Carbon Reduction Plan
2022-2023 annual report

Hawkins\
Brown

Contents

Executive Summary

Hawkins\Brown has assessed its Scope 1, 2, and 3 greenhouse gas emissions since 2019, progressively expanding both the scope and accuracy of the assessment. This report covers the financial year 2022-2023. In 2023, we registered our baseline emissions from financial year 2021-2022 with the Science Based Target Initiative (SBTi). Additionally, we committed to reducing our Scope 1 and 2 emissions by 90% by 2030 and to meeting a 1.5-degree trajectory for total emissions by 2050 or earlier.

Three key observations when comparing the recent data with past analyses include:

1. Assessment scope: Hawkins\Brown has now completed 4 years of carbon footprint analysis. Each year there has been an increase in the quantity and quality of data collected. The most recent footprint includes increased IT-related emissions, in particular, due to investments in new services, projects, and equipment updates. While ensuring accuracy is important, we also think it is useful to compare like-for-like scopes alongside to focus reduction efforts.

2. End of pandemic impacts: In 2022-2023, in-person activities became more prevalent again compared to the previous period. This directly increased Scope 3 emissions related to travel and food and drink, due to the re-introduction of more face-to-face meetings and events. In addition, more physical meetings were required in our offices overseas including the US and Ireland, therefore transport emissions were higher during this period.

3. Working from home: Although emissions related to home working are not included in the SBTi target trajectory, Hawkins\Brown includes it in the reporting to understand and educate employees about their impact. There has been an increase in emissions due to more accurate data being provided.

The total results for the 2022-2023 emissions are as follows:
- Scope 1: 13 tCO2e
- Scope 2: 26 tCO2e
- Scope 3 (home working): 116 tCO2e
- Scope 3 (all others): 524 tCO2e
- **Total emissions: 676 tCO2e**

These results exceed the desired reduction trajectory for the reduction pathway due to the reasons mentioned above. Opportunities for carbon emission reduction have been identified and will be monitored in the coming year.

The 2022-2023 emissions have been offset by tree planting, alongside some investment in long-term carbon removals. This is explained in more detail in the report.

Addressing the climate and biodiversity crisis while making a positive impact on society is a responsibility we take seriously.

1.1 About us

1 Introduction
1.1 About us

Delightfully human

As an employee-owned business we want to work with clients whose vision aligns with our values: to be serious about society and human about architecture. This is what motivates us.

We look for clients who believe that good design makes a difference. We look for projects that will enhance the lives of the communities in which they are located, and that are unapologetically ambitious about mitigating their impact on the planet.

Being serious about society and human about architecture means we don't shy away from tackling the big issues of our time - like climate change – but we also know the importance of bringing those everyday human touches and unexpected details that make a space meaningful, even fun.

In other words, we put people first in everything we do, whether it is the way we run our practice or our design solutions.

Core to this is our research-led culture. Our staff are encouraged to be curious; to challenge the status quo and seek out alternative approaches, and they encourage their design teams to do the same. We design and collaborate generously and openly simply because it's the best way to create something special.

We recognise that, as knowledge around the climate crisis is constantly evolving, our sustainability ambitions must grow and adapt accordingly.

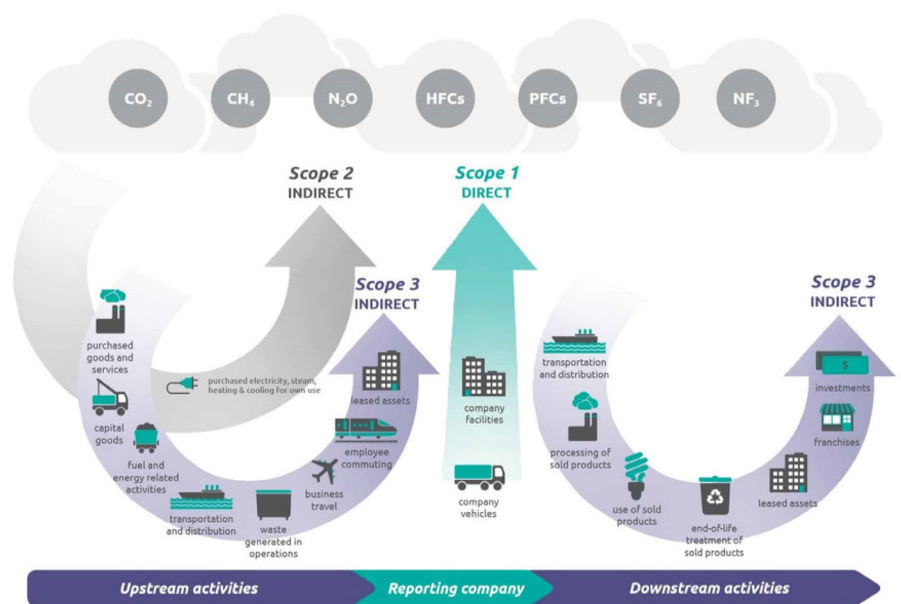# 2   2022-2023 emissions
2.1   Carbon footprint scope

Emissions scopes

GHG emissions are grouped into three categories: scope 1, scope 2, and scope 3. The Greenhouse Gas Protocol defines these scopes as part of its Corporate Accounting Reporting Standard to provide a global framework for measuring and managing GHG emissions for all types of organisations and industries.

– **Scope 1** includes all direct emissions

– **Scope 2** includes all indirect emissions from the generation of the electricity and heat and steam purchased and used by an organisation at local or international sites.

– **Scope 3** includes all indirect emissions that occur in an organisation's value chain activities they do not own or control.

For Hawkins\Brown the inclusions can be seen in the table on this page.

	GHG protocol	Hawkins/Brown report
Scope 1 direct	Stationary combustion of fuels at owned or leased sources that are within an organization's inventory boundary	Gas heating
Scope 2 indirect	Purchased electricity	Electricity procured for studios
Scope 3 indirect	Purchased goods and services	IT services, IT hardware, IT software, IT cloud, IT internet, food and drink, CGI services, furniture, hotel stay, water, chemicals, materials for models
	Capital goods	n/a
	Fuel-and-energy related activities	n/a
	Upstream transportation and distribution	n/a
	Waste generated in operations	Waste
	Business travel	Air, rail and road travel
	Employee commuting Optional: home working	Employee commuting * Home working is reported, but not included in the SBTI reduction pathway
	Upstream leased assets	n/a

2   2022-2023 emissions
2.2   Normalised comparisons

Hawkins\Brown has assessed its Scope 1, 2 and 3 Green House Gas emissions since 2019, gradually expanding the scope and accuracy
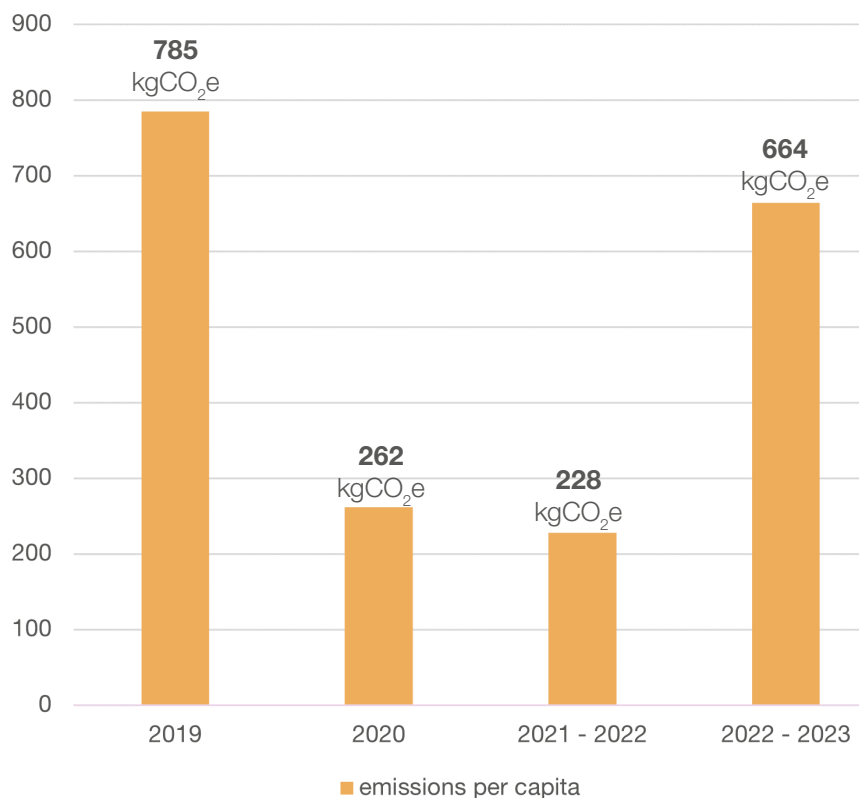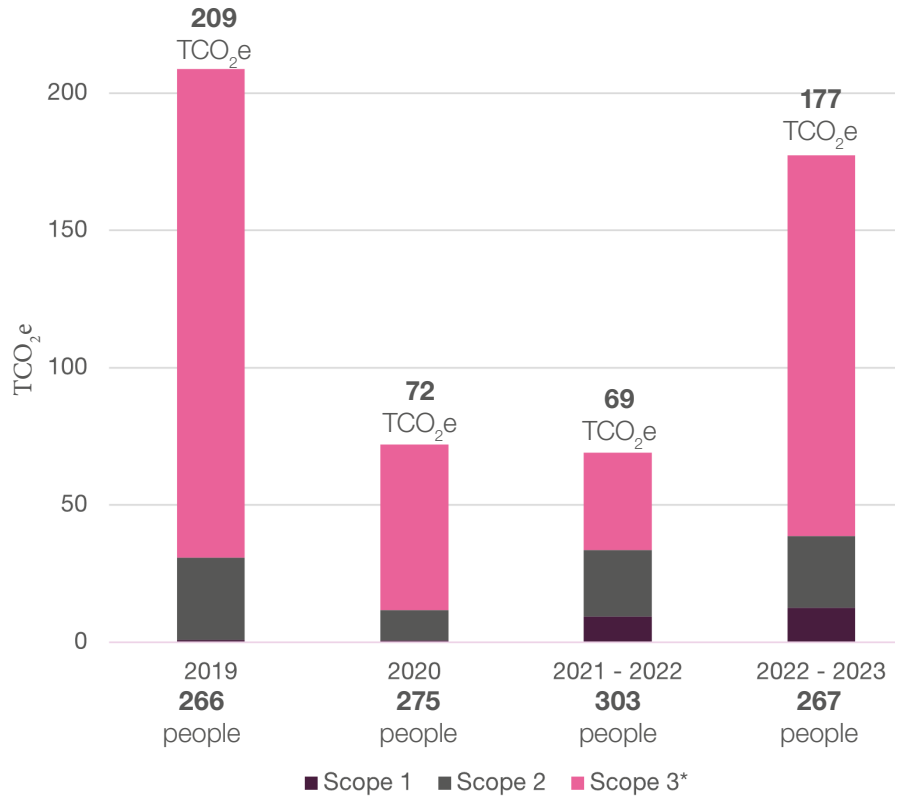
Emissions comparison timeline
In 2019 and 2020, we conducted GHG emissions calculations in-house, covering Scopes 1, 2, and 3. However, during this period, we only accounted for air and rail travel under Scope 3 emissions. Additionally, it's important to clarify that these calculations were based on the calendar year, rather than the financial year.

Reporting for the period 2021-2022, was supported by an external consultant to enhance the accuracy of our Scope 3 emissions assessment. Our reporting period now aligns with the financial year.

Therefore, the charts presented here represent a normalised comparison of scopes, not the total emissions. Fro scope 3, only emissions associated with air and rail travel are shown for comparison purposes.

The top chart illustrates emissions per year, per scope. We observe that in 2019, emissions peaked at 209 TCO2e, followed by 2022-2023 (177 TCO2e), 2020 (72 TCO2e), and 2021-2022 (69 TCO2e). This reduction is primarily attributed to the impact of the pandemic on travel.

The bottom chart displays total emissions per year per capita. The results mirror those of the top chart, indicating a correlation between staff numbers and total emissions.

Top chart: Normalised company wide emissions breakdown by GHG Scope (TCO_2e)

- 2019: **209** TCO_2e — 266 people
- 2020: **72** TCO_2e — 275 people
- 2021 - 2022: **69** TCO_2e — 303 people
- 2022 - 2023: **177** TCO_2e — 267 people

Legend: ■ Scope 1 ■ Scope 2 ■ Scope 3*

Bottom chart: emissions per capita

- 2019: **785** $kgCO_2e$
- 2020: **262** $kgCO_2e$
- 2021 - 2022: **228** $kgCO_2e$
- 2022 - 2023: **664** $kgCO_2e$

Legend: ■ emissions per capita

2 2022-2023 emissions
2.2 Total comparisons

Hawkins\Brown company wide emissions total for 2022-2023 is 679 tCO2e.

Emissions comparison 2021-2022 & 2022-2023
Since 2021, emissions have been calculated at a more granular level and on a financial year basis. The calculation of equivalent emissions was conducted using an external web-based software, Compare your Footprint.
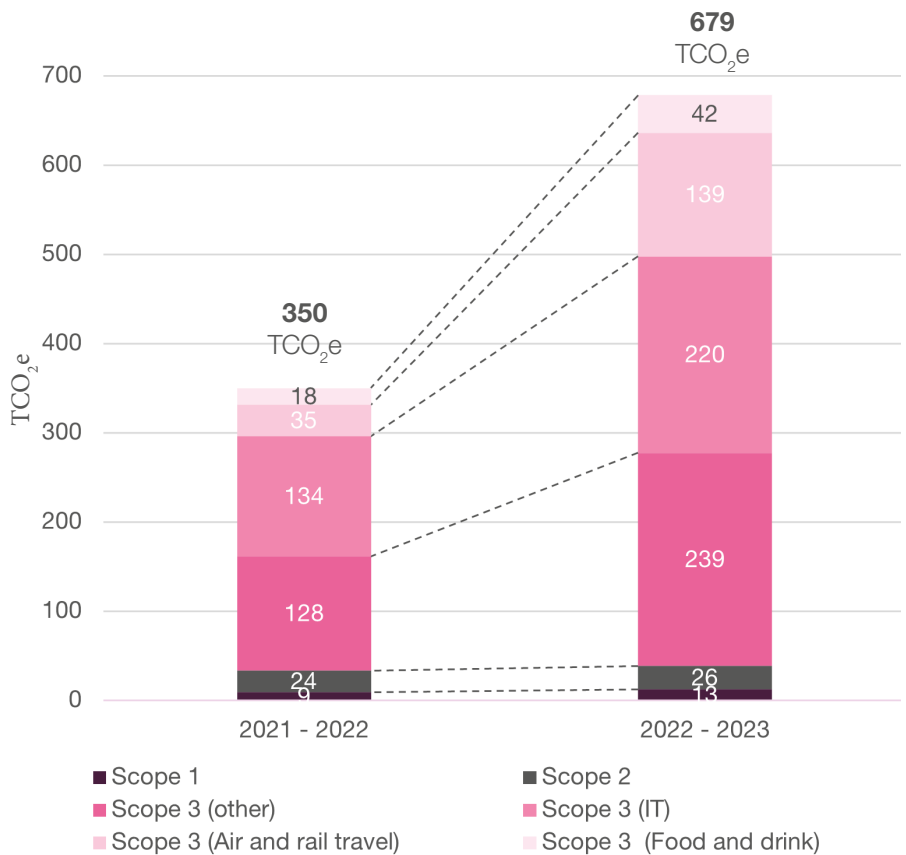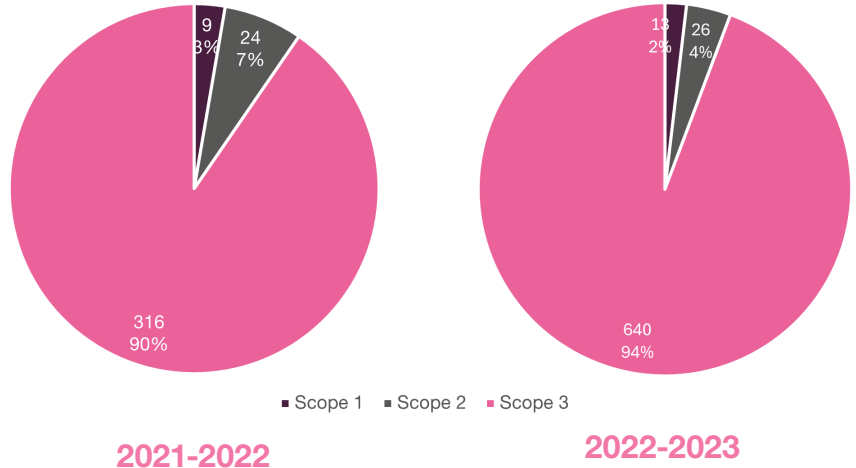
The pie charts illustrate the contribution of Scope 1, 2, and 3 emissions. In terms of proportion, there was a decrease in Scope 2 emissions (related to purchased electric energy) from 2021-2022 to 2022-2023, accompanied by increases in both Scope 1 and Scope 3 emissions.

Below, a bar chart depicts the total emissions for each scope. Scope 3 emissions were categorised into the main contributors under the company's control: IT, air and rail travel, and food and drink.

It's evident that emissions related to IT have increased by 64%. This rise can be attributed to investments in new projects and equipment.

Travel-related emissions have surged by almost 300%. The primary reason for this increase is the end of the pandemic, which has enabled the resumption of in-person business meetings and subsequently increased related travel activities.

Likewise, emissions associated with food and drink have also increased due to a rise in-person events.

Scope 1 ■ Scope 2 ■ Scope 3

2021-2022   **2022-2023**

■ Scope 1
■ Scope 2
■ Scope 3 (other)
■ Scope 3 (IT)
■ Scope 3 (Air and rail travel)
■ Scope 3 (Food and drink)

2 2022-2023 emissions
2.2 Carbon footprint breakdown

The pie chart provides a breakdown by business category.

Emissions by business category
The majority of emissions fall within Scope 3, with the largest proportion attributed to IT (152.8 TCO2e), business air travel (126.8 TCO2e), and home working (115.8 TCO2e).

IT (General services) emissions saw an increase in 2022-2023 due to investments in new software, including Microsoft Teams Telephony, Hot Desk and guest booking system, upgraded internet lines, and implementation of MS Defender.

With the end of the pandemic, air travel has seen an increase. Hawkins\ Brown maintains regional offices in Dublin and Los Angeles, making air travel the most viable option for physically connecting with the London Headquarters and these offices.

While home working emissions fall under Scope 3 and are typically not reported by companies, Hawkins\ Brown has taken steps to understand their impact and inform employees on how to reduce them.

■ CGI (tbc)	■ Food and Drink	■ Employee commuting
■ Home working	■ Air Travel	■ IT: General Services
■ Gas	■ Electricity	■ other
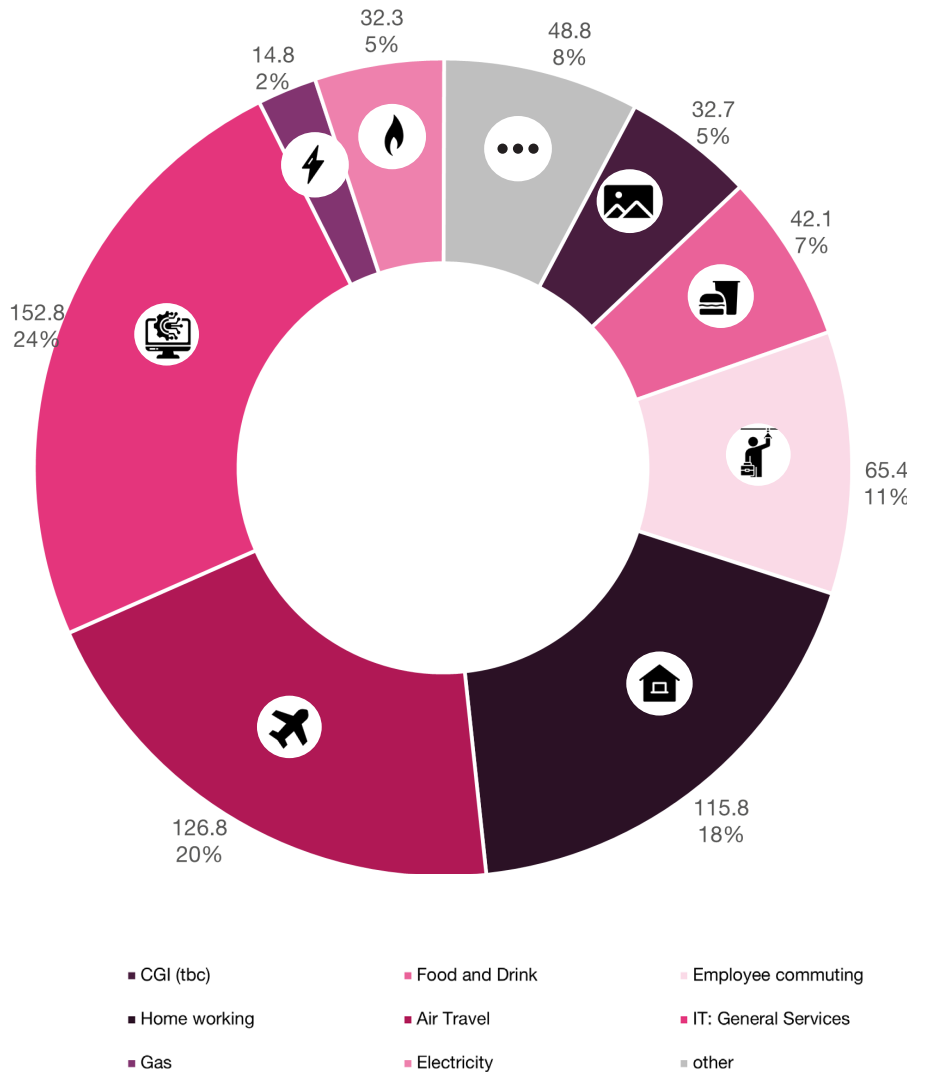
Emissions by business category

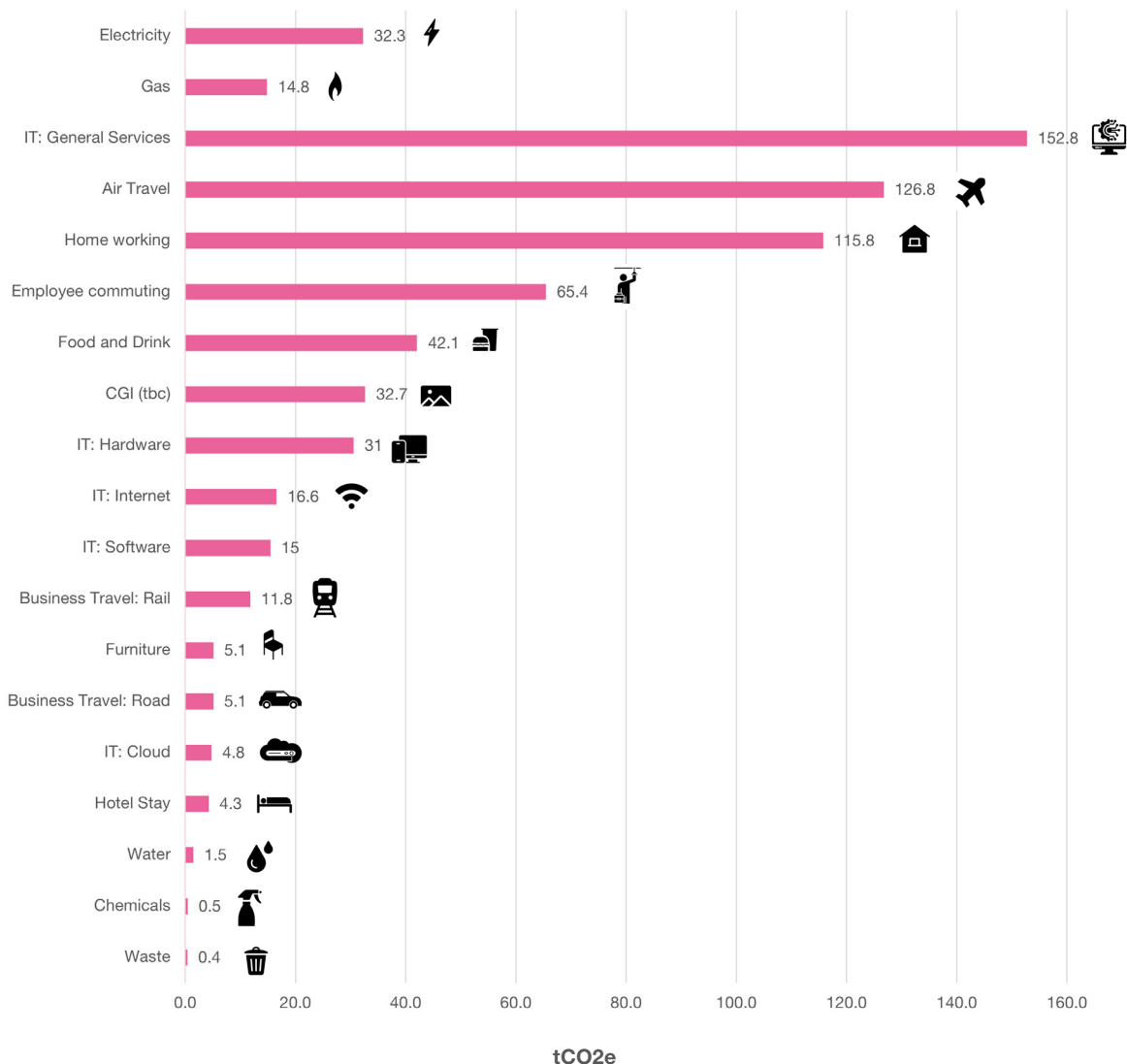Similarly, the bar chart below displays emissions by business category.

The three primary contributors (IT general services, air travel, and home working) have been discussed on the previous page.

The fourth significant contributor is employee commuting, over which a company has limited control. Hawkins\Brown is enrolled in a cycle to work scheme in the UK, and its offices are conveniently located near good transport hubs. Additionally, a new benefit offering electric car leases has been introduced to further support sustainable commuting options.

Food and drink emissions represent the fifth main contributor. As mentioned in the previous section, the increase in these emissions is primarily attributed to the end of the pandemic and the resurgence of in-person events. Opportunities to mitigate these emissions may involve providing exclusively vegetarian/vegan food options and reviewing sourcing.

External CGI services constitute the sixth main contributor. It's important to note that the software lacked a data point for such a service, so the most similar one was used. However, this underscores the significance of scrutinizing third-party suppliers and their energy usage practices.

Horizontal bar chart of emissions by category (tCO2e):

Category	tCO2e
Electricity	32.3
Gas	14.8
IT: General Services	152.8
Air Travel	126.8
Home working	115.8
Employee commuting	65.4
Food and Drink	42.1
CGI (tbc)	32.7
IT: Hardware	31
IT: Internet	16.6
IT: Software	15
Business Travel: Rail	11.8
Furniture	5.1
Business Travel: Road	5.1
IT: Cloud	4.8
Hotel Stay	4.3
Water	1.5
Chemicals	0.5
Waste	0.4

tCO2e

3   Action Planning

Hawkins\Brown has registered with the Science Based Target Initiative (SBTi) to verify our carbon emissions reduction plan and approve our near and long-term target commitment.

3 Action Planning
3.1 Data collection

Through the fantastic commitment and work of its employees, Hawkins\Brown has been able to collect detailed data to inform a comprehensive baseline emissions footprint across Scope 1, 2 and 3. This has provided a strong foundation on which to build and refine in future.

However, we have noticed this process can be more efficient and provide more accurate results. Below are some steps that will be taken for the next reporting year, in order to achieve better data quality and governance, which allows for more accurate reporting, performance monitoring and more tailored reduction measures.

1. **Streamline processes:** standardise and streamline data collection via H\B carbon tracker sheet

2. **Training:** instructing the responsible employee on data collection and making the familiar with the GHG Inventor and CYF platform

3. **Fill data gaps:** get more refined data - such as food, online purchasing procurement, model workshop materials, etc

4. **Engage suppliers:** Request more granular data from suppliers

5. **Hold quarterly reviews:** Schedule check-ins with the team members responsible for carbon reporting

Data collection opportunities
Several opportunities have been identified and will be considered in the next reporting year:

Facilities
– Gas and electricity: Install advanced sub-metering where feasible
– Waste: Implement standardised quarterly in-house measuring ('average week' approach) of waste streams, ideally in Kg, to generate more accurate data

IT equipment
– Move from spend-data to activity where data is easily available

Cloud services
– Utilise the Microsoft Azure Sustainability Calculator to find out emissions for cloud services
– Request supplier-specific tCO2e or electricity data from other supplier(s)
– Add data in TBh if possible

H\B website visits
– Add google analytics data to CYF

Food and Drink
– Divide information by food category, even if by percentage, to get more insightful data

Travel
– Consider adding additional questions around travel behaviours / attitudes to capture qualitative insight and inform the development of a sustainable transport policy

Model materials and equipment
– Add model making workshop materials in future reporting years once accurate data is accessible
– Consider data quality required to make informed decisions about emissions reduction in this area, balanced with effort

3   Action Planning
## 3.2   SBTi: Target Setting

Since 2023, Hawkins\Brown is registered with the Science Based Target Initiative (SBTi), using the baseline data from 2021-2022. This will allow us to verify the calculation and set near term and long term targets for reduction.

The targets are to reduce Scope 1 and 2 emissions by 90% by 2030 and to reducing our total emissions to meet a 1.5deg trajectory by 2050 or sooner.

The upper graph below shows the desired trajectory for Scope 1 + 2 reductions. It can be seen there was a 15% increase from FY2022 (33.7tCO2e) to FY2023 (38.8tCO2e). By 2030 this must be reduced by 90%, reaching 3.4tCO2e. Reduction opportunities are described in the next page.

The lower graph below shows the expected trajectory for Scope 3 reductions. It must be noted that only the required Scope 3 emissions following SBTi guidance has been included, therefore the 'working from home' emissions has been included from the total Scope 3 emissions. It can be seen there was a 100% increase from FY2022 (260.9tCO2e) to FY2023 (524.1tCO2e). The reasons for this increase were mentioned in the previous section. It is expected that in 2050 this will be reduced in 90%, reaching 26 tCO2e. Reductions opportunities are described in the next page.

Scope 1+2 Net Zero Pathway

Scope 3 '1.5C' Net Zero Pathway
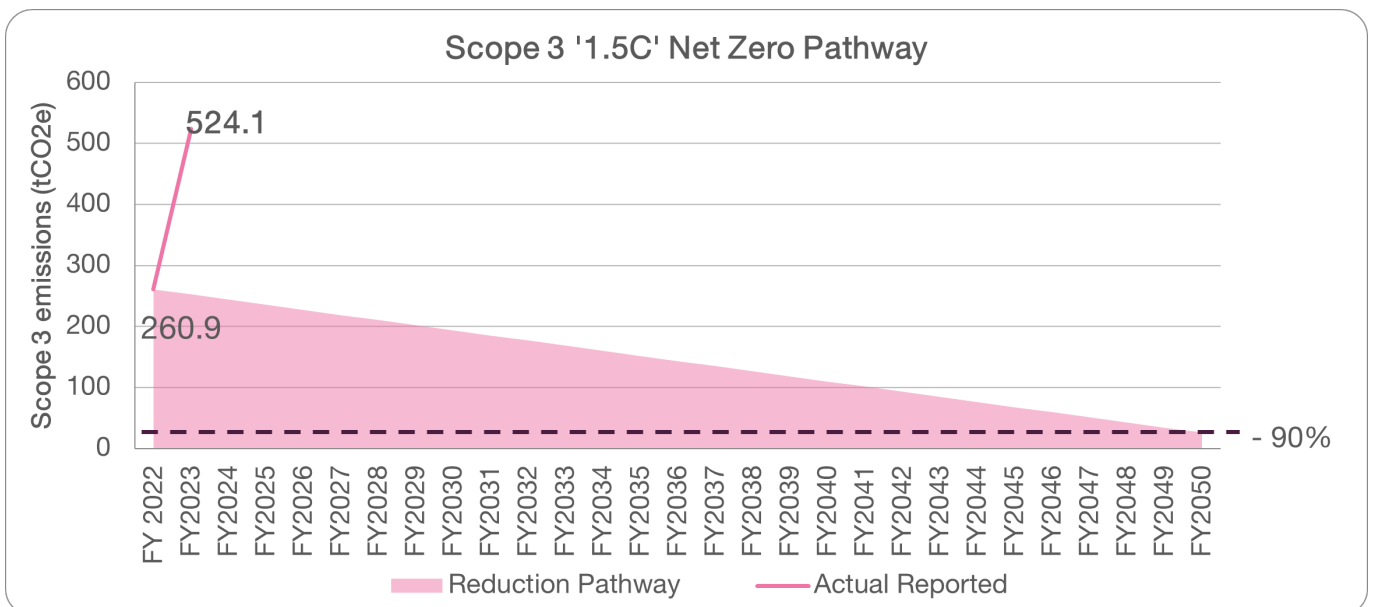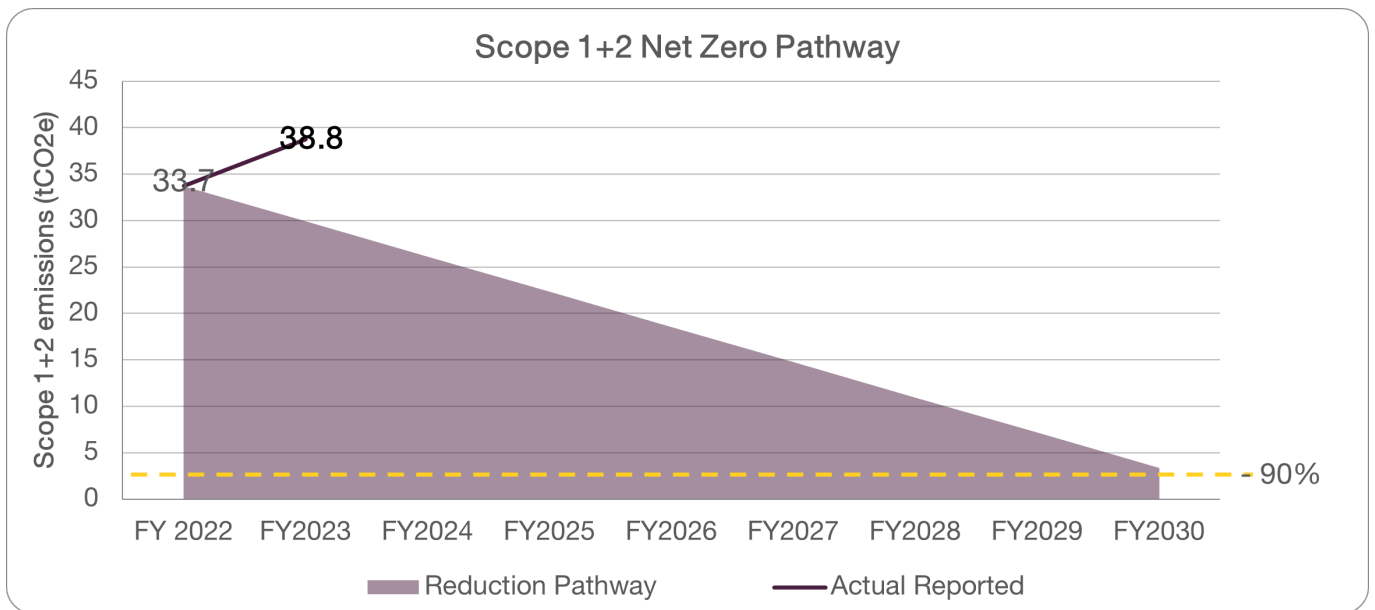
3   Action Planning
3.3   Reduction measures and actions

Reduction opportunities have been identified. Initially, we are focussing on Scope 1 and 2 actions, while planning for the Scope 3 actions.

Area of Focus	Specific Initiative	Scope	Location	Owner
Electricity	Shift Manchester office to 100% renewable electricity	2	Manchester	ST
Gas	Shift London office to electric heating	2	London	SSD
Electricity	Use sensor-based lighting more widely in our Studios	2	London (trial)	SSD
Electricity	Reduce electricity use of our IT equipment	2	London (trial)	JOA
Electricity	Reduce electricity use of our appliances	2	London (trial)	SSD
Electricity	Migrate servers from on-premise to cloud-based	2	London (trial)	JOA
Electricity	Experiment with sub-metering to measure and reduce overall energy usage	2	London (trial)	DJ
Facilities	Develop and adopt a sustainable procurement policy	3	All	AR
Facilities	Develop and adopt a sustainable catering policy	3	All	AR
Facilities	Return all samples to suppliers	3	London (trial)	SSD
Facilities	Trial best practices for office move e.g. upcycle / recycle / lease furniture etc	3	London (trial)	SSD
Facilities	Consolidate all Amazon orders into a single weekly delivery	3	London (trial)	AR / ND
IT	Explore possibility of purchasing IT equipment with lower footprint	3	London (trial)	JOA
IT	Consider purchasing refurbished IT equipment	3	London (trial)	JOA
IT	Explore alternative procurment approach e.g. leasing	3	London (trial)	JOA
IT	Engage with key suppliers to hear about their carbon reduction plans	3	London (trial)	JOA
Travel / Staff	Develop and adopt a sustainable travel policy	3	All	AR
Travel / Staff	Provide employees with better insight into their own carbon footprint	3	All	AR
Modelmaking	Purchase recyled materials	3	London (trial)	TA
Modelmaking	Reduce the amount of materials purchased	3	London (trial)	TA
Modelmaking	Donate surplus / scrap materials to schools and universities	3	London (trial)	TA

3   Action Planning
3.4   SBTi: Carbon removal

As the next step in our Science Based Target initiative (SBTi) certified carbon reduction plan, Hawkins\Brown has committed to annually purchasing carbon removals, to ensure carbon neutrality while progressing to Net Zero in the long term for Scope 1,2 and 3 emissions.

Based on our 2021-2022 carbon footprint measured at 350 TCO2e we have planted trees that sequester 100% of our carbon emissions for that year, alongside beginning investment in long term carbon removals.

Developing a carbon removal portfolio, compared to a carbon offsetting portfolio currently seems to be an emerging field. We believe viable projects that are robust and scalable will rapidly expand in the coming months and years and are excited to play our part in investing in new technologies and approaches to mitigating the climate emergency.

To cover the 2021-2022 emissions period we have chosen to tackle carbon removal alongside sequestration and invested in

an Enhanced Rock Weathering project based in Scotland. Rock naturally absorbs emissions when CO2 in rainwater binds with it. Enhanced weathering accelerates this natural process by crushing rock and spreading it on land to increase surface area. This speeds up emissions removal alongside enriching the soil with essential nutrients. The durability of carbon removals generated through this process is expected to be 10,000 years.

VERRA

Verified Carbon Standard

Certificate of Verified Carbon Unit (VCU) Retirement

Verra, in its capacity as administrator of the Verra Registry, does hereby certify that on 02 May 2024, 175 Verified Carbon Units (VCUs) were retired on behalf of:

Hawkins Brown Architecture Limited

Project Name
TIST Program in Kenya, VCS 005

VCU Serial Number
6678-331781005-331781179-VCU-048-APX-KE-14-737-09062011-08112016-1

Additional Certifications
CCB-Gold

Powered by APX

VERRA

Verified Carbon Standard

Certificate of Verified Carbon Unit (VCU) Retirement

Verra, in its capacity as administrator of the Verra Registry, does hereby certify that on 02 Apr 2024, 175 Verified Carbon Units (VCUs) were retired on behalf of:

Hawkins Brown Architecture Limited

Project Name
TIST Program in Kenya, VCS 005

VCU Serial Number
6678-331775380-331775554-VCU-048-APX-KE-14-737-09062011-08112016-1

Additional Certifications
CCB-Gold

Powered by APX

Supercritical

Hawkins Brown
2021-2022
Removal statement

This is to confirm that Hawkins Brown has **fully removed** 420 tonnes of carbon dioxide with **carbon removal** offsets.

Michelle You

Michelle You, Co-founder and CEO

420

Total tonnes CO_2 removed

Removal

Hawkins Brown purchased offsets equivalent
to removing and storing 420 tonnes CO_2e: 70 tonnes through enhanced weathering & 350 tonnes through afforestation. These are certified low and high-permanence carbon removal methods.

Afforestation (350 tonnes)
Delivery partner: TIST Program in Kenya
Offset date: 09/06/2011-08/11/2016

Retirement ID: 6678-331781005-331781179-VCU-048-APX-KE-14-737-09062011-08112016-1
Link to public registry statement:
https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&h=244396

Retirement ID: 6678-331775380-331775554-VCU-048-APX-KE-14-737-09062011-08112016-1
Link to public registry statement:
https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&h=241214

Enhanced weathering (70 tonnes)
Delivery partner: UNDO
Offset date: 2024-2044

Details on providers

The International Small Group and Tree Planting Programme (TIST) is led by small groups of subsistence farmers in countries such as Tanzania, Kenya, Uganda and India. Planting is managed by the farmers who plant native species on marginal land, ensuring there are no conflicting land uses (such as food production) at the planting sites.

UNDO is a leader in enhanced rock weathering (ERW). Enhanced weathering speeds up naturally occurring weathering of minerals by reducing the particle size of the rock, which is usually basalt. This increases surface area, which speeds up the reaction and thus the rate of carbon dioxide removal. The basalt dust has a consistency like sand or fine gravel. It is spread on agricultural land using farm machinery. Over time, the basalt reacts with atmospheric CO2 to form minerals which wash into the soil and water courses. These minerals have high durability.

4   Declaration and Sign-off

This Carbon Reduction Strategy has been developed following the guidelines outlined in PPN 06/21 along with associated directives and reporting norms for Carbon Reduction Plans.

Emissions have been accurately documented and accounted for based on the established reporting norms for Carbon Reduction Strategies and in alignment with the GHG Reporting Protocol corporate standards. We have utilized the relevant government emission conversion factors for reporting greenhouse gas emissions by the company.

Our reporting of Scope 1 and Scope 2 emissions complies with SECR requirements, and we have also included the necessary subset of Scope 3 emissions as per the specified reporting standards for Carbon Reduction Strategies and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Strategy has undergone thorough review and has been officially approved by the operations board.

Signed on behalf of Hawkins\Brown:

Alastair Roberts
COO

London\
Edinburgh\
Manchester\
Los Angeles\
Dublin\

hawkinsbrown.com