



WWF-UK's Environmental Report

2012-13

INTRODUCTION

WWF is one of the largest environmental organisations in the world. Our mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

Ever-growing human demand for resources is putting tremendous pressures on biodiversity. Between us we're consuming 50% more natural resources globally than our planet can replenish each year¹. This unsustainable demand on resources threatens the Earth's ability to provide vital ecosystem services which clean the air and water, and temper floods. It not only further endangers threatened biodiversity but also humanity's future security, health and well-being¹.

At WWF, we focus our work around the magnificent diversity of life on this planet and the extraordinary places they live in. All the while we try to reduce humanity's impact on this wildlife and in these habitats.

We recognise that as we work to achieve our mission our business has an impact on the environment. At WWF-UK we're dedicated to measuring this impact and reducing it to a minimum. Through our environmental management system (EMS) we've assessed our main impacts and we monitor our energy consumption, water use, waste, recycling, staff business travel and purchasing.

We first achieved certification to ISO 14001 in 2008



ISO 14001

We first achieved certification to ISO 14001 in 2008, and were re-certified in June 2011. We continue to meet the requirements of the standard and we're externally audited annually – our most recent audit was in May 2013. ISO 14001 is an internationally-recognised environmental standard. It requires organisations to demonstrate an ongoing commitment to manage their environmental impacts.

This report outlines our environmental performance from 1 July 2012 to 30 June 2013. The data for this year's report has been reviewed by an external audit team from EnviroSense and endorsed by our executive group and trustees. To minimise the environmental and financial costs associated with printing, our Environmental Report is only available online.

If you have any comments or suggestions about this report, please e-mail us at supportercare@wwf.org.uk

¹ WWF Living Planet Report

Our new HQ: WWF's Living Planet Centre

Construction of our new building started in April 2012, and we moved here in October 2013. We've developed a brownfield site in Woking, giving us an excellent opportunity to implement low-carbon technologies, meeting the needs of a modern workplace with the least impact on the planet. We're aiming to achieve BREEAM Outstanding – the highest standard in sustainable building design.

The location provides good transport links for our employees as well as business and government contacts. At the new building we'll open our doors to more visitors, including schoolchildren so they can come and learn more about the environmental challenges we face and the solutions we're developing.

The construction of the building was by far our biggest environmental impact during FY13 and the first part of FY14. To reduce the environmental impact of the build, Sturgis Carbon Profiling reviewed the embodied carbon of proposed building materials and suggested changes to lower the carbon footprint of the building over its lifetime. Changes to building materials and systems from the original plans means we saved 5,600 tonnes CO₂e. Sturgis Carbon Profiling concluded that the whole lifetime carbon emissions of the building materials are 7,500 tonnes CO₂e.

This environmental report covers our final year of occupation of Panda House, WWF-UK's headquarters for the last 25 years. Our first year in the Living Planet Centre will be very much about learning how the low- and zero-carbon technologies work and will set a benchmark for measuring our environmental performance in the future.

REPORT SCOPE

This report provides data relating to the environmental performance of WWF-UK's operations.

We operate out of five locations in the UK. Some 87% of our staff are based at our headquarters, which during the reporting year was in Godalming, Surrey. In Scotland, our office is in Dunkeld. We also rent office space in Cardiff and London and we rented office space in Belfast until the end of the reporting year.

The average number of WWF-UK employees, calculated on a full-time basis, during this reporting period was 299. In the previous year the figure was 312*.

Data is recorded on an office by office basis, as indicated in the table below.

| | Reporting aspects | | | | | | | | |
|---------------------------|-------------------------------|--|-------------|-----|---------|-------|--------------|-------|---|
| | Office area (m ²) | Limitations | Electricity | Gas | Biomass | Water | Staff travel | Waste | Procurement |
| Headquarters, Surrey | 2490 | None | ● | ● | | ● | ● | ● | We only collect procurement data for timber and paper products. Accurate data for other procurement areas is not available at this time |
| Dunkeld, Scotland | 337 | None | ● | ● | ● | ● | ● | ● | |
| Belfast, Northern Ireland | 129 | Tenant within office space with little or no control of electricity, gas, waste or water consumption | ● | ● | | | ● | | |
| Cardiff, Wales | 109 | | | | | | ● | | |
| London | 63 [^] | | | | | | ● | | |

[^] Figure calculated by measuring a workstation area and multiplying this by the number of workstations.

Table 1. Report scope: aspects we measure at each office

* Reported erroneously as 316 in last year's report.

CARBON FOOTPRINT

CO₂
**WE'VE REDUCED
 OUR CARBON
 EMISSIONS BY 9%**

The table below (Table 2) shows a summary of our performance this year compared to last. Overall we've reduced our carbon emissions from energy and business travel by 9%. We've made reductions in our business travel but we saw increases in our electricity and gas use.

| Reporting aspect | FY13 | FY12 | % change in performance compared to FY12 |
|---|------------------------|-------|--|
| | tonnes CO ₂ | | |
| Scope 1: Direct CO₂ emissions | | | |
| Direct emissions for natural gas | 49 | 38 | 31% |
| Direct emissions for biomass | 1.5 | 2.1 | 29% |
| Total Scope 1: | 50.5 | 40.1 | |
| Scope 2: Indirect CO₂ emissions | | | |
| Indirect emissions for office electricity | 151 | 143 | 5% |
| Total Scope 2: | 151 | 143 | |
| Scope 3: Other indirect CO₂ emissions | | | |
| Indirect emissions for business travel | 437 | 516 | 15% |
| Total Scope 3: | 437 | 516 | |
| Total CO ₂ emissions | 638.5 | 699.1 | 9% |
| Carbon intensity (per capita*) | 2.1 | 2.2 | 5% |

* per capita represents number of staff on a full-time equivalent basis

Table 2. Summary of CO₂ emissions

We calculate CO₂ emissions by applying Defra's conversion factors to the reporting aspects. We're reporting our air travel emissions using Defra's conversion factors, with a 1.9 multiplier. The multiplier is to account for the additional warming effects that aviation emissions have because they're released in the upper atmosphere; soot and vapour emitted from aircraft also magnify the warming effect.



Electricity

This year, electricity consumption at our UK headquarters and our Scotland and Northern Ireland offices was 300,989 kWh – equivalent to 151 tonnes of CO₂. This is a 5% increase on last year's use.

| | Headquarters | Scotland | Northern Ireland |
|-------------------|----------------|----------|------------------|
| FY12 use (kWh) | 267,168 | 13,154 | 5,517 |
| FY13 use (kWh) | 283,179 | 13,057 | 4,753 |
| FY13 target (kWh) | No target | 12,496 | 5,241 |
| FY14 target (kWh) | Benchmark year | 12,496 | Office closed |

Table 3. Electricity use at our UK headquarters, Scotland and Northern Ireland offices

Our Northern Ireland office reduced its electricity use by 14% compared with last year, exceeding the reduction target set. Despite reducing electricity use at the Scotland office by 8%, we didn't quite meet our reduction target.

At Panda House we had no projects planned to bring about electricity reductions, owing to our move. Instead we were anticipating an increase in electricity use as we set up parallel IT networks and equipment. Our electricity use at Panda House increased by 5%.

At our new HQ we'll use the first year's figures as a baseline. It'll take us time to get used to the new technologies at the building and fine-tune settings to maintain a comfortable working environment while using as little electricity as possible.

With a roll-out of laptops to replace desktop computers and the removal of desktop phones early in the next reporting period FY14 we anticipate a reduction in electricity use at our Scotland office. We'll carry forward the reduction target we set for FY13.

Figure 1.
Electricity use at our UK headquarters, Scotland and Northern Ireland offices (kWh)



Gas

Gas consumption at our UK headquarters and our Scotland and Northern Ireland offices was 24,336 cubic metres this year – equivalent to 49 tonnes of CO₂. We set reduction targets to get us back to FY10 levels. Each office missed the target and overall we increased our use by 31%. In Scotland a delayed delivery of wood pellets meant we used the gas boiler to keep the office warm for a short period. Despite regular maintenance of the boilers and adjustment of temperature settings in response to the weather we believe that the colder winter meant we used more gas to heat our offices. The Met Office reported a 1.2°C reduction in mean winter temperature in 2012/2013² compared with 2011/2012³.

Looking to targets for next year our new HQ doesn't have gas boilers (ground source heat pumps warm the building) and the closure of our Northern Ireland office means no targets will be set there either. At our Scotland office the primary source of heating is a biomass boiler. We only use the gas boiler if there are problems with wood-chip supply or maintenance. So our target in Scotland is to avoid using the gas boiler.

| | Headquarters | Scotland | Northern Ireland |
|-------------------------------|--------------|----------|------------------|
| FY12 use (m ³) | 17,740 | 154 | 706 |
| FY13 use (m ³) | 23,437 | 219 | 680 |
| FY13 target (m ³) | 16,980 | 100 | 500 |

Table 4. Gas use in reporting period FY13

Figure 2.
Gas use at our UK headquarters, Scotland and Northern Ireland offices (m³)



² Met Office mean UK winter temperature 3.3°C www.metoffice.gov.uk/climate/uk/summaries/2013/winter

³ Met Office mean UK winter temperature 4.5°C www.metoffice.gov.uk/climate/uk/2012/winter.html

Biomass

Biomass can provide a sustainable solution to reducing greenhouse gas emissions. To heat our office in Scotland, we burn biomass in the form of responsibly sourced wood pellets in a wood pellet boiler. During the reporting period we purchased 7.9 tonnes of wood pellets. Since the installation of the wood pellet boiler in 2008 we've used approximately 11 tonnes of wood pellets a year. The reduction in use of wood pellets this year is related to the timing of deliveries – we received a delivery of wood pellets at the end of the last reporting period FY12 that provided enough fuel until January 2013.

Last year we tried to find ways to measure more accurately the weight of the pellets we burn each month. We investigated ways to install scales on the hopper that feeds the wood pellets into the boiler. We concluded that this would be too costly for the benefit it would bring. We'll continue to monitor the weight of pellets we consume through invoices from our suppliers.

Travel

We cut our business travel emissions by 15% this year compared to last. During the reporting period we conducted an organisational review which led to a reorganisation of teams. We reduced our overseas travel during this time, while new teams formed and developed their objectives for the year ahead.

Figure 3.
Breakdown of emissions from business travel by mode of transport (tonnes CO₂).

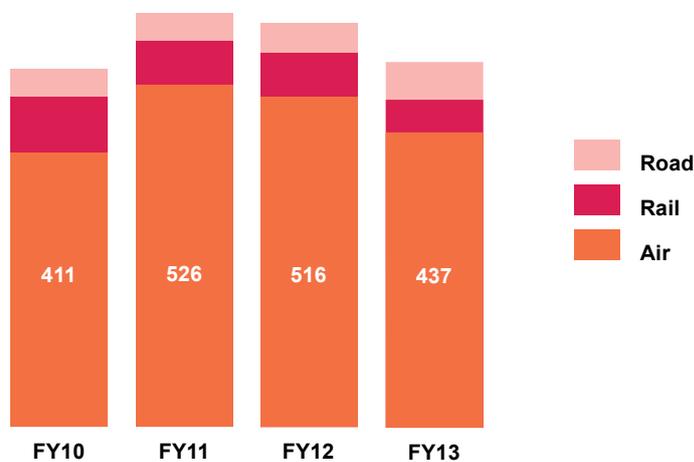


Figure 3 shows our total carbon emissions from business travel by WWF-UK employees, and a breakdown of our business travel by mode of transport. This split is consistent with the pattern we've observed in previous years, with air travel accounting for around three quarters of our business travel emissions.

Our target for FY13 was to not exceed FY12 business travel emissions. We met and exceeded this target, reducing our emissions by 79 tonnes.

15%
WE'VE REDUCED
OUR CARBON
EMISSIONS FROM
BUSINESS TRAVEL
THIS YEAR BY 15%

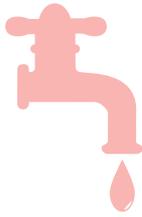
We followed a different process to set targets for FY14. Following a review of our strategy and the change to teams across the organisation, we took a new approach. The executive directors of each of our three departments – Operations, Communications and fundraising, and Global programmes – were asked which trips their departments needed to carry out to achieve their objectives. This planning took place at the same time as financial budget planning. Some parameters were given to ensure that only essential travel was planned – for example, not travelling to meetings that could effectively take place virtually; only one person travelling where possible; extending trips to visit other projects or attend other meetings. We've set a carbon target for air travel in FY14 of 365 tonnes CO₂. Allowing 100 tonnes of CO₂ for road and rail travel, our overall business travel target for FY14 is 465 tonnes of CO₂.

Our business travel data comprises a mixture of actual (km travelled) and estimated data (based on spend) (see Annex 1). Because of this, we acknowledge there may be an error within the figure of our total business travel CO₂ emissions (of +/- 6 tonnes). We estimate our road and rail data, so it should be noted that the percentage in Figure 3 for road travel may vary (between +/- 2%), and the rail travel percentage may vary (between +/- 5%).

Web, audio and videoconferencing

We continue to use web, audio and videoconferencing to meet our business objectives; they're important tools in reducing the number of journeys we make. Webinars and videoconferencing are also great ways to enhance meetings that would usually have taken place by phone. We use a page on our intranet for people to outline some of the meetings they've had virtually – these include a one-day workshop that took place in Melbourne, Australia; regular meetings of the WWF Network IT group; and even virtual meetings with people working from home.

WATER



OUR NEW HEADQUARTERS USES RAINWATER AND GREYWATER TO REDUCE THE AMOUNT OF MAINS WATER WE NEED

This year, we cut our water consumption at our headquarters and Scotland office by 10%. Our aim for the year was to investigate our water use in order to reverse the previous year's increase in use. Half way through the reporting period we discovered a leak behind a hand basin at our headquarters. We're confident this was the reason our water use increased in FY12.

| | FY10 | FY11 | FY12 | FY13 |
|-------------------------|-------------|-------------|-------------|-------------|
| Water use, cubic metres | 1,632 | 1,635 | 1,912 | 1,713 |

Table 5. Water use at our UK headquarters and Scotland office

At our new headquarters we'll use rainwater and greywater (from hand basins and showers) to reduce the amount of mains water we need. FY14 will be a baseline year at our new headquarters. At our Scotland office, we haven't planned any activities to reduce water consumption.

WASTE AND RECYCLING



This year we reduced the amount of waste we sent to landfill compared to last year by 27%, beating the reduction target we set, which was to reduce it by 5%.

At the end of the last reporting period we introduced a weekly compost collection from our headquarters for anaerobic digestion. Biogas from the fermenting compost is used to generate electricity, with residual waste used as fertiliser. Although we composted waste before, we were restricted as to the types of waste we could compost. Introducing this weekly compost collection has led to a reduction in the amount of waste we send to landfill.

| | FY10 | FY11 | FY12 | FY13 |
|---------------------------------------|------|------|------|------|
| Landfill (tonnes) | 9.6 | 9.2 | 6.0 | 4.4 |
| Mixed recycling (tonnes) | 0.7 | 0.7 | 0.7 | 1.0 |
| Paper recycling ⁴ (tonnes) | 7.2 | 8.9 | 12.0 | 11.0 |
| Compost (tonnes) | | | | 1.8 |
| Total waste (tonnes) | 17.5 | 18.7 | 18.7 | 18.1 |

Table 6. Weight of landfill, mixed recycling (plastic, cans, glass), and paper and compost recycling generated at our UK headquarters and Scotland office

In preparation for the move to our new headquarters, we started clearing out our cupboards. We estimate that around two fifths of the paper we recycled over the year was generated from decluttering activities.

Despite our decluttering activities our waste to landfill did not increase. Most of the 'waste' was paper and stationery. We recycled the paper and donated excess stationery to a local organisation which will distribute items to local playgroups and other not-for-profit groups. We've taken the rest of the stationery with us.

At our new headquarters we'll continue to practise the 'reduce, reuse, recycle' principle, and we'll use our FY14 figure as a baseline. At our Scotland office, we'll continue to measure and monitor our waste, while trying to reduce the amount we send to landfill.

⁴ Our paper recycling contractors provide us with weight data.

PROCUREMENT

As an environmental organisation, it's important that we only purchase products that can be reused or recycled in an environmentally, ethically and socially responsible way. We have a number of internal policies and guidelines to help us select products and services.

During the reporting period we introduced an online procurement system – all new suppliers are asked about their environmental awareness when registering. Over the next year we plan to gather this information from existing suppliers.

THE PAPER WE USE FOR PRINTING IN THE OFFICE IS MADE FROM 100% POST-CONSUMER WASTE



Procurement of timber and paper products

We're committed to purchasing only responsibly-sourced forest products. It is our policy to purchase forest products from well-managed forests that have been certified to credible certification standards, namely FSC – or we buy timber and paper products made from 100% recycled materials.

WWF-UK follows the membership requirements of the Global Forest & Trade Network-UK. We report by calendar year the different categories of forest products we've purchased. During 2012, we purchased 246 tonnes of forest products (timber and paper). Table 7 shows the source categories of credibly certified and recycled sources.

| | | |
|------|------------------------|--|
| 20% | Credibly certified | Certified as FSC |
| 78% | Post-consumer recycled | Recycled paper made from post-consumer waste |
| 1.8% | Source verified | Forest products that have been subject to a third-party verification |
| 0.2% | Source assessed | Assessed to be legally compliant |

Table 7. Source categories of WWF-UK timber and paper products purchased during 2012

The Global Forest & Trade Network (GFTN) is a partnership led by WWF. It links more than 360 companies in over 30 countries to improve the management of the world's production forests and create a new market for environmentally-responsible forest products. Participating companies work to identify and avoid timber and paper supplies that come from unknown or unacceptable sources, and progressively move towards products from credibly-certified forests, and recycled sources where feasible.

CARBON OFFSETS

This report outlines our energy use and consumption, as well as the ways in which we strive to cut our carbon emissions. We believe it's important to take all these measures to reduce our emissions before resorting to offsetting.

For the last eight years at WWF-UK we've offset carbon emissions from our electricity and gas use and from our road, rail and air travel. We've purchased Gold Standard offsets from Climatefriendly and The Carbon Neutral Company to offset emissions from this reporting period.

Annex 1: Data accuracy

| Electricity | Gas | Biomass | Water | Travel | Waste | Procurement |
|----------------------------------|----------------------------------|--------------------------|----------------------------------|--|---|---|
| Actual data from meter readings. | Actual data from meter readings. | Estimated from invoices. | Actual data from meter readings. | <p>Air: actual based on kilometres travelled.</p> <p>Rail: estimated based on converting expenditure into kilometres.</p> <p>Road: estimated – mixture of actual data i.e. car mileage and estimated conversion of bus and taxi expenditure into kilometres.</p> | <p>Headquarters: data based on number of collections multiplied by average bin weight; actual paper recycling and landfill weight data provided by supplier.</p> <p>Scotland: actual data from bin weights.</p> | Timber and paper data collected from finance data and invoices. |

WWF-UK's environmental impact in numbers

100%

The printer paper we use in the office is made from 100% post-consumer waste

9%

We've reduced our carbon emissions from energy and business travel by 9%



27%

This year we've reduced the amount of waste we sent to landfill by 27%

ISO 14001

We continue to maintain certification to ISO 14001 since first achieving certification in 2008



Why we are here

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

wwf.org.uk

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