

## Leva Climate Action and Sustainability Plan

Goals	Action	Description	Timeline	Annual Review (Mar 2025)
<b>GHG Emissions Reduction</b>	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	
<b>GHG Emissions Reduction</b>	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	
<b>GHG Emissions Reduction</b>	Set emissions reduction targets for our carbon footprint	Calculate Leva emissions using the government toolbox - <a href="https://business.govt.nz/your-climate-action-toolbox">Your Climate Action Toolbox   Results (business.govt.nz)</a>	Report on this annually in April/May	
<b>Energy Efficiency</b>	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	
<b>Transportation</b>	Reduce transportation emissions	Encourage employees to use alternative modes of transportation, such as walking,	Review actions annually as part of our annual report	

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		<p>biking or public transportation, instead of driving to meetings.</p> <p>Consider alternatives to standard rental cars when travelling, i.e., hybrid/electric vehicles, Zilch.</p> <p>Choose accommodation close to client meetings and within walking distance to minimise need for local transportation.</p>		
<b>Waste Reduction</b>	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	
<b>Sustainable Products and Services</b>	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</p>	Review actions annually as part of our annual report	

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		lifetime (i.e., we don't replace laptops and phones to meet supplier releases/trends).		
<b>Client Engagement</b>	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.  We purchase Air New Zealand carbon offsets for each flight when we must travel (we work remotely as much as possible).	Review actions annually as part of our annual report	
<b>Client Engagement</b>	Develop sustainable project management consulting services for clients	Develop sustainable project management framework to align and embed within client's existing project management frameworks	DCC sustainable PM embedded in PMF, pilot underway in Apr 2024	
<b>Walking the Talk</b>	Green PM	Support clients to implement sustainable project management practices	Ongoing, including monthly webinars with GPM, and other industry training sessions as available	
<b>Cultural and Social Wellbeing</b>	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	

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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	
Giving Back	TBD		Review annually	
Reporting	Measure meeting location (remote vs client facing)	Collect data on % meetings held remotely versus in person as an organisation	Review annually as part of our annual report.	