

# SUSTAINABILITY BASELINE REPORT

2022



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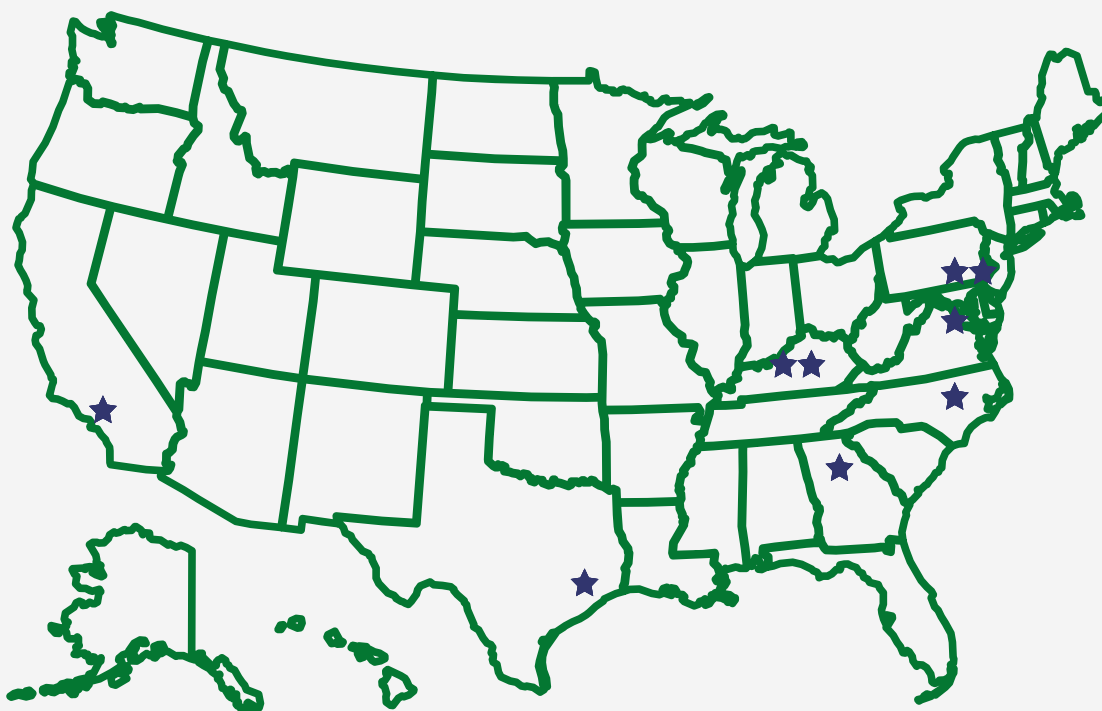
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# OUR COMPANY

ALL4 is an environmental consulting company founded in 2002 that originally specialized in air quality consulting services, primarily assisting clients with complex air permitting, dispersion modeling, continuous emissions monitoring, ambient pollutant and meteorological monitoring, and regulatory compliance. Over the last 20 years, ALL4 has expanded into other service areas such as digital solutions, environmental health and safety (EHS), as well as environmental, social, and governance (ESG). ALL4 is built on a culture of accomplishment, respect, accountability, and teamwork. We are honored to be acknowledged by organizations who recognize "Best in Class" work environments, including awards from Best Place to work, to Best Environmental Consulting Firm, to Inc. 5000, and more!

ALL4 has expanded from our original office in Kimberton, Pennsylvania, to nine offices across the country, and expects to continue to grow. In 2021, ALL4 consisted of 111 employees, with about 55% working remotely. ALL4 grew to 198 employees by the end of 2022.

- Rancho Cucamonga, CA
- Atlanta, GA
- Lexington, KY
- Louisville, KY
- Raleigh, NC
- Kimberton, PA
- Philadelphia, PA
- Houston, TX
- Washington, DC





# COMMITTMENT FROM OUR CEO



- William Straub



The renowned author, Malcolm Gladwell, who penned the Best Seller's "Outliers" and "The Tipping Point" to name a few of his famous works, said "The VISIONARY starts with a clean sheet of paper, and re-imagines the world." In the early 1990's I encountered my first interaction with a visionary as a young environmental consultant. I participated in a lunch stand-up at Roy F. Weston, Inc. and Mr. Weston himself introduced the topic of sustainability and a world with zero waste. Like many in the lunchroom that day, I questioned Mr. Weston's connection to the business world and shoved it to the side. However, over the past 30+ years, I have come to recognize that Mr. Weston was a visionary and I was just a naïve engineer learning the environmental business and the challenges that the world would need to solve over time.

When we formed ALL4 in 2002, our vision was to "shape environmental responsibility and to create distinction for our employees, clients, and partners." At the core of what we do at ALL4, is to harmonize the world where we live by applying science and technical expertise for the benefit of all. We live our purpose to "grow sustainable community" every day. Internally, we provide personal and professional growth opportunities for our team. Externally, we support the growth of our clients' operations and the communities where they reside. We believe that growth builds community and community creates the opportunity and responsibility to best nurture our natural resources.

ALL4 has developed and supported our clients' sustainability efforts for decades and, while we have won awards for our own sustainability efforts in the past, we embarked on a journey in 2021 to formalize our sustainability journey going forward. We share our initial Sustainability Report as a means to further connect to our purpose and live our sustainability journey alongside our clients and partners. We live our core values by exhibiting ownership of our responsibilities as a business; taking accountability for our impact on the environment and our communities; practicing authenticity by highlighting both successes and opportunities for improvement; and integrating long-term sustainability improvements into our culture. We will continue to live the ALL4 vision through intentional awareness, action, and progress and we are inspired to connect with others in their journey.

*"We live our Purpose to grow sustainable community everyday through our ALL4 efforts and those of our clients and team members in our respective communities."*



# PURPOSE OF REPORT

**ALL4 is excited to present our first sustainability report. We will develop a sustainability report on a yearly basis moving forward. As our company and experience expand, the report may change in some ways, but there are a few key metrics we plan to track and evaluate each year. These metrics include greenhouse gas (GHG) emissions, recycling rate, water usage, and the sustainability engagement of our employees.**



## What is our role in sustainability?

As environmental consultants, we have a responsibility to our clients, as well as to the environment. There are aspects of sustainability that have a specific goal, such as reducing GHG emissions, increasing education, decreasing poverty, and more. This sustainability report primarily focuses on climate action and sustainable consumption of resources within ALL4. There are countless factors that represent the impact humans have had on the environment, as supported by the International Panel on Climate Change (IPCC), including increasing global temperatures and global carbon dioxide (CO<sub>2</sub>) concentration being the highest it has been in human history. It is our responsibility as a company and as individuals to take action where we can and make changes to work towards a more sustainable future. ALL4 has a responsibility to help our clients make changes to move toward a more sustainable world, too. As consultants, we are in a unique position to make an impact far beyond our company, through our clients.



## What is the purpose of this report?

In order to track how ALL4 is doing year to year, we have established a baseline for our GHG emissions, recycling rate (as tracked through our waste diversion rate), water usage, and the sustainability engagement of our employees. By establishing a baseline using 2021 data, we can monitor which areas may be improved and model potential impacts. Having a quantified baseline will help create measurable goals and track our progress towards achieving these goals in the future.

In 2021, ALL4 created the Corporate Sustainability Team (CST) with the mission...

***...to progress ALL4's purpose while protecting our planet.***

This team set goals to develop baseline sustainability metrics using 2021 data, join a professional organization, and execute sustainable improvements at each of the ALL4 offices.



This report will outline the baseline sustainability metrics that were established for 2021 as well as the improvements ALL4 has made to our offices and to our culture in 2022. Some notable milestones in 2022:

**Joined Sustainability  
Accounting  
Standards Board  
(SASB) Consultant  
Content Program**

**Developed  
Corporate  
Sustainability  
Engagement Teams**

**Planned and  
Executed First  
Waste Audit**

**Compiled and  
Analyzed 2021  
Sustainability  
Metrics**

# KEY PERFORMANCE INDICATORS

In looking forward to 2023, we have developed a few Key Performance Indicators (KPIs) to track ALL4's progress using the baseline sustainability metrics. ALL4 continues to set goals to make sure that, as a company, we are reducing our environmental footprint. These indicators focus on impacts ALL4 can control such as GHG emissions (including Scope 1, 2, and 3 emissions), waste diversion rate, and levels of employee engagement.

KPI	SDG	Goal	2023 Plan
<b>Scope 1 &amp; 2 Emissions and Material Scope 3 (Categories 5 &amp; 6)</b>		Develop a goal and plan for carbon neutrality in 2023	<ul style="list-style-type: none"> <li>Identify GHG emissions as "direct" (Scope 1) or "indirect" (Scope 2)</li> <li>Identify opportunities to reduce GHG emissions from utilities and employee travel</li> </ul>
<b>Recycling Diversion Rate</b>		Increase diversion rate to 10% by the end of 2024	<ul style="list-style-type: none"> <li>Report volume of solid waste per office location</li> <li>Address recycling concerns/barriers in each office location</li> <li>Educate employees on recycling processes</li> </ul>
<b>Amount of Employee Engagement</b>		Increase sustainability-driven company culture in 2023	<ul style="list-style-type: none"> <li>Increase number of events hosted by the CST</li> <li>Encourage employee participation in events</li> </ul>



# REPORTING AND MATERIALITY

## REPORT SECTIONS

Travel  
Utilities  
Waste  
Water

## BOUNDARIES

- All of ALL4's nine offices
- Scope 1 & 2, and Scope 3 (only Categories 5 and 6)
- ALL4 utilizes an Operational Control approach to GHG accounting
- On-site waste generation and recycling (excluding E-waste)
- The reporting period covered in this report is the 2021 calendar year to develop a baseline for GHG emissions.

## EXCLUSIONS

This report excludes the impact of remote employee

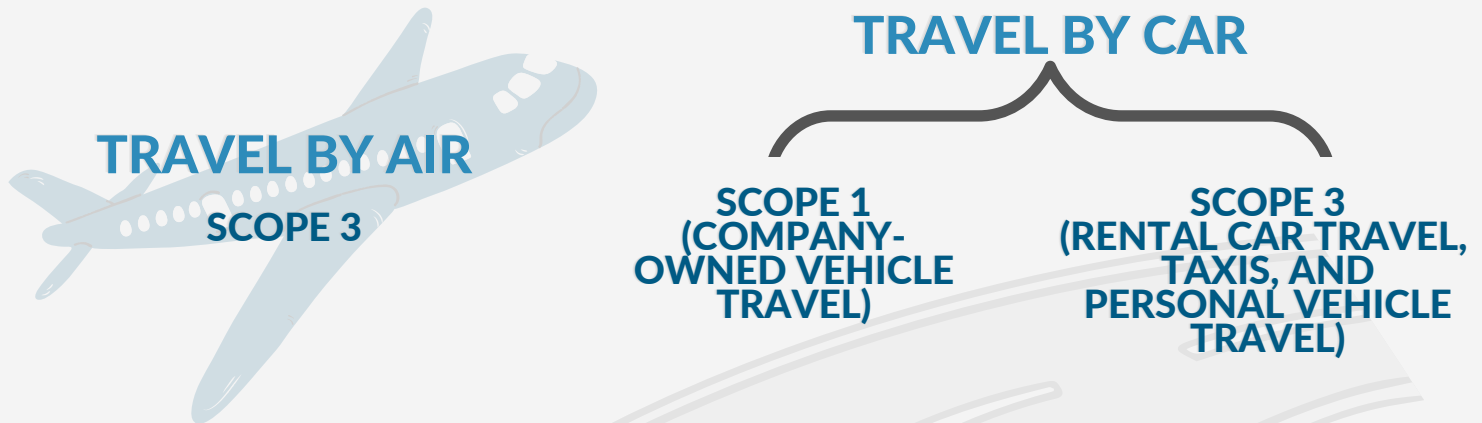
- Water usage
- Natural gas usage
- Waste generation
- Electricity consumption at home offices (only laptop usage is measured)

These limitations will be further evaluated in future years.

# REPORTING METHODS

## TRAVEL DATA

ALL4 employees travel either by plane or by car to attend client visits, conferences, events, regulator meetings, and to visit other offices.



ALL4 employees traveled in the following ways in 2021: company-owned vehicles, rental vehicles, flights, taxis, and personal vehicles. Data was obtained using the following methods:

- **Scope 1**
  - Company vehicle odometer readings were taken at various times throughout the year to record company vehicle miles traveled.
- **Scope 3**
  - Scope 3 vehicle travel (i.e., travel by rental vehicles, taxis, and personal vehicles) data was obtained through ALL4 employee expense reports and data provided by ALL4's rental car provider.
  - Flight travel data was obtained from ALL4 employee expense reports and company credit card records.

## POTENTIAL FLAWS AND ASSUMPTIONS

Descriptions for some ALL4 employee expense reports were not available. Therefore, it is not known whether those expenses were travel related. It was conservatively assumed that expenses for which descriptions were not available were related to Scope 3 vehicle or flight travel. This does not include travel to work daily, only expensed travel.

ALL4 reimbursed its employees at a rate of \$0.56 per mile in 2021 for personal vehicle travel-related expenses. Because expense reports relating to taxi vehicle travel do not include an estimate of miles traveled, 0.56 \$/mile was used to estimate mileage pertaining to travel via taxi. Additionally, it is possible that mileage was double counted in some instances.

# REPORTING METHODS

## UTILITIES

### 2021 ELECTRICITY AND NATURAL GAS CONSUMPTION

Methods of gathering monthly consumption data in each office are as follows:

1. Monthly utility bills
2. Average monthly consumption applied to fill gaps in select months for which utility bills were unavailable.
3. Estimation using office square footage and the average U.S. commercial office building annual electricity usage or natural gas consumption, which was obtained from the **U.S. Energy Information Administration (U.S. EIA)** Commercial Buildings Energy Consumption Survey (2018).

#### REMOTE EMPLOYEES

- At the end of 2021, there
- were **61** remote employees
- who used an estimated
- 

**5,441**  
kilowatt-hours of  
electricity in 2021

\*assumes remote employees' laptops are actively being used for 8 hr/day and in idle mode the rest of the day.

**349,691**

kilowatt-hours of **electricity**  
purchased across all office locations  
in 2021

**6,813**

hundred cubic feet (ccf) of **natural gas** consumed across all office locations in 2021



# REPORTING METHODS

## WASTE

### CONDUCTING WASTE AUDITS

- Landfill trash and recycling were weighed every day in each office during the auditing period at the beginning of the quarter across a period of a week to a month.
- The data gathered from the audit was used to extrapolate waste generation for the quarter and year based on the number of employees in each office.



### MEASURED LANDFILL WASTE

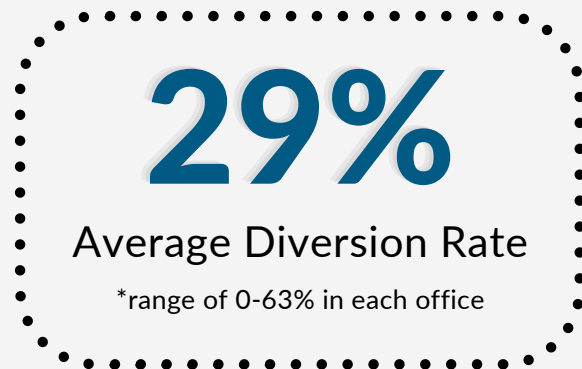
**0.55 pounds/person/day**

*\*average*

### MEASURED RECYCLING

**0.29 pounds/person/day**

*\*average*



### POTENTIAL FLAWS AND ASSUMPTIONS

Recyclable waste data is not available for three of the nine office (PHL, HOU, and CAL office). Therefore, the average of the recyclable waste generated (pounds/person/day) for all other offices was used as an estimate for these offices.

The audit is a snapshot of each office. Quantification of annual waste requires the assumption that monthly waste is uniform within each quarter.

Water usage data was gathered from utility bills at each office on a monthly or quarterly basis.

**185,953**

Total 2021 Water Consumption



# REPORTING METHODS

## WATER

Water consumption data was calculated with one of the following methods:

1. Monthly utility bills for each office space.
2. Dividing the monthly water bill expense by a water rate obtained from the U.S. Department of Energy (U.S. DOE).
3. Using a ratio of office square footage to the full building's square footage when water bills cover the entire building. It is important to note that it is not known how other tenants of the buildings in which ALL4 rents offices consume water. Therefore, excessive water consumption (e.g., from car washing or wasteful practices) from other building tenants may inflate ALL4 water consumption rates.
4. Average water consumption to fill in select months for which utility bills were unavailable (within the same office).

# GREENHOUSE GAS EMISSIONS



ALL4 can't manage what we haven't measured. Our energy data and GHG calculations will serve as the baseline to create GHG and energy-reduction goals and track ALL4's progress in future years.

## Scope 1 Emissions

- Includes Kimberton heat/natural gas usage and Louisville/Lexington company vehicle travel

## Scope 2 Emissions

- Includes purchased electricity and heat (generated from natural gas) from all other offices (leased spaces) and purchased electricity for Kimberton office

## Scope 3 Emissions

- Includes emissions associated with travel and waste

The company's GHG emissions are categorized as either Scope 1 (direct), Scope 2 (indirect), or Scope 3 (indirect) emissions. Scope 1 emissions refer to direct emissions from ALL4-owned and -controlled resources. For this report, Scope 1 emissions include GHG emissions from Kimberton's (ALL4 Headquarters) natural gas usage and from the two Kentucky offices' company-owned vehicle travel. Scope 2 emissions refer to indirect emissions from the generation of purchased energy from a utility provider. For this report, Scope 2 emissions are calculated from purchased electricity for all offices and the heat generated from natural gas used in all offices, except Kimberton. Purchased electricity was used for general office use (i.e., lighting, computers, refrigerators, etc.). An analysis of Scope 3 emissions from other categories will be incorporated in future reports. Currently ALL4 only includes Category 5 - Waste Generation and Category 6 - Business Travel out of the 15 Scope 3 categories.

\*The Washington, DC office does not have heat/natural gas usage data because the building does not use natural gas for heating.



# GREENHOUSE GAS EMISSIONS



Direct  
emissions  
from **company  
vehicles**

Scope 1 Emissions

**5.96 tons**

CO<sub>2</sub>e

Indirect emissions from in-office  
and remote employee operation.

**This category includes:**

Purchased electricity and heat  
from ALL4's **office locations**.

**Remote employee** laptop electricity  
consumption (assumes active use for  
8 hours/day and idle the rest of the day)

Scope 2 Emissions

**160.64 tons**

CO<sub>2</sub>e

Indirect emissions from **travel** including:

Flight travel

Rental car travel

Personal car travel

Indirect emissions from office landfill **waste** and  
recycled materials

Scope 3 Emissions

**168.93 tons**

CO<sub>2</sub>e

# ENERGY AND TRAVEL SUMMARY



**349,691**

kWh of electricity were purchased by our offices in 2021.

That's

**60.58**

kWh per person per week.



**518,862**

miles traveled by plane by ALL4 employees in 2021.

That's

**4,674**

miles per person.



**6,813**

ccf of natural gas were used by our offices in 2021. That's

**1.18**

ccf per person per week.



**202,603**

miles traveled in cars by ALL4 employees in 2021.

That's

**1,825**

miles per person.



**158.61**

metric tons of CO<sub>2</sub>e emitted from  
office utility usage in 2021



**165.02**

metric tons of CO<sub>2</sub>e emitted from  
travel in 2021

# ENERGY AND TRAVEL SUMMARY



At ALL4, our computers and traveling to client sites are necessary tools in providing consulting services and, therefore, electricity and the fossil fuels burned are a large contributor to our carbon footprint. The emissions associated with electricity usage are included in Scope 2 emissions while travel is associated with Scope 3 emissions.

While we expect the number of laptops and consequently the combined energy usage, to grow as ALL4 grows, we will encourage our employees to power down their computers at the end of the work day to reduce energy usage.

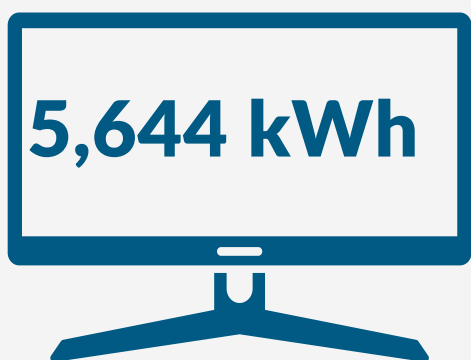
50

Average Laptop Wattage  
in **Active** Mode  
(W-hr/person/day)

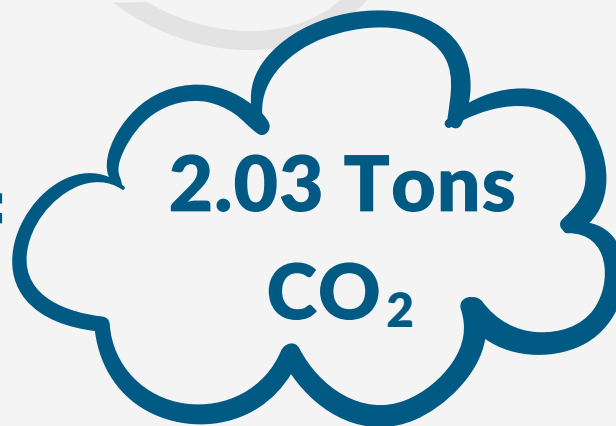
0.3

Average Laptop Wattage  
in **Off** Mode  
(W-hr/person/day)

A computer is a significant component of the company's GHG emissions that employees can control. ALL4 accounts for computers in and out of the office in the electricity usage.



=



0.39

W-hr/person/day saved if  
Laptop is in Off Mode instead  
of Sleep Mode after working  
hours





## Scope 3 Emissions

Scope 3 emissions are associated with activities not owned or controlled by ALL4. For the 2021 baseline, ALL4 Scope 3 emissions include those from travel and waste. As the company improves our reporting methods and considers expanding to other Scope 3 categories, the amount of Scope 3 emissions included in the report will increase. The Scope 3 emissions are difficult to control, but in the coming years, ALL4 will develop strategies to minimize these emissions.

**165.02 Tons**

Total CO<sub>2</sub>e emissions  
associated with travel (flights  
and vehicle travel)

**7.56 Tons**

Total CO<sub>2</sub>e emissions  
associated with all waste  
generated at the company





# WASTE



Each ALL4 regional office has conducted a waste audit to quantify the trash and recycling generated in the office. As ALL4 grows, we will strive to have higher recycling rates and decrease waste generation across the organization. Below are the two areas ALL4 targeted to reduce waste.

## Purchasing

In 2022, an effort was made to reduce waste generated by our purchasing. We have been buying in bulk and reducing the number of individual packages. We also have purchased reusable dishes for each office to reduce the usage of single use products.

## Education

We are educating our employees on what materials belong in each waste stream with signage. The CST also promotes the use of reusables whenever possible.

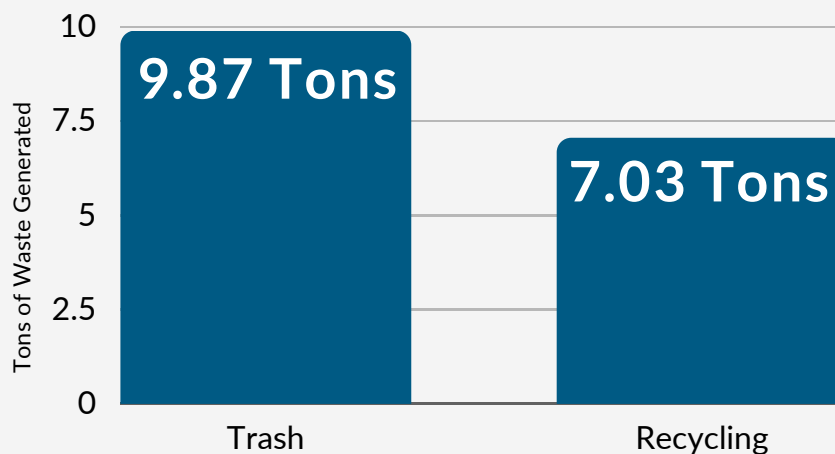
# 7.56 Tons

CO<sub>2</sub>e generated from waste  
in 2021

There are GHG emissions associated with waste generation, which are classified under Scope 3. These emissions are generated from the transport and decomposition of the waste in the landfill. ALL4's goal of increasing the diversion rate will help decrease our Scope 3 emissions from waste generation.

## Waste Generated at the Company

This chart represents the combined waste generated at all nine offices in 2021 based on the 2022 waste audit.



In 2022, ALL4 strived to make recycling available at all offices. Currently, eight out of the nine offices have general recycling available and four offices have Keurig cup recycling available. The CST is continuing to align all of the offices' sustainability efforts in 2023. The 2022 waste audit does not include e-waste, which is the waste generated from electronics. In 2023, the CST will expand the waste audit to account for e-waste.

*Reduce* → *Reuse* → *Recycle*

**The CST at ALL4 had the following initiatives in late 2022 to help reduce waste and increase the diversion rate at each office:**

- Provided reusable utensils and dishware in all offices
- Developed a sustainable purchasing guide for business administrators
- Created signage at recycling and trash stations

ALL4 hopes the implementation of these tools will continue to reduce waste at the company in 2023.



# WASTE SUMMARY



**14,052**

pounds of waste landfilled in 2021.

That's

**2.43**

pounds per person per week.



**5,682**

pounds of waste recycled in 2021.

That's

**0.98**

pounds per person per week.



**7.56**

metric tons of CO<sub>2</sub>e emitted from waste.



**29%**

average waste diversion rate across all offices

# EMPLOYEE SPOTLIGHT

## KERUIG CUP RECYCLING

### Matt Carideo - the ALL4 Original K-cup Recycler

**Q: Walk us through how the K-cup recycling program originated at ALL4.**

A: When I joined ALL4 in March 2014, the Keurig coffee machines were already a hit with employees. I love my coffee and one day when I was several cups of coffee into the day, I lifted the trash can lid to throw out my used K-cup and saw the pile that had accumulated. It struck me as odd that ALL4 had a composting program in place and recycled plastics every week, but we were throwing out our K-cups. A lightbulb went off.

**Q: How did you spring this idea into action?**

A: I guess you could say one of ALL4's core values "Take Action" kicked in. I went back to my desk after my 'ah-ha moment' and did a Google search on whether the option existed to recycle K-cups. At the time, Keurig had a program in place called "Grounds to Grow On." I gathered information on the program, the associated costs, and shot Bill (Straub) and Kevin (Hickey) an email asking if I took the lead on starting this program, would ALL4 cover the costs. They immediately said "Yes" and within a week the supplies were ordered, shipped on-site to the Kimberton, PA office, and the K-cup recycling program was in motion at ALL4!

**Q: What are some obstacles that people may encounter when setting up this program?**

A: There is a cost to participate in this recycling program which needs to be considered as you budget these costs into your business or household budget. For some, this could be cost-prohibitive, but for others, you could get creative and "cost-share" with neighbors for example. Secondly, you need to have someone(s) who is committed to taking ownership of the program.

**Q: What are the benefits?**

A: A great cup of coffee, guilt-free on refuse.

**Q: What advice would you give someone wanting to start a K-cup recycling program?**

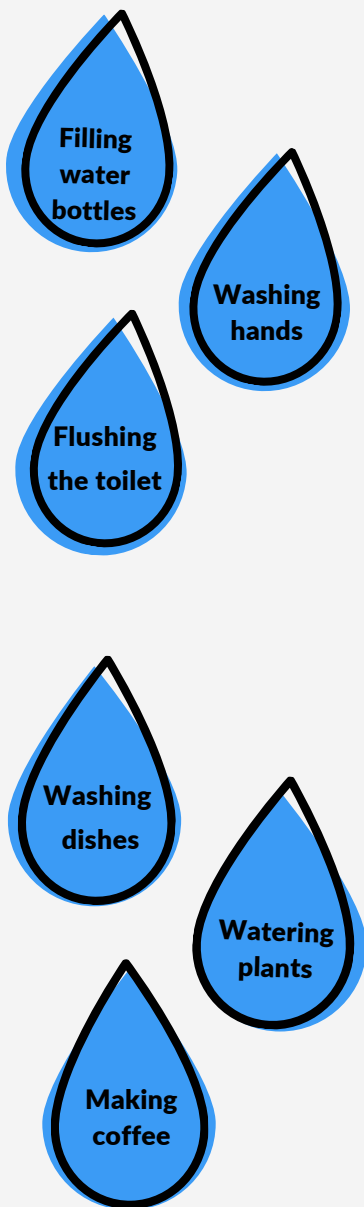
A: You need someone(s) to champion this effort for the office. Keurig does a nice job of highlighting the K-Cycle program here. For some context on how often you may need to purchase supplies and how long it takes to fill a box...the WDC office with <15 employees ordered the small box 9 months ago (which holds up to 175 used K-cups and cost ~\$95) and they are gearing up to ship it to the recycling center. For ALL4's bigger office locations, there is also a large box option which can hold up to 450 used K-cups and costs ~\$150. Fun Fact: You do not need to do the dirty work and separate the components, that is performed once the boxes are received at the recycling center.



# WATER



## Where does ALL4's water consumption come from?



Some water usage in the office is essential for good hygiene and hydration, like washing your hands and filling up your water bottle. Other uses are sustainability practices, such as washing reusable utensils or mugs to reduce waste. While these are not necessarily a waste of water, there is always a way to find a more sustainable practice. ALL4 strives to keep employees informed on how to reduce water usage at home and in the office by offering tips. Many of our offices are leased, so it is not feasible to swap out appliances.



**ALL4 recommends replacing water aerators on faucets to minimize flow.**

# WATER SUMMARY



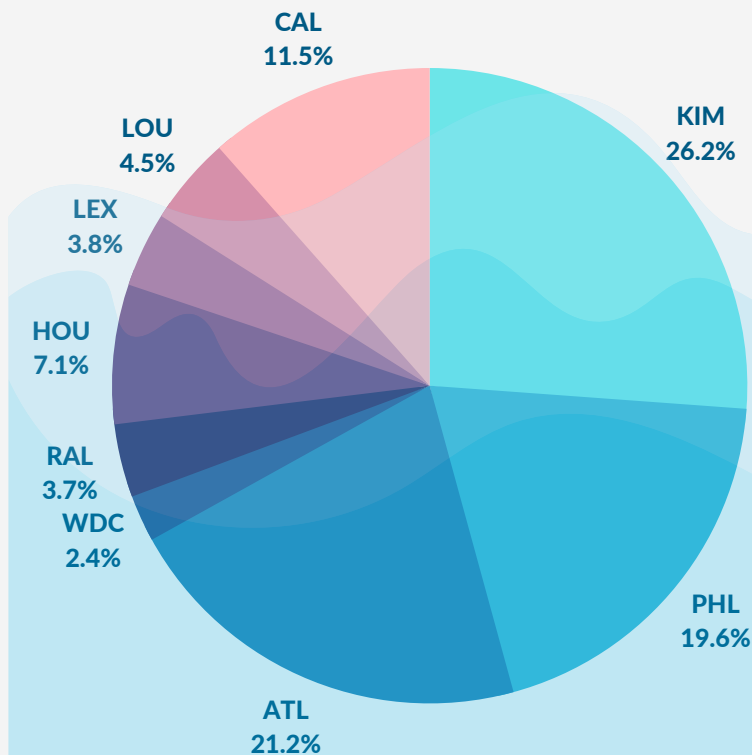
**185,954**

**gallons of water consumed in 2021.**

**That's**

**32.22**

**gallons per person per week.**



**Water consumption by  
office**

# ALL4 SUSTAINABILITY INITIATIVES



ALL4 formed the CST in 2021 to progress the company to a more sustainable future. The CST worked on three main initiatives in 2022: Baseline Reporting, Employee Engagement, and Office Sustainability.

## 1. Baseline Report

This group compiled utility data from all of the offices. In 2022, ALL4 conducted the first waste audit in the corporate office, which then expanded to all the offices in the first quarter of 2023.

## 2. Employee Engagement

This group ran two inter-office sustainability competitions, created a "Sustainability Service Day Guide" based on the United Nations Sustainable Development Goals (SDGs), and created monthly sustainability communications to the company.

## 3. Office Sustainability

In 2022, the CST aligned all the office's sustainability initiatives. This involved supplying reusable utensils and dishware in each office, implementing Keurig Cup recycling, and developing a sustainable purchasing guide for business administration.

# CONCLUSION

In 2022, ALL4 made strides towards becoming a more sustainable company. An overview of our progress in 2022 is highlighted below.

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## Expanded the Corporate Sustainability Team

- Developed corporate sustainability communications
- Created resources for employees to be more sustainable

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## Developed 2021 Baseline Metrics

- Compiled 2021 data for water, natural gas, waste, and calculated CO<sub>2</sub> emissions
- Calculated Scope 1, 2, and 3 emissions associated with the offices
- Implemented data collection methods for future years

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A vision for the company is to develop and execute a carbon neutrality plan. The CST is working on developing a goal for carbon neutrality in 2023.




# ACKNOWLEDGEMENTS

ALL4 acknowledges the continuous efforts from the CST throughout 2022 and in the coming years. Members of the ALL4 CST are the contact points for questions relating to ALL4 sustainability.

Those responsible for concept and coordination of this report:

Graham Brittain	Sarah McCall	Kyle Walburn
Michael Burfield	Molly McHale	Daryl Whitt
McKenzie Hutchinson	Louise Shaffer	Rena Wolinsky
Madison Jones	Vanessa Spring	Haley Zamorano
Lea Jozefiak	Stephanie Thomas	



ALL4 is continuously striving towards a more sustainable future.

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