# Carbon Footprint Report 2025

## 1 Executive Summary

Hawkins & Associates is committed to reducing its environmental impact and delivering measurable progress toward Net Zero. This report presents the organisation's carbon footprint for FY24/25, calculated using the SmartCarbon platform and aligned with the Greenhouse Gas Protocol, BEIS guidelines, and Science Based Targets initiative (SBTi) expectations. FY23/24 has been adopted as the baseline year following re-calculation of earlier results to ensure consistency of methodology and emissions boundaries.

Overall emissions decreased from 1,910.6 $tCO_2e$ in FY23/24 to 1,758.0 $tCO_2e$ in FY24/25, a reduction of 8.0%, despite significant growth in both revenue (+13.8%) and headcount (+18.4%). This demonstrates early progress in decoupling emissions from business expansion.

### 1.1 Scope 1 & 2 – Strong Progress Aligned with SBTi Pathway

Combined Scope 1 and 2 emissions fell from 90.0 $tCO_2e$ to 64.0 $tCO_2e$, a 28.9% reduction against the baseline. This reflects substantive progress toward Hawkins & Associates' near-term SBTi target of a 42% reduction by 2030 and full elimination of Scopes 1 and 2 by 2035.

Key drivers of reduction included:

- Transition to 100% renewable electricity across all UK offices, reducing market-based electricity emissions by 40.3 $tCO_2e$.
- Energy-efficiency improvements such as HVAC optimisation and insulation upgrades.
- Reduced gas consumption across offices using mains gas (Glasgow, Leeds, Manchester, Reigate).
- Disposal of the last company vehicle.

Refrigerant leakage remains unchanged year-on-year and represents 18% of total Scope 1 and 2 emissions. Addressing these non-energy emissions is a priority for future reductions.

Overall, the organisation is on track to meet or exceed its SBTi-aligned Scope 1 and 2 reduction targets with continued implementation of the carbon reduction plan.

### 1.2 Scope 3 – Increased Emissions Driven by Business Travel

Scope 3 emissions fell overall from 1,820.6 $tCO_2e$ to 1,693.9 $tCO_2e$ (-7.0%), but this conceals significant variation across categories.

Critically, Business Travel increased by 32.2%, rising to 702.0 $tCO_2e$, largely due to a 54% increase in flight emissions linked to growing international casework. Flights now account for 69% of all Business Travel emissions and are the single largest source of Scope 3 emissions at the office level.

Other Scope 3 categories decreased, notably:

- Capital Goods (-48%) driven by the completion of the Birmingham office refurbishment cycle.
- Marketing & Digital (-39.3%) and reduced spending on equipment and IT/cloud services.

Positive progress was seen within land-based travel:

- Grey-fleet emissions intensity decreased by 3%.
- Electric vehicle share increased to 32% of grey-fleet mileage.

However, the overall rise in Business Travel means the organisation is not yet on track to meet its SBTi-aligned target of 21% Scope 3 reduction by 2030. Aviation is the most material risk and will require strengthened policy action, behavioural change, and improved travel planning.

## 1.3 Intensity Metrics – Emissions Reduction Despite Growth

Emissions intensity improved significantly across all metrics:

- Total emissions per employee: 12.2 to 9.5 $tCO_2e$ (-22%)
- Scope 1 & 2 emissions per employee: 0.6 to 0.3 $tCO_2e$ (-50%)
- Total emissions per £M turnover: 69.2 to 56.0 $tCO_2e$ (-19%)

These improvements demonstrate genuine decarbonisation, not structural changes.

## 1.4 Carbon Reduction Plan – Forward Looking Commitments

Hawkins & Associates is implementing a structured plan to achieve its SBTi-aligned targets and long-term Net Zero trajectory:

Scope 1 & 2 Priorities

- Feasibility assessments for replacing gas boilers with heat pumps.
- Continued rollout of solar PV across suitable sites.
- Ongoing optimisation of HVAC systems and monitoring of all energy use.
- Refrigerant management programme aligned to lower-GWP alternatives.

Scope 3 Priorities

- Strengthening the Sustainable Travel Policy (HS791) to reduce avoidable flights and support modal shift to rail.
- Expanding Melon and Travel Hub usage to improve data accuracy.
- Developing a Sustainable Procurement Policy and supplier engagement model.

## 1.5 Overall Conclusion

Hawkins & Associates has made substantial progress in decarbonising its directly controlled operations and is well positioned to meet its Scope 1 and 2 SBTi targets. Scope 3 performance presents a more significant challenge, particularly aviation, and requires focused intervention to achieve the 2030 reduction target.

With continued investment in operational efficiency, sustainable travel practices, and supply-chain engagement, Hawkins & Associates is building a credible foundation for long-term Net Zero delivery in line with the 1.5°C global climate pathway.

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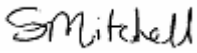
Signed on behalf of Hawkins & Associates



Name: Stuart Mitchell, Position: HSE & Facilities Manager

Date: 29 April 2026

Reviewed by: Andrew Bryce (**HSE Director)**

# 2 Introduction

Hawkins & Associates is committed to minimising the environmental impact of its operations through effective carbon management, resource efficiency, and continual improvement. This commitment is outlined in our Environmental Policy (HS790) and underpins our approach to measuring, reporting, and reducing our greenhouse gas (GHG) emissions. Our carbon reporting follows the Greenhouse Gas Protocol, which categorises emissions into three scopes:

- Scope 1: Direct emissions from company-owned or controlled sources (e.g., gas boilers, company vehicles).
- Scope 2: Indirect emissions from purchased electricity, heat, steam, or cooling.
- Scope 3: All other indirect emissions across the value chain (e.g., business travel, purchased goods and services, waste, commuting).

## 2.1 Our Commitment

*Hawkins & Associates is committed to reducing direct carbon emissions to zero (or as close to zero as practicably possible) well before the UK Government's "Net Zero" target of 2050.*

In line with global climate science, we aim to reduce absolute emissions by at least 90% from the FY23/24 baseline, consistent with the Science Based Targets initiative (SBTi) 1.5°C pathway. Any remaining residual emissions will be neutralised through high-quality, independently verified carbon offsets.

Our near-term targets:

- Reduce Scope 1 and 2 emissions by 42% by 2030 and achieve 100% reduction by 2035.
- Procure 80% renewable electricity by 2030, increasing to 100% by 2035.
- Reduce Scope 3 emissions by 21% by 2030.

Our long-term targets:

- Reduce our total Scope 1, 2 and 3 by at least 90% by 2050.
- Offset residual emissions using high-quality, independently verified carbon offsets.

## 2.2 Background

The company has been calculating its carbon footprint since 2018, initially working with Carbon Footprint and later with Positive Planet from 2024. These organisations processed our activity data and provided the results. This approach was valuable at a time when internal expertise was limited; however, fully outsourcing the analysis limits transparency over methodologies, assumptions, and reporting outputs.

We have now partnered with SmartCarbon, whose carbon accounting software enables us to calculate and manage our footprint in-house, supported by specialist consultancy only where required. This approach improves data accuracy, increases transparency, supports long-term carbon management, and delivers cost efficiencies.

Although the intention was to adopt this system from 2025/26, we have now recalculated the 2023/24 and 2024/25 carbon footprints using SmartCarbon to ensure comparability. Following this, the company has decided to rebaseline our footprint to 2023/24 for the following reasons:

- A consistent methodology will now be used from 2023/24 onwards.
- Earlier data is incomplete and not sufficiently robust.
- Scope 3 coverage has expanded significantly since 2018, making the earlier comparisons less meaningful.

# 3 Carbon Footprint Methodology

Hawkins & Associates Limited has adopted an operational control approach to establishing the boundary. The methodology adopted in line with the Greenhouse Gas Protocol[1] and the BEIS Environmental Reporting Guidelines[2]. The calculations were completed on the SmartCarbon Calculator[3] using the UK Government emissions factors[4]. Using internationally recognised methods ensures the consistency, comparability, and credibility of Hawkins & Associates' carbon reporting.

Our carbon footprint reporting follows the TRACC principles—Transparency, Relevance, Accuracy, Consistency and Completeness—ensuring our data is clear, credible, and aligned with the accounting and reporting principles of the GHG Protocol.

## 3.1 Emission Factors and Assumptions

The following methodologies and assumptions were applied when calculating GHG emissions:

- Consumption-based factors: UK Government (BEIS/DEFRA) GHG Conversion Factors.
- Spend-based factors: UK Government SIC-code factors, inflation-adjusted.
- Market-based electricity: Zero emissions assigned where renewable electricity contracts are in place.
- Well-to-tank (WTT): Included for all relevant fuel- and energy-related emissions.
- Radiative forcing: Applied to all air travel emissions to reflect the additional climate impact of flying.
- Purchased goods/services & capital goods: Calculated using spend-based emission factors where supplier-specific data is not available.
- Transport of goods: Not reported separately; emissions are included within spend-based factors.

## 3.2 Data

The following data inputs were used to complete the 2025 carbon footprint calculation:

| Description | Method |
|---|---|
| Scope 1 | Gas consumption (kWh) from energy bills; company vehicle mileage; refrigerant leakage from HVAC maintenance records. |
| Scope 2 | Electricity consumption (kWh) from utility bills. For offices with limited data, electricity consumption has been based on the industry standard intensity assumptions: offices – air conditioned 87 W/m2, offices – non air conditioned 62 W/m2, warehouses/stores 17 W/m2. |
| Scope 3 | Business travel data from Melon – high quality data, giving full details about travel. Grey-fleet mileage claims via the expense system. Other business travel is from the expense system for flights and trains, the spend has been converted into distance using the ratios calculated from Melon.<br>Spend-based calculations for all remaining Scope 3 categories. |

**Table 1**. Data Sources for Carbon Footprint Calculation

[1] The GHG Protocol Corporate Accounting and Reporting Standard. Revised Edition (2015) World Resource Institute and World Business Council for Sustainable Development.
[2] Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance (March 2019) UK Government Department for Business, Environment and Industrial Strategy.
[3] https://www.smartcarboncalculator.com/
[4] Greenhouse gas reporting: conversion factors - Full set (for advanced users). More at this link: https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

# 4 Carbon Footprint Results

## 4.1 Overall Results

The organisation's emissions for the reporting period are summarised in **Table 2**, and illustrated in **Figure 1**.

| Scope | FY23/24 (Baseline) | FY24/25 |
|---|---|---|
| 1 (Direct Emissions) | 38.0 | 34.7 |
| 2 (Indirect Emissions) | 51.9 | 29.4 |
| 3 (Other Indirect Emissions) | 1820.6 | 1693.9 |
| **Total** | **1910.6** | **1758.0** |

**Table 2**. Carbon Footprint Results by Scope ($tCO_2e$)

Key Findings

- Scope 1 emissions decreased by 8.9% compared with 2023/24, primarily due to reduced gas consumption.
- Scope 2 emissions decreased by 43.4%, largely due to increased renewable electrical procurement and operational energy efficiency improvements.
- Scope 3 emissions decreased by 7.0%, mainly attributed to reduced spend in carbon-intensive categories such as equipment purchases and IT/cloud related services.
- Scope 3 accounts for 96.4% of total emissions, which is consistent with the emissions profile of professional services firms, where value-chain emissions typically dominate.

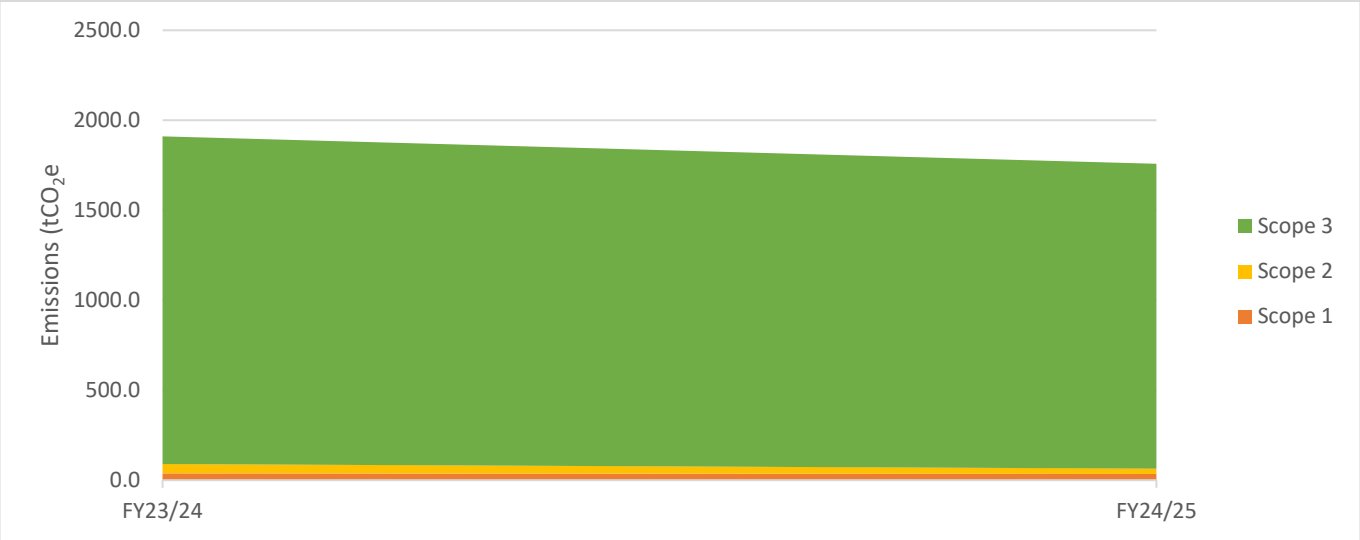



**Figure 1.** Emissions by Scope

Carbon intensity metrics express GHG emissions relative to activity, output, or value. While absolute emissions show total carbon emitted, intensity metrics demonstrate operational efficiency relative to organisational growth.

| Scope | FY23/24 (Baseline) | FY24/25 |
|---|---|---|
| Employees (FTE[5]) | 156.4 | 185.2 |
| Turnover (£M) | 27.6 | 31.4 |
| Cases | 4368 | 4516 |
| **Total tCO2e** | | |
| Per employee | 12.2 | 9.5 |
| Per Turnover (£M) | 69.2 | 56.0 |
| Per Case | 0.44 | 0.39 |
| **S1/S2 tCO2e** | | |
| Per employee | 0.6 | 0.3 |
| Per Turnover (£M) | 3.3 | 2.0 |
| Per Case | 0.021 | 0.014 |

**Table 3**. Carbon Footprint Intensity Metrics

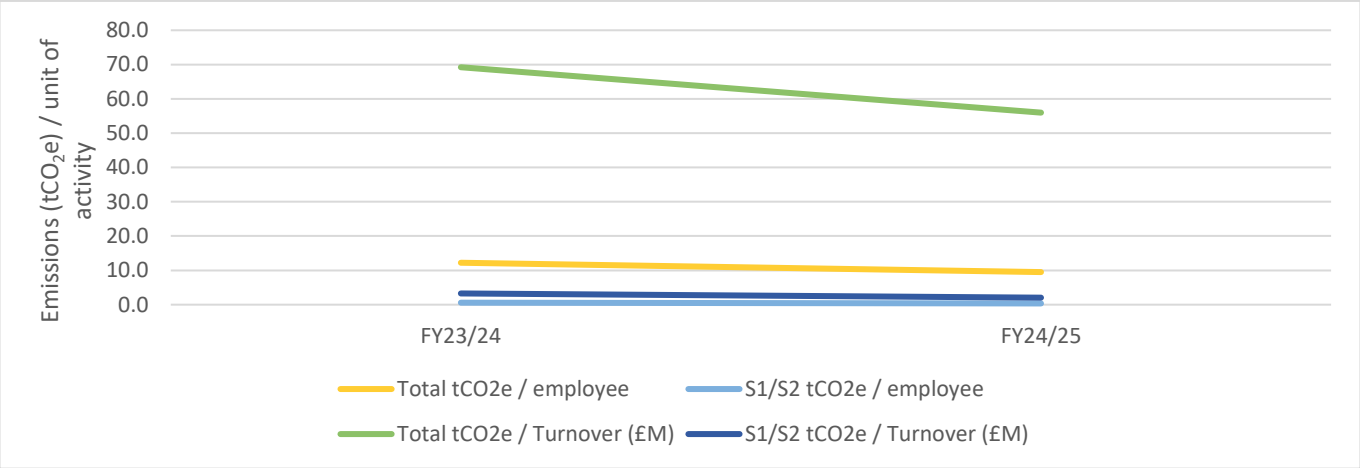



**Figure 2.** Emissions by Intensity Metric

Key Findings

- Emissions intensity improved despite significant organisational growth in both revenue and headcount, demonstrating a clear decoupling of emissions from business expansion.
- Total emissions per employee reduced by 22%, indicating increased carbon productivity and more efficient operations relative to workforce size.
- Scope 1 and 2 emissions per employee halved, reflecting strong progress in building energy performance, fuel switching, and renewable electricity procurement.
- Carbon intensity relative to turnover improved by 19%, meaning the organisation now generates more value per tonne of carbon emitted.
- Scope 1 and 2 emissions per £M turnover reduced by 39%, further evidencing reductions in on-site fuel and electricity-related emissions.

[5] Full Time Equivalent

- Both employee-based and turnover-based intensity metrics point to genuine, consistent decarbonisation rather than structural changes in the business.

## 4.2 Scope 1 and Scope 2 (Direct and Indirect)

The detailed Scope 1 and Scope 2 results are shown in Figure 3 and Table 4.

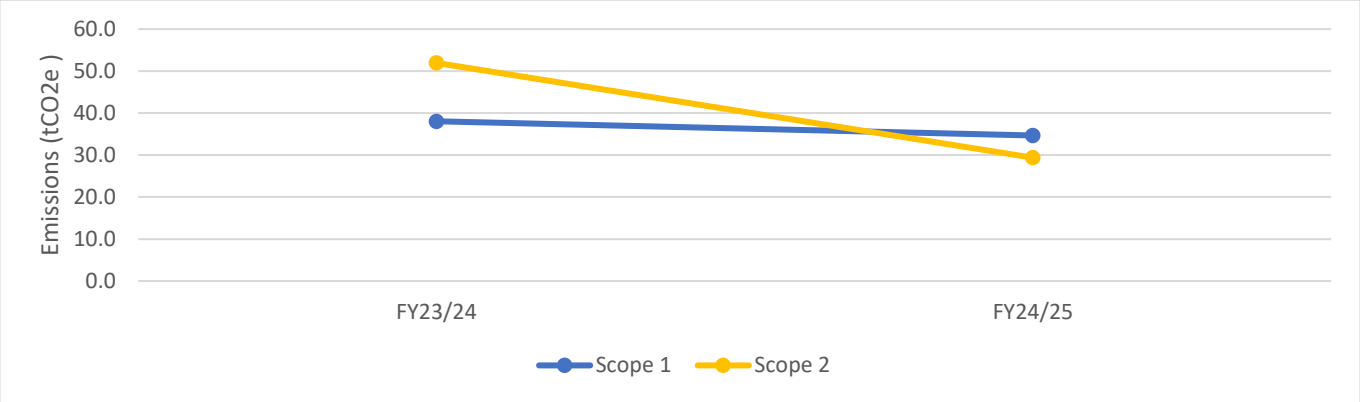



**Figure 3.** Emissions by Scope 1 and Scope 2

| Scope and Description | FY23/24 (Baseline) | FY24/25 | Comment |
|---|---|---|---|
| Scope 1 – Company Vehicles | 1.9 | 1.5 | Company vehicle disposed of in October 2024. |
| Scope 1 – Leaked Emissions | 11.5 | 11.5 | Leaked refrigerant gases from AC systems. |
| Scope 1 – On-site Fuel Combustion | 24.6 | 21.6 | Only 4 offices have mains gas (Glasgow, Leeds, Manchester and Reigate) |
| Scope 2 – Purchased Electricity | 51.9 | 29.4 | Renewable electricity procurement reduced market-based emissions by 40.3 $tCO_2e$. |
| **Total Scope 1 and 2** | **90.0** | **64.0** | |

**Table 4**. Scope 1 and 2 Detailed Results ($tCO_2e$)

Key Findings

- Scope 1 and 2 emissions decreased by 28.9% compared with 2023/24, reflecting strong progress in reducing directly controlled emissions.
- Emission reductions were driven by the transition to renewable electricity contracts, on-site energy efficiency improvements, and the disposal of the company vehicle, which lowered Scope 1 transport emissions.
- This continues the organisation's downward emissions trajectory and demonstrates Hawkins & Associates' strengthening approach to decarbonising operational activities.

Key Drivers of Reduction

- Renewable electricity contracts now cover all UK offices under Hawkins' operational control, significantly reducing market-based Scope 2 emissions.
- Solar PV installations in Bristol, Cambridge, and Birmingham are contributing on-site zero-carbon generation, reducing grid electricity demand.
- Building efficiency improvements, including insulation upgrades and HVAC optimisation in Reigate and Bristol, have helped lower electricity and heating requirements.
- Relocation from the Witchford office has reduced on-site operational emissions. (Note: Courier activity may increase as a result and is captured within Scope 3.)

### 4.2.1 Office

Figure 4 and Table 5 provide a detailed breakdown of emissions by office location.

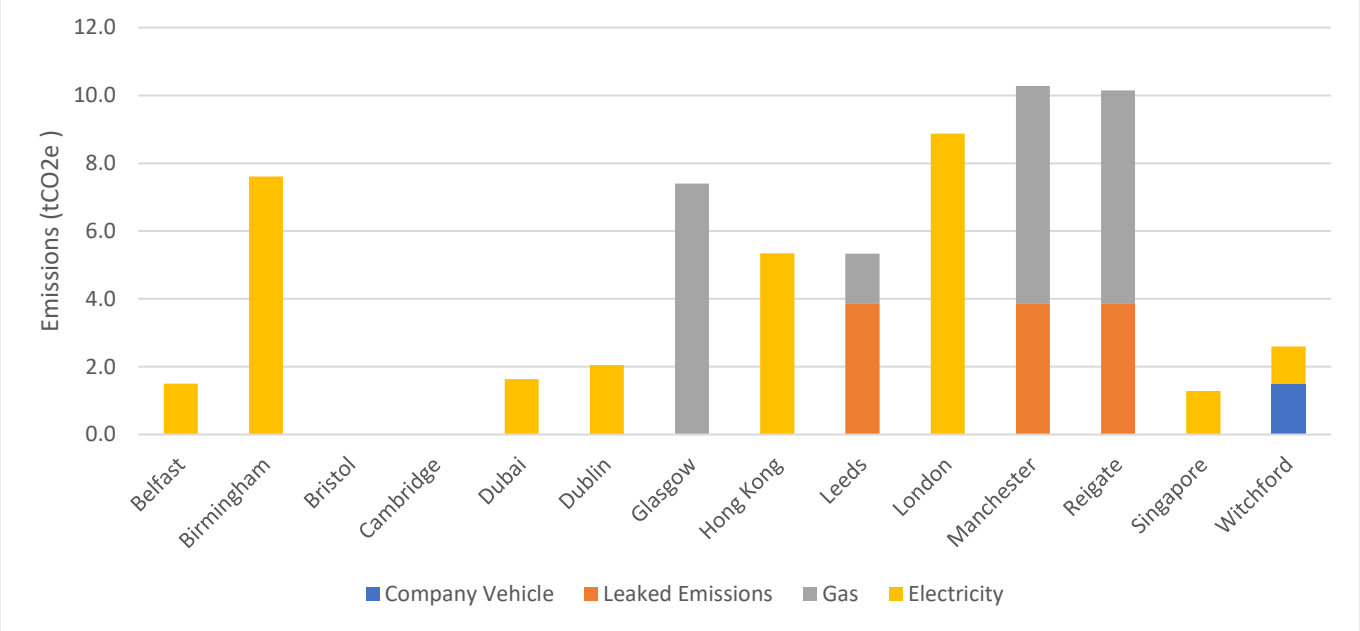



**Figure 4.** Breakdown of Scope 1 and 2 Emissions by Office

| Location | Company Vehicles ($tCO_2e$) | Leaked Emissions ($tCO_2e$) | Gas ($tCO_2e$) | Electricity ($tCO_2e$) | Renewable Electricity Tariff ($tCO_2e$)[6] | Total ($tCO_2e$) | % Share |
|---|---|---|---|---|---|---|---|
| Belfast | 0.0 | 0.0 | 0.0 | 1.5 | 0.0 | 1.5 | 2% |
| Birmingham | 0.0 | 0.0 | 0.0 | 7.6 | 0.0 | 7.6 | 12% |
| Bristol | 0.0 | 0.0 | 0.0 | 6.1 | -6.1 | 0.0 | 0% |
| Cambridge | 0.0 | 0.0 | 0.0 | 8.2 | -8.2 | 0.0 | 0% |
| Dubai | 0.0 | 0.0 | 0.0 | 1.6 | 0.0 | 1.6 | 3% |
| Dublin | 0.0 | 0.0 | 0.0 | 2.0 | 0.0 | 2.0 | 3% |
| Glasgow | 0.0 | 0.0 | 7.4 | 4.5 | -4.5 | 7.4 | 12% |
| Hong Kong | 0.0 | 0.0 | 0.0 | 5.3 | 0.0 | 5.3 | 8% |
| Leeds | 0.0 | 3.8 | 1.5 | 4.1 | -4.1 | 5.3 | 8% |
| London | 0.0 | 0.0 | 0.0 | 8.9 | 0.0 | 8.9 | 14% |
| Manchester | 0.0 | 3.8 | 6.4 | 7.7 | -7.7 | 10.3 | 16% |
| Reigate | 0.0 | 3.8 | 6.3 | 9.6 | -9.6 | 10.2 | 16% |
| Singapore | 0.0 | 0.0 | 0.0 | 1.3 | 0.0 | 1.3 | 2% |
| Witchford | 1.5 | 0.0 | 0.0 | 1.1 | 0.0 | 2.6 | 4% |
| Total | 1.5 | 11.5 | 21.6 | 69.7 | -40.3 | 64.0 | |
| % Share | 2% | 18% | 34% | 109%[7] | -63% | | |

**Table 5**. Breakdown of Scope 1 and 2 Emissions by Office

[6] Those offices, which are supplied by 100% renewable electricity tariffs during the reporting period.
[7] Electricity "% Share" appears above 100% because it is shown before renewable tariff deductions

Key Findings

- Birmingham, Glasgow, London, Manchester, and Reigate together account for 69% of all Scope 1 and 2 emissions, reflecting their larger office footprints and energy demands.
- Electricity related emissions are highest in Birmingham, London, Cambridge, Manchester, and Reigate, which collectively make up the majority of electricity consumption across the estate.
    - Birmingham and London now operate on 100% renewable electricity, with further reductions expected in future reporting cycles.
- Gas emissions are highly concentrated, with Glasgow, Manchester, and Reigate responsible for 93% of total gas related emissions.
- Refrigerant leakage contributes 18% of all Scope 1 and 2 emissions, making it a significant non combustion source.
    - Recommendation: Evaluate lower GWP alternatives and assess replacement cycles for older AC units.

## 4.3 Scope 3

This category captures emissions arising from purchased goods and services, capital expenditure, and other value-chain activities. Results are summarised in **Table 6** and illustrated in **Figure 5**.

| Category | FY23/24 (Baseline) | FY24/25 |
|---|---|---|
| Cat 01 – Purchased Goods and Services: Business Services | 85.0 | 105.9 |
| Cat 01 – Purchased Goods and Services : Marketing & Digital | 264.7 | 160.6 |
| Cat 01 – Purchased Goods and Services: Other Business Expenses | 69.2 | 70.1 |
| Cat 01 – Purchased Goods and Services: Property & Equipment | 72.8 | 68.4 |
| Cat 02 – Capital Goods | 541.0 | 280.2 |
| Cat 03 – Fuel & Energy-related Activities | 96.3 | 117.2 |
| Cat 04 – Upstream Transportation & Distribution | 5.4 | 6.7 |
| Cat 05 – Waste | 14.8 | 14.8 |
| Cat 06 – Business Travel | 531.0 | 702.0 |
| Cat 07 – Employee Commuting | 140.4 | 168.0 |
| | **1820.6** | **1693.9** |

**Table 6**. Breakdown of Scope 3 Emissions ($tCO_2e$)

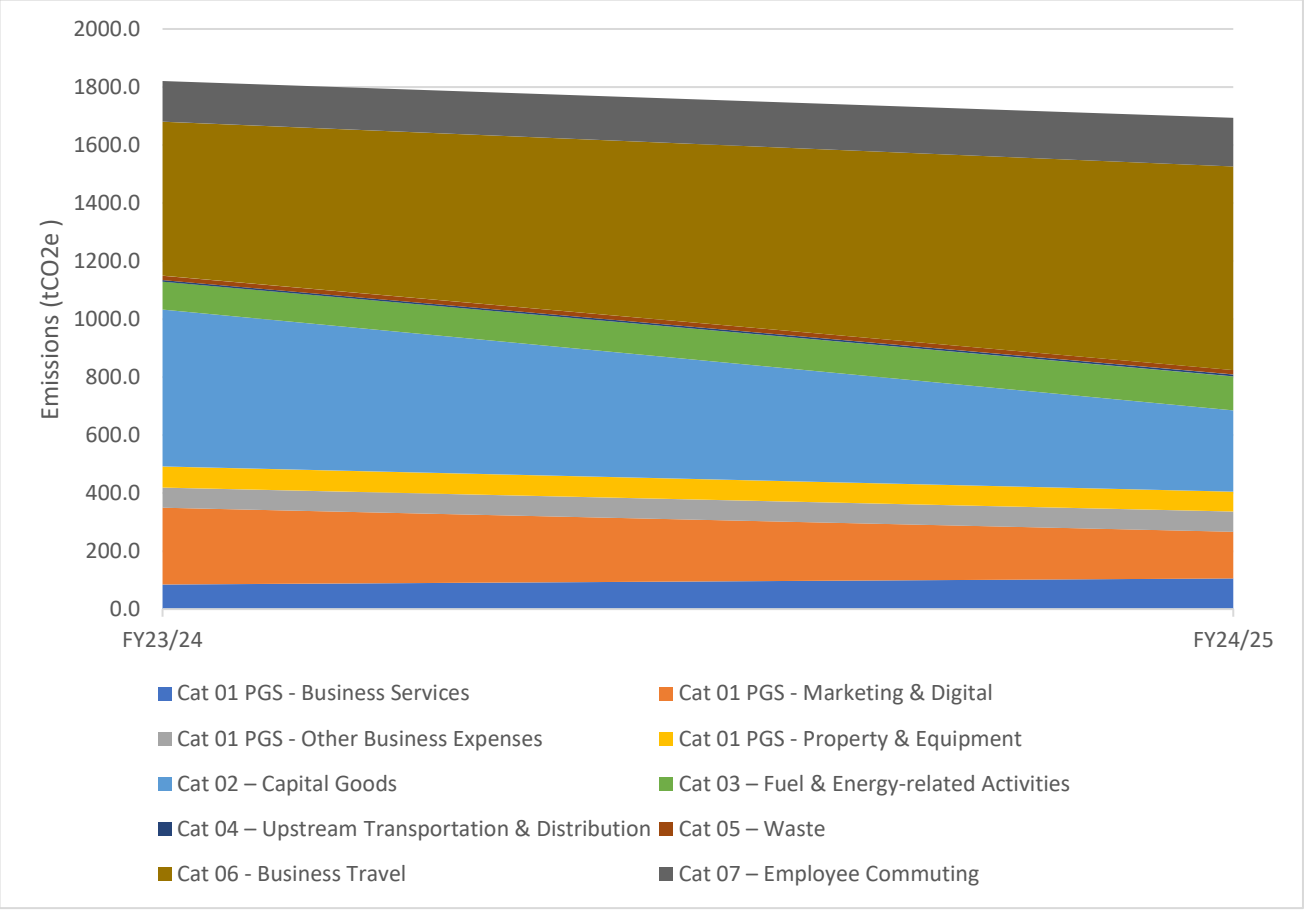



**Figure 5.** Emissions from Scope 3

The largest contributors to Scope 3 emissions in FY24/25 were:

- Business Travel - 702.0 $tCO_2e$ (41%). See further details in the next section.
- Property Renovation, Upgrades and Decorating – 237.1 $tCO_2e$ (14%). Associated with refurbishment works, including the Birmingham office upgrade.
- Fuel and Energy-Related Activities – 117.2 $tCO_2e$ (7%). Upstream emissions linked to Scope 1 and 2 energy use and business travel (e.g., fuel extraction, processing, and distribution).
- IT and Cloud Services – 126.9 $tCO_2e$ (7%). Reflecting increasing reliance on digital infrastructure, cloud-based services, and software platforms.

Together, these categories reflect a combination of operational activity, corporate services, and major capital projects, most notably business travel, the Birmingham refurbishment and ongoing investment in digital systems.

### 4.3.1 Scope 3 (Business Travel)

Scope 3 Business Travel emissions for the reporting period are presented in Figure 6 and Table 7.

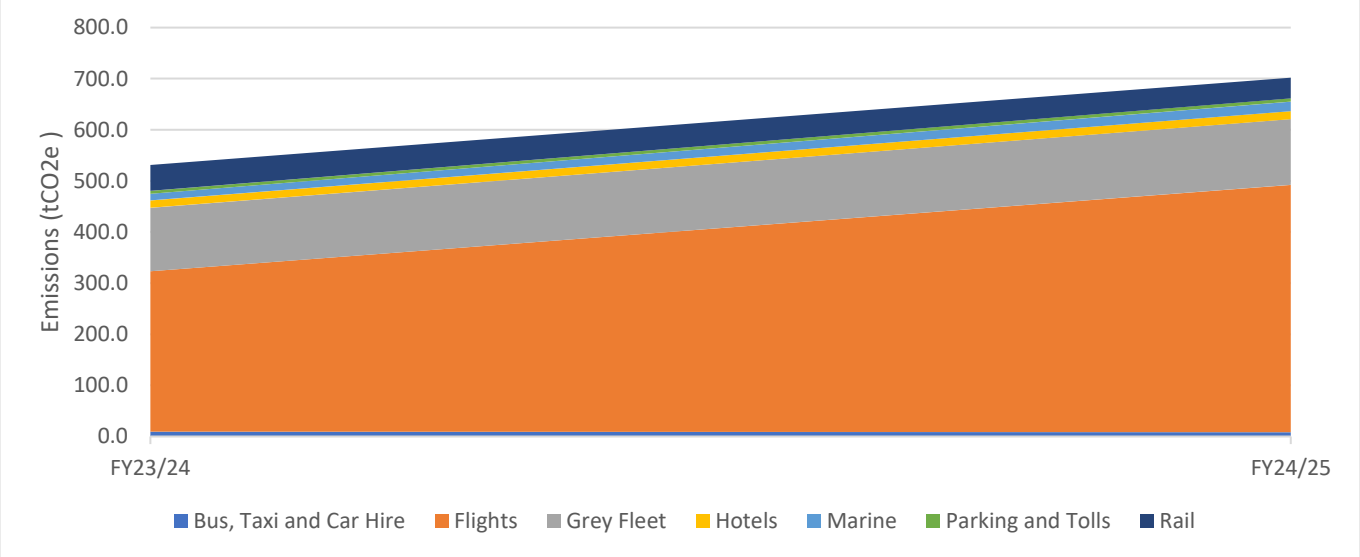



**Figure 6.** Emissions from Scope 3 Business Travel

| Business Travel | FY23/24 (Baseline) | FY24/25 |
|---|---|---|
| Bus, Taxi and Car Hire | 9.4 | 8.4 |
| Flights | 313.9 | 483.7 |
| Grey Fleet | 124.2 | 128.9 |
| Hotels | 14.5 | 15.5 |
| Marine | 12.9 | 18.5 |
| Parking and Tolls | 5.8 | 6.7 |
| Rail | 50.4 | 40.3 |
| **Total** | **531.0** | **702.0** |

**Table 7**. Breakdown of Scope 3 Business Travel ($tCO_2e$)

Key Findings

- Scope 3 Business Travel emissions increased by 32.2% compared with 2023/24.
- The increase is primarily driven by a 54% rise in flight emissions, reflecting growth in international casework and project activity.
- Rail emissions fell by 20%, which may indicate modal shifts or fewer long-distance domestic trips.

#### *4.3.1.1 Office*

Scope 3 Business Travel emissions broken down by office are shown in Figure 7 and Table 8.

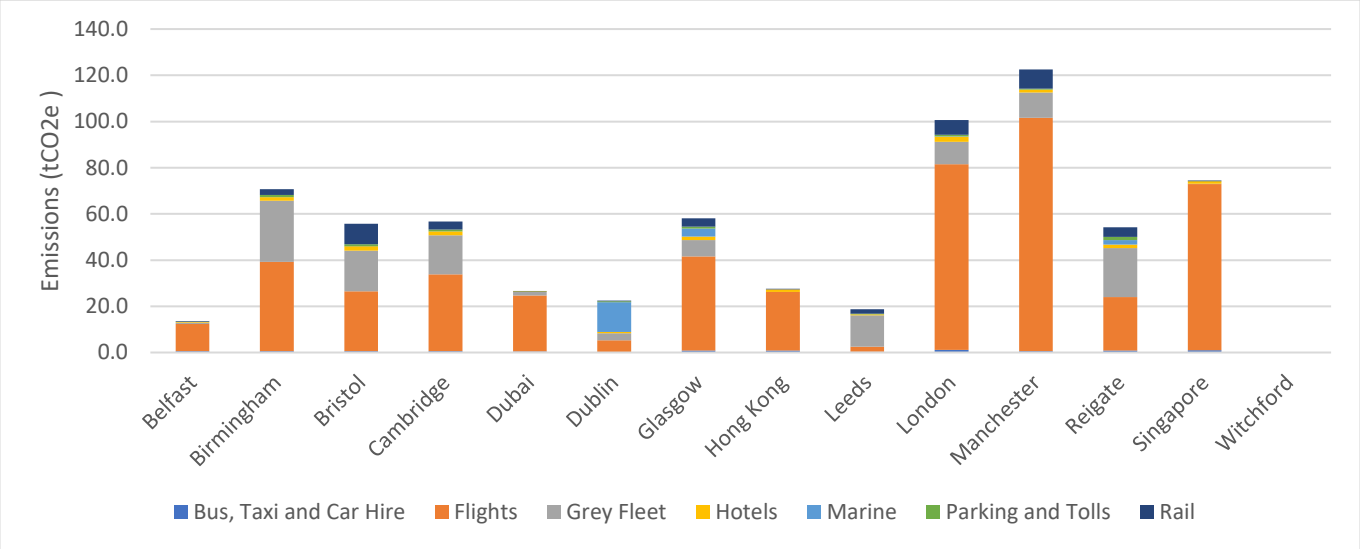



**Figure 7.** Breakdown of Scope 3 Business Travel Emissions by Office

| FY24/25 | Bus, Taxi and Car Hire | Flights | Grey Fleet | Hotels | Marine | Parking and Tolls | Rail | Total | Share |
|---|---|---|---|---|---|---|---|---|---|
| Belfast | 0.5 | 11.8 | 0.6 | 0.3 | 0.0 | 0.2 | 0.3 | 13.6 | 2% |
| Birmingham | 0.6 | 38.7 | 26.5 | 1.4 | 0.0 | 1.0 | 2.5 | 70.7 | 10% |
| Bristol | 0.5 | 26.0 | 17.6 | 2.0 | 0.0 | 0.7 | 8.9 | 55.7 | 8% |
| Cambridge | 0.6 | 33.2 | 16.9 | 1.6 | 0.0 | 0.8 | 3.5 | 56.7 | 8% |
| Dubai | 0.4 | 24.3 | 1.5 | 0.3 | 0.0 | 0.0 | 0.0 | 26.5 | 4% |
| Dublin | 0.2 | 5.1 | 3.1 | 0.6 | 12.9 | 0.3 | 0.3 | 22.5 | 3% |
| Glasgow | 0.9 | 40.6 | 7.1 | 1.5 | 3.5 | 0.7 | 3.7 | 58.1 | 8% |
| Hong Kong | 0.9 | 25.3 | 0.0 | 1.2 | 0.0 | 0.0 | 0.2 | 27.6 | 4% |
| Leeds | 0.3 | 2.2 | 13.6 | 0.5 | 0.0 | 0.3 | 1.8 | 18.7 | 3% |
| London | 1.1 | 80.3 | 9.8 | 2.1 | 0.2 | 0.7 | 6.3 | 100.6 | 14% |
| Manchester | 0.5 | 101.0 | 10.9 | 1.3 | 0.0 | 0.4 | 8.3 | 122.5 | 17% |
| Reigate | 0.8 | 23.2 | 21.2 | 1.5 | 1.9 | 1.4 | 4.1 | 54.2 | 8% |
| Singapore | 1.0 | 71.9 | 0.1 | 1.1 | 0.0 | 0.0 | 0.2 | 74.4 | 11% |
| Witchford | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0% |
| Total | 8.4 | 483.7 | 128.9 | 15.5 | 18.5 | 6.7 | 40.3 | 702.0 | |
| Share | 1% | 69% | 18% | 2% | 3% | 1% | 6% | | |

**Table 8**. Breakdown of Scope 3 Business Travel Emissions by Office

Key Findings

- Manchester (17%), London (14%), and Singapore (11%) are the largest contributors to Business Travel emissions, driven mainly by long-haul flights.
- Flights represent 69% of all Scope 3 Business Travel emissions, making them the dominant source across nearly all offices.
- Grey fleet emissions are highest in Birmingham, Bristol, Cambridge, and Reigate, reflecting the ongoing reliance on car travel for casework.
- Marine emissions are concentrated in Dublin and Glasgow, linked to region-specific transport requirements.

#### *4.3.1.2 Flight Analysis*

Key flight metrics for the reporting year:

- Total flight distance: 2,049,218 km.
- Business Class: Accounts for 32% of total flight emissions.
- Domestic UK Flights: 59,018 km. Note, some of these journeys may be associated with international itineraries.
- Belfast and Dublin Operations: 160,939 km of flights connected to these regions.

To support more sustainable travel practices, Hawkins & Associates has implemented:

- Sustainable Travel Policy (HS791): reducing unnecessary short-haul flights and prioritising lower-carbon alternatives.
- Travel Hub: improving data capture, consolidating travel bookings, and increasing use of Melon for reporting accuracy.
- Business class restriction: Non case related air travel should not be business class unless authorised.
- Operational drivers: Ongoing growth in international casework, which is expected to continue to increase flight activity.

#### *4.3.1.3 Grey Fleet*

Car travel remains essential to casework delivery, and while total mileage reductions are challenging, efforts focus on lowering emissions per mile.

Key finding:

- Total grey fleet distance: 936,703 km
- 86% of grey fleet travel is case-related, highlighting its operational necessity.
- Emissions per kilometre decreased by 3% compared with 2023/24.
- Diesel cars generate 48% of grey fleet emissions, despite representing only 36% of mileage.
- Electric vehicles contribute just 9% of emissions, while making up 28% of claimed mileage
- EV and hybrid share:
    - EV only: 28% of mileage
    - EV + hybrid: 32%, up from 24% last year
- The electric vehicle salary-sacrifice scheme (introduced 2021) continues to drive increased adoption of low-emission vehicles and is a key enabler of long-term decarbonisation of grey fleet travel.

# 5 Conclusions

## 5.1 Scope 1 and 2

Hawkins & Associates' near-term SBTi commitments require a 42% reduction in Scope 1 and Scope 2 emissions by 2030, and a 100% reduction by 2035. The FY24/25 results demonstrate strong initial progress, with combined Scope 1 and 2 emissions falling by 28.9% from the FY23/24 baseline. This places the organisation on a positive trajectory consistent with the 1.5°C science-based pathway.

The reduction is primarily driven by operational measures targeting the most material elements of Scope 1 and 2. The full transition to renewable electricity contracts across all UK offices led to a 40.3 $tCO_2e$ decrease in market-based electricity emissions, in line with SBTi guidance prioritising rapid decarbonisation of electricity consumption. In parallel, Scope 1 emissions declined through lower gas consumption—supported by HVAC optimisation and insulation upgrades—as well as the disposal of the final company vehicle, which reduces reliance on fossil-fuel transport.

Refrigerant emissions remained unchanged and represent 18% of all Scope 1 and 2 emissions. Addressing these non-energy emissions will be essential for aligning future reductions with SBTi expectations, particularly through the adoption of lower-GWP refrigerants and improved leak-management practices.

Overall, FY24/25 performance indicates that the organisation is on course to meet, and potentially exceed, its 2030 Scope 1 and 2 targets if current momentum is maintained. Continued investment in efficiency upgrades, renewable procurement, and the phased removal of fossil-fuel systems will be critical to achieving the 2035 goal of fully eliminating Scope 1 and 2 emissions.

## 5.2 Scope 3

Hawkins & Associates' SBTi-aligned strategy targets a 21% reduction in Scope 3 emissions by 2030. FY24/25 results show a significant increase in Business Travel emissions, largely driven by a substantial rise in international flights. While reflective of growing global casework, this trend highlights that Scope 3 reductions will not be achievable without targeted action on aviation, which now accounts for 69% of all Business Travel emissions.

The increase in flight activity is particularly significant because long-haul flights are classified by SBTi as high-impact sources where organisations are expected to demonstrate annual improvements. Addressing this will be critical to ensuring alignment with the 1.5°C pathway and achieving the 2030 Scope 3 target.

Nevertheless, progress has been made in other travel-related categories. Grey-fleet emissions intensity per kilometre fell by 3%, and the growing adoption of electric vehicles—now representing 32% of grey-fleet mileage—supports long-term reductions in land-based transport emissions. Continued acceleration of EV uptake will further strengthen this positive trajectory.

To remain aligned with SBTi expectations, Hawkins & Associates will need to continue implementing the Sustainable Travel Policy (HS791), reduce avoidable short-haul flights, prioritise rail where feasible, limit business-class travel, and reinforce centralised travel management through the Travel Hub and Melon. As international casework expands, credible progress toward the 2030 Scope 3 target will depend on balancing operational needs with interventions that reduce avoidable emissions and integrate carbon considerations into project planning.

# 6 Carbon Reduction Plan

Hawkins & Associates is implementing a structured, multi-year programme to reduce emissions across all scopes, aligned with the organisation's Net Zero ambitions and SBTi-aligned targets. Actions are prioritised to deliver near-term reductions (Scopes 1 & 2) while building the foundations to address material Scope 3 sources.

## 6.1 Reduction Plans – Scope 1 & Scope 2

| No. | Activity | Target Date | Category | Progress |
|---|---|---|---|---|
| **1** | Assess feasibility to replace gas boilers with heat pumps and point-of-use electric water heaters (Glasgow, Leeds, Manchester, Reigate). Focus on company-owned offices | 2030 | Stationary Combustion | Leeds prioritised; feasibility sequencing defined for remaining sites. Engineering surveys to commence 2025/26. |
| **2** | Review refrigerant types in HVAC; evaluate lower-GWP alternatives and phased upgrades. | 2030 | Leaked Emissions | Programme definition to begin 2025/26 (inventory, leak-rate baseline, replacement roadmap). |
| **3** | Procure and maintain 100% renewable electricity across all offices under Hawkins' control. | 2025 | Purchased Electricity | 100% renewable tariffs in place for Birmingham, Bristol, Cambridge, Glasgow, Leeds, Manchester, Reigate. Further investigation underway for Hong Kong and Singapore. |
| **4** | Monitor energy use across all offices to identify savings and verify performance. | 2026 | Purchased Electricity | Monitoring active; solar-equipped sites providing generation and demand data. Establish common KPIs and exception alerts in 2025/26. |
| **5** | Upgrade HVAC control systems for improved efficiency (Bristol, Reigate). | 2025 | Purchased Electricity | Completed at both sites; optimisation phase underway. Post-implementation review planned for 2025/26 to validate savings. |
| **6** | Install solar PV at all suitable offices. | 2028 | Purchased Electricity | Installed: Bristol, Cambridge, Birmingham (new office). Pipeline: Leeds proposal developed; site assessment planned for 2025/26. |
| **7** | Review insulation and air-tightness; develop action plan (Glasgow, Reigate). | 2025 | Stationary Combustion and Purchased Electricity | Reigate: ceiling insulation complete; boiler fault rectified (gas use materially reduced). Glasgow: investigations ongoing; actions to be scheduled. |

## 6.2 Reduction Plans – Scope 3

| No. | Activity | Target Date | Category | Progress |
|---|---|---|---|---|
| **1** | Implement a Sustainable Travel Policy to guide lower-impact modes and hotel choices. | 2030 | Business Travel | HS791 implemented. Next: strengthen comms, embed approvals, and define KPIs (e.g., % domestic flights avoided). |
| **2** | Improve business travel data quality and completeness to ensure accurate emissions measurement. | 2028 | All | Travel Hub live, increased use of Melon for bookings. Next: target coverage expansion and standardised reporting. |
| **3** | Implement a Sustainable Procurement Policy to encourage low-carbon practices and introduce monitoring mechanisms. | 2030 | Purchased Goods & Services | Not yet initiated, scheduled 2025/26 policy drafting and governance review. |
| **4** | Conduct supplier sustainability audit/survey starting with top 10–20 suppliers by footprint; phase data collection to prioritise low-carbon suppliers. | 2030 | Purchased Goods & Services | Not yet initiated, define methodology and phasing in FY25/26. |
| **5** | Develop and monitor a policy ensuring new suppliers align with Net Zero commitments. | 2030 | Purchased Goods & Services | Not yet initiated, integrate into onboarding and contract templates FY25/26. |
| **6** | Improve supply-chain data quality and transparency to support accurate reporting and reduction planning. | 2028 | Purchased Goods & Services | Not yet initiated, map data sources, set submission standards, and pilot supplier disclosures FY25/26. |