



Cabinet Office

## **CARBON REDUCTION PLAN GUIDANCE**

### **Notes for Completion**

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

# Carbon Reduction Plan Template

Supplier name: Stantec UK

Publication date: ...November 2021.....

## Commitment to achieving Net Zero

Stantec is committed to achieving Net Zero.

We have a four-step plan that involves,

1. Reducing emissions according to our approved 1.5°C Science Based Target (verified in 2021), accomplished through the use of renewable energy and by making strategic business adjustments
2. Achieving carbon neutrality (beginning with 2022 emissions) by balancing our impact during the emissions reduction process through the purchase of high-value carbon credits
3. Transitioning towards net zero by continuing to reduce our emissions while progressing from the use of carbon credits vendors to self-generating renewable energy or nature-based carbon reductions that would not happen without our investment (by 2030)
4. Achieving a science-based net zero (before 2050)

<b>Baseline Year: 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<i>UK-specific emissions reported to CDP as a part of Stantec's global baseline emissions.</i>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	307
<b>Scope 2</b>	643
<b>Scope 3</b> (Included Sources)	1,677 (Personal and rental vehicle use; flights, rail, paper and transmission and distribution loss)
<b>Total Emissions</b>	2,627

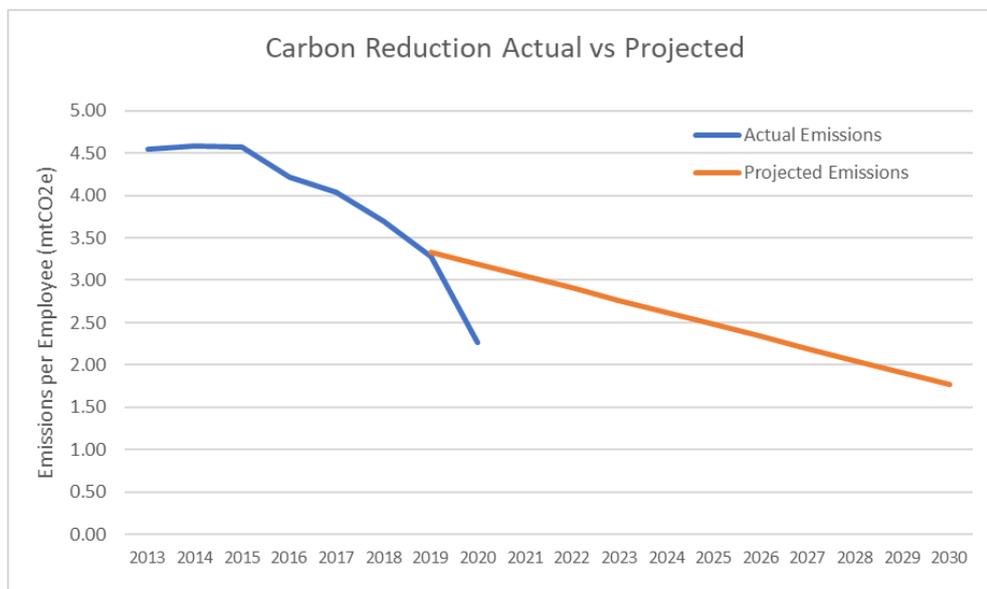
## Current Emissions Reporting

Reporting Year: 2020	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	369
Scope 2	251
Scope 3 (Included Sources)	408 (Personal and rental vehicle use; flights, rail, paper and transmission and distribution loss)
<b>Total Emissions</b>	<b>1,095</b>

## Emissions reduction targets

In alignment with Stantec's approved Science-Based Target, we project that carbon emissions will decrease over the next 10 years to 1.77 tCO<sub>2</sub>e per employee by 2030. This is a reduction of 47%.

Progress against these targets can be seen in the graph below:



Please note: In 2020, the dip observed above is due the impact of the COVID-19 pandemic. Our emissions fell more sharply than predicted as a result of the closure of offices and travel restrictions.

## Carbon Reduction Projects

Stantec's commitment to sustainability is a key element of our strategic plan. We are committed to sustainability leadership in our operations and project work. In our markets, for our clients and throughout our Company, we advance initiatives that support a more sustainable world. Our sustainability commitments are embedded in the way we operate our Company and support our clients.

Achieving net zero is a key performance indicator of our sustainability program. Our long-term management strategy has seen continual reduction in carbon emissions. Our ability to continue this trajectory is delivered through our certified ISO14001 Environmental Management System.

The following are examples of carbon reduction projects within our environmental management systems.

### Office Energy

Buildings are Stantec's most significant consumer of energy, and energy used in our offices accounts for most of our emissions.

Reducing energy using traditional approaches is difficult because most offices are leased in multi-tenant buildings where the landlords control the interactions with utility companies and make the decisions on whether to build energy-efficient features.

Some strategies that Stantec implemented to overcome this challenge include:

**Office consolidation:** Our most effective strategies to reduce the footprint of our Company—and therefore use less space and less energy—are consolidating our offices into fewer locations and relocating offices to more resource-efficient buildings. Stantec intends to reduce our existing real estate footprint by 30% by the end of 2023.

**New office selection:** When co-locating or adding space, we use a real estate scorecard to make balanced business decisions, consider sustainability features and wellness criteria, and weigh factors such as cost, proximity to clients, security, employee commutes, access to public transportation, and walkability.

**Certifications and features:** We choose certified green buildings for our leased corporate facilities when possible and pursue interior design and construction certification using recognized green building and wellness standards.

**Interior design:** Once a location is selected, we improve floor plan efficiency and incorporate health and well-being into the design. We consider access to daylight, clean drinking water, acoustic control, indoor air quality, options for active workdays and collaboration, impacts on operational energy efficiency, and more. Whenever possible, the Real Estate team recommends pursuing space that has high quality interiors remaining to reduce costs and minimizes material use.

**Landlord collaboration:** We work with landlords of new and existing offices to reduce operational energy use and encourage upgrades like energy efficient lighting, lighting controls, and programmable thermostats.

**Equipment:** We centrally track our IT energy use and have programs in place to minimize our impact. To save power, we automatically hibernate workstations and laptops when they are not in use. We have high density servers and disk configurations that use smaller spaces

and less energy. And we decrease the number of devices in each office by using print management programs.

**IT Data Centres:** Our IT data centres and disaster recovery sites are co-located in spaces with efficient energy specifications and technologies. Network technologies reduce duplicated services and equipment. We use the Microsoft Azure cloud sustainability calculator to track the emissions impact of our cloud workload.

## **Fuel**

To be effective consultants, Stantec employees must travel to respond to clients' needs. But Stantec has introduced ways to travel more efficiently and reduce nonessential travel. We use Microsoft Teams, allowing collaboration via conference calls, chats, and videos.

A level of management review results in fewer flights and distance travelled by fleet, rental, and personal vehicles and, in turn, reduced expenditures. To mitigate the environmental impacts of our fleet, our Fleet Management team makes improvements to decrease vehicle emissions. We proactively share best practices that reduce fuel consumption and improve driving safety (e.g., no idling, maintain proper tire inflation, drive the speed limit). Each year, Stantec incorporates more fuel-efficient trucks, vans, and crossovers, thereby reducing overall emissions and maintenance costs, as well as improving employee safety.

We purchase hybrid and electric vehicles (EV) where possible and provide easy access to EV charging stations wherever we can. Stantec looks forward to the potential offered by new electric models in development so that we can further reduce our carbon footprint.

We also have several programs to minimize the impact of employee commutes. We provide incentives to public transport use and sustainable modes of travel. Our online Go Smart program suggests practical travel options to help employees plan journeys to work, client, and project sites.

Virtual work options conserve energy and fuel and, when employees can't get to the office, keeps our projects progressing and our people safe.

Stantec invests in technology; employees can collaborate through connected networks, cloud storage, and Microsoft Teams. They can easily work from any Stantec office or home, communicating in real time, sharing screens, and participating in conference calls.

## **Waste Management**

Stantec has programs in place to reduce our physical resource consumption.

**Recycling:** Because of established recycling and conservation programs, employees reduce the amount of office materials—like paper, glass, cans, bottles, batteries, e-waste, printer ink, and plastic dishware—that enters waste streams.

**Paper:** Stantec implements various techniques to reduce paper use. Our Records Management Policy encourages electronic markup of documents and drawings as well as electronic management of employee files.

In the UK we set printer defaults to require a passcode to print to avoid unwanted printing. In addition, we set the defaults to double-sided, black-and-white printing and implement numerous behaviour-based print management programs.

Stantec promotes electronic distribution of Company materials. Company communications, marketing materials, client invoices and reports, proposals, and field reports and provides access to more than 6,000 technical journals in our eLibrary.

For the paper we do consume, we buy from centralized vendors so that we can standardize the purchase of environmentally friendly paper. Used paper is recycled. Equipment All standard workstation and laptop equipment are EPEAT (Electronic Product Environmental Assessment Tool)- certified and Energy Star-rated.

**Equipment:** We standardized our Dell, Microsoft, and Apple hardware; one reason for selecting them is their approach to life-cycle environmental management. Computers leased from and then returned to Dell at the end of the lease are reused, refurbished, or recycled. For computers purchased in North America, we use Dell's Global Asset Resale and Recycling Services to securely recycle our computer e-waste.

Plus, we use Firefly Asset Recovery to recycle mobile devices.

**Furniture:** Our interior design guidelines recommend that we purchase responsibly sourced furniture. Modular furniture is easily rearranged or moved between offices when employee numbers or office layouts change. When consolidating offices, Stantec reuses, donates, and recycles unused furniture as much as possible.

**Promotional materials and stationery:** For Stantec's internal Company store, we try to find store merchandise that is sourced in an environmentally and socially responsible manner. Our corporate print vendor is certified 100% carbon neutral.

**Low waste events:** Stantec expects our offices to host environmentally friendly events. Our Green Meetings guidelines make it easy to incorporate environmental stewardship into event planning.

## **Water Management**

As a professional services firm working primarily in leased office space, water use is typically kitchen and bathroom use, shared with other tenants, and controlled by the landlord.

Even so, Stantec does work to conserve water and we take measures to voluntarily conserve water in our offices.

Supporting Clients Stantec's greatest contribution to resource conservation comes from the services we provide to clients. For industrial and government clients around the world, we are an industry leader in energy efficient building design, renewable energy generation, mass transit design, waste management, and water recycling and reuse

## Measure Verification and Reporting

Stantec's sustainability program meets vigorous annual verification and reporting standards as demonstrated through our:

- GRI-, TCFD-, and SASB-compliant annual Sustainability Report (available at <https://www.stantec.com/en/about/company-overview/sustainability>), which summarises our annual emissions and progress against sustainability commitments, as well as our support of the United Nations Global Compact and Sustainable Development Goals
- ISO 14064-3-compliant Greenhouse Gas Inventory ([uk-ghg-verification-2020.pdf](#)), verified to a reasonable level
- CDP disclosures, with details of environmental management and projects, including projected emission reduction numbers (available at: <https://www.stantec.com/en/about/company-overview/sustainability> - free registration required, see section C4.3 for details on emission reduction initiatives).

## 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 the Supplier:

Carrie Sabin



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Date: ...November 30, 2021.....

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

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

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