

**RPA 2023/24
B Corp Annual
Report**

May 2024

Certified



®

Corporation

Introduction to RPA

Independent, Multi-disciplinary Expert Advice

- RPA is a leading, employee-owned, B Corp certified, professional services consultancy specialising in advising, assessing, and evaluating the impacts of public policy and regulation on the environment and society. Since our establishment in 1990, we have built a solid reputation and proven expertise in the fields of chemicals, economics, environment, EU and UK policy, and sustainability
- Our team of experts provide multi-disciplinary, innovative advice to both public and private sector decision makers, working collaboratively to create a better environment and society. We offer a diverse range of services and leverage a wide array of skills to deliver high-quality, tailor-made solutions for our clients
- As pioneers in our field, we are actively engaged in the UK and European legislative process, placing us at the forefront of shaping policy and supporting clients worldwide. Our distinguished reputation, multinational team of experts, uncompromising standards, and unwavering ethics have fostered strong relationships with clients that include the European Commission, UK Government, and major international companies





Our Vision

RPA delivers world-leading evidence-based advice for a growing number of policy and decision makers around the world



Our Mission

To help our clients create a better environment and society



Our Values

People matter

We care deeply about the people we work with and the societies we work for

Be the difference

We strive to be a positive influence and to make an impact

Shaping the future

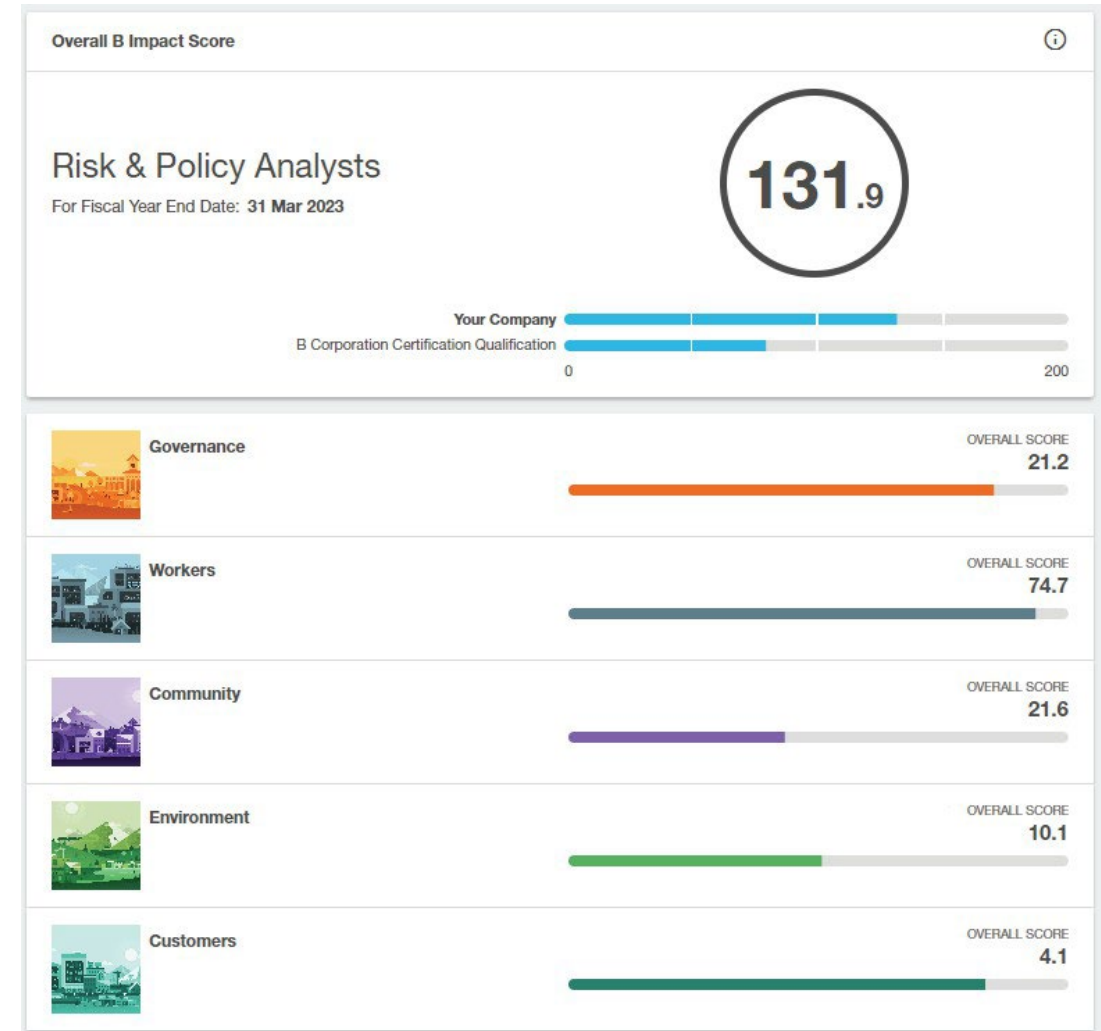
We take responsibility to lay the foundations for a better future

Journey to certification

- Our Vision, Mission and Values have the environment and society at their core
- As a business we try to do the right thing at the right time with the right people. We are proud of the work we do and how we do it
- We wanted external validation of these principles. Becoming a B Corp was an organic way of achieving and demonstrating this

B Corp verified score and goals for recertification

- In our first year of B Corp certification, our focus was on:
 - Progressing our ambition for co-owners to own 100% of our business
 - Introducing a volunteering policy.
 - Building on our Carbon Reduction Plan and our net zero target
 - Achieving ISO9001 Quality Management System certification
- At our year 1 reassessment, our score has increased by 10.8 points to 131.9
- In 2024, areas we are looking to develop include:
 - An environmental audit of our Norwich head office
 - An ethics-focussed risk assessment to identify our ethics risks and opportunities
 - Improve supplier approval process



Impact Area 1 - Governance

+2.6

• What we said we would do

- Purchase remaining 25% of the business from the founders, so we are 100% employee owned
- Update and strengthen our Governance structure to reflect being 100% employee owned

• What we did

- In July 2023, we made the announcement that we had successfully purchased the remaining 25% of the business from the founders, meaning we are now 100% owned by RPA Trustees Ltd, an employee ownership trust
- RPA Trustees Ltd is made up of executive employees (Directors), non-executive employees (employee representatives) and an independent member. The Trust represents the voice of the owners, holding the Board of Directors accountable for financial performance and ensuring long-term sustainability, fairness and good governance
- Following the purchase, our Trust Governance documentation has been updated and strengthened

• What we will do next year

- Explore options to further social and environmental responsibilities and decision making
- Conduct a materiality assessment to determine our material social and environmental issues
- Conduct an ethics-focussed risk assessment to identify our ethics risks and opportunities

Impact Area 2 - Workers

+3.8

• What we said we would do

- Purchase remaining 25% of the business from the founders, so we are 100% employee owned
- Review our policies covering maternity and paternity leave and pay with the aim of improving pay during any related leave

• What we did

- In July 2023, we made the announcement that we had successfully purchased the remaining 25% of the business from the founders, meaning we are now 100% owned by RPA Trustees Ltd, an employee ownership trust
- Being 100% employee-owned increases ownership by non-executives to 100%
- In March 2023, we improved our maternity and paternity policies, giving full pay for 13 weeks and 3 weeks, respectively

• What we will do next year

- Improve training framework for co-owners
- Review our private healthcare offering to see if it can be enhanced further

Impact Area 3 - Community

+2.2

• What we said we would do

- Introduce a Volunteering Policy to provide co-owners with one day of volunteering per 12-month period
- Encourage use of local suppliers throughout the company

• What we did

- In July 2023, we introduced our Volunteering Policy, giving all co-owners one volunteering day per 12-month period. Co-owners are free to choose how to use their volunteering days
- In 2023/24, RPA co-owners spent 25.5 hours volunteering. Activities included, attending a school Governor's session, a family learning day at a school focusing on future careers, KRAN training session to mentor young refugees, helping at a British Wildlife Centre and delivering talks to school children regarding the requirements for each step of a career journey (Future First)
- We have created a list of our preferred local suppliers which has been shared with the Business Support team and wider company

• What we will do next year

- Explore use of blind reviews in recruitment policies and practices
- Improve supplier approval policies and practices to encourage supplier diversity and give preference to local suppliers
- Investigate company-wide volunteering opportunities to encourage uptake of volunteering day

Impact Area 4 - Environment

+1.6

• What we said we would do

- Switch to renewable electricity in our Norwich Head Office
- Continue to assess and monitor the carbon emissions associated with our business activities (Scope 1, 2 and 3) so that we can update our Carbon Reduction Plan

• What we did

- Following discussion with our landlord and other companies in our leased building, we have successfully switched to a renewable electricity supply
- In December 2023, we updated and published our Carbon Reduction Plan which sets out our target to be net zero by 2050. Whilst we have not reduced our carbon emissions during the reporting time period, we expect there to be decrease in the next year as we have a full 12 months of renewable electricity supply

• What we will do next year

- Complete an Environmental Audit of our Norwich Head Office to enable us to set targets to improve our environmental performance in the areas of energy, water and waste
- Identify opportunities to improve the accuracy of our carbon emissions reporting



Impact Area 5 – Customers

+0.6

• What we said we would do

- Work towards ISO 9001 Quality Management Systems certification
- Introduce a Customer Relationship Management (CRM) system in line with our updated GDPR policy

• What we did

- In December 2023, we successfully achieved ISO 9001 certification, demonstrating that we have comprehensive and robust processes in place to ensure the quality of our reports, presentations and other deliverables, including customer service feedback for future improvements
- Following the update of our GDPR policy, we have identified a CRM system and are currently determining company-wide requirements

• What we will do next year

- Complete our first ISO 9001 recertification
- Enhance CRM system to support implementation of our Marketing Plan
- Look for opportunities where we can reduce our overall environmental impact