereas our 2023 emissions totalled 19.45 tCO₂e which is over a 10% reduction. In this duration there has been an increase in 3 employees from 2022 to 2023.

In our baseline year our largest emissions scope was scope 3 contributing 15.70 tCO₂e, making up 72% of the total emissions. Similarly in 2023 scope 3 made up 71% of the total emissions. Scope 3 includes employee commuting and homeworking emissions both of which are the two largest emission sources for WRM. The third largest emission source is our fleet emissions which made up 22% in 2022 and 25% in 2023 of our total carbon footprint.

We have made reductions in 2023 from our baseline year for both gas (45% reduction) and electricity (6% reduction) which shows the effectiveness of energy reduction measures implemented at our office. Our business travel has increased 880% but this is mainly due to increased rail travel for site visits and consequently better reporting of public transport usage, moving away from using the company fleet cars.

Scope	Aspect	2022 Baseline (tCO ₂ e)	2023 (tCO ₂ e)
Scope 1	Gas	0.60	0.33
	Fleet	4.95	4.79
	Scope 1 total	5.55	5.12
Scope 2	Electricity	0.50	0.47
	Scope 2 total	0.50	0.47
Scope 3	Business Travel	0.05	0.49
	Printing	0.02	0.04
	Waste	0.02	0.02
	Employee Commuting	9.46	7.21
	Homeworking Emissions	6.15	6.09
	Water Supply	0.002	0.01
	Waste Water	0.003	0.01
	Scope 3 total	15.70	13.87
Total		21.75	19.45

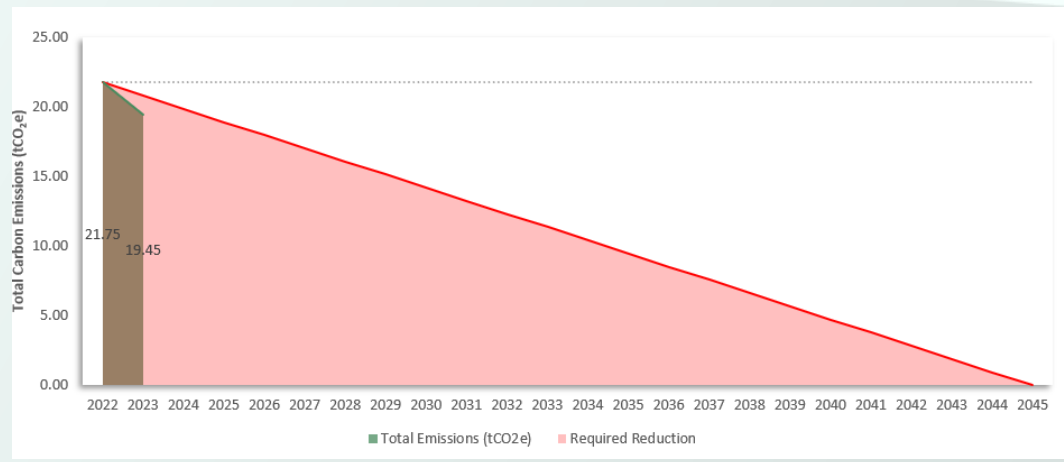
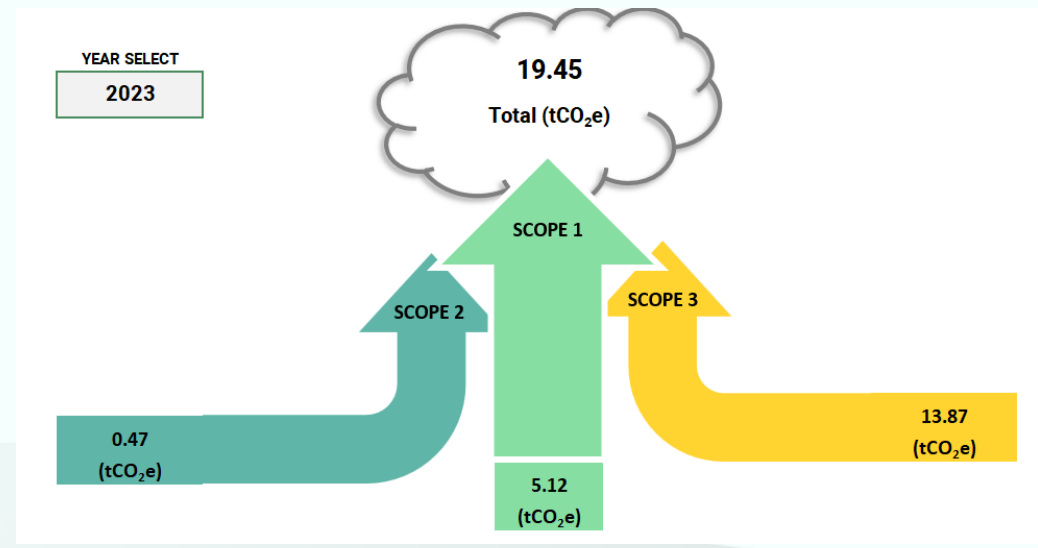
Our Pathway to Net Zero

We will continue to report and publish our carbon reduction progress, following this first carbon audit. To achieve our net-zero target it will require significant change to our buildings, operations and the involvement of all our employees over the next 21 years.

Whilst this is our first carbon reduction report we have already made considerable carbon reduction progress by implementing actions in all areas of our business, as seen in the top right diagram of our 2023 emissions. However, the roll out of our carbon reduction strategy and action plan will provide us with a clear direction for future improvements and hold all areas of our business accountable.

The actions that will be implemented as a result of this plan will deliver incremental improvements in our energy efficiency and environmental performance that is necessary for us to achieve our 2040 net-zero target. By reducing the emissions that directly and indirectly responsible for we can minimise the need for offsetting.

We don't predict our carbon trajectory to be linear, with some action delivering significantly more carbon savings than others, but we will try to work to be in line with the predicted net-zero trajectory seen in the graph on the right.



Our Sustainability Strategy

To ensure we reach our Net Zero targets we have developed our Sustainability Action Plan to guide our sustainability strategy. This plan outlines 122 individual actions under 10 key themes to tackle carbon emissions in every aspect of our operations and influence. A number of these actions and our current progress have been outlined in the following slides.

This internal document details each intervention with designated action leads, timescales for completion and monitoring frequencies to ensure that actions are successfully implemented. All actions have been discussed and agreed upon by the cross-departmental sustainability working group to ensure they are material and realistic for WRM.

To be successful in achieving our sustainability and carbon reduction targets it will require all employees to support and commit to playing their part in our companies transition to Net Zero. The roll-out of additional financial support will also be required to become Net Zero by 2050.

Our Key Themes

- ✓ Corporate Approach
- ✓ Asset Management & Utilities
- ✓ Estates & Facilities
- ✓ Digital Transformation
- ✓ Greenspace & Biodiversity
- ✓ Workforce & Partnerships
- ✓ Travel & Transport
- ✓ Supply Chain & Procurement
- ✓ Adaptation
- ✓ Social Value

Corporate Approach

Our Progress

We support the development and empowerment of our staff to be the change to protect our environment and transition to a sustainable future. As a testament to this commitment, seven members of the team have undergone carbon literacy training in the past year. Resultantly, equipping our team with the knowledge and capacity required to act on climate change and reaffirming our status as a Gold standard Carbon Literate Organisation.

Our vision is to show every organisation that striving for sustainability makes business sense and it is possible to measure, manage, mitigate and reduce environmental impact. We remain committed to conveying to clients and customers the importance of addressing the climate crisis to encourage a faster cultural shift towards sustainability.

Our Future Actions

We will incorporate sustainability into our organisational values, mission, and principles.

Progress on sustainability, including progress against our targets and sustainability action plan implementation will be reviewed and reported at least annually at Board level.

We will seek to measure our carbon impact using our carbon footprint tool, keep this updated to include new aspects, and analyse trends over time to help validate performance and ensure lessons are learnt.

We will continue to train our workforce on Carbon Literacy and will become a Platinum Carbon Literate Organisation by 2024.

We will register with a robust carbon credit scheme to start to offset our emissions and keep those offsets in place for the emissions which are most difficult to reduce.

We will align our carbon reduction targets against the Science Based Targets.

We will continue to operate an Integrated Management System, including an Environmental Policy, Environmental Aspect Procedure, and an Improvement Programme.

**clipped extract from full sustainable action plan*

Asset Management & Utilities

Our Future Actions

We will seek to continue to source our electricity through green and renewable tariffs offered by sustainable energy providers to reduce the carbon footprint of our purchased electricity.

We will regularly report our energy and water usage progress.

We will initiate internal communication campaigns to help conserve energy and water at work, managing energy usage and reporting leaks and faults.

We will continue to invest in sustainable technologies such as energy efficient movement sensors and LED lighting.

We will continue to undertake regular reviews of our equipment to ensure it is running efficiently and replace this when required.

We will implement reminders regarding the switch off procedure for office areas for equipment such as PCs, lights, and heating when not in use.

We will explore generating our own onsite renewable or ultra-low carbon energy (e.g. solar PV, Solar heating, heat pumps or biomass/biogas/fuel cell CHP).

**clipped extract from full sustainable action plan*

Our Progress

We successfully implemented measures to decrease energy consumption throughout our office site, resulting in a saving of 300 kgCO₂e in 2023 compared to the previous year.

We have switched to LED lighting throughout our office space, ensuring lights are only turned on when necessary. As a result of the team's collective adoption of energy-saving behaviours we have achieved a 30 kgCO₂e reduction in electricity consumption.

From 2022 to 2023 we significantly reduced our gas-related carbon emissions by 270 kgCO₂e. Signifying our ongoing efforts to decarbonise our business practices and reduce our carbon footprint.

Estates & Facilities

Our Progress

We are currently implementing an Integrated Management System (IMS) designed to improve efficiency throughout our systems and processes. Having made significant strides – 75% progress, the scheduled completion date is the summer of 2024.

We continually monitor all waste streams, ensuring that recyclable waste is segregated and diverted from non-recyclable materials. In 2023, a total of 1,960 litres of waste underwent recycling processes.

We are in the process of exploring options for installing an electrical vehicle charging point at our office.

Our Future Actions

We will implement a waste management policy to ensure all waste is disposed of in line with the waste hierarchy - reduce, re-use, recycle.

We will work to identify an alternative and more sustainable waste management solution for our municipal waste.

We will work to improve the segregation of waste by sorting office by-products such as metal, plastic, and cardboard into grades before being placed into collection bins to negate the need for additional sorting and incorrect waste treatment methods.

We will explore ways in which we can limit waste disposal and utilise our role within the circular economy.

We will set targets for sustainability and waste minimisation.

We will assess the energy and carbon performance of our buildings to ensure building design parameters set in the design process have been achieved, and work to rectify any areas of poor performance.

We will develop a resource and waste management action plan, including financial and social aspects.

**clipped extract from full sustainable action plan*

Digital Transformation

Our Future Actions

We will develop a system/process that identifies suitable opportunities to convert our waste into a resource and continue to refurbish or recycle any electrical goods being used by the business. Where possible we will procure refurbished electronic goods avoiding unnecessary production.

We will revise and review our policy to conduct external meetings online by default where possible.

We will encourage innovation and support new technologies that help improve our carbon performance related to energy and resource usage, whilst improving the resilience, flexibility, and adaptation of our systems and infrastructure.

We will seek to understand the impact of our IT use and Cloud storage and action improvements e.g. email reduction.

We will move away from paper-based printing systems used for office related activities opting for digital alternatives.

We will monitor the emissions associated with the running of our website and explore reductions.

We will continue to offer staff work from home flexibility.

**clipped extract from full sustainable action plan*

Our Progress

We continue to provide flexible working arrangements to meet the needs of each individual team member. Via this practice the office is unoccupied for two days a week, saving energy on heating and lighting. Additionally, we have launched an initiative encouraging employees to switch off electrical items at the end of each working day.

In our carbon literacy training, we have taught staff how to conserve energy in the office and at home, fostering behavioural change that result in carbon savings ranging from 5% to 15% per person.

We continue to raise awareness across the team about the importance of minimising paper usage and embracing digital alternatives. Over the past year a focused campaign aimed at reducing printing resulted in 270 fewer sheets of paper being used.

Greenspace & Biodiversity

Our Progress

We recognise the significance of greenspaces in improving the wellbeing of our team. Despite land constraints, we provide green spaces and natural elements throughout our office site in Otley via the utilisation of plants and foliage.

As part of our focus on staff wellbeing we have run a number of wellbeing walks exploring local Otley green spaces and riverside. These encouraged employees to step away from their desk at lunch and enjoy our natural surroundings.

Our Future Actions

We will seek to assess the health, safety, cleanliness and accessibility of our green features with input from users to ensure that areas are safe and pleasant to use.

We will promote the use of greenspace in Otley through campaigns such as walking clubs.

We will work to maintain and enhance biodiversity on our sites, for example through maintaining high quality green features.

We will provide green and natural areas on our sites even where land is constrained, making use of small areas even when we don't have large external areas. e.g. window boxes, verges and potted plants.

We will seek to show evidence (e.g. through surveys and staff feedback) that staff wellbeing has been improved by greater access to green space and green features during work.

We will provide staff with opportunities and encourage engagement in local volunteering activities in the maintenance of green spaces and biodiversity.

We will seek to get involved with tree planting initiatives where possible to increase the offsetting of carbon emissions.

**clipped extract from full sustainable action plan*

Workforce & Partnerships

Our Future Actions

We will include sustainability as a mandatory training module in the onboarding and educating of new starters.

We will seek to build a team of sustainability champions who help support sustainability awareness and action across the organisation and support them with training and resources.

We will engage with our staff to support them to minimise waste and expense at home (e.g. through swap shops, repair facilities, encouragement to recycle or reuse).

We will seek to ensure that our workforce is highly aware of our organisation's carbon reduction objectives as a result of learning, development and training opportunities we provide.

We will make carbon emissions 'visible' in key identified high carbon activities where staff choice is available to encourage behaviour change (e.g. options for travel mode, data heavy IT use, turning off lights/equipment).

We will seek to collaborate with external partners and industry on the implementation of sustainable projects.

We will provide education for staff to make more informed low carbon, local and healthy food choices.

**clipped extract from full sustainable action plan*

Our Progress

We have developed a Sustainable Action Plan group that has involved different departments. We have also presented this plan company-wide, welcoming feedback, to ensure that all areas of the business are given a say in sustainable change within the business.

We recognise that we cannot work alone to achieve carbon reductions and collaboration, especially within our local area, is necessary. We have been working with Otley 2030 to help provide knowledge and expertise to support Otley business and residents to reduce emissions and have a positive environmental impact.

Travel and Transport

Our Progress

In acknowledgement that our fleet travel resembles the most carbon intensive area of our business, transport is a crucial topic in our carbon reduction strategy.

We have already taken several proactive steps to reduce the environmental impact of our travel demands. Most notably we continue to facilitate a hybrid working model for all our team members. The adoption of agile working arrangements and teleconferencing significantly reduces the requirement for travel across both our employees and customers.

Team members required to travel for business purposes are routinely encouraged to utilise public transport. As a result, over the past year 2,706 kgCO₂e was saved through low carbon travel choices.

Our Future Actions

We will launch a sustainable staff travel plan focused on encouraging staff to shift from the use of personal cars to more sustainable modes of transport such as public transport, active travel or low-carbon vehicles.

We will incorporate cycle storage at our office and ensure that our cycling facilities are well-maintained and secure as to avoid bicycle theft, enable safer active travel and encourage the cycle to work scheme.

We will replace the business's petrol and diesel pool cars with electric cars.

We will monitor the travel choices of our visitors and staff and carry out an annual staff travel survey to measure the shifts in modes of transport.

Transport impacts shall be considered when procuring key products and services, and efforts will be made to ensure that contracts are locally sourced where possible.

We will review our office site and identify opportunities to install electric vehicle charging points.

We will work with staff to calculate the commuting and homeworking emissions of employees and ensure a system of regular data capture to track changes.

**clipped extract from full sustainable action plan*

Supply Chain & Procurement

Our Future Actions

We will continue to update the supplier screening process including sustainability factors such as ISO accreditation. Also explore including looking at eco-labels, social and environmental performance certifications. For example, working with suppliers who operate under a FSC, PEFC (Programme for the Endorsement of Forest Certification Schemes) and Cradle to Cradle certifications.

We will engage with current suppliers to discuss sustainability and potential changes to practices that could be mutually beneficial.

We will introduce environmental criteria, metrics, and considerations for the products we procure, alongside a focus on cost and availability.

We will work with our supply chain to maximise repair and reuse onsite of durable goods within our organisation (e.g. furniture, IT, and building materials).

We will seek to procure recyclable and re-usable office supplies when needing to procure the supplies.

**clipped extract from full sustainable action plan*

Our Progress

All electrical equipment we purchase is second hand which has been meticulously refurbished, and we prioritise sourcing from local suppliers whenever possible, supporting the local community and minimising our carbon footprint.

All legacy electrical equipment is donated to the team to continue the products lifetime; reducing waste and fostering a culture of reuse.

We continue to responsibly source materials required throughout our office; all paper procured holds Forest Stewardship Council (FSC) certification, and all traditional cleaning products have been switched to plant-based alternatives.

Adaptation

Our Progress

Adaptation is an area that we are newly focusing on so little progress has been made so far. We want to use our Sustainable Action Plan to drive the necessary change to ensure our office and operations are prepared for the impacts of climate change.

Our office town of Otley has experienced flooding in previous years, with significant flooding in 2015 when the River Wharfe burst its bank. With the risk of extreme weather events increasing because of climate change we need to ensure there are contingency plans in place.

Our Future Actions

We will create an adaptation plan to ensure there are contingency plans for extreme events which could become more likely due to climate change, such as heatwaves or flooding.

We will develop local protocols aligned to national heat wave plans, cold weather plans and multiagency flood plans) in relation to Civil Contingencies Act, Climate Change Risk Assessment and National Adaptation Plans.

We will provide training to ensure that our workforce is prepared and trained to deal with different extreme weather scenarios such as educating staff on how to keep the office cool in the event of hot weather, and how to report high indoor temperatures.

We will allocate one of our senior staff members as an Adaptation lead. The Adaptation lead will be responsible for coordinating adaptation planning, resilience and emergency preparedness at the organisation.

We will assess the financial impacts of climate change to our organisation and the cost of doing nothing and communicate this to our board.

We shall maintain a record of notable and/or extreme weather events on an annual basis.

We will engage with our key suppliers to understand their resilience and contingency plans for extreme weather events and other incidents.

**clipped extract from full sustainable action plan*

Social Value

Our Future Actions

We will develop a Sustainable Communities Scheme which will enable our staff to take a day of annual leave to deliver environmental projects, such as tree planting or training, in the local community.

We will provide training sessions on diversity, LGBTQ+ rights, equity and inclusion to foster a more inclusive workplace culture.

We will engage with schools and universities to provide sustainability and environment education as well as careers advice.

We will continue to focus on wellbeing of our staff e.g. mindfulness sessions.

We will engage with local environmental and social partnerships for team event days.

We will provide pro-bono/subsidised support for local small companies.

We will continue to offer internship opportunities for university students helping them gain valuable work experience and skills.

Our Progress

We are proud to have been recognised as a mindful employer for a second year. Most recently we have introduced a weekly wellbeing session aimed at promoting mental health through meditation and breathing exercises. Additionally, a dedicated wellbeing Teams channel facilitates the sharing of resources and discussions related to wellbeing. Staff wellbeing is further supported via the appointment of four fully trained mental health first aiders.

In recognition of the significance of physical wellbeing, we have provided a gym membership benefit to all employees over the past year.

To foster our team's development, we continue to organise team building workshops. In the past year, we conducted six workshops covering themes such as nutrition, project management, mental health and company progress.

**clipped extract from full sustainable action plan*

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

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

Signed on behalf of Walker Resource Management Ltd:

Date: _____