

# Carbon reduction plan

Year ending April 2024





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## Commitment to achieving Net Zero

Ward Hadaway is committed to achieving Net Zero emissions by 2050 at the latest.

Our commitment to the environment forms one of the core pillars in our Responsible Business Strategy, supported and led by our Managing Partner and overseen by our Responsible Business Board.

To support the Board we have established an Environment Committee made up of representatives from across the firm. The committee meets regularly and feeds into the Responsible Business Board. Following the results of a whole firm environment survey the committee is working on a programme to help educate and engage staff to drive firmwide environmental initiatives and equip them with the necessary resources to reach our goal.

We have implemented a number of management processes across the business to reduce our environmental impact, including achieving ISO14001, which was reassessed and re-certified in April 2024.

For three years, we have commissioned EcoVadis to conduct a benchmarking review of our environmental performance alongside a wider ESG audit. In the 2024 results, we achieved a Silver rating with a score of 80% for the environment. This means that we are in the 85th percentile of businesses in our sector with regards to ESG.

This Carbon Reduction Plan has been completed following guidance outlined in the Technical standard for Completion of Carbon Reduction Plan. It is the intention of Ward Hadaway LLP to review and update the Carbon Reduction Plan annually.



## Baseline emissions footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past. However our emissions will have been lower during our baseline period as a direct result of the baseline year being one where the full recovery from the effects of the pandemic had not yet happened and therefore travel and printer usage in particular will still be at a lower level than anticipated during usual working conditions. Baseline emissions are the reference point against which emissions reduction can be measured, and so the fact that this baseline has been set during a period of lower emissions should be taken into account when making comparisons in the coming years.

### Baseline year: 2022/23

#### Additional details relating to the baseline emissions calculations.

Ward Hadaway have completed a baselining exercise for financial year 2022/23 (01/05/22 – 30/04/23), using the GHG Protocol methodology. This baseline includes data from our Manchester and two Newcastle offices, with Scope 1 & 2 emissions under operational control calculated for our Leeds office.

### Baseline year emissions

Emissions	Total (tCO2e)
Scope 1	138.45
Scope 2	124.78
Scope 3 (Total)	191.67
Cat 4 – Upstream transportation and distribution	0.68
Cat 5 – Waste generated in operations	0.71
Cat 6 – Business travel	59.9
Cat 7 – Employee commuting	130.38
Total Emissions	454.90



## Current emissions reporting

Reporting year: 2023/24	
Emissions	Total (tCO <sub>2</sub> e)
Scope 1	199.92
Scope 2	125.59
<b>Scope 3 (Total)</b>	<b>289.03</b>
Cat 4 – Upstream transportation and distribution	0.17
Cat 5 – Waste generated in operations	0.90
Cat 6 – Business travel	77.14
Cat 7 – Employee commuting	210.82
<b>Total Emissions</b>	<b>614.54</b>

Our total measured emissions increased significantly. This was primarily because we included additional categories to account for Scope 3 emissions as a result of increased data availability. In our SECR, these included employee commuting, transmission and distribution/upstream emissions and a more detailed breakdown of business travel. We also collected additional data for location-based gas emissions, resulting in an increase in reported emissions of 44% in Scope 1.

## Scope 3 additional notes



### Category 4 – Upstream transportation and distribution

This figure is currently limited to the firm's use of couriers to make deliveries to clients. In subsequent years, this figure may initially increase as the firm carries out a more detailed analysis of Scope 3 supply chain emissions.



### Category 5 – Waste generated in operations

This figure has been recorded using available data. The recycling data has been obtained through the Waste Transfer Notes issued from the recycling companies which we use in each of our three office locations.

We do not have specific data on the non-recyclable waste generated from the offices. In Leeds and Manchester this is managed through the lease arrangements as part of the building operations. Newcastle City Council collect the residual waste at our Newcastle offices and are unable to provide tonnages for the amount collected.



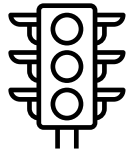
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## Scope 3 additional notes



### Category 6 – Business travel

This has been calculated using the spend based method and includes travel by air, rail, taxi and cars.



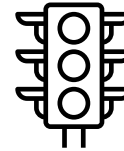
### Category 7 – Employee commuting

We have calculated our employee commuting emissions for 2023/24 reporting period, using a similar methodology to our baseline year:

- Number of FTE x number of working week for 23/24 reporting period x average return distance travelled.

We issued a firmwide employee commuting survey to capture the average return distance of travel to the office based on vehicle type and number of working days per employee in the office.

Several assumptions have been made in order to calculate our commuting emissions. For example, we have assumed that there are: 48 working weeks annually, all data was provided as a single distance and the highest mileage range (e.g 0-10 miles ~ 20 miles).



### Category 7 – Employee commuting continued.

We plan to issue another employee commuting survey during our next reporting period to encourage a better response rate. We may refine the questions asked to improve data accuracy in the future.



### Category 9 – Downstream transportation and distribution

As a law firm Ward Hadaway LLP does not manufacture any goods, so there are no figures to report for this category.

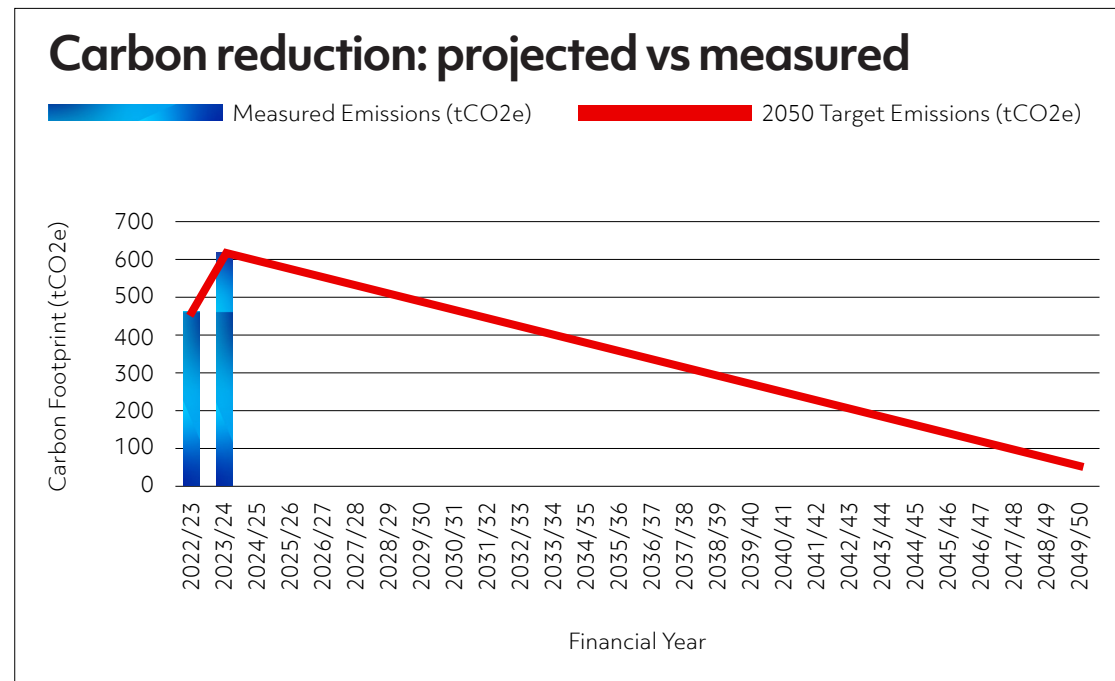


## Emissions reduction targets

We have adopted an overarching carbon reduction target to meet Net Zero by 2050 at the latest.

In addition, we are planning to reduce our Scope 1 and 2 carbon emissions over the five-year period from our baseline by 44%.

Planned progress against these targets, against the current reporting scope, can be seen in the graph below:



In year ending April 2024, we collected additional data for location-based gas emissions, resulting in an increase in reported emissions of 44% in Scope 1.

Our previous reduction target is no longer realistic in light of our better measurement, and our plans to grow by 10% a year. Adding new offices will increase our total carbon emissions in the relevant period. We intend to revisit our baseline and reduction target in our carbon reduction plan for subsequent reporting periods.

To reduce our emissions, we will:

- Aim to complete the current carbon reduction initiatives that follow;
- Continue to develop and implement a Net Zero action plan.







Carbon reduction  
projects



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## Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented to date:

- ISO14001 accreditation was achieved in 2018 and recertified following an external audit in April 2024.
- IT equipment has been upgraded to newer, more environmentally-friendly equipment.
- We have nearly completed the rollout of replacement MFDs which are more efficient, and have reduced the number used across the firm's three office locations.
- We encourage the non-printing of paper which has led to a considerable reduction in our paper usage.
- We have replaced legacy lighting with LED lighting in our largest offices, located in Newcastle.
- We have stopped providing our people with single use business cards and replaced them with one multi-use business card per person which transfers contact details digitally, avoiding the need for production of paper ones.
- Our Cycle to Work scheme limit has been increased to allow sufficient to enable the purchase of electric bikes.
- We have invested in providing our people with the ability to work from home largely in response to the pandemic, which has led to a reduction in travel.
- We have introduced a flexible working policy allowing virtually our whole workforce to work from home for 3/5ths of their time, leading to a reduction in the need for commuting to the office.
- We have upgraded our file storage fleet to electric.
- All staff are provided with reusable water bottles to eliminate single use plastic ones.
- We are founder members of the Legal Sustainability Alliance.
- We have become a member of the Sustainable Recruitment Alliance.





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## Completed carbon reduction initiatives

- We have re-contracted provision of electricity supply to our Newcastle office to a green tariff that carries a Renewable Energy Certificate.
- In the refurbishment of our Newcastle office we have installed instant hot water taps and removed both kettles and the hot water heaters that held a large reservoir of permanently hot water. We have also removed paper towels from the bathrooms and provided air dryers only. In addition, the refurbishment of the Newcastle office involved a switch to hot-desking, meaning that we occupy less office space and therefore there has been a 49.5% reduction in the floorspace that we heat and illuminate in one of our two Newcastle buildings.
- We have undertaken a review of the merchandise we use at conferences, seminars and as client gifts. As a result, we have:
  - Presented to all partners on the impact of merchandise on the environment in order to encourage more prudent requests and usage.
  - Considered the full product lifecycle in our decision making, including materials, manufacture, packaging, transport, use and recyclability.
  - Rationalised the number of different types of merchandise we provide.
  - Sourced reputable lower carbon impact items in each case.
  - Set up a system to procure apparel items on demand from a reduced impact source.

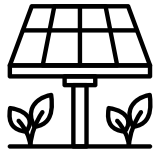




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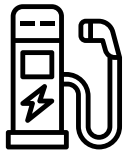
## Current carbon reduction initiatives

Work is currently being undertaken or planned for the coming year to assist with the implementation of further measures including:



### Energy

- Maintaining diligent maintenance programme to ensure zero leakage of refrigerant in air conditioning/comfort cooling systems.



### Travel and transport

- Reinforcing our travel policy that urges the uptake of means of travel with the lowest environmental impact.
- Improving internal infrastructure to encourage active travel (lockers, showers etc).
- Continuing to advocate the use of video conferencing unless there is a specific client need to travel.
- Reviewing the possibility of implementing a salary sacrifice system for EVs.



### Waste

- Continuing to reduce the paper produced by promoting and monitoring compliance with our paperlite policy.
- Working with local charities to refurbish and reuse as much of the office furniture which is not used as a result of office refurbishments as possible.

### Travel and transport continued.

- Engaging in dialogue with landlords regarding the feasibility of EV charging points.
- Looking into implementing schemes that can assist with travel planning for staff.





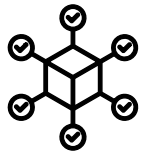
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## Current carbon reduction initiatives



### Employee and stakeholder engagement

- Educating the Firm on the work undertaken by the Environment Committee and further encouraging the submission of suggestions for the improvement of our environmental performance.
- Providing training across the firm to assist everyone to become more 'carbon literate', and understand in greater depth what can be done in a personal and professional capacity to reduce the production of greenhouse gases.



### Supply chain/procurement

- As part of our supply chain onboarding processes, improving our understanding of the environmental and sustainability performance of our suppliers.



### Data collection

- Improving our measurement of scope 3 emissions to ensure we are capturing our full carbon footprint.



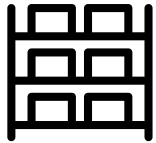
### Support for environmental projects

- Supporting environmental projects as part of our commitment to carbon reduction initiatives.
- The initial focus will be on rewilding and improvements to biodiversity which will deliver long term benefits to the environment.
- Alongside such projects we will support projects that provide short and medium term improvements to the environment which may in due course form part of our carbon offset strategy leading to the achievement of net zero.



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## Current carbon reduction initiatives



### Estate

- Actively work to reduce the amount of physical storage required by the firm to meet our data retention requirements.



### Energy Savings Opportunity Scheme (ESOS)

- Following completion of ESOS audits, we have created an ESOS Action Plan and are regularly monitoring implementation of the initiatives set out in that plan.









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## 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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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

Signed on behalf of Ward Hadaway LLP:



**Steven Petrie**

Chair of Responsible Business Board and Managing Partner, Ward Hadaway LLP

July 2025

### **Footnotes**

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>

