

Climate Action Plan

April 2024 to March 2027

Greenhawk is committed to supporting the global effort to limit global warming to 1.5 degrees Celsius above pre-industrial levels, in line with the Paris Agreement and the latest climate science. As a small professional services firm based in Aotearoa New Zealand, we recognise both our responsibility and our opportunity to contribute to a healthier, more sustainable future. This plan outlines the targets and actions we are taking to reduce our greenhouse gas emissions.

We have measured our greenhouse gas (GHG) emissions annually since FY20. Our largest emission sources are staff commuting, air travel, and working from home. Our targets below directly address these sources.

Target	Actions and stakeholder engagement	Resources	Lead
1. Hold staff commute emissions per FTE at or below FY24 levels by March 2027.	Formalise and improve our Green Commute Incentive Scheme. Each low-carbon return commute by an office-based staff member (foot, bike, EV, or public transport) earns \$1 toward our annual Greenhawk Giving Day fund. Staff log commutes in a central register, which serves as our primary commute data source. Embed low-carbon commuting expectations in staff onboarding. Stakeholder engagement: Staff are invited to suggest improvements to the scheme annually. Giving Day fund allocation is decided collectively by the team.	Head of Sustainability & Brand: ongoing coordination (part of existing role). Giving Day commute fund included in annual operating budget, approved by directors.	Head of Sustainability & Brand
2. Hold total air travel emissions (domestic and international combined) at or below FY24 levels.	Maintain our Business Travel Policy, which caps domestic flights at 8 return flights per year for senior staff and 1 for all other employees. Default to video conferencing for all meetings where travel is not essential. Assess the necessity of all international travel on a trip-by-trip basis. Stakeholder engagement: Clients and team members are encouraged to meet virtually where	Policy enforced by directors. No additional budget required.	All directors

	possible. The travel cap is reviewed with directors annually.		
3. By November 2026, complete the first round of research and communications providing all remote and hybrid staff with information on switching to a lower-carbon home electricity provider in their home country. Repeat annually thereafter.	Research available lower-carbon and renewable home electricity options for each country where staff are based. Share findings and guidance with all remote and hybrid staff, making it easy for them to switch if they choose to. Update guidance annually to reflect current options. Stakeholder engagement: All remote and hybrid staff are informed and supported to make their own choices. Guidance is updated based on staff feedback and changing market options in each country.	Head of Sustainability & Brand: research and communications (part of existing role). No additional budget required.	Head of Sustainability & Brand
4. Publish our annual GHG Emissions Report on our website within 6 months of financial year end.	Continue annual measurement using the GHG Protocol methodology and Ministry for the Environment emission factors. Publish report at greenhawk.co.nz. Stakeholder engagement: Report is publicly available to all stakeholders. Progress against this plan is reported annually.	Head of Sustainability & Brand: annual measurement and reporting (part of existing role). No additional budget required.	Head of Sustainability & Brand
5. Share this Climate Action Plan and our annual GHG Emissions Report with clients each year.	Include in our annual client newsletter and make available on our website. Invite client feedback on our sustainability approach. Through our carbon accounting services, support clients to begin and advance their own emissions reduction journeys. Stakeholder engagement: Clients are actively invited to engage with our sustainability approach and share feedback, which is reviewed as part of our annual plan assessment.	Head of Sustainability & Brand: communications and client engagement (part of existing role). No additional budget required.	Head of Sustainability & Brand

Governance and Approval: This Climate Action Plan has been formally reviewed and approved by the Directors of Greenhawk on **1 April 2024**, who are the highest governing body of the organisation. Progress against this plan is reviewed annually and reported publicly in our GHG Emissions Report at greenhawk.co.nz. This plan will be updated by 31 March 2027.

		
Darrin Brown Director	Alex Cull Director	Paul Struckman Director