

Leva Climate Action and Sustainability Plan

Goals	Action	Description	Timeline	Progress (as at 21/06/23)
GHG Emissions Reduction	Conduct a carbon footprint assessment	Conduct a carbon footprint assessment to understand how climate change could affect our business operations and clients. This assessment can help identify areas of vulnerability and opportunities for adaptation	Annually, in April/May for the previous financial year	Baseline assessment undertaken May 2023 for 2022-2023 FY
GHG Emissions Reduction	Develop a climate policy	Develop a climate policy that outlines your commitment to addressing climate change and reducing your greenhouse gas (GHG) emissions.	Completed, and will be reviewed annually in April/May	Developed Apr 2023
GHG Emissions Reduction	Set emissions reduction targets for our carbon footprint	Calculate Leva emissions using the government toolbox - Your Climate Action Toolbox Results (business.govt.nz)	Report on this annually in April/May	Annual reporting to show reduction
Energy Efficiency	Reduce energy consumption	Encourage employees to implement energy-efficient practices in their home workplaces, such as using LED lighting, turning off equipment when not in use, and using energy-efficient appliances and equipment.	Review actions annually as part of our annual report	LED lights used in office workspaces, with LED upgrades also programmed. Energy use reduction being considered in all new office spaces.
Transportation	Reduce transportation emissions	Encourage employees to use alternative modes of transportation, such as walking, biking or public transportation, instead of driving to meetings.	Review actions annually as part of our annual report	Use of electric vehicles, bicycle or walking to local meetings.

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		Consider alternatives to standard rental cars when travelling, i.e., hybrid/electric vehicles, Zilch		Use of Green Uber for short trips. Rental of EVs where available.
Waste Reduction	Reduce waste	<p>Employees will use available council recycling schemes and encourage employees to make the right choices to reduce waste.</p> <p>When travelling Leva staff will bring their own 'keep cup' in lieu of single use cups.</p> <p>Leva does not provide a printer for employees. Employees are encouraged to be paperless. Our file system, structure and way of working is paperless.</p> <p>We will recycle/donate our electronic equipment for reuse.</p>	Review actions annually as part of our annual report	<p>Provided employees and clients with re-usable coffee cups in Dec 2022.</p> <p>Leva does not have a printer and are 90% paperless.</p>
Sustainable Products and Services	Purchase sustainable products and services	<p>We will choose recycled and recyclable stationery products.</p> <p>Be mindful of product lifespan - buy quality products and use for the recommended lifetime (i.e., we don't replace laptops and phones to meet supplier releases/trends).</p>	Review actions annually as part of our annual report	Recycled and recyclable stationery products used.
Client Engagement	Purchase carbon offsets	Carbon offsets are our last resort. We use Air New Zealand as a preferred supplier as they have a carbon offset programme.	Review actions annually as part of our annual report	Carbon offsets purchased for each flight, through Air New Zealand's FlyNeutral carbon offset programme (Toitū certified).

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		We purchase Air New Zealand carbon offsets for each flight when we must travel (we work remotely as much as possible).		14.02 tCO ₂ e offset in 2022-2023
Client Engagement	Develop sustainable project management consulting services for clients	Develop sustainable project management framework to align and embed within client's existing project management frameworks	Commence with client in August 2023	Draft sustainable project management framework developed
Walking the Talk	Green PM	Support clients to implement sustainable project management practices	Ongoing, including monthly webinars with GPM, and other industry training sessions as available	Green PM Certification Green PM Ambassadors Education and Upskilling in Climate Science and Sustainability
Cultural and Social Wellbeing	Support diversity, inclusion, and equity in the workplace	We actively seek to employ the right person for any role regardless of age, gender, ethnicity and sexual orientation. We more than meet our obligations under the living wage guidelines	Ongoing	
Reporting	Measure and report progress	Annual review of this action plan, and reporting progress Annual sustainability report published on our website	Review annually as part of our annual report Update website at a minimum annually	Annual report for 2022-2023 against action plan completed. Sustainability section developed on Leva website and annual report publication in progress.