







	We do not generate any emissions for upstream downstream: We do not deliver/receive any products.
<b>Total Emissions</b>	<b>Total – in tCO<sub>2</sub>e – 0.2158</b>

After the lifting of lockdown restrictions, our organization witnessed a surge in emissions, which we aim to keep in check. To achieve this, we have implemented an internal policy mandating all staff to receive training on emission control. Additionally, we are taking the following steps:

- a) **Encouraging and incentivising staff, suppliers, customers, and communities to support environmental protection and improvement initiatives.**
- b) **Completion of Environmental Awareness CPD Courses by all staff. Exploring options to invest in technologies that can reduce carbon emissions throughout our entire supply chain and service delivery process.**
- c) **Allocating resources towards monitoring and reporting carbon emissions from our organization, supply chain, and customer solutions.**
- d) **Promoting environmental sustainability by advocating for sustainable production and consumption practices and supporting the UK Government’s 25-year environment plan aimed at enhancing environmental quality.**

## Emissions reduction targets

*We have provided a table below to show our efforts in controlling emissions through continuous monitoring and careful application of methods of control within our organisation.*

	Year	Emissions in tCO <sub>2</sub> e	% reduction + / -
Baseline Year 2022	2022	0.5743	
Carbon Zero Commitment year	2040	<b>0.0000</b>	<b>-100</b>



Estimated Reduction annually		0.01198
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## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

Several environmental management measures and projects have been planned or put into action since the 2022 benchmark. The measures will remain effective for the duration of the contract. In response to the Covid-19 pandemic, we have introduced a hybrid work-from-home policy that has significantly decreased our carbon footprint and as part of that we have promoted the use of public transport where possible. This active promotion of the use of public transport has also has wider benefits for staff and the move of our office to London has further reduced the need to use a car.

When employees come to the office for training or meetings, we frequently remind them to use public transport and when in the office we remind them to turn off their computers and monitors when not in use.

We plan to implement further measures, such as occupancy monitoring systems to automate lighting controls and remind staff to turn off lights when leaving a room. We also propose using renewable sources of energy, such as solar panels, and investing in a timer system to program controls on heating, lighting, and appliances. We will explore the viability of a smart building management system that automates control depending on occupancy.

While some of these initiatives require upfront investment, we believe there is a significant return on investment in terms of reduced energy spending and greenhouse gas emissions. We have placed notices by light switches in all office and meeting rooms to remind staff to turn off lights when not in use.

Anything we purchase is well thought through and considered essential for our operation and quantities decided upon to ensure efficiency in our supply chain. We aim to reuse as much as practically possible including stationery, furniture, and equipment. All our waste which is very minimal is recycled or disposed of as waste to energy. We maintain all our equipment and vehicles to ensure longevity and efficiency. When we deem necessary to purchase new equipment, we consider its environmental impact fully including energy rating and consumables.

Upon identification of the significant amount of paper usage within our organisation, we realised the amount of CO<sub>2</sub> being emitted into the atmosphere as a result. To combat this, we have committed to reducing paper usage as much as possible and encouraging recycling of paper and cardboard. Staff are encouraged to edit and



proofread documents on their computers and print on recycled paper only when necessary. Printing on both sides of a sheet of paper is strongly encouraged for non-formal documents, and internal communication is sent through email or online message boards.

To facilitate this, we have transitioned/are transitioning our business processes to be completely electronic using the Office 365 cloud platform. We have also started to recycle other materials, including metal, certain plastics, and glass, based on the results of our paper recycling pilot. For electrical appliances, we [will] partner with local businesses to ensure compliance with WEEE regulations for disposal and recycling.

We are also engaging with locally compliant recycling companies to recycle equipment that can be reused for the benefit of charitable organizations rather than ending up in landfills. This initiative has been a significant drive for us since the pandemic and is reflected in our infrastructure refreshment projects across our clients. Additionally, we have developed solutions that promote the use of cloud-based technologies, either through hybrid or complete cloud-based solutions, to reduce reliance on local on-premises resources and further meet the government's targets for reducing emissions.

## **Declaration and Sign Off**

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard 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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup><https://ghgprotocol.org/standards/scope-3-standard>



**Signed on behalf of the Supplier:**

A handwritten signature in black ink, consisting of several overlapping loops and strokes, positioned above a horizontal dotted line.

Date: 7<sup>th</sup> August 2023