



**Carbon Reduction Plan**

**Baseline Emissions Footprint**

<b>Baseline Year: 2022</b>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>145 tCO<sub>2</sub>e</b>
<b>Scope 2</b>	<b>29 tCO<sub>2</sub>e</b>
<b>Scope 3</b> <b>(Included Sources)</b> Homeworking emissions Employee travel emissions including commuting Purchases of goods and services	<b>415.9 tCO<sub>2</sub>e</b>
<b>Total Emissions</b>	<b>589.9 tCO<sub>2</sub>e</b>

**Current Emissions Reporting**

<b>Reporting Year: 2023</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>TBC December 2023</b>
<b>Scope 2</b>	<b>TBC December 2023</b>

<b>Scope 3</b> (Included Sources)	<b>TBC December 2023</b>
<b>Total Emissions</b>	<b>TBC December 2023</b>

### **Emissions reduction targets**

In order to continue our progress to achieving Net Zero, we have set the following objectives for 2023:

- Maintain ISO 14001 (Environment Management System) accreditation.
- Conduct regular reviews of our Aspects & Impact Register which summaries how we are progressing to towards reducing our environmental impacts from our work activities.
- Conduct further assessments of group emissions associated with our wider operations and work activities.

Energy Efficiency Action:

Over the 12-month period covered by the above report, we have taken actions to increase our energy efficiency and reduce our environmental impact where possible.

- We are encouraging our employees to reduce their emissions by incentivising the purchase of electric vehicles through a salary sacrifice scheme.
- All printers and computer devices have energy saving modes.
- We have partnered with Greenly to more accurately calculate our carbon footprint
- Implemented an Employee Awareness programme
- Supported the National Trust for the planting of 1000 square metres of woodland, supporting their goal of planting 20 million trees by 2030

We project that carbon emissions will decrease over the next five years by 30%.

### **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 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).