Carbon Reduction Plan
Tetra Tech
October 2022 – September 2023

Supplier name: Tetra Tech

Publication date: 21/08/2024

Commitment to achieving Net Zero

Tetra Tech is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

We have selected the financial period October 2021 – September 2022 as our baseline year against which to measure our progress in reducing our emissions. October 2022 – September 2023 is our current reporting year.

Baseline Year: October 2021 - September 2022
Current Reporting Year: October 2022 - September 2023
Additional Details relating to the Current Reporting Emissions calculations.
Our current reporting year follows on from the baseline year (last financial year). Parts of our Scope 3 data have been modelled using benchmarks calculated through government documents and assessments carried out in other areas of the business. This has been included to give us a better understanding of the emissions within the baseline year and to allow for a more accurate comparison across the periods of assessment. We are improving our data collection methods and expanding our investigation area within Scope 3 to include a wider range of emissions sources. These will be included in the reports for future years and will be under continuous review for the next 3 years.

Current reporting year emissions:

EMISSIONS	TOTAL (tCO_2e)
Scope 1	**Company Vehicles = 275.5 tCO_2e** **Gas in Properties = 81.4 tCO_2e** **Total Scope 1 Emissions = 356.9 tCO_2e**
Scope 2	**Electricity in Properties = 190.9 tCO_2e** **Total Scope 2 Emissions = 190.9 tCO_2e**
Scope 3 **(Included Sources)**	**Break down by GHG Protocol Scope 3 Category:** 1. **Purchased goods and services (Optional)** **Telecommunications = 24.4 tCO_2e** **Security = 4.0 tCO_2e** **Cleaning services = 164.0 tCO_2e**

	Maintenance = 103.6 tCO_2e **3. Fuel and Energy Related Activities not included in Scope 1 or Scope 2 (Optional)** Electricity Transmission and Distribution = 16.5 tCO_2e **4. Upstream Transportation and Distribution** Office Supplies = 188.4 tCO_2e IT Equipment = 342.8 tCO_2e **5. Waste Generated in Operations** Waste Disposal and Treatment = 13.4 tCO_2e Water in Properties = 1.3 tCO_2e (Supply and Disposal) **6. Business Travel** Rail Travel = 26.8 tCO_2e Plane Travel = 1,562.3 tCO_2e Grey Fleet = 382.5 tCO_2e Hotels = 168.3 tCO_2e **7. Employee Commuting** Commuting = 656.0 tCO_2e **9. Downstream Transportation and Distribution** We do not make or distribute any products **Total Scope 3 Emissions = 3,654.2 tCO_2e**
Total Emissions	**Total Emissions across all Scopes = 4,202.0 tCO_2e**

Annual total carbon emissions have risen by 24%, or about 805.9 tonnes, compared to the baseline year of 2021-2022. This is because of increases in our business activity and employee headcount, which is to be expected as in 21/22 our business operations were still not running at normal levels and were still coming out of COVID-19 Lockdown mode of operation. Despite these factors the energy and carbon intensity of assets have significantly improved as our operations become more energy efficient. The carbon emissions from our building's assets have decreased from the baseline reporting year. Our buildings' energy consumption intensity (kWh/m^2) reduced by 19% compared to the baseline year, despite growth in both revenue and employee figures of about 10%-15%. This improvement is also reflected in our employee and revenue-based office carbon KPIs, with carbon emissions per employee and per £100k of revenue decreasing by approximately 27% and 26%, respectively, compared to the baseline year.

A significant factor behind the overall rise in our emissions is the 32% increase in total air miles travelled and the higher frequency of business class flights due to more international project work and long haul flights required to deliver these project commitments. Consequently, carbon emissions from air travel have more than doubled (c. 132%). This is largely because carbon emissions for business class are roughly three times higher than those for economy class, depending on the flight. During the baseline year, 67% of all air travel was in economy class and 22% in business class. However, in this reporting year, economy class accounted for 41% of air travel, while business class rose to 50%. Air travel represents a substantial portion of our overall emissions, and addressing this area will likely have a big impact on reducing its carbon footprint.

Emissions reduction targets

To help us achieve our Net Zero target we have adopted the following CO_2 equivalent reduction targets based on our Tetra Tech Group Sustainability Strategy and the UK Government's commitment to achieving net zero emissions by 2050.

- 50% reduction in baseline emissions by 2030 (financial year 2029-2030)

- Net zero emissions by 2050 (financial year 2049-2050)

We aim to decrease carbon emissions over the next 7 years to 1,698.1 tCO2e by 2030, equivalent to a reduction of 50% from the baseline year.

We aim to decrease carbon emissions over the next 27 years to 0 tCO2e by 2050, equivalent to a reduction of 100% from the baseline year.

These three carbon emissions reduction targets were plotted in the graph below, along with the baseline year and the three preceding years. We will track our future progress in carbon emissions reduction against these targets.
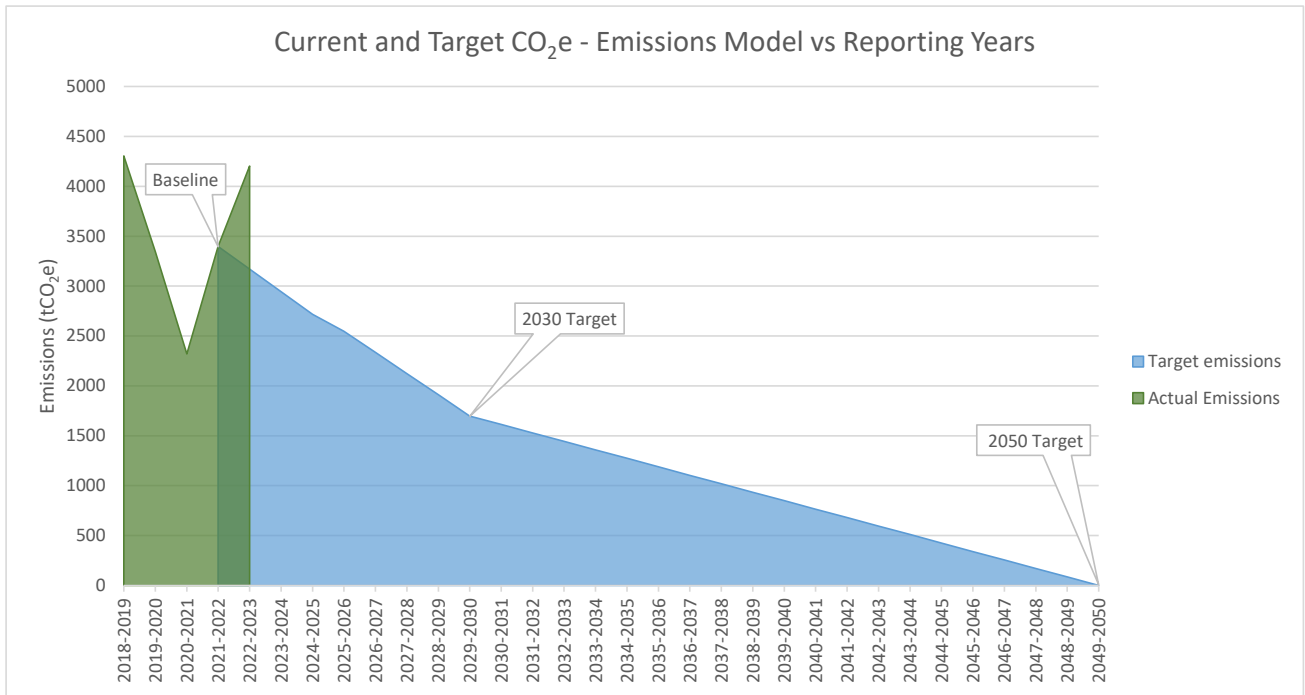
Figure 1:Current and target carbon equivalent emissions model vs reporting years

Carbon Reduction Projects

Despite the baseline being set to October 2021 - September 2022, previous years carbon emissions have been calculated and tracked since the financial year 2018 - 2019. This is to provide an overview of how the emissions have changed over time and allows for a comparison of pre-covid and post-covid emissions.

It should also be noted that some adjustments were made to the previous year's data due to a change in our approach to calculating emissions. Additionally, there has been an improvement in the visibility of Scope 3 data and the calculation methodology. For completeness, the new data for the previous years has been included in Appendix 1.

Actions Completed

- We have established a Sustainability Council with responsibility for driving activities to reduce our carbon emissions and work towards achieving Net Zero as an organisation. This committee is lead by a member of our senior management team, who reports back directly to our President and includes representatives from each of our Business Units.

- We have decarbonised our electricity supply by switching to a 100% renewable electricity supply contract in the buildings where we purchase our own electricity. We continue to work with landlords to insist that they source renewable energy contracts

- We have increased electrification of our company owned vehicle fleet through integration of additional Electric Vehicles (EVs). We have also created an employee company car scheme which includes EV options

- We have established minimum energy efficiency standards for the commercial buildings we lease for company operations. All of our buildings now have an EPC rating above C and many are A rated

- We have signed up to group-wide ambitious, science based targets that have been independently assessed and verified by the Science Based Targets initiative (SBTi) and are consistent with the global 1.5ºC targets of the Paris Agreement. Under our public SBTi agreement, we commit to reduce absolute scope 1, 2 and 3 GHG emissions 50% by 2030 from a 2021 baseline year. We also commit that 60% of our suppliers by spend

covering purchased goods and services will have Science Based targets by 2027

- Our Sustainability Committee has collaborated with our procurement team to analyse scope 3 supply chain emissions. We found our top 31 suppliers were responsible for 50% of our total spend and are working with these suppliers to better understand their route to net zero. This has included reviewing their existing sustainability reporting and issuing a carbon reduction questionnaire seeking to clarify reporting scope, baseline and date by which they will achieve net zero. This has improved our own reporting and monitoring of purchased goods and services emissions and allowed us to work towards using activity based emissions factors rather than spend based emissions factors when reporting on supplier emissions

- We have complied with the Energy Savings Opportunity Scheme (ESOS) through delivering energy surveys within our offices to better understand the feasibility for delivering energy/carbon savings through optimisation, retro-fit, plant upgrade and renewable generation. Our ESOS work also included a full review of our transport fleet to benchmark performance and evaluate measures for reducing emissions including driver training, telemetry, vehicle sharing and further implementation of EVs

- We have implemented flexible working to reduce our commuting emissions and have invested in the technology required to support virtual meetings to reduce emissions associated with commuting and business travel. Giving staff increased flexibility over where they work decreases the need for travel and reduces the demand for office space. We have also conducted a commuting survey for UK employees to better understand and report on our commuting emissions. The survey data (for which there was a 50% response rate) is now used to calculate our commuting emissions reported within this document

- Our Sustainability Team has delivered sustainability awareness training sessions for our employees covering fundamentals including carbon reporting and net zero pathways. This has provided all teams with a great awareness of the principles of carbon management to apply to their own working environments and client-facing work

- We have continued to maintain our Environmental Management System accredited to ISO 140001:2015 and have continuously updated and improved our process controls to reflect the changing circumstances in our office portfolio and organisation structure

Future Actions Planned

- We will further develop our portfolio of leased offices to further improve the EPC ratings of our buildings. We will prioritise Green Leases where landlords and occupiers work together to reduce environmental impacts through improved data collection and energy efficiency, transitions to renewable energy tariffs and upgraded waste systems. Where buildings are supplied by gas powered heating we will make sure that electrifying the heat source becomes part of our lease renewal negotiations. This is already high on our list for any new lease or lease extension negotiations and we are already asking landlords for improvements.

- We will evaluate, at SLT level, a business case for encouraging and rewarding reduced business travel which is aligned with our hybrid working policy. The business case will investigate how best to help our employees make informed decisions around when to meet and planning in advance to do so alongside other commitments.

- We will continue to work closely with our procurement team to develop a procurement policy requiring our suppliers to commit to net zero, sign up to science based targets and publish supplier Carbon Reduction Plans in line with the PPN 06/21 requirements. We will continue to provide guidance on the inclusion of ESG clauses within our supplier contracts. We will continue to build carbon considerations into supplier tenders and

contracts, targeting efforts at high spend and/or big influence suppliers

- We will build a business case for recruiting a dedicated energy manager who will focus on working with landlords to implement feasible energy efficiency measures. This person will also report measures implemented and energy saved back to the Environment Agency on an annual basis, as per the ESOS requirements.

- We will work with our office management teams and landlords to improve our waste management strategies to improve reporting, reduce volume, increase recycling and harness the principles of circularity to join up our purchasing and waste streams

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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:

Craig Hatch
Division President, EUD Division

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[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

Appendix A – Previous Emissions Data

Year 1: October 2018 - September 2019

EMISSIONS	TOTAL (tCO₂e)
Scope 1	Total Scope 1 Emissions = 365.1 tCO₂e
Scope 2	Total Scope 2 Emissions = 486.3 tCO₂e
Scope 3 (Included Sources)	Total Scope 3 Emissions = 3,458.2 tCO₂e
Total Emissions	Total Emissions across all Scopes = 4,309.6 tCO₂e

Year 2: October 2019 – September 2020

EMISSIONS	TOTAL (tCO₂e)
Scope 1	Total Scope 1 Emissions = 295.9 tCO₂e
Scope 2	Total Scope 2 Emissions = 490.1 tCO₂e
Scope 3 (Included Sources)	Total Scope 3 Emissions = 2,562.8 tCO₂e
Total Emissions	Total Emissions across all Scopes = 3,348.8 tCO₂e

Year 3: October 2020 – September 2021

EMISSIONS	TOTAL (tCO₂e)
Scope 1	Total Scope 1 Emissions = 329.5 tCO₂e
Scope 2	Total Scope 2 Emissions = 259.0 tCO₂e
Scope 3 (Included Sources)	Total Scope 3 Emissions = 1,732.2 tCO₂e
Total Emissions	Total Emissions across all Scopes = 2,320.7 tCO₂e

Year 4: October 2021 – September 2022 (Baseline year)	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	**Total Scope 1 Emissions = 314.3 tCO$_2$e**
Scope 2	**Total Scope 2 Emissions = 225.1 tCO$_2$e**
Scope 3 (Included Sources)	**Total Scope 3 Emissions = 2,856.8 tCO$_2$e**
Total Emissions	**Total Emissions across all Scopes = 3,396.1 tCO$_2$e**