
WME

ONE PLANET ACTION PLAN

2022



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MESSAGE FROM THE SUSTAINABILITY DIRECTOR

WME is committed to providing a service inline with our values for true sustainable development, measured across the triple bottom line of environmental, social and economic governance. To achieve this we are committed to reducing the environmental and social impact of our business, and to make a positive difference to our clients, our team and the communities they live in.

To this end WME has developed a set of core commitments, inline with our Sustainability Policy, that seek to further improve our business, relating to our projects, our team, our processes and supply chain and our industry as a whole, so we may influence the built environment and help shape the future of our planet.

WME has been advocating sustainability since our inception, but recognise that we are globally in a state of Climate Emergency, and more must be done. As a leader in our industry it is important to lead by example, and to embrace challenges such as adopting Zero Carbon strategies and being an active part of the Circular Economy. We recognise there is only one planet, and we need to live within the constraints, in terms of people, resources and climate, whilst regenerating the wildlife and habitat that remains.

To this end we are seeking to demonstrate our business practice by adopting the One Planet Living®Framework to help obtain independent endorsement of our progress towards our goals and milestones, via Bioregional who will monitor our progress against this action plan, in line with the ten One Planet Living Principles.

This action plan places our projects and people within its heart, to ensure they have the right skills and processes to support them in continuing to deliver truly sustainable projects, and to enable use of solutions to the challenges that lie ahead and are needed to address the current climate emergency.



A handwritten signature in black ink that reads "James Warne". The signature is written in a cursive, slightly stylized font.

James Warne
BEng(Hons) C.Eng MIE

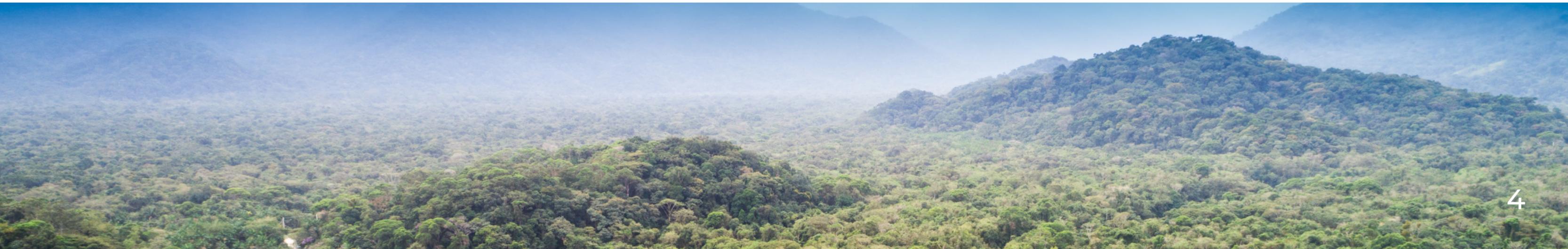
SUSTAINABILITY - A CALL TO ARMS

Now more than ever, all eyes are on the climate crisis and the urgent need for sustainability. In business, this has been a shift from the first environmentally sensitive projects being 'fringe' and 'niche', to where the market finds itself today. COP26, in particular, focussed immense global attention on the upcoming crisis, driving governments, companies and individuals to consider and mitigate their impacts.

Over 2,059 jurisdictions in 37 countries have now made climate emergency declarations, which should be viewed as a **call to arms** to address years of political inaction and industry greed. We all must recognise that we cannot rely on others to fix this crisis and we must take responsibility for our own impacts, whether individual or company-wide.

WME therefore believes that all aspects of sustainability must be captured across the board. This goes beyond just environmental sustainability, with the importance of social and economic sustainability just as much our priority. So, while we will strive to be industry leaders within the circular economy - providing engineering solutions that seek to be regenerative, adaptive, low carbon and sustainable – we also want to create a positive, diverse and productive global work environment.

“Sustainability is not just about ticking boxes and talking about new technologies, it’s embedding a responsibility and mindset in our staff and collaborators”



OUR COMMITMENT

In WME's first global board meeting of 2021, all leaders pledged support to the company's 'One Earth, One Company, One Vision' commitment.

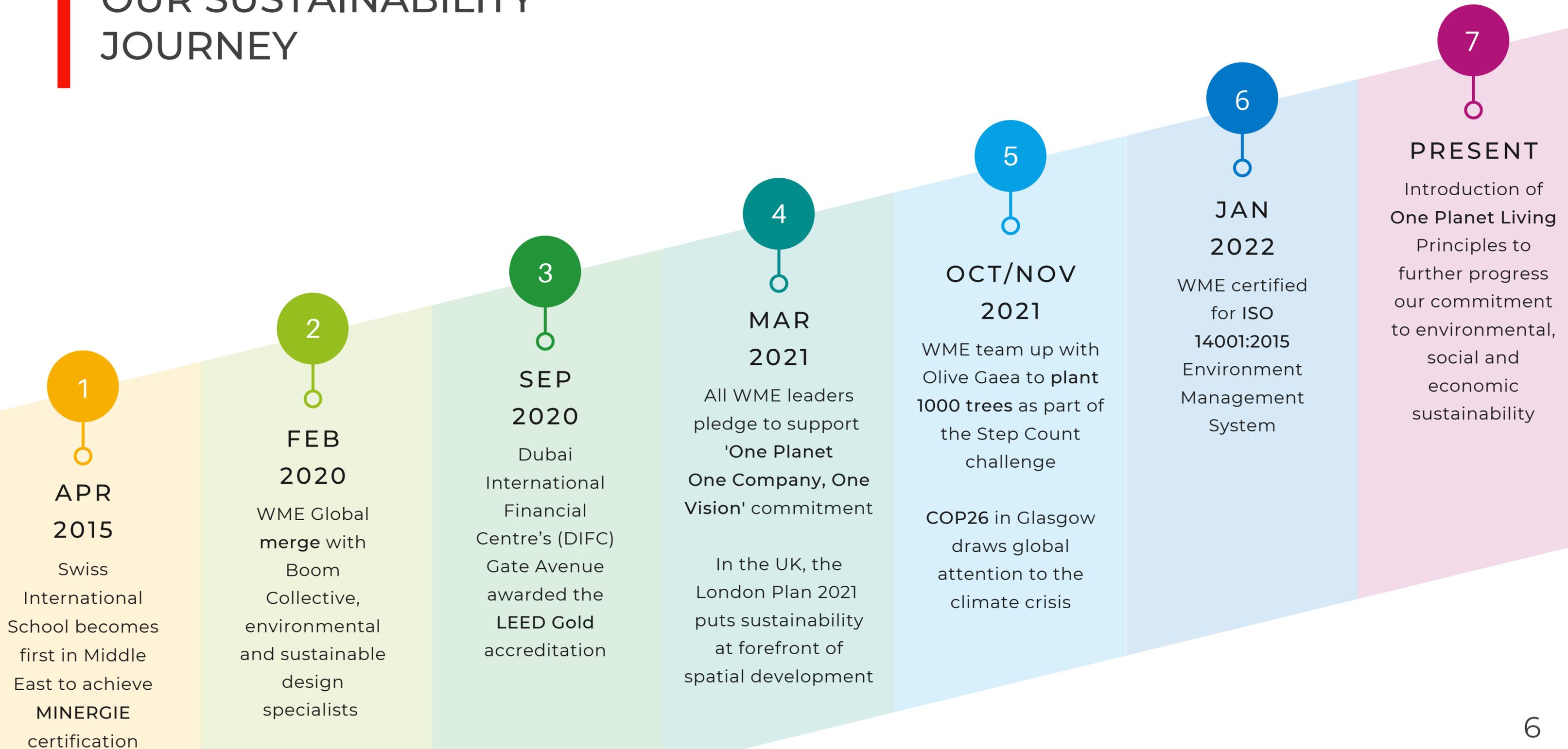
From enhanced digitalisation and automation to net-zero carbon construction and gender diversity, the board set out to revolutionise the engineering sector for a smarter and more sustainable future. This involved establishing goals based on environmental, social and economic sustainability - the triple bottom line.

This set in motion WME's journey to become Carbon Neutral by 2024 and to provide a greater role in the circular economy. Through verification with PAS2060 certification, WME will ensure operational Net Zero Carbon emissions by this date.

This commitment to provide sustainable solutions for the built environment of tomorrow requires us to think differently, with WME's team encouraged to:

- Be curious, not judgemental
- Think cradle to cradle: become part of circular economy
- Close the energy performance gap
- Learn from other people's mistakes
- Encourage critical thinking across the team
- Make places for people: follow Human Centric Design
- Test fast and fail early: Generative components, REM, etc
- Innovate, disrupt and don't compromise
- Be New Professionals

OUR SUSTAINABILITY JOURNEY



 Health and happiness	Encouraging active, social, meaningful lives to promote good health and wellbeing
 Equity and local economy	Creating safe, equitable places to live and work which support local prosperity and international fair trade
 Culture and community	Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living
 Land and nature	Protecting and restoring land for the benefit of people and wildlife
 Sustainable water	Using water efficiently, protecting local water resources and reducing flooding and drought
 Local and sustainable food	Promoting sustainable humane farming and healthy diets high in local, seasonal organic food and vegetable protein
 Travel and transport	Reducing the need to travel, encouraging walking, cycling and low carbon transport
 Materials and products	Using materials from sustainable sources and promoting products which help people reduce consumption
 Zero waste	Reducing consumption, reusing and recycling to achieve zero waste and zero pollution
 Zero carbon energy	Making buildings and manufacturing energy efficient and supplying all energy with renewables

WHAT IS ONE PLANET LIVING?

At WME, we have therefore decided to adopt a One Planet Living® approach, which is a framework created by Bioregional to help organisations work towards a brighter, more sustainable future. It recognises the importance of helping ourselves and others to live happy, healthy lives within the limits of our single planet.

The framework comprises ten simple and flexible principles that cover all areas of social, environmental and economic sustainability; from the health and happiness of employees and clients to helping the company move towards Zero Carbon and Zero Waste. This means that WME can use the framework holistically in its goals, reflecting the reality of people’s lives. It also drives WME towards true sustainability, while helping to avoid the common trap of greenwashing.

This idea of One Planet Living grew out of Bioregional's experience of developing the pioneering BedZED eco-village in south London, UK in the early 2000s. Today there are One Planet Communities and Destinations in Europe, North America, Africa and Australia.

It is a simple framework which enables everyone – from the general public to professionals – to collaborate on a sustainability strategy drawing on everyone’s insights, skills and experience. To learn more about One Planet Living please visit: www.bioregional.com/one-planet-living

WME's APPROACH

Using the One Planet Living framework, WME has created a One Planet Action Plan, which outlines key goals for each principle, strategies to achieve them and how this will be measured globally.

As a global company with offices in Dubai, Abu Dhabi, London, Bangalore, Mumbai, Singapore & Riyadh, it is important that the action plan is adapted holistically to each office. This will allow us to reflect the realities of life in each location while still helping to achieve the best possible results. Each office will therefore generate its individual office plan, using the One Planet Action Plan as a guide. This will be created by the designated One Planet champion, who will oversee the monitoring and upholding of the principles in each office.

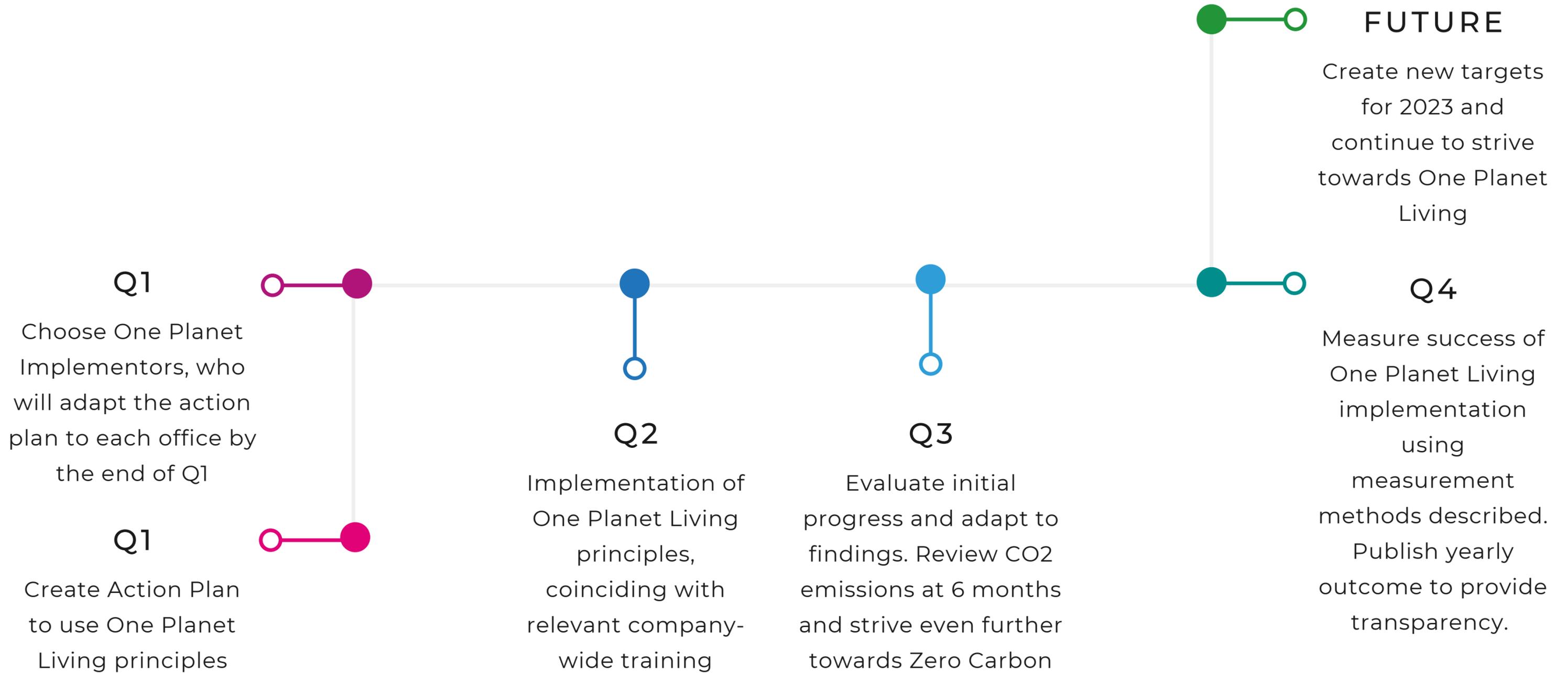
The implementation of the One Planet principles over the next year will follow a quarterly roadmap, which will begin with the selection of champions and plan adaptation in Q1, followed by an introductory talk on One Planet Living.

The implementation of One Planet Living in all offices will then begin in Q2. This will be a step-by-step approach that will coincide with company-wide training on the 10 principles. We will aim to implement each principle as quickly as we can, while still ensuring a collective understanding of each one. We hope this will not only help each principle to be implemented more effectively, but also help to generate a company-wide passion for sustainability and their importance.

In Q3, we will evaluate the progress of One Planet Living so far, looking at both successes and challenges and adapting to what we have learned. For example, we will review our CO2 emissions at 6 months and identify areas that can be improved to help us move towards zero carbon.

At the end of the year, in Q4, we will measure the success of the One Planet Living implementation. For example, we will calculate WME's climate footprint, evaluate travel, waste and water use, and see how well WME has engaged with communities, nature and employee happiness. We will then create new targets for 2023 and publish the yearly outcomes for 2022, providing transparency on our collective performance.

ROADMAP FOR 2022



SUMMARY OF GOALS

	<p>HEALTH AND HAPPINESS</p> <ul style="list-style-type: none"> Goal 1 - Improvement in overall staff health Goal 2 - Provide support and awareness of mental health Goal 3 - Increase staff engagement activities Goal 4 - Peer Mentoring Goal 5 - Development Conversations
	<p>EQUITY AND LOCAL ECONOMY</p> <ul style="list-style-type: none"> Goal 1 - Create a diverse community where there is equal opportunity across all abilities, gender, race, age and sexual orientation Goal 2 - To create a vibrant and resilient economy where a significant proportion of money is spent locally Goal 3 - To promote international business that is conducted fairly and without exploitation
	<p>CULTURE AND COMMUNITY</p> <ul style="list-style-type: none"> Goal 1 - Communicate WME's core values and culture Goal 2 - Raise awareness of the adoption of community driven charity and a culture of sustainable activity Goal 3 - Enhancing a more open office culture Goal 4 - Educate staff of multicultural differences Goal 5 - Promote gender diversity including in leadership roles
	<p>LAND AND NATURE</p> <ul style="list-style-type: none"> Goal 1 - Reduce our carbon footprint via the use of natural systems Goal 2 - Ensure design materials use responsibly sourced forest products and promote sustainable forestry Goal 3 - Raise awareness and educate staff on how to protect and restore the environment
	<p>SUSTAINABLE WATER</p> <ul style="list-style-type: none"> Goal 1 - Reduce water usage within office environment Goal 2 - Reduce consumption of materials which utilise water for production Goal 3 - Incorporate water use reduction and recycling techniques within our building services design Goal 4 - Ensure materials specified within our building designs consider minimising water usage in their production

	<p>LOCAL AND SUSTAINABLE FOOD</p> <ul style="list-style-type: none"> Goal 1 - Ensure food and drink products that we have in the office for staff are more sustainably sourced Goal 2 - Support local suppliers. Goal 3 - Promote local and sustainable food.
	<p>TRAVEL AND TRANSPORT</p> <ul style="list-style-type: none"> Goal 1 - Raise awareness of travel impacts Goal 2 - Minimise business travel Goal 3 - Discourage usage of individual vehicles to work Goal 4 - Encourage cycling/walking to work
	<p>MATERIALS AND PRODUCTS</p> <ul style="list-style-type: none"> Goal 1 - Raise awareness of the environmental impact of the construction industry & structures Goal 2 - Incorporate and embed sustainable appraisal strategies within our design processes
	<p>ZERO WASTE</p> <ul style="list-style-type: none"> Goal 1 - Raise awareness of the environmental impact of waste Goal 2 - Reduce, re-use and recycle office waste Goal 3 - Implement a more sustainable strategy for the sourcing and disposal of waste generated
	<p>ZERO CARBON ENERGY</p> <ul style="list-style-type: none"> Goal 1 - Reduce electricity consumption within the office environment Goal 2 - Minimise energy demand in the design of our building services Goal 3 - Minimise the impact of our design on carbon emissions Goal 4 - Offset all remaining Scope 1 and 2 emissions



HEALTH AND HAPPINESS

Goal 1 - Improvement in overall staff health

- Strategy: Provide different webinars on various health topics
 - Measure method: Number of attendees to the webinars

 - Strategy: Encourage more staff sporting events and sporting teams
 - Measure method: Internal communication
-

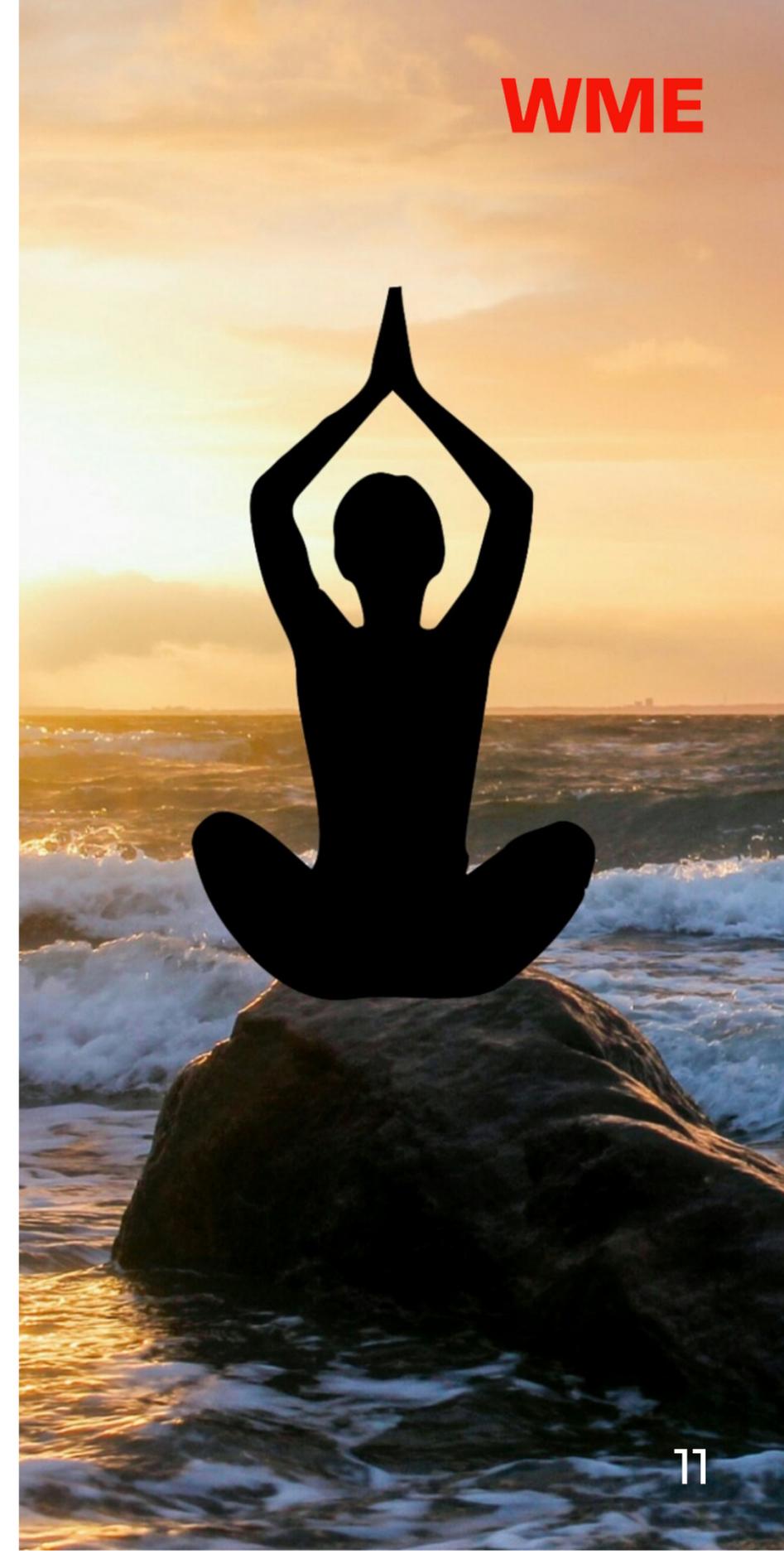
Goal 2 - Provide support and awareness of mental health

- Strategy: Creating an area on the intranet for mental health. Providing support numbers and locations available to specific regions
- Measure method: Measure the number of employees that view the page

- Strategy: Identify a mental health champion and ensure they are provided with suitable training
- Measure method: Included in office handbook

- Strategy: Champion to communicate to employees to see how they are doing and if they need support
- Measure method: Annual survey to allow comparable performance between offices over time

- Strategy: Having an email address that is on the intranet for anyone that wants to discuss any issues that they may be having
- Measure method: Notification via internal communication





HEALTH AND HAPPINESS

Goal 3 - Increase staff engagement activities

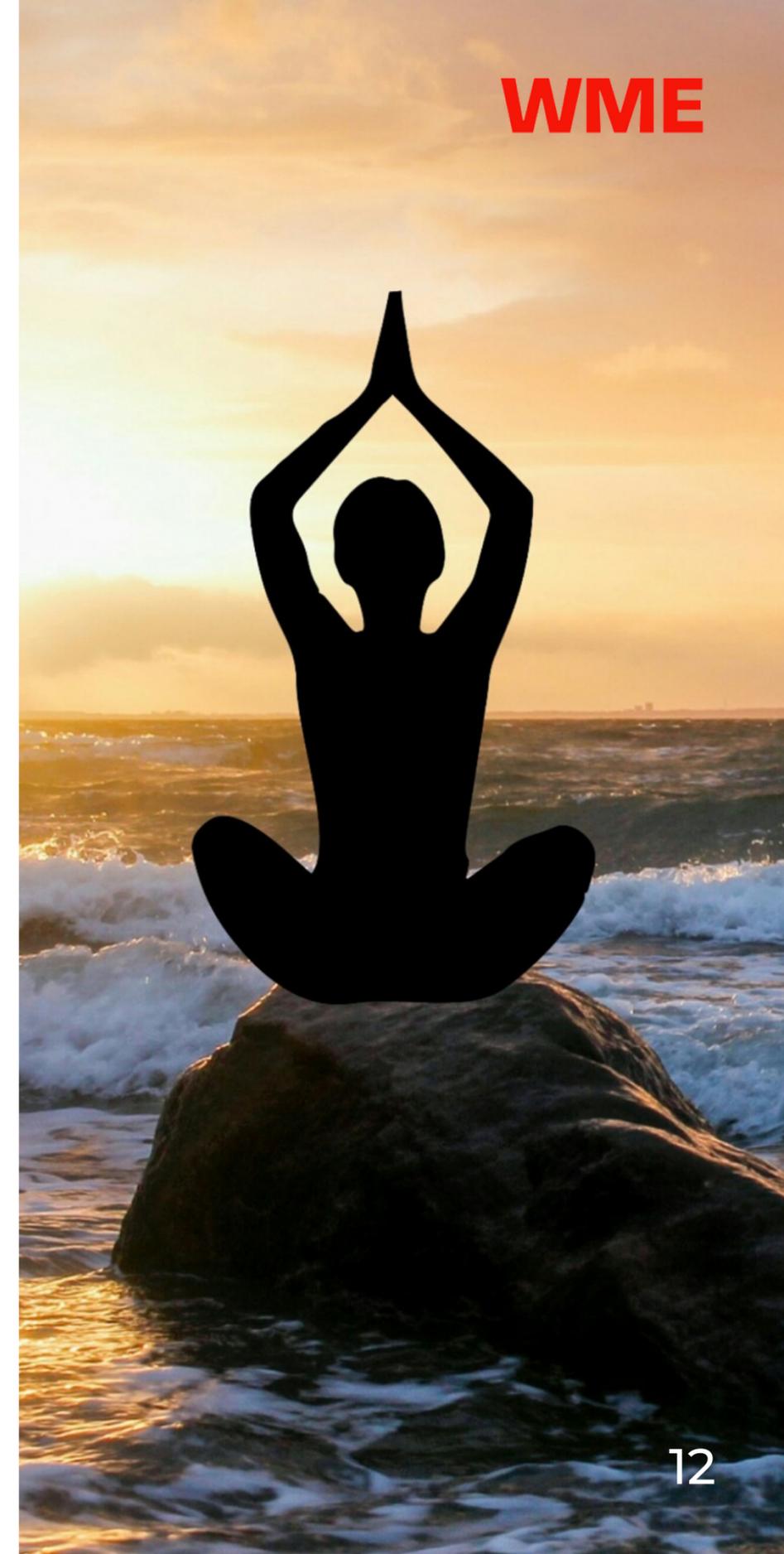
- **Strategy:** Provide constructive activities to promote core values and welfare such as teambuilding, communication and social sustainability
 - Target – 4 per year (minimum of 1)
 - **Measure method:** Monitor attendance and frequency
-

Goal 4 - Peer Mentoring

- **Strategy:** When any new joiner starts, they are allocated a mentor who should help them adjust to the new role and be there for the employee for any questions. If an employee would also like to request a mentor for a certain topic, they will be able to go to the area on the intranet to do this as well
 - **Measure method:** All the goals and check-ins can be seen by HR and their direct line manager
-

Goal 5 - Development Conversations

- **Strategy:** Provide a development framework for all staff to allow continuous professional development in a structured form as part of an annual appraisal process
- **Measure method:** Demonstrate that the people strong CPD system is being used





EQUITY AND LOCAL ECONOMY

Goal 1 - Create a diverse community where there is equal opportunity across all abilities, gender, race, age and sexual orientation

- **Strategy:** Paying all employees a minimum of living wage with the local laws and also compared to a local benchmark
- **Measure method:** 100% employees paid a minimum of living wage

- **Strategy:** Cap the ratio of highest to lowest salaries
- **Measure method:** Ratio of highest to lowest salary at no more than 20 times with a long-term goal of no more than 10 times

- **Strategy:** Reduce Gender Pay Gap
- **Measure method:** Zero gender pay gap for basic salary and other remuneration

- **Strategy:** regularly communicate with staff regarding diversity, to ensure there is understanding and cultural sensitivity in the workplace
- **Measure method:** Communication and feedback to employees every 6 months

- **Strategy:** Hire with unconscious bias, non discrimination of gender, race, age etc. Have a diversified culture and people within the organisation at all levels
- **Measure method:** Biannual audit by HR on recruitment and staff retention with regard to discrimination policy

- **Strategy:** Biannual reporting on all of the points above within the board of directors meeting
- **Measure method:** Minutes of meeting



EQUITY AND LOCAL ECONOMY

Goal 2 - To create a vibrant and resilient economy where a significant proportion of money is spent locally

- **Strategy:** Employment created will be as accessible as possible to a wide cross-section of local people including disadvantaged groups
- **Measure method:** Adverts to be published on local social media and recruitments to happen without bias

Goal 3 - To promote international business that is conducted fairly and without exploitation

- **Strategy:** Have a Fairtrade strategy for the procurement of goods and services
- **Measure method:** Included in office handbook
- **Strategy:** Not to exploit your suppliers, people or the environment, for example by not participating in child, forced or compulsory labour, and where workers have freedom of association
- **Measure method:** All suppliers are to have completed supply questionnaire confirming their policies on forced and bonded labour
- **Strategy:** Ensure WME's supplier prequalification has Sustainability audit checks like supplier undertakes one planet living or UN SDGs planning or actions, adopted NetZero carbon efforts
- **Measure method:** Percentage of major suppliers which have received support, guidance and an ethical and sustainability audit in the past year



CULTURE AND COMMUNITY

Goal 1 - Communicate WME's core values and culture

- Strategy: Educate our staff with training on sustainability and how they relate to our core values
- Measure method: Training will be provided across the workforce
 - Target – once per year

Goal 2 - Raise awareness of the adoption of community driven charity and a culture of sustainable activity

- Strategy: Provide an annual report that includes charitable and community driven actions
- Measure method: Published once per year

Goal 3 - Enhancing a more open office culture

- Strategy: Having managers create time each week for informing their employees if anyone has any questions, concerns or would just like a catch up they can contact at that time
- Measure method: Staff survey feedback on availability of being able to talk to managers on these topics





CULTURE AND COMMUNITY

Goal 4 - Educate staff of multicultural differences

- **Strategy:** Training is to be provided for all staff on cultural differences to create an understanding of regional and religious customs (i.e. national holidays)
 - **Measure method:** Number of attendees to the event

 - **Strategy:** Promoting world diversity day, exploring all nationalities. Raising awareness of the different cultures within WME
 - **Measure method:** Internal communications
-

Goal 5 - Promote gender diversity including in leadership roles

- **Strategy:** Ensuring that all genders are treated fairly throughout the workplace. Looking at their opportunities, pay, career progression, work given
- **Measure method:** Report to board of directors on equality and diversity statistics. Target – once per year





LAND AND NATURE

Goal 1 - Reduce our carbon footprint via the use of natural systems

- **Strategy:** Contribute to charitable offsetting schemes/local wildlife projects
- **Measure method:** Record amount donated/offset & compare numbers annually

- **Strategy:** Consider the use and effectiveness of green roofs and SUDS in the design phase where applicable
- **Measure method:** Produce Case Studies. **Target – 1 per year**

- **Strategy:** Educate employees on and encourage to contribute personally to offsetting schemes
- **Measure method:** Survey of engagement

Goal 2 - Ensure design materials use responsibly sourced forest products and promote sustainable forestry

- **Strategy:** Ensure timber and paper is FSC certified
- **Measure method:** Review of all standard specification documentation; auditing of vendors; updating of specifications

Goal 3 - Raise awareness and educate staff on how to protect and restore the environment

- **Strategy:** Knowledge exchange events and webinars
- **Measure method:** monitor % attendance and feedback from staff



SUSTAINABLE WATER

Goal 1 - Reduce water usage within office environment

- Strategy: Provide training to all staff identifying ways to conserve water within the office and the home
 - Measure method: % of staff in attendance

 - Strategy: Each office is to develop its own water reduction plan
 - Measure method: Included in office handbook
-

Goal 2 - Reduce consumption of materials which utilise water for production

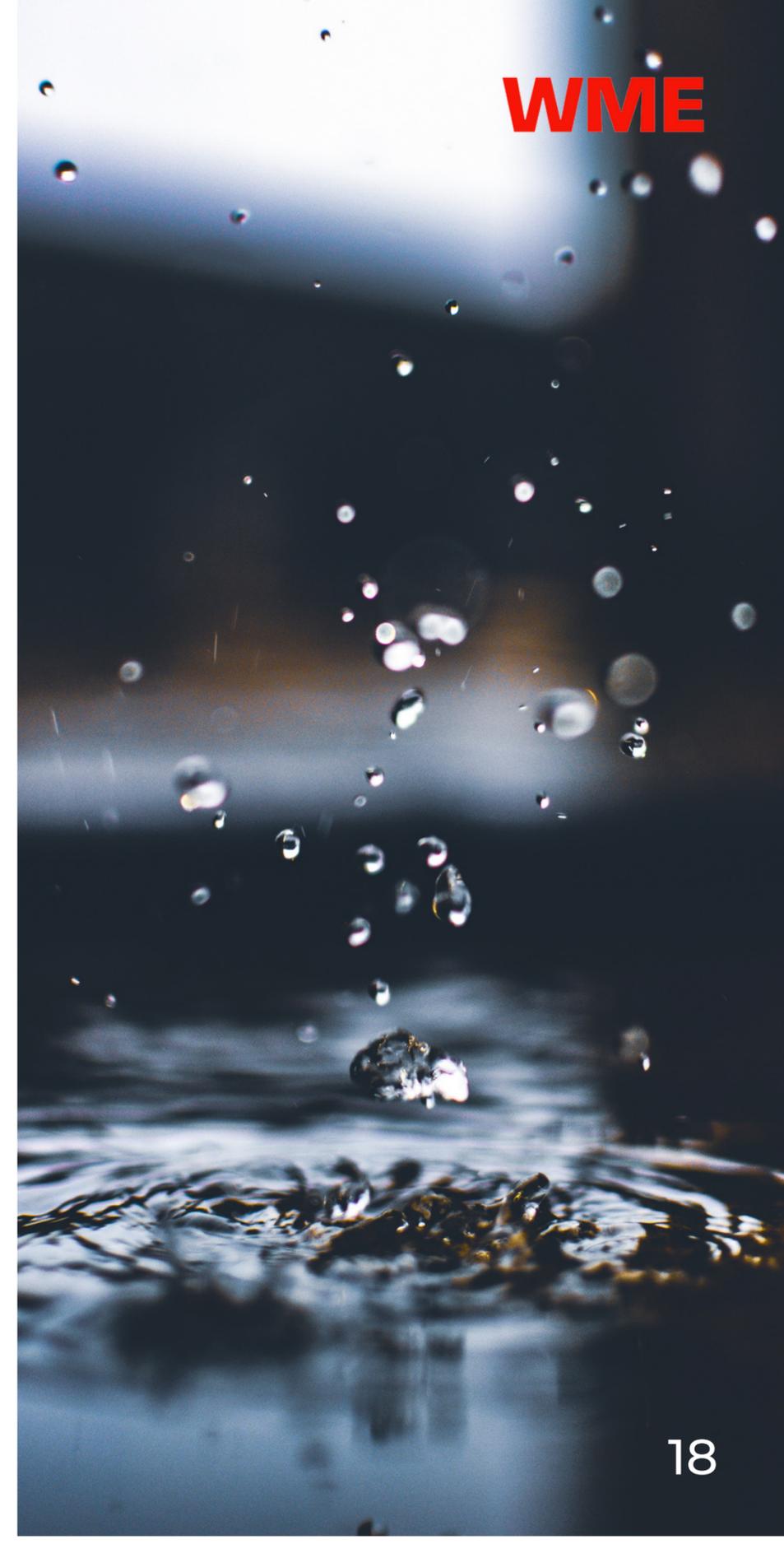
- Strategy: Reduce paper usage: one sheet of paper requires 10 circa litres of water to produce
 - Measure method: Measured reduction in volume of paper ordered per annum
-

Goal 3 - Incorporate water use reduction and recycling techniques within our building services design

- Strategy: Each office is to have a water conservation champion who reviews projects to promote good practice and shares with other offices
 - Measure method: Produce case studies Target - twice per year
-

Goal 4 - Ensure materials specified within our building designs consider minimising water usage in their production

- Strategy: Specify materials/manufactures where water use is minimised. Review all specification documentation; audit vendors; update specifications.
- Measure method: Produce case studies Target – once per year





LOCAL AND SUSTAINABLE FOOD

Goal 1 - Ensure food and drink products that we have in the office for staff are more sustainably sourced

- Strategy: Switch from traditional to sustainable food products i.e., organic and locally sourced ranges
- Measure method: Included in the office handbook

Goal 2 - Support local suppliers

- Strategy: Compile a list of restaurants and food suppliers that we can have as a preferred option for ordering any work lunches, dessert order for special occasions, based on locally sourcing of food
- Measure method: Included in office handbook
- Strategy: Check where the water supplier is based and change to a local supplier where applicable
- Measure method: Included in office handbook

Goal 3 - Promote local and sustainable food

- Strategy: Provide daily fruit/food provisions for office-based teams
- Measure method: Included in office handbook
- Strategy: Provide an information list of sustainable food outlets/cafes in the local area
- Measure method: Included in office handbook





TRAVEL AND TRANSPORT

Goal 1 - Raise awareness of travel impacts

- **Strategy:** Run campaigns to bring awareness like green house emissions, traffic congestion, consumption of natural habitat and agricultural land and health hazards, noise pollution etc
- **Measure method:** Internal correspondence i.e. newsletter **Target** – twice a year

Goal 2 - Minimise business travel

- **Strategy:** Monitor in line with our travel policy estimated business travel
- **Measure method:** review last one year's travel history to identify the number of journeys and the environmental impact
- **Strategy:** Mitigate CO2 emissions from business flights that contribute towards WMEs carbon footprint
- **Measure method:** Included in CO2 offsetting
- **Strategy:** Encourage Virtual meetings
- **Measure method:** Induction training for new employees in IT and internal communication encouraging staff to talk more online
- **Strategy:** Keep a cap on business travel by each office (where sizeable by department)
- **Measure method:** Set up a tracker to ensure no office/department exceeds set limit.





TRAVEL AND TRANSPORT

Goal 3 - Discourage usage of individual vehicles to work

- Strategy: Promote car pooling
- Measure method: Staff survey to review the various modes of transport used by people and the distance travelled daily
- Strategy: Encourage use of public transport by providing public transport schedule/ promote metro smart cards
- Measure method: Identify number of individual cars used by employees
- Strategy: Encourage opportunities to work from home
- Measure method: Frame a new work from home policy

Goal 4 - Encourage cycling/walking to work

- Strategy: Promote cycle purchase scheme through payroll
- Measure method: Amount of people take up the scheme & included in office handbook
- Strategy: Provide shower & changing facility at work
- Measure method: Included in office handbook
- Strategy: Promote an active work life i.e. step challenges
- Measure method: Internal communications. Target – once per year





MATERIALS AND PRODUCTS

Goal 1 - Raise awareness of the environmental impact of the construction industry & structures

- **Strategy:** Host knowledge exchange events & Webinars about sustainability
- **Measure method:** Monitor % attendance & feedback from staff **Target: 4 per year**

- **Strategy:** Conduct training (discipline targeted) on climate change mitigation, adaptation and resilience in relation to design processes
- **Measure method:** Monitor % attendance & feedback from staff **Target: 1 per year**

Goal 2 - Incorporate and embed sustainable appraisal strategies within our design processes

- **Strategy:** Research the effects of climate change for our projects
- **Measure method:** Produce case studies **Target: 4 per year**

- **Strategy:** Provide design tools (i.e., embodied carbon calculator tool) to improve the environmental performance of the building structures we deliver
- **Measure method:** Produce case studies **Target: 4 per year**

- **Strategy:** Implement strategies for future proofing and extended life of structures within our designs (assess cradle to grave impact)
- **Measure method:** Produce case studies **Target: 4 per year**



ZERO WASTE

Goal 1 - Raise awareness of the environmental impact of waste

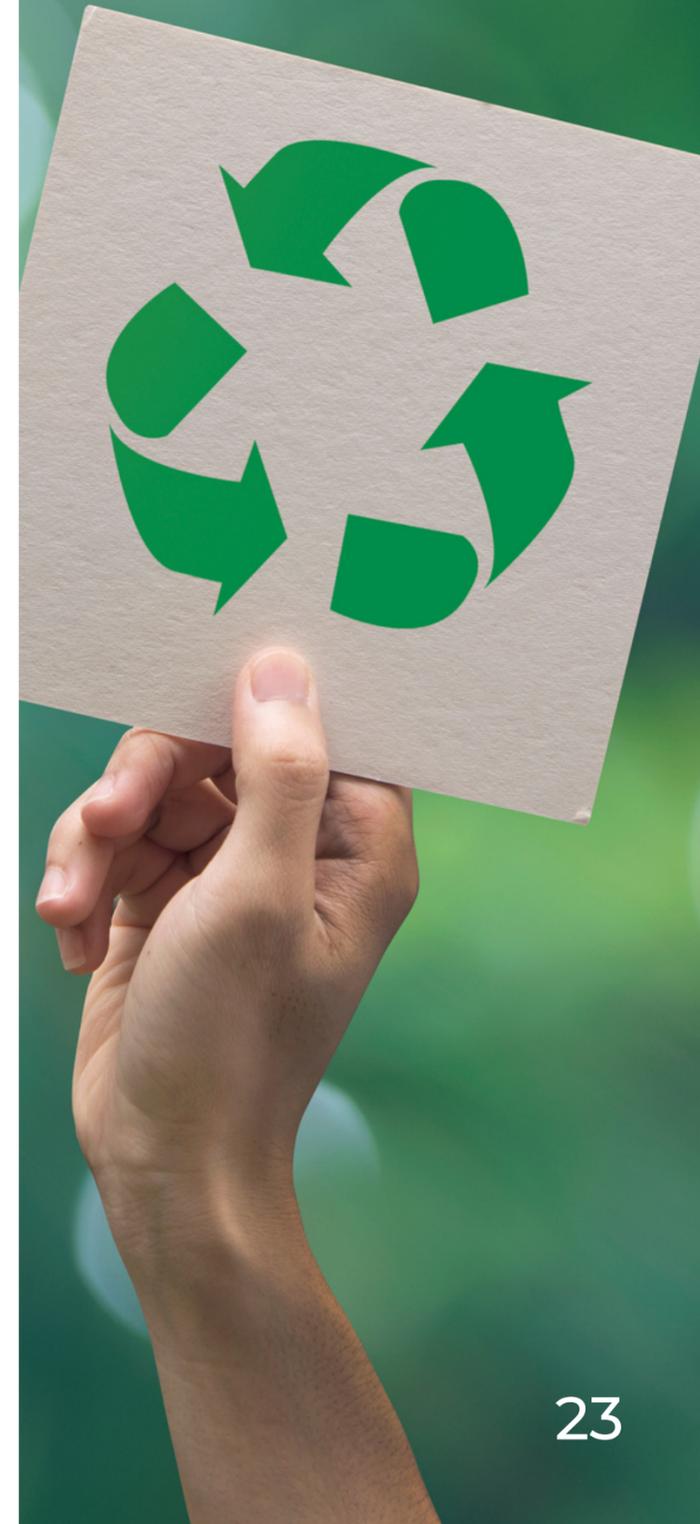
- **Strategy:** Educate staff of the impact and mitigation of waste through events and & webinars **Target – 2 per year**
 - **Measure method:** Monitor % attendance & feedback from staff
-

Goal 2 - Reduce, re-use and recycle office waste

- **Strategy:** Reduce office consumption of goods (stationery/ supplies) by developing solutions for, reuse and recycling of items
 - **Measure method:** Clearly defined recycling strategy included in office handbook
 - **Strategy:** Provide glass/metal/ceramic drinking bottles and cups for all staff to discourage the use of disposable plastic.
 - **Measure method:** Clearly defined recycling strategy in office handbook
-

Goal 3 - Implement a more sustainable strategy for the sourcing and disposal of waste generated

- **Strategy:** Incorporate the use of sustainable and organic products (stationery, cleaning, etc) to reduce ecological impact
- **Measure method:** Keep a record of products procured and compare annually
- **Strategy:** Develop a procurement strategy to manage general office consumables in line with our ISO14001 assessments
- **Measure method:** Included in office handbook





ZERO CARBON ENERGY

Goal 1 - Reduce electricity consumption within the office environment

- **Strategy:** Each office is to develop its own energy and decarbonization strategy to reduce towards net zero. I.E. LED lighting, lighting control and PC management
 - **Measure method:** Annual progress report
-

Goal 2 - Minimise energy demand in the design of our building services

- **Strategy:** Specify equipment within our designs which achieve the required parameters of the design, with minimum energy consumption
 - **Measure method:** Review of design documentation as part of QMS procedure
-

Goal 3 - Minimise the impact of our design on carbon emissions

- **Strategy:** Specify products which are classified as low carbon
 - **Measure method:** Produce case study of system or technology Target – 4 per year
-

Goal 4 - Offset all remaining Scope 1 and 2 emissions

- **Strategy:** Procure CO2 offsetting through WME offsetting policy
- **Measure method:** Policy included in office handbook

Middle East

Dubai

T +971 4 388 1616

Abu Dhabi

T +971 2 677 0636

Riyadh

T +966 11 220 2400

info@wmeglobal.com

Asia

Bangalore

T +91 80 2666 0077

Mumbai

T +91 80 2666 0077

info-in@wmeglobal.com

Singapore

T +65 6353 8500

info-sg@wmeglobal.com

Europe

London

T +44 20 3637 2722

info-uk@wmeglobal.com

For project enquiries contact:

tender@wmeglobal.com

