


FISCAL YEAR 2019

# CARBON FOOTPRINT

*Commitment to Sustainability*





# SUSTAINABILITY IS KEY TO BOOZ ALLEN'S PURPOSE— EMPOWER PEOPLE TO CHANGE THE WORLD.

*At Booz Allen, we're committed to sustainability. We innovate lasting solutions at the local, regional, and global levels, while holding ourselves accountable for our environmental impact. We improve the sustainability of our world through the work we do for our clients and how we conduct our business. We comply with an International Organization for Standardization (ISO) 14001-conformant environmental management system and track and report our greenhouse gas (GHG) emissions, while our employees passionately serve our communities, making a difference where we work and live.*



**THE YEAR 2019 MARKS A DECADE OF MEASURING AND PUBLICLY REPORTING GHG EMISSIONS FOR BOOZ ALLEN.**

In those 10 years we have formalized an organizational structure to systematically address and manage our environmental and broader sustainability performance, while continuously challenging ourselves to push the limits of our operations and expand our impact.

We set goals for our environmental performance and achieved many:

- ✔ Reduced emissions per employee full-time equivalent 15 percent by 2026
- ✔ Reduced emissions per square foot 15 percent by 2026
- ✔ Increased virtualization of data center servers
- ✔ Installed power management software on all devices

We have implemented initiatives to help us reduce our environmental footprint, and through these efforts, have accomplished the following:

- Reduced Scope 2 GHG emissions by 53 percent
- Established data reporting and calculation methodologies to report and track Scope 1 and 3 emissions
- Diverted 199 tons of coffee and tea packet waste from landfills
- Generated 83.5K KWH of energy from our waste to energy program, diverting the equivalent of 139 metric tons of CO<sub>2</sub>
- Diverted more than 1,000 tons of furniture waste from landfills through donations and recycling
- Certified more than 35 percent of our facilities as ENERGY STAR, LEED, or Green Globes buildings
- Diverted more than 450 tons of e-waste from landfills

Looking ahead, we are exploring aggressive and appropriate new reduction targets to continue to challenge ourselves and ensure continuous improvement in our next decade of sustainability.

**OUR SUSTAINABILITY EFFORTS ENCOMPASS THREE KEY AREAS:**



**OPERATIONS**

We are guided by our **commitment to sustainability**, holding ourselves accountable with an ISO 14001-conformant environmental management system and dedicated Sustainability Program Management Office.



**CLIENT SOLUTIONS**

Thousands of employees in our Infrastructure, Energy, and Environment Communities of Practice innovate environmental, energy, and sustainability solutions for our clients.



**PEOPLE**

We empower employees of all backgrounds to care for our environment through employee-led Green Office Teams.

# MANAGING OUR CARBON FOOTPRINT

## WHAT'S IN THE REPORT

This report focuses on activities in fiscal year (FY) 2019: April 1, 2018 through March 31, 2019. It includes GHG emissions data related to Booz Allen's facilities, business travel, employee commuting, and U.S. vehicles. All emissions are expressed in metric tons (MT) of carbon dioxide equivalents (CO<sub>2</sub>e). Appendices to the report detail our methodology for calculating emissions and our carbon-related goals and targets.

This report also highlights examples of how we help reduce carbon impact beyond our operations through our client solutions and employee actions.

## WHAT'S NEW FOR FY2019

In keeping with our commitment of continuous improvement, we expanded our calculations to include Scope 1 emissions related to U.S. vehicles. This data was not available in previous reporting years. As we continue to mature our program, we are evaluating the extent and impact of our vehicles and expect to capture the remainder of our Scope 1 emissions related to our international vehicles in the coming years.

In FY2019, we expanded our data collection efforts to better capture emissions for 16 facilities where Booz Allen directly pays the utility bills. Therefore, we were able to calculate emissions by utilizing energy meter data as opposed to estimations. We look forward to expanding our use of utility meter data as we continually strive to refine our processes and understanding of our emissions.

Furthermore, in FY2019 we corrected our methodology for calculating employee commuting emissions, as we found an error in the World Resources Institute Greenhouse Gas

Protocol calculation tool<sup>1</sup> that had been used in previous years. All employee commuting data and firmwide totals have been recalculated to appropriately capture our emissions and have been restated in Exhibit 1 and throughout this report. See Appendix B for a more detailed explanation of our calculation methodology.

## SUMMARY OF FY2019 RESULTS

Exhibit 1 shows Booz Allen's FY2019 carbon footprint was 114,987.65 MTCO<sub>2</sub>e. Booz Allen's emissions expanded slightly in FY2019 compared to FY2018, resulting from continued firmwide expansion. In our first year calculating Scope 1 emissions, the emissions from U.S. vehicles accounted for 1.76 MT CO<sub>2</sub>e. Emissions from our facilities increased by 9.16 percent (1,425.06 MT CO<sub>2</sub>e) when compared with FY2018, with increases likely associated with the construction of new facilities, and modernization of outdated ones. While this produces a short-term increase in emissions, we expect the continued improvements to result in more energy-efficient buildings and long-term lowered emissions. Business travel emissions also increased by 7.94 percent (2,818.74 MT CO<sub>2</sub>e). Increases in air travel, car rentals, and reimbursed automobile travel accounted for this rise. Employee commuting emissions decreased by less than 1 percent (313.64 MT CO<sub>2</sub>e).

In total, Booz Allen's carbon footprint increased by 3.54 percent (3,931.92 MT CO<sub>2</sub>e) when compared with FY2018. We anticipate that short-term fluctuations from improving our data capture will give way to the long-term benefit of a more complete carbon footprint calculation and a more robust understanding of how we can meaningfully reduce our environmental impact.

<sup>1</sup> GHG Protocol, 2015. GHG Emissions from Transport or Mobile Sources, Version 2.6. Retrieved May 13, 2019 from <http://www.ghgprotocol.org/calculation-tools/all-tools>

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Exhibit 1: FY2019 Booz Allen Carbon Footprint

CATEGORY	EMISSIONS (MT CO <sub>2</sub> e)						
	CY12	CY13	CY14	FY16	FY17	FY18	FY19
<b>SCOPE 1</b>							
U.S. Vehicles	N/A	N/A	N/A	N/A	N/A	N/A	1.76
<b>SCOPE 2</b>							
Facilities	20,641.36	22,374.93	21,088.69	18,382.82	16,748.85	15,555.97	16,981.03
<b>SCOPE 3</b>							
Business Travel	29,107.90	23,480.60	27,099.99	27,460.32	27,335.81	35,492.80 <sup>2</sup>	38,311.54
Employee Commuting	N/A	N/A	N/A	56,790.26*	64,698.11*	60,006.96*	59,693.32
<b>TOTAL</b>	49,749.26	45,855.53	48,188.68	102,633.40*	108,782.78*	111,055.73*	114,987.65
<b>% Change from Prior Year</b>		-7.83%	5.09%	112.98%*	5.99%*	2.09%*	3.54%

\* Values marked with an asterisk have been updated from previous years.

<sup>2</sup> Booz Allen's FY2018 and beyond business travel footprint includes emissions related to employee hotel stays. This data was not available before FY2018 and is not included in prior years' calculations.





# U.S. VEHICLES

## MANAGING OUR FOOTPRINT

Booz Allen owns two vehicles in the U.S.: one gas-powered light goods vehicle and one diesel-powered light goods vehicle. The local Booz Allen office associated with each vehicle keeps the mileage logs to track use of the vehicles, which we use to calculate the associated emissions.

## FY2019 GOALS

While no firmwide goals have been established for Scope 1 emissions at this time, we are pursuing a full understanding of our vehicles' impact. We expect to incorporate emissions associated with our international vehicles and establish a baseline for our Scope 1 emissions in the coming years.

## FY2019 RESULTS

In our first year of calculating Scope 1 emissions, the emissions from U.S. vehicles accounted for 1.76 MT CO<sub>2</sub>e. The emissions associated with our vehicles are calculated by utilizing vehicle make, model, and mileage data that the local Booz Allen office associated with each vehicle provides. See Appendix B for a more detailed explanation of our calculation methodology.

VEHICLE MILEAGE LOG				
DATE	EMPLOYEE	ODOMETER START	ODOMETER END	TOTAL MILES
4/9/2018	Employee 1	40,393	40,412	19
4/27/2018	Employee 2	40,412	40,495	83
5/15/2018	Employee 3	40,495	40,562	67
6/4/2018	Employee 4	40,562	40,570	8
6/8/2018	Employee 5	40,570	40,593	23
8/23/2018	Employee 6	40,593	40,638	45
9/18/2018	Employee 7	40,638	40,659	21

# FACILITIES

## MANAGING OUR FOOTPRINT

Booz Allen’s U.S. and international real estate holdings comprise approximately 2.7 million square feet of leased space. We do not own or manage any of the buildings our employees occupy; however, we structure our space selection process, lease agreements, workspace design, and telework capabilities to minimize energy use and resulting GHG emissions.

## FY2019 GOALS

We established a baseline of the firm’s facilities-related emissions in calendar year (CY) 2014 with a goal of reducing these emissions by 15 percent per employee (measured in full-time equivalents) and 15 percent per square foot by 2026.

We also pursue ongoing goals of increasing our LEED-, Green Globes-, and ENERGY STAR-certified spaces; reducing employees’ energy use; improving equipment efficiency; reducing materials consumption; and prioritizing recycled, recyclable, and compostable office and breakroom supplies. See Appendix A for an overview of our goals and targets.

## FY2019 RESULTS

All of our facilities emissions are Scope 2. They are calculated by estimating electrical consumption based on the number of occupied square feet in our domestic and international portfolio and utilizing utility meter data where the information is available. See Appendix B for a more detailed explanation of our calculation methodology.

Exhibit 2 shows Booz Allen’s FY2019 facilities carbon footprint was estimated at 16,981.03 MT CO<sub>2</sub>e, representing a 9.16 percent increase from our FY2018 footprint of 15,555.97 MT CO<sub>2</sub>e. Compared to the CY2014 baseline, there was a 36.28 percent decrease in emissions per employee and a 16.19 percent decrease in emissions per square foot. Expansion and modernization efforts across U.S. facilities accounted for a 9.39 percent increase in emissions and a 4.6 percent increase in square footage. While facility emissions increased in FY2019, Booz Allen is still exceeding our reduction targets. We expect the net impact of facility modernization efforts to decrease our overall facilities emissions in future years. In the coming months, we will be exploring aggressive and appropriate new reduction targets to continue to challenge our operations and ensure continuous improvement.

Exhibit 2: FY2019 Booz Allen Facilities Emissions

CATEGORY	FACILITIES EMISSIONS (MT CO <sub>2</sub> e)						
	CY12	CY13	CY14	FY16	FY17	FY18	FY19
MT CO <sub>2</sub> e	20,641.36	22,374.93	21,088.69	18,382.82	16,748.85	15,555.97	<b>16,981.03</b>
% Change from Prior Year	-	8.40%	-5.75%	-12.83%	-8.89%	-7.12%	<b>9.16%</b>





More than  
**35 PERCENT**  
of our facilities are  
certified as ENERGY STAR,  
LEED, or Green Globes  
buildings

# PHX

Sky Harbor Intl  
Phoenix, Arizona, United States



5 h 1 min  
1951 miles  
3139 kilometers

# IAD

Dulles Intl  
Washington, District of  
Columbia, United States

**Departure**  
Thursday  
February 28, 2019  
**Weather**  
2:50 PM  
**Terminal** TERMINAL 2

**Seat**  
34D Confirmed  
31D Confirmed  
**Economy**  
Confirmed

**Arrival**  
Thursday  
February 28, 2019  
**Weather**  
10:38 PM

✈ **CO2 Emissions:** 858.44 lbs/390.2 kgs  
1 Stop(s) via Denver International - Denver  
Meal: Food and Beverages for Purchase, Food for Purchase  
Equipment: Boeing 737-800 Passenger  
Baggage Allowance: OPC

Exhibit 3: FY2019 Booz Allen Business Travel and Commuting Emissions

CATEGORY	BUSINESS TRAVEL AND COMMUTING EMISSIONS (MT CO <sub>2</sub> e)						
	CY12	CY13	CY14	FY16	FY17	FY18 <sup>3</sup>	FY19
BUSINESS TRAVEL	29,107.90	23,480.60	27,099.99	27,460.32	27,335.81	35,492.80	38,311.54
% Change from Prior Year	-	-19.33%	15.41%	1.33%	-0.45%	29.84%	7.94%
EMPLOYEE COMMUTING	N/A	N/A	N/A	56,790.26*	64,698.11*	60,006.96*	59,693.32
% Change from Prior Year	-	-	-	-	13.92%*	-7.25%*	-0.52%

\* Values marked with an asterisk have been updated from previous years.

<sup>3</sup> Beginning in FY2018, Booz Allen's Business Travel Carbon Footprint includes data from hotel stays.



# BUSINESS TRAVEL AND COMMUTING

## MANAGING OUR FOOTPRINT

As a consulting firm, travel to support clients is key to our business. Our sustainability strategy focuses on minimizing nonessential travel, enabling workplace mobility, and facilitating low-carbon commuting options.

Our award-winning Way We Work strategy with hoteling options and office spaces close to key clients gives our people flexibility to work where they need to each day. We also work to locate offices near public transportation and educate employees on how their travel choices affect the environment.

## FY2019 GOALS

Our primary goals are to reduce employee miles in single-occupancy and high-emission vehicles, refine our commuting strategy, and increase employee use of hotels with sustainability programs. See Appendix A for more information about our goals and targets.

We continuously refine our strategy to achieve these goals. In FY2019, we added an additional question to our annual employee commuting survey to assess employee openness to various modes of alternative transportation. We plan to build on this data to determine if and how the firm can positively influence commuting patterns.

## FY2019 RESULTS

Business travel emissions include those associated with airline and rental car miles, hotel stays, and billable personal vehicle miles. Commuting emissions are those arising from travel to and from Booz Allen offices and client sites at the start and end of the workday.

Based on the available data, our FY2019 business travel and commuting emissions were 38,311.54 MT CO<sub>2</sub>e and 59,693.32 MT CO<sub>2</sub>e, respectively, as shown in Exhibit 3. See Appendix B for a detailed explanation of how we calculated these emissions.

Business travel emissions rose 7.94 percent from the previous fiscal year, driven by increases in air travel, car rentals, and reimbursed automobile travel.

Commuting emissions decreased by less than 1 percent from the previous fiscal year. Of employees who answered the commuting survey, 25.7 percent report taking alternative transportation methods in FY2019, a 5-percent increase from FY2018.

We are also working to establish a baseline of commuting emissions. Survey participation more than doubled for the third consecutive year in FY2019; however, survey results appear to be stabilizing, with less fluctuations year after year. Furthermore, as discussed earlier in the report, in FY2019 we corrected our methodology for calculating employee commuting emissions, as we found an error in the World Resources Institute Greenhouse Gas Protocol calculation tool<sup>4</sup> that had been used in previous years. All employee commuting data and firmwide totals have been recalculated to appropriately capture our emissions and have been restated in Exhibit 3 and throughout this report. See Appendix B for a more detailed explanation of our calculation methodology.

<sup>4</sup>GHG Protocol, 2015. GHG Emissions from Transport or Mobile Sources, Version 2.6. Retrieved May 13, 2019 from <http://www.ghgprotocol.org/calculation-tools/all-tools>

# BEYOND OUR OPERATIONS

*In addition to managing our operational footprint, we provide innovative solutions to help our clients steward natural resources and empower our people to make a difference.*

## *Client Solutions: Northern Virginia Critical Infrastructure Risk Assessment Workshop*

Our subject matter experts facilitated a scenario-based climate risk assessment workshop, organized and coordinated by the Northern Virginia Regional Commission. In breakout groups, local planners, nongovernmental organizations, and representatives from state and federal agencies assessed the risk and vulnerability of critical infrastructure systems to different climate change scenarios at regional and local levels.

Participants performed screening-level assessments of short- and long-term impacts of climate stressors on infrastructure in Northern Virginia through the development of dynamic geographic information system-enabled digital maps. Workshop attendees used these maps to view the potential impacts of sea-level rise, changes to precipitation, projected changes in temperature, and extreme weather events on identified infrastructure assets, including water and wastewater systems, energy, transportation, public health, telecommunications, defense installations, emergency services, and government facilities.

Breakout groups reviewed climate scenarios and conducted a scoring exercise to rate consequences and the likelihood of specific risks to these assets. Our experts then compiled the responses to the anticipated severity and likelihood of impacts to the infrastructure analyzed, forming the basis for next steps in addressing climate change in Northern Virginia.



## Risk Assessment Workshop Sample Key Findings:



### INLAND FLOODING SCENARIOS

- **Transportation:** I-95, Route 1, George Washington Memorial Parkway flooded; May impact emergency responders
- **Educational infrastructure:** Public schools in 100-year and 500-year floodplains



### TEMPERATURE SCENARIOS

- **Energy infrastructure:** Increased stress on power grid (e.g., heavier load on the grid for air conditioning; sagging power lines may contact trees)
- **Defense and non-defense facilities:** Increased heat-related illness calls put strain on first responders; community centers may have to become cooling centers



### SEA LEVEL RISE SCENARIOS

- **Transportation:** National Airport, George Washington Memorial Parkway, and historic Old Town Alexandria, Virginia underwater
- **Defense infrastructure:** May impact Department of Defense mission activities along shoreline (Langley Airfield, Navy Yard, Anacostia, and Fort Belvoir)



# BEYOND OUR OPERATIONS

Employees at Booz Allen's offices are committed to sustainability—with substantial impact resonating firmwide. For example, in 2019, our Green Office team in Charleston, South Carolina collaborated to create three grassroots initiatives that contributed to the local community's environmental sustainability.

## Employee Highlight: Collective Ingenuity in Charleston, South Carolina

### Our Grassroots Sustainability Efforts in Charleston



**“STRAWLESS” SUMMER CHALLENGE:** Tackling non-biodegradable plastics, our Charleston team recognized that starting small can have a big impact. In a month-long challenge, team members asked volunteers to say “no” to using plastic straws, and use paper biodegradable straws, stainless-steel straws, or go strawless instead. As other Green Office teams joined the initiative, it grew into a firmwide competition; the office with the greatest amount of pledges won a pizza party.



**MONTHLY BEACH SWEEPS:** Charleston's surrounding beaches are important to the community, both as ecological resources and tourist attractions. To steward and help protect this valuable natural resource, our Charleston employees participate in a monthly beach sweep of one of Charleston's beaches—cleaning up trash and debris.



**SUSTAINABILITY EDUCATION:** Encouraging community sustainable agriculture (CSA) helps establish sustainable carbon-reducing practices. The team provided educational materials on CSAs, hosted a lunch-and-learn session, and distributed information about local CSA co-ops. Beneficial to both farmers and consumers, CSAs reduce the carbon footprint associated with food consumption by selling produce locally, reducing how far produce travels, increasing the freshness of goods, and eliminating the need for chemical additives.





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PEOPLE  
PURPOSE  
PASSION

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# APPENDIX A: FY2019 SUSTAINABILITY GOALS

Exhibit 4: FY2019 Sustainability Goals for Facilities

FACILITIES GOAL	TARGET	PROGRESS
INCREASE GREEN OFFICE SPACE	Convert leased office space to LEED and ENERGY STAR buildings	Ongoing
	Evaluate new and retrofit office space using green criteria	Ongoing
REDUCE EMISSIONS INTENSITY	Reduce emissions per employee full-time equivalent 15% by 2026	Down 32.96%
	Reduce emissions per square foot 15% by 2026	Down 16.19%
INCREASE EQUIPMENT EFFICIENCY	Procure only ENERGY STAR-certified laptops and IT equipment	Ongoing
REDUCE EMPLOYEE ELECTRICITY USE	Implement cloud-first strategy across the firm	Ongoing
	Maintain Turn It Off program	Ongoing
	Optimize service lifecycle of IT equipment and tools	Ongoing
REDUCE WASTE	Recycle or donate decommissioned office furniture	104.25 tons diverted from landfill in FY19
	Streamline all office printing through managed print services (MPS)	Ongoing
	Use paper with at least 30% recycled content for MPS	Ongoing
USE GREEN OFFICE & KITCHEN SUPPLIES	Evaluate all core office supplies for recycled content and other green attributes	Ongoing
	Use only items with recycled content or compostable qualities in the firm's core kitchen supplies	Ongoing

Exhibit 5: FY2019 Sustainability Goals for Business Travel and Commuting

BUSINESS TRAVEL GOAL	TARGET	PROGRESS
REDUCE MILES IN SINGLE-OCCUPANCY AND HIGH-EMISSION VEHICLES	Analyze employee travel behavior and improve strategies for communicating environmental impact	Ongoing
	Promote telework and hoteling programs among employees	Ongoing
	Negotiate and build awareness of deep discounts (up to 50%) for hybrid car rentals	Ongoing
	Increase employee participation in alternative transportation options	Ongoing
REFINE EMPLOYEE COMMUTING STRATEGY	Develop and track employee commuting carbon footprint and patterns	Ongoing
	Increase awareness of commuting programs and incentives	Ongoing
	Evaluate and improve onsite amenities for commuters	Ongoing
	Empower employee-led Green Office Teams to educate their offices on local commuting options	Ongoing
INCREASE EMPLOYEE USE OF GREEN HOTELS	Prioritize sustainability requirements when negotiating with hotels in our preferred hotel program	Ongoing
	Increase employee awareness about the impact of choosing sustainable hotels	Ongoing





# APPENDIX B: FY2019 EMISSIONS CALCULATION METHODOLOGY

## U.S. VEHICLES

For Booz Allen vehicles, we used the vehicle make, model, and mileage data provided by the local Booz Allen office associated with the vehicle. GHG Protocol emissions factors were used to estimate CO<sub>2</sub> emissions associated with the vehicles.

Our Scope 1 emissions methodology and calculations were verified by Bureau Veritas North America.

## FACILITIES

Booz Allen neither owns nor manages the buildings we occupy. Consequently, all facilities emissions fall within Scope 2. We calculate these emissions by estimating electrical consumption based on the number of occupied square feet in our domestic and international portfolio. In FY2019, we expanded our data collection efforts to capture actual emissions for 16 facilities where Booz Allen directly pays the utility bills. Therefore, we were able to calculate emissions by uploading energy meter data to ENERGY STAR Portfolio Manager for the preceding 12 months and running an emissions performance report.

For both U.S. and international facilities, we used data from the U.S. Energy Information Administration's 2012 Commercial Buildings Energy Consumption Survey to determine the average kilowatt hours (kWh) of electricity that buildings comparable to those in our portfolio consume per square foot each year. We then estimated our own kWh consumption by multiplying these national averages by the number of square feet in each Booz Allen facility. We then converted the resulting data from kWh to megawatts per hour (MWh) to facilitate further calculations.

For U.S. facilities, we used the GHG emissions factors from the U.S. Environmental Protection Agency's (EPA) 2016 Emissions and Generation Resource Integrated Database to calculate each building's emissions (differentiated by region). The formula we used to calculate emissions is:

$$\text{GHG emissions} = \text{Electricity consumed (in MWh)} \times \text{EPA regional GHG emissions factor}$$

We converted nitrogen dioxide and methane emissions to carbon dioxide equivalents (CO<sub>2</sub>e) using global warming potentials from the United Nations Intergovernmental Panel on Climate Change Fifth Assessment Report. For international facilities, we substituted EPA regional emission factors with International Energy Agency (IEA) CO<sub>2</sub> emissions factors specific to each country.

Our Scope 2 emissions methodology and calculations were verified by Bureau Veritas North America.

## BUSINESS TRAVEL AND COMMUTING

Our calculations include estimated emissions from employee business travel, which we define as work-related air travel, car rentals, billable personal miles, and hotel stays. These estimates were provided by travel providers who work closely with us to track the environmental impact of each trip. We also estimate emissions associated with employees' commutes to and from work. Data on employee rail travel was not included in FY2019 calculations because recorded rail data represents a small portion of actual rail travel. All business travel and commuting emissions are Scope 3.



**Air Travel:** GHG Protocol emissions factors were used to estimate CO<sub>2</sub> emissions associated with all domestic and international flights recorded by our travel service provider. Flights were differentiated by length (long-, medium-, and short-haul), mileage, seat class, and type of aircraft.

A small minority of employees were unable to make their travel plans using our travel service provider. Consequently, their data is not represented. In addition, the data does not reflect flights that were cancelled or rerouted, or changes in travel plans (e.g., some flights were not taken but remained in the system).

**Automobile:** Our main rental car agencies (e.g., National, Enterprise, Avis, and Hertz) used EPA Climate Leaders emissions factors to estimate CO<sub>2</sub>e emissions associated with domestic and international reserved car mileage. We receive this data in quarterly reports identifying the miles traveled, vehicle class, type of fuel, duration of travel, and other key information. Rental cars reserved by employees using other vendors or methods were not factored into the emissions estimate as this data was unavailable.

To determine billable miles recorded by employees on their personal vehicles, we divided employee reimbursements allocated to miles traveled for work engagements by the per diem rate for personal vehicle mileage. We then converted the reported automobile mileage into CO<sub>2</sub>e emissions using GHG Protocol's tool for calculating CO<sub>2</sub> emissions from mobile sources.<sup>5</sup>

**Hotels:** For hotel reservations made with our travel service provider, we receive an annual report with the number of

rooms, room nights, and country of each hotel stay. We use United Kingdom Government GHG Conversion Factors for Company Reporting to convert the number of room nights per country to estimated CO<sub>2</sub>e emissions. A small minority (less than 5 percent) of hotel stays took place in countries for which there was no available emissions factor. These rooms were not included in the calculation.

**Employee Commuting:** We use data from our annual employee commuting survey (first launched in 2016) to estimate emissions from employees' commutes to and from Booz Allen offices and client sites at the start and end of each workday. The survey is voluntary and has traditionally experienced low participation rates, creating limitations in our ability to draw inferences from year-over-year trends; however, participation rates are increasing, and the data appears to be stabilizing. In FY2018, we began using an aggressive communications campaign. In FY2019, survey participation doubled for the third consecutive year.

The survey captures a wide range of data on employees' daily commutes, including distance and mode of transportation. Using guidance provided by the EPA's Emission Factors for Greenhouse Gas Inventories,<sup>6</sup> we converted the average daily commuting distance into annual estimates for each mode of transportation. We used the conversion factors to determine the CO<sub>2</sub>e emissions produced for each mode, then combined them to determine an aggregate commuting footprint.

Our Scope 3 emissions methodology and calculations were verified by Bureau Veritas North America.

<sup>5</sup>EPA, 2018. Emission Factors for Greenhouse Gas Inventories. Available for download at: [https://www.epa.gov/sites/production/files/2018-03/documents/emission-factors\\_mar\\_2018\\_0.pdf](https://www.epa.gov/sites/production/files/2018-03/documents/emission-factors_mar_2018_0.pdf)

<sup>6</sup>GHG Protocol, 2015. GHG Emissions from Transport or Mobile Sources, Version 2.6. Retrieved May 13, 2019 from <http://www.ghgprotocol.org/calculation-tools/all-tools>

# APPENDIX C: EMISSIONS VERIFICATION STATEMENT



## VERIFICATION STATEMENT GREENHOUSE GAS EMISSIONS

Bureau Veritas North America, Inc. (BVNA) was engaged to conduct an independent verification of the greenhouse gas (GHG) emissions reported by Booz Allen Hamilton Inc. (Booz Allen) for the period stated below. This Verification Statement applies to the related information included within the scope of work described below.

The determination of the GHG emissions is the sole responsibility of Booz Allen. BVNA's sole responsibility was to provide independent verification on the accuracy of the GHG emissions reported, and on the underlying systems and processes used to collect, analyze and review the information.

### Boundaries of the reporting company GHG emissions covered by the verification:

- Operational Control
- Worldwide
- Exclusions are Scope 1 emissions from natural gas combustion at applicable sites and international leased vehicles

### Emissions data verified:

- **Scope 1:** 1.8 metric tons of CO<sub>2</sub> equivalent (mobile sources within the United States only)
- **Scope 2 (Location-Based):** 17,000 metric tons of CO<sub>2</sub> equivalent
- **Scope 3:**
  - Business Travel: 38,000 metric tons of CO<sub>2</sub> equivalent
  - Employee Commuting: 60,000 metric tons of CO<sub>2</sub> equivalent

Data and information supporting the GHG emissions assertion were in some cases estimated rather than historical in nature.

### Period covered by GHG emissions verification:

- April 1, 2018 to March 31, 2019

### GHG Reporting Protocols against which verification was conducted:

- World Resources Institute (WRI)/World Business Council for Sustainable Development (WBCSD) Greenhouse Gas Protocol (Scope 1 and Scope 2)
- WRI/WBCSD Greenhouse Gas Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard (Scope 3)

### GHG Verification Protocol used to conduct the verification:

- ISO 14064-3: Greenhouse gases -- Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions

### Level of Assurance:

- Limited
- This verification used a materiality threshold of 5% for aggregate errors in sampled data for each of the above indicators

**Bureau Veritas North America, Inc.**

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**GHG Verification Methodology:**

- Interviews with relevant personnel of Booz Allen;
- Review of documentary evidence produced by Booz Allen;
- Review of Booz Allen data and information systems and methodology for collection, aggregation, analysis and review of information used to determine GHG emissions; and
- Audit of sample of data used by Booz Allen to determine GHG emissions.

**Assurance Opinion:**

Based on the process and procedures conducted, there is no evidence that the GHG emissions assertion shown above:

- is not a fair representation of the GHG emissions data and information; and
- has not been prepared in accordance with the GHG Protocols listed above.

It is our opinion that Booz Allen has established appropriate systems for the collection, aggregation and analysis of quantitative data for determination of these GHG emissions for the stated period and boundaries.

**Statement of independence, impartiality and competence**

The Bureau Veritas Group is an independent professional services company that specializes in Quality, Health, Safety, Social and Environmental management with over 180 years history in providing independent assurance services.

No member of the verification team has a business relationship with Booz Allen, its Directors or Managers beyond that required of this assignment. We conducted this verification independently and to our knowledge there has been no conflict of interest.

The Bureau Veritas Group has implemented a Code of Ethics across the business to maintain high ethical standards among staff in their day-to-day business activities.

The verification team has extensive experience in conducting assurance over environmental, social, ethical and health and safety information, systems and processes, has over 20 years combined experience in this field and an excellent understanding of The Bureau Veritas Group standard methodology for the verification of greenhouse gas emissions data.

**Attestation:**

Handwritten signature of Candice Derks in black ink.

Candice Derks, Lead Verifier  
Principal Consultant  
Sustainability & Climate Change Services  
Bureau Veritas North America, Inc.  
Lakewood, Colorado


Handwritten signature of David Reilly in blue ink.

David Reilly, Technical Reviewer  
Principal Consultant  
Sustainability & Climate Change Services  
Bureau Veritas North America, Inc.

July 12, 2019

*This verification statement, including the opinion expressed herein, is provided to Booz Allen and is solely for the benefit of Booz Allen in accordance with the terms of our agreement. We consent to the release of this statement by you to the CDP in order to satisfy the terms of CDP disclosure requirements but without accepting or assuming any responsibility or liability on our part to CDP or to any other party who may have access to this statement.*





## About Booz Allen

For more than 100 years, military, government, and business leaders have turned to Booz Allen Hamilton to solve their most complex problems. As a consulting firm with experts in analytics, digital, engineering, and cyber, we help organizations transform. We are a key partner on some of the most innovative programs for governments worldwide and trusted by their most sensitive agencies. We work shoulder to shoulder with clients, using a mission-first approach to choose the right strategy and technology to help them realize their vision. With global headquarters in McLean, Virginia and more than 80 offices worldwide, our firm employs more than 26,100 people and had revenue of \$6.7 billion for the 12 months ending March 31, 2019. To learn more, visit [BoozAllen.com](http://BoozAllen.com). (NYSE: BAH)