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Carbon Reduction Plan

Compliant with PPN 06/21

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Sample Carbon Reduction Plan

Company X

Commitment to achieving Net Zero

Climate change is an imminent threat to humanity, driven by carbon emissions created by human activities. To address this threat, the whole world needs to reduce carbon emissions down to zero - at least by 2050, to reduce our impact on the environment.

Company X is committed to reducing all of its anthropogenic (polluting and environmentally damaging) emissions. We keep track of the carbon footprint resulting from our business activities and are focused on reducing that footprint, making every effort to reduce carbon consumption and emissions. We have implemented policies and processes to encourage staff to closely monitor and reduce carbon usage, and regularly review our progress – including quarterly updates to our Management and Oversight boards.

Company X is committed to achieving Net Zero emissions by 2045 at the latest.

Baseline emissions footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past - before the introduction of any strategies to reduce emissions – and are the reference point against which emission reductions can be measured.

Baseline Year: 2019 (April 2019 – March 2020)

Our baseline emissions were calculated by knowing our Scope 1 refrigerant use (no leakage in 2019), Scope 2 energy use (electricity only), and limited Scope 3 analysis.

Scope 3 has been estimated based on paper usage, business travel, hotel stays, employee commuting, partial waste generation and partial upstream transportation and distribution. It does not include detail on our suppliers or employee home working.

Baseline Year Emissions:

Emissions	TOTAL (tCO2e)
Scope 1	0
Scope 2	361.3
Scope 3 (Included sources)	1,631.3
Total emissions	**1,992.6**
Intensity Ratio Per Full-Time Employee	**2.44 tCO2e/FTE**

Current emissions reporting

Reporting Year: 2020 (April 2020 – March 2021)

We did not have any Scope 1 emissions in 2020, however we had significant leakage of refrigerant gas from our AC system in one of our sites. The emissions from this leakage has been calculated and reported in our Scope 1 emissions.

We purchased 100% renewable energy during 2020 - 2021 hence our Scope 2 emissions from electricity use are zero. WTT and T&D electricity emissions are included in our Scope 3 footprint. Our scope 3 emissions also include paper usage, waste generated, and estimated employee commuting and working from home emissions. As a result of Covid restrictions, we had no business travel over this reporting year - all meetings were conducted online.

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Scope 1	0
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Emissions reduction targets

Our carbon emissions decreased by 39% in 2020/21 (from base year 2019/20). Most of the emission reductions in our operations can be attributed to the disruption caused by COVID-19, however this ‘pause’ in business as usual provided us with an excellent opportunity to review our behaviours and reduce emissions, especially those due to business travel.

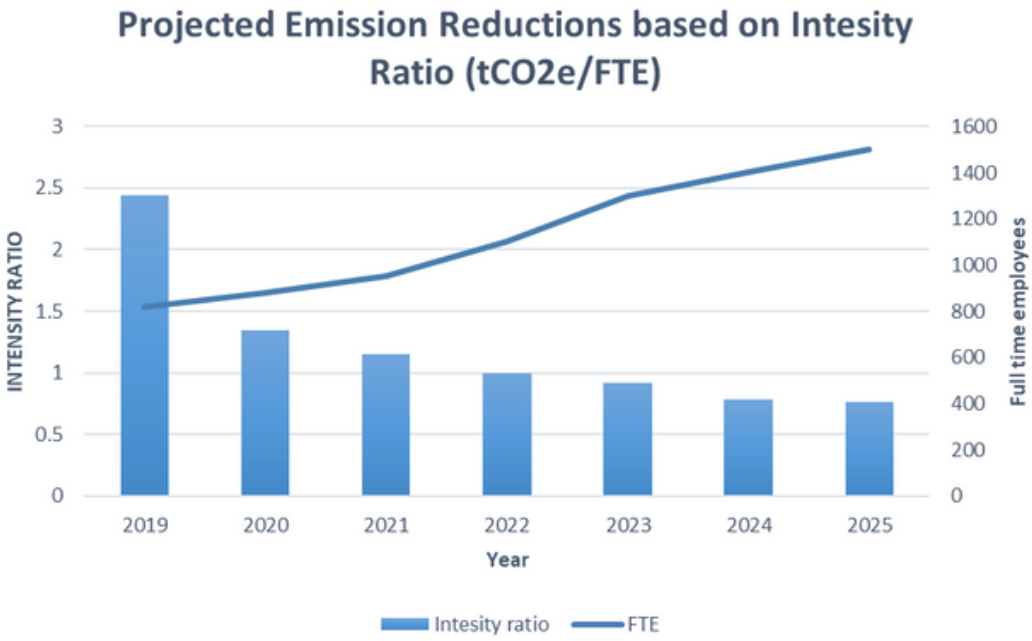
We have pledged to halve our base year emissions by 2025. However, we expect our 2022/23 emissions to increase as we complete our full Scope 3 analysis and our business activity increases as the pandemic recedes. Our firm is also growing rapidly from 1,000 people in 2019 to potentially as many as 2,000 by 2029 (approx. 100 recruits per year). Nevertheless, we aim to keep our emissions as low as possible and to continue to reduce them as quickly as we can.

39% decrease

Our carbon emissions decreased by 39% in 2020/21 when compared to our base year.

2025 Target

The current projected emissions reduction against our base year based on emissions per full-time employee (FTE) is illustrated below.



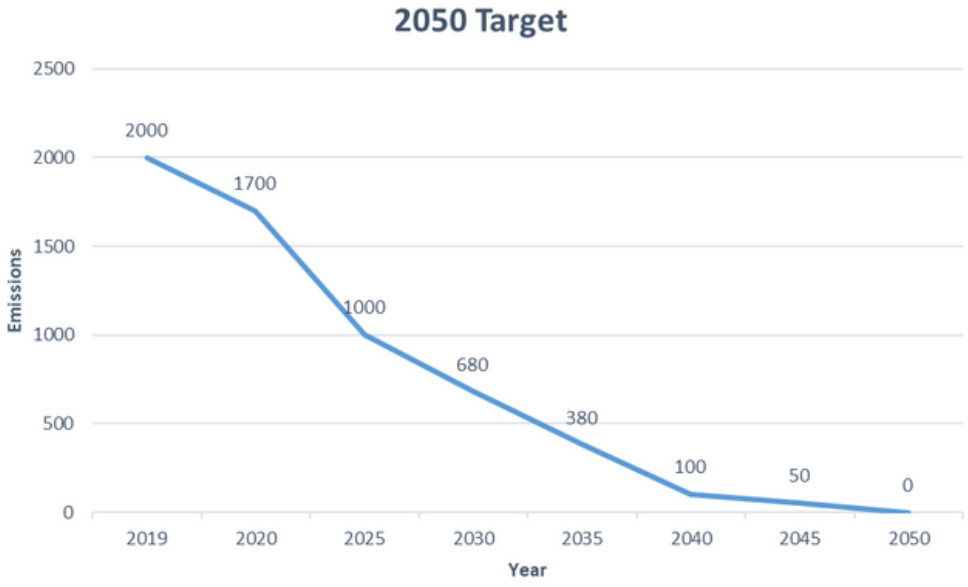
We project that our core carbon emissions will decrease over the next five years to 996 tCO2e by 2025. This is a reduction of 50% from our base year.

2025 Target

Progress against this target can be seen in the graph below (tCO2e v's Year)

2050 Target

As a result of uncertainties around new technology that may help with our emissions reduction, we are currently assuming the largest impact on reduction will take place between now and 2029 (approx. 80 tCO2e per year), then down to 60 tCO2e per year to 2040, and finally 50 tCO2e per year to 2050.



The predicted emissions reductions based on these figures can be seen in the graph above (tCO2e v's Year)

Carbon reduction projects

As part of our climate commitments, we have implemented a wide range of projects and initiatives since our 2019/20 baseline period (future emissions reductions will be recorded as a percentage against this baseline) with further activities planned and getting underway:

Sustainable office buildings

The new office which opened in 2021, has solar panels, energy-efficient lighting and other environmentally friendly elements installed. We aim to implement this strategy across our business with plans to improve our existing real estate making them more reliable and sustainable.

This will also be applicable to all future office buildings that we acquire, with the intention of ensuring a greener future.

Using alternative fuels

Lower carbon alternative fuels such as liquified natural gas (LNG) or compressed natural gas (CNG) help us cut CO2 emissions from our trucks and reduce costs.

LNG has many advantages compared with diesel: up to 11% less CO2, 95% less particulate matter, 50% less noise pollution from trucks. In Newcastle, we've successfully trialled the use of hydrotreated vegetable oil (HVO100), a renewable diesel made from waste fats and vegetable oils. In the long term, we need fuels that will enable us to achieve even bigger cuts in our transport footprint, such as hydrogen and biogas.

Measuring our Carbon Footprint

We are working with our carbon consultants at Enistic to keep track of our carbon emissions for all Scopes. We use the Enistic Platform, which tracks our carbon emissions and generates our Carbon Footprint. This enables our understanding of the major sources of emissions within our business operations and helps us to identify where emission reduction measures should be introduced. With the help of our partners, we also comply with the government's ESOS scheme (currently Phase 2 compliant and working on Phase 3).

Our base year contained only partial Scope 3 analysis to get us going on setting reduction targets and offsetting. The project to measure our remaining Scope 3 emissions will get underway in April 2022, with the goal of being able to understand, measure and monitor our full carbon footprint by the end of the calendar year.

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Near-real-time carbon emissions tracking

From April 2022 - once we have set up all data feeds from our suppliers and facilities teams - we will be able to report on our carbon emissions on a rolling quarterly basis. Data will be input into The Enistic Platform, which will provide us with total Scope 1, 2 and 3 analysis on a monthly basis, informing our quarterly reporting to our Management Board. This level of insight will enable close monitoring of our emissions and help us identify further areas for targeted reductions.

Carbon-neutral building

In 2021, we moved into our new office, a ground-breaking carbon-neutral building that's in the top 1% of sustainable office buildings in the UK.

- 49% of the new development's concrete was retained and reused from the existing building, including 100% of the foundations, saving 4,086 tonnes of carbon. Where new materials were needed, lower carbon choices were used, including 51% secondary aggregates
- 2% of the steel frame was retained and reused from the existing building as the base for the new development, saving 3,435 tonnes of carbon
- Smart technologies were used throughout the building to enhance operational efficiency, for example by optimising light and heat
- Any carbon offset was split equally by our developer between a project restoring 35,000 hectares of land on the Tibetan plateau and a teak afforestation project in Mexico

Tackling our business travel emissions

Business Travel was the largest contributor to our total carbon emissions in our base year. We had a pause in business travel due to the pandemic and are taking advantage of the new working practices that our staff and clients have got used to, making the most of virtual meetings and changing our method of transport where possible (e.g train instead of plane).

During 2021/2, our business units and client teams across the firm have pledged to reduce their internal travel by 67% and client-related travel by 55% on average. We are now monitoring travel bookings and emissions via our travel partner, and the finance team for submitted employee expenses.

Reducing paper use

We first took measures to reduce our paper use in 2016, with the introduction of "Greener Printing". This significantly reduced the amount of unclaimed, forgotten paper at printers by only releasing print jobs when the user authenticates at the printer. This system also provides us with detailed usage reporting and helped reduce our paper consumption by 20%. Nevertheless, we used approximately 2.7 million sheets of paper in our 2019/20 baseline year, resulting in emissions of 13.1 tCO2e.

Employee commuting

Company X sent commuting surveys to employees to capture typical commuting behaviours.

Moving forward we aim to encourage employees to use sustainable means of getting to the office by participating in the Government's Cycle to Work Scheme and by collaborating with a local electric taxi company to offer employee discount.

We also introduced a salary sacrifice car scheme in 2021, focusing exclusively on electric and hybrid vehicles to encourage our employees to make the switch from petrol or diesel.

Upstream transportation and distribution

The majority of materials delivered to our sites are purchased directly through subcontractors. The carbon emissions associated with their transportation are included in 'purchased goods and services'. For those materials directly purchased, we are currently engaging with our key suppliers to track carbon emissions associated with delivers to our sites.

Waste management

We no longer offer plastic utensils and have encouraged our caterers to forego plastic cutlery and packaging, challenging when we do see this happening. Ensuring that we no longer use single use plastic is a key focus for our green champions.

100% of waste from collections managed by Company X is diverted away from landfill. Over 205,000 items of single-use plastic food and drinks packaging eliminated from on-site canteens each year

Energy efficiency

Lighting: Company X replacement the existing T8 lights, which commenced in late 2020, with light fittings using energy-efficient LEDs on our main site. This investment will reduce electricity consumption by 25,893 kWh and GHG emissions by 12 tCO2 each year.

Renewables: 48% of electricity that was consumed on our sites in the baseline year came from renewables. We aim to increase this to 100%, reducing Scope 2 emissions, by 2035.

Circular economy: Company X have been able to reduce able to reduce the environmental impact of the paper that it uses by buying closed-loop paper. This means that all used paper is recycled and remanufactured back into a paper product. Therefore, we adopt the principles of the circular economy. As a result, no deforestation occurs in paper subsequently purchased.

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Carbon Off-setting

Our primary climate focus is on reducing our carbon emissions, but we also see carbon off-setting as an important element of our strategy. Our climate pledge commits us to off-setting our core carbon footprint each year to achieve a net zero position and we have worked to ensure that our off-setting is accredited and part of our climate engagement strategy.

Sourcing our carbon off-setting

We are committed to ensuring that the carbon offsets that we use are additional (ie that the carbon reduction is real and permanent), verified and traceable. To this end we work with CarbonFootprint.com to source our off-setting projects and ensure that they are either Gold Standard or Verified Carbon Standard accredited.

Tackling our lifetime footprint

Working with our carbon consultant team at Enistic, we estimated the core lifetime carbon footprint of our firm since its origins in 1921. The estimated carbon footprint is 33,600 tCO2e, which we have committed to offset in full by 2025 using Gold Standard and VCS (Verified Carbon Standard) accredited schemes. We have already completed the off-setting of 24,400 tCO2e, with a further 2,000 tCO2e currently being finalized.

Engaging our people

As part of our firmwide climate engagement programme, we gave everyone in the business the opportunity to learn about our climate goals, carbon reduction and carbon off-setting activities via a webinar – and the chance to vote on the carbon off-setting routes adopted by the firm. Over 250 people took part in the vote which determined that our off-setting focus would be on rainforest preservation, cookstove and energy infrastructure projects in the developing world. We continue to share news of our off-set purchases and the community benefits that they bring.

In late 2021, we were also delighted to introduce a matched personal carbon footprint off-setting programme as part of our flex renewal. This scheme gave everyone the opportunity to estimate their personal carbon footprint (or that of their family) via an online calculator – and then offset it via similar schemes to those used to offset the firm's footprint – with the firm splitting the cost 50/50 with the individual. This innovative approach helped raise and maintain awareness of our climate goals, with over 150 people signing up in the benefit's first year of operation.

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Declaration and sign off

This Carbon Reduction Plan has been validated by Enistic and completed in accordance with the UK Government Crown Commercial Services PPN 06/21, as well as associated guidance and reporting standards for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of Company X:

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Date:

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