



# Carbon Reduction Plan

May 2022

**steer**



# Introduction

Working across cities, infrastructure and transport, **Steer** is a global business consultancy providing clients with a commercial and competitive edge.

Nations and municipalities, businesses and investors, residents and local communities recognise we face a global emergency. The need for urgent action to decarbonise and limit global temperature increases to 1.5oC, and so avoid climate breakdown, is clear.

Managing climate related risks and rapidly transitioning to net zero carbon however presents perhaps the most complex of challenges organisations face today.

Recognising the urgency and magnitude of the global climate crisis, **our vision is that Steer will successfully operate as a Net Zero Carbon company by 2025.** Our Net Zero Carbon target is 25 years ahead of the 2050 target set out in the standard Carbon Reduction Plan requirements. **On this journey, we will be carbon neutral by 2022.**

At Steer, we have not only committed to being net zero carbon by 2025 ourselves, but to helping all our clients capture the opportunities of the net zero transition and manage their climate related risks.

This means working alongside our clients, leveraging our cross-team expertise, sector experience and trusted partnerships to align sustainability priorities with business purpose; putting sustainability at the heart of our clients' strategies.

Steer's Net Zero Carbon target is set at a group level and applies to our operations globally. Steer supports the UN Sustainable Development Goals and the Paris Agreement to reduce greenhouse gas (GHG) emissions. We are also a participant in the UN Global Compact. Steer is continually strengthening our environmental policies and practices, which address reducing GHG emissions, waste, and energy usage across our operation globally.

This Carbon Reduction Plan conforms to the requirements of Procurement Policy Note PPN06/21;

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*“Taking Account of Carbon Reduction Plans in the procurement of major government contracts”, published in June 2021 and the supporting “Technical standard for the Completion of Carbon Reduction Plans”.*

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# Baseline emissions footprint

## Baseline Year: 2019/2020

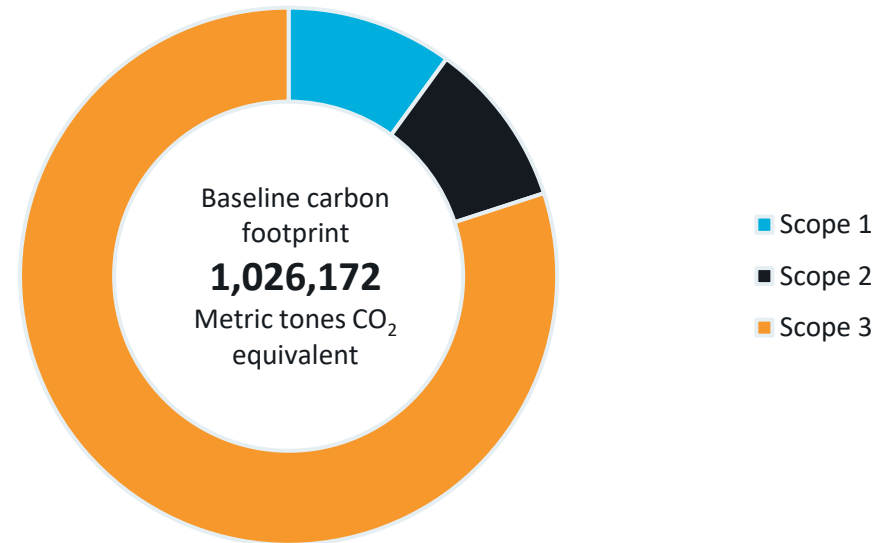
Our baseline emissions are calculated CO<sub>2</sub> (i.e., carbon dioxide or “carbon”) emissions and “equivalents” (i.e., other greenhouse gases, such as methane, converted into a similar measure of impact).

Our baseline emissions are calculated across Scope 1 to 3 globally:

- Scope 1: direct emissions from company facilities/combustion of fuels and company vehicles
- Scope 2: indirect emissions from purchased electricity, steam, heating and cooling for own use
- Scope 3: indirect emissions from ‘upstream’ purchased goods, business and commuting travel, and ‘downstream’ activities including investments

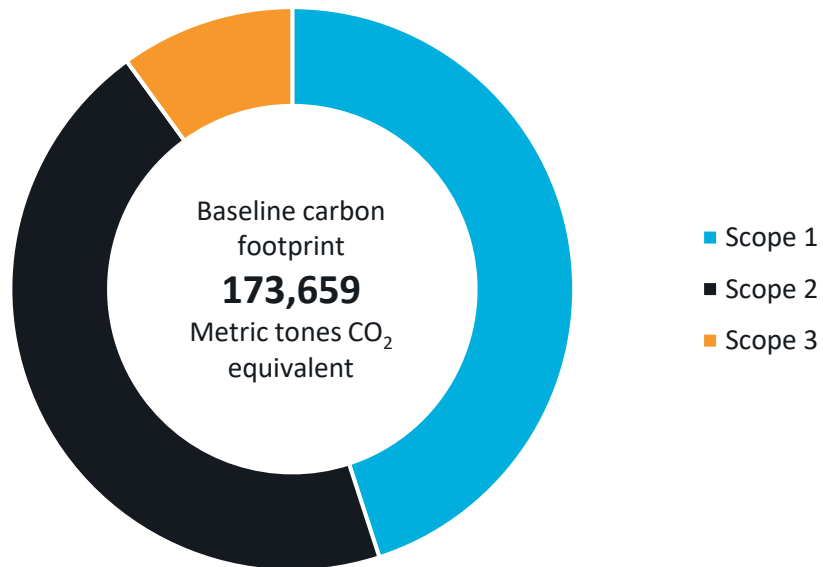
Steer’s baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of our Net Zero Carbon Policy related strategies to reduce emissions.

Steer’s baseline emissions are the reference point against which all further emissions reduction can be measured.



Baseline year	2019-2020 (Year end 31 March 2020)
<b>Additional details relating to the Baseline Emissions calculations.</b> Baseline is set at 2019/20, as this was a pre-pandemic full year view.	
Baseline year emissions	2019-2020
Emissions	Total (CO <sub>2</sub> e)
Scope 1	100,926 (Direct, Gas)
Scope 2	111,249 (Indirect Energy, Electric)
Scope 3 (included sources)	813,997 (Indirect, Business travel etc.)
<b>Total amount</b>	<b>1,026,172</b>

# Current Emissions Reporting and Emissions Reduction Targets



Year: 2020/2021

Baseline reporting year	2020-21 (Year end 31 March 2021)
<b>Additional details relating to the Baseline Emissions calculations.</b> Baseline is set at 2019/20, as this was a pre-pandemic full year view.	
Baseline reporting year emissions	2020-21
Emissions	Total (CO <sub>2</sub> e)
Scope 1	84,652 (Direct, Gas)
Scope 2	71,291 (Indirect, Electricity)
Scope 3 (included sources)	17,716 (Indirect, Business travel etc.)
<b>Total amount</b>	<b>173,659</b>



# Carbon Reduction Actions



## Governance, Oversight and Advisory

- Our Carbon Reduction Plan is a component part of Environmental Management System which is ISO 14001 Certified. The Chief Operating Officer (COO) is accountable for delivery and reports and publishes progress to the Board, Shareholders and Trustees on a quarterly basis
- Carbon emissions are calculated within the Steer Carbon Emission Calculation Framework (SCECF) for Scope 1,2&3 and calculations are audited
- The Steer Sustainability Working Group chaired by the COO provides technical advice to the Board and owners of Local Environmental Action Plans on the implementation of carbon reduction measures
- Steer is a participant in the UN Global Compact

**Evidence:** in addition to our completed publication of our results we have funded and completed an R&I project to evaluate energy usage a from home working versus office working which we are using to demonstrate the energy efficiency of office working.



## Property and Energy Use

- As part of our annual business planning process each office sets a Local Environmental Action Plan to identify specific local carbon reduction measures. These are embedded in management balanced scorecards and impact assessed through the SCECF
- As part of our annual business planning process we review our property portfolio through this we identify carbon reduction initiatives for existing offices and for new offices establish energy efficiency

**Evidence:** Our new London office (opened May 2022) has a BREAM rating of excellent and EPC rating A



## Travel and Suppliers

- All Steer offices support active travel and are located at or near to public transport hubs.
- Steer operates a Travel Hierarchy to support the use of digital connectivity and the use of sustainable transport
- Steer has introduced an annual staff travel survey for use in its SCECF and also to assist with development and delivery of more sustainable commuting choices
- Steer applies a Carbon Levy to all flights taken for business purposes to discourage the use of flights.
- Steer Sustainable and Responsible Procurement Policies requires our suppliers to align with our Statement of Sustainability Principles

**Evidence:** Our travel usage survey in April 2021 showed that, pre-pandemic, 66% of our people globally commuted to a Steer office five days a week 78% by public transport or active travel (cycling/walking). 67% of business trips were also undertaken by public transport or active travel.



## Waste Management

- We do not use Single Use Plastic in our operations and offices.
- All Steer offices operate multiple recycling points for office and domestic recycling.
- Steer operates traceable donation policy with respect to office furniture equipment.

**Evidence:** through our traceable donations we generated a carbon saving of 79,152kg.

# Emissions reduction targets



## Our targets

Steer has set a global carbon ambition through our Net Zero Policy to be Carbon Neutral by 2022, Net Zero Carbon by 2025 and Near Zero by 2030 with science-based targets set at a global level.

This will be through less than 50% offsetting, and only with offsetting that is local to our operations, and that is consistent with our social values.

Staff in each office, with support from the global Sustainability Working Group, will develop Local Environmental Action Plans (LEAPs) to identify local measures that can be delivered that will be most effective in reducing carbon emissions (and equivalents), and will be renewed annually.

We commenced implementation at the beginning of calendar year 2022 and we will update this Carbon Reduction Plan in line with this when published.



## 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 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 Steer board of directors.

**Sharon Daly**  
**Chief Operating Officer**  
**24 May 2022**



# Offices

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