

Introduction

In 2020, we committed to monitoring our carbon footprint, setting reduction targets and progressing on a journey to become carbon net zero as a business. We have chosen to record and report carbon data per calendar year (Jan – Dec).

Our methodology is aligned to the Greenhouse Gas Protocol [GHGP] and identifies scope 1, scope 2 and scope 3 emissions.

Prior to this commitment we have previously collected and analysed data regarding electricity use, business travel, refuse and recycling, paper and printing via our internal Environmental Management System [EMS]. The EMS has driven down consumption over time as we focused on operational (and cost) efficiencies. Science-based targets were not used in the EMS process.

Our targets will be challenging but where carbon impact remains, we intend to use certified carbon offset and / or carbon offset credit schemes to mitigate our residual emissions to become a carbon net zero business by 2025.

Based on the accuracy of our data and availability of relevant conversion factors, 2016 will be used as our baseline year for reduction targets.



Emission sources: identification

Scope 1 (direct) and 2 (indirect) emissions

Reporting of scope 1 and 2 emissions is mandatory under the GHGP.

Scope 1: company facilities and company vehicles

We operate from a single office location in leased office space, fitted out to our own specification. General heating and cooling are provided by the Landlord and apportioned to us via the service charge. As the Landlords centralised system, emissions relating general heating and cooling has been excluded from our calculation.

In addition to the Landlord systems, we added a single room, wall mounted air conditioning unit with associated power inverter heat pump to control the temperature of our server room. The system has a total charge of 3.5kg using R410A refrigerant gas and is serviced annually.

We directly 'own' (leasehold) one pool car, available to all for business travel. Milage is recorded for all journeys. The current pool car is a Ford focus 1.0 petrol on a 3-year lease. Details of earlier vehicles remain available via historic lease details.

Scope 2: purchased electricity

The electrical supply into our office is sub metered from the Landlords supply. Meter readings are captured as part of our EMS.

We have no systems that use gas or steam.

Scope 3 (indirect, upstream, and downstream) emissions

Reporting of scope 3 emissions is optional under the GHGP.

Transmission and distribution of purchased electricity will be included in our scope 3 emissions.

We have chosen to calculate scope 3 emissions relating to business travel as the greatest non mandatory material factor in our overall carbon footprint as an SME consulting business.

The EMS captures data regarding our business travel but unfortunately not in a manner that allows accurate carbon equivalent calculation. Changes in the way that we capture data regarding business travel will be introduced during 2021 as part of our expense recording system. We expect to be able to report accurate scope 3, business travel carbon equivalent data in 2022.

Until then, broad assumptions have been made over the data captured in the EMS to estimate our historic emissions relating to business travel. These estimations are not for public declaration or offsetting but to help us build understanding and long-term trend comparison.

With one Manchester city centre office, inclusion of commuting data is not considered appropriate. Our location is easily accessible by all major Manchester train stations, tram network, bus network and the increasing city pedestrianisation. Our building has secure cycle storage, lockers, and on-site shower facilities to promote non-motorised travel. We offer access to interest free season tickets (trams and train) and the national cycle scheme.



Calculation methodology

Carbon equivalent conversion factors are taken from UK government data: <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
 Relevant conversion factors have been used for each reported year as noted.

Accuracy of data is critical for truthful reporting. We will continue to refine our data capture and reporting to ensure the highest levels of accuracy.

| Scope | Source | Measure | Notes | Data accuracy |
|-------|---|--|---|---------------|
| 1 | Server heat pump / cooling system | Mass (kg) of gas top up required at annual service | Service reports available for 2015 onwards. No reported top up gas; 2 possible answers: 1. No leakage 2. Small leakage below levels deemed reportable Office manager to request that ANY top up is noted in future | Med |
| 1 | Pool car | Distance travelled (m / km) | Full diary of use available broken down per journey, job number and date. Vehicle type known | High |
| 2 | Electricity | Energy consumption (kwh) | Sub metered for office space | High |
| 3 | Electricity transmission and distribution | Energy consumption (kwh) | Sub metered for office space | High |
| 3 | Business travel – car | Distance travelled (km) | Milage recorded but no data regarding vehicle type, size or fuel source per journey | Med |
| 3 | Business travel – train | Distance travelled (km) | No record of milage or type of train system. Cost recorded only | Low |
| 3 | Business travel - air | Distance travelled (km) | No record of milage or type of airline / class. Cost recorded only | Low |
| 3 | Business travel - taxi | Distance travelled (km) | No record of milage or vehicle type, size or fuel source per journey. Cost recorded only | Low |
| 3 | Business travel - tram | Distance travelled (km) | No record of milage. Cost recorded only | Low |
| 3 | Business travel – London underground | Distance travelled (km) | No record of milage. Cost / travel card top up cost recorded only | Low |

All kgCO_{2e} figures rounded to the nearest whole number when reporting.

Calculation summary

Scope 1 emissions

| Period | Source | Annual quantum | Conversion factor | kgCO ₂ e | Notes |
|--------------|---------------------|----------------|-------------------|---------------------|---|
| 2015 | Pool car (m) | 16,743 | 0.23121445 | 3871 | Small car, diesel (1.6 focus, replaced with 1.5 focus - lease started May 15) |
| | Server cooling (kg) | 0 | 2088 | 0 | R410A refrigerant gas |
| | Total | | | 3871 | |
| 2016 | Pool car (m) | 13,687 | 0.23618 | 3233 | Small car, diesel (1.5 focus) |
| | Server cooling (kg) | 0 | 2088 | 0 | R410A refrigerant gas |
| | Total | | | 3233 | |
| 2017 | Pool car (m) | 14,606 | 0.23409 | 3419 | Small car, diesel (1.5 focus) |
| | Server cooling (kg) | 0 | 2088 | 0 | R410A refrigerant gas |
| | Total | | | 3419 | |
| 2018 | Pool car (m) | 2,171 | 0.23389 | 508 | Small car, diesel / petrol (1.5 focus, replaced with 1.0 PETROL focus - lease started May 18) |
| | | | jan – may | | |
| | | 3,104 | 0.25049 | 778 | |
| | # | june - dec | # | # | |
| | Server cooling (kg) | 0 | 2088 | 0 | R410A refrigerant gas |
| Total | | | 1285 | | |
| 2019 | Pool car (m) | 6,559 | 0.24736 | 1622 | Small car, petrol (1.0 focus) |
| | Server cooling (kg) | 0 | 2088 | 0 | R410A refrigerant gas |
| | Total | | | 1622 | |
| 2020 | Pool car (m) | 8,087 | 0.23877 | 1931 | Small car, petrol (1.0 focus) |
| | Server cooling (kg) | 0 | 2088 | 0 | R410A refrigerant gas |
| | Total | | | 1931 | |

Scope 2 emissions

| Period | Source | Annual quantum | Conversion factor | kgCO ₂ e |
|--------|-------------|----------------|-------------------|---------------------|
| 2015 | electricity | 27,567 kWh | 0.46219 | 12,741 |
| 2016 | electricity | 26,912 kWh | 0.41205 | 11,089 |
| 2017 | electricity | 29,967 kWh | 0.35156 | 10,535 |
| 2018 | electricity | 31,207 kWh | 0.28307 | 8,834 |
| 2019 | electricity | 34,901 kWh | 0.2556 | 8,921 |
| 2020 | electricity | 11,762 kWh | 0.23314 | 2,457 |

Scope 3 emissions – electricity transmission and distribution

| Period | Source | Annual quantum | Conversion factor | kgCO ₂ e |
|--------|-------------|----------------|-------------------|---------------------|
| 2015 | electricity | 27,567 kWh | 0.03816 | 1,052 |
| 2016 | electricity | 26,912 kWh | 0.03727 | 1,003 |
| 2017 | electricity | 29,967 kWh | 0.03287 | 985 |
| 2018 | electricity | 31,207 kWh | 0.02413 | 753 |
| 2019 | electricity | 34,901 kWh | 0.0217 | 757 |
| 2020 | electricity | 11,762 kWh | 0.02005 | 211 |

Scope 3 emissions – business travel

| Period | source | Annual quantum | Conversion factor | kgCO ₂ e | Notes | |
|--------|---|----------------|-------------------|---------------------|---|--|
| 2015 | Car (m) | 70,515 | 0.2826169 | 19,929 | Assumed all mileage in medium sized diesel car. Cost data equates to 45p / mile | |
| | Taxi (passenger.km) | 2,119 | 0.15617 | 331 | No conversion factor available in 2015. Assumed 'regular taxi' from 2017 data – first available. Assumed taxi km rather than passenger km as one expense receipt covers all passengers (even if there were multiple). Cost data assumed to equate to £1.49 / km (average 5m journey, day tariff, Manchester rate card https://secure.manchester.gov.uk/downloads/download/3399/hackney_carriage_vehicle-fare_card_2011_2012) | |
| | Air (passenger.km) | 953 | 0.29795 | 284 | Assumed all short haul flights (domestic to / from UK) with RF. Cost data assumed to equate to £0.42 / km (£0.26 / m https://www.kayak.co.uk/news/best-value-flight-routes-per-mile/) | |
| | Train (passenger.km) | 7882 | 0.04678 | 369 | No conversion factor available in 2015. Assumed 'national rail' from 2017 data – first available. Cost data assumed to equate to £0.30 / km based on 100% peak travel and Manc to London: 260 km (thetrainline.com) and cost of £79 (receipts) | |
| | Tram (passenger.km) | 78 | 0.04446 | 3 | No conversion factor available in 2015. Assumed 'light rail and tram' from 2017 data – first available. Cost data assumed to equate to £0.33 / km based on individual journeys: St Peter Sq. to Altrincham 14 km and cost of £4.60 (https://tfgm.com/public-transport/tram/ticket-prices/zones/1/2/3/4?search=/public-transport/tram/ticket-prices) | |
| | London underground (passenger.km) | 481 | 0.04674 | 22 | No conversion factor available in 2015. Assumed 'London underground' from 2017 data – first available. Cost data assumed to equate to £0.35 / km based on 100% peak travel at oyster discount level: Euston to East Finchley 9.6 km and cost of £3.30 (https://tfl.gov.uk/fares/find-fares/tube-and-rail-fares/single-fare-finder) | |
| | Bus (passenger.km) | 9 | 0.10259 | 1 | No conversion factor available in 2015. Assumed 'average local bus' from 2017 data – first available. Price structures significantly fragmented. Cost data assumed to equate to £0.30 / km based on other modes of public transport. Insignificant travel method to Aew | |
| | Unallocated pseudo train (passenger.km) | 26,864 | 0.04678 | 1,257 | Unallocated travel expenses total £16,118.51 for the period; 72% of all travel expenses. Train and air travel appear undervalued for the period and so allocated 50% train and 50 % air for recording purposes | |
| | Unallocated pseudo air (passenger.km) | 19,189 | 0.29795 | 5,717 | | |
| | | | | Total | 27,913 | |

| Period | source | Annual quantum | Conversion factor | kgCO ₂ e | Notes |
|--------|---------------------------------------|----------------|-------------------|---------------------|---|
| 2016 | Car (m) | 92,120 | 0.28551 | 26,301 | Assumed all mileage in medium sized diesel car. Cost data equates to 45p / mile |
| | Taxi (passenger.km) | 2,586 | 0.15617 | 404 | No conversion factor available in 2016. Assumed 'regular taxi' from 2017 data – first available. Assumed taxi km rather than passenger km as one expense receipt covers all passengers (even if there were multiple). Cost data assumed to equate to £1.49 / km (average 5m journey, day tariff, Manchester rate card https://secure.manchester.gov.uk/downloads/download/3399/hackney_carriage_vehicle-fare_card_2011_2012) |
| | Air (passenger.km) | 28,815 | 0.27867 | 8,030 | Assumed all short haul flights (domestic to / from UK) with RF. Cost data assumed to equate to £0.42 / km (£0.26 / m https://www.kayak.co.uk/news/best-value-flight-routes-per-mile/) |
| | Train (passenger.km) | 118,369 | 0.04678 | 5,537 | No conversion factor available in 2016. Assumed 'national rail' from 2017 data – first available. Cost data assumed to equate to £0.30 / km based on 100% peak travel and Manc to London: 260 km (thetrainline.com) and cost of £79 (receipts) |
| | Tram (passenger.km) | 426 | 0.04446 | 19 | No conversion factor available in 2016. Assumed 'light rail and tram' from 2017 data – first available. Cost data assumed to equate to £0.33 / km based on individual journeys: St Peter Sq. to Altrincham 14 km and cost of £4.60 (https://tfgm.com/public-transport/tram/ticket-prices/zones/1/2/3/4?search=/public-transport/tram/ticket-prices) |
| | London underground (passenger.km) | 1,290 | 0.04674 | 60 | No conversion factor available in 2016. Assumed 'London underground' from 2017 data – first available. Cost data assumed to equate to £0.35 / km based on 100% peak travel at oyster discount level: Euston to East Finchley 9.6 km and cost of £3.30 (https://tfl.gov.uk/fares/find-fares/tube-and-rail-fares/single-fare-finder) |
| | Bus (passenger.km) | 18 | 0.10259 | 2 | No conversion factor available in 2016. Assumed 'average local bus' from 2017 data – first available. Price structures significantly fragmented. Cost data assumed to equate to £0.30 / km based on other modes of public transport. Insignificant travel method to Aew |
| | Unallocated pseudo train passenger.km | 4,950 | 0.04678 | 232 | Unallocated travel expenses total £1,584 for the period, less than 3% of all travel expenses. 100% associated to train travel |
| | | | | Total | |

| Period | source | Annual quantum | Conversion factor | kgCO ₂ e | Notes |
|--------|-----------------------------------|----------------|-------------------|---------------------|--|
| 2017 | Car (m) | 68,097 | 0.27972 | 19,048 | Assumed all mileage in medium sized diesel car. Cost data equates to 45p / mile |
| | Taxi (passenger.km) | 3,663 | 0.15617 | 572 | Assumed 'regular taxi' from 2017 data – first available. Cost data assumed to equate to £1.49 / km (average 5m journey, day tariff, Manchester rate card https://secure.manchester.gov.uk/downloads/download/3399/hackney_carriage_vehicle_fare_card_2011_2012) |
| | Air (passenger.km) | 31,543 | 0.26744 | 8,436 | Assumed all short haul flights (domestic to / from UK) with RF. Cost data assumed to equate to £0.42 / km (£0.26 / m https://www.kayak.co.uk/news/best-value-flight-routes-per-mile/) |
| | Train (passenger.km) | 159,698 | 0.04678 | 7,471 | Assumed 'national rail' from 2017 data. Cost data assumed to equate to £0.325 / km based on 100% peak travel, advanced tickets and Manc to London: 260 km (thetrainline.com) and cost of £84.50 (receipts) |
| | Tram (passenger.km) | 870 | 0.04446 | 39 | Assumed 'light rail and tram' from 2017 data – first available. Cost data assumed to equate to £0.33 / km based on individual journeys: St Peter Sq. to Altrincham 14 km and cost of £4.60 (https://tfgm.com/public-transport/tram/ticket-prices/zones/1/2/3/4?search=/public-transport/tram/ticket-prices) |
| | London underground (passenger.km) | 753 | 0.04674 | 35 | London underground from 2017 data – first available. Cost data assumed to equate to £0.35 / km based on 100% peak travel at oyster discount level: Euston to East Finchley 9.6 km and cost of £3.30 (https://tfl.gov.uk/fares/find-fares/tube-and-rail-fares/single-fare-finder) |
| | Bus (passenger.km) | 74 | 0.10259 | 8 | Average local bus conversion factor due to whole UK use of public transport. Cost data assumed to equate to £0.30 / km based on other modes of public transport. Insignificant travel method to Aew |
| | Unallocated pseudo car (m) | 207 | 0.27972 | 58 | Unallocated travel expenses total £93.29 for the period, approximately 0.13% of all travel expenses. 100% associated to car – only reduced mode from 2016 |
| | | | | Total | 35,667 |

| Period | source | Annual quantum | Conversion factor | kgCO ₂ e | Notes | |
|--------|---|----------------|-------------------|---------------------|--|--|
| 2018 | Car (m) | 61,702 | 0.27927 | 17,232 | Assumed all mileage in medium sized diesel car. Cost data equates to 45p / mile | |
| | Taxi (passenger.km) | 4,806 | 0.15344 | 737 | Regular taxi. Cost data assumed to equate to £1.49 / km (see prior years) | |
| | Air (passenger.km) | 55,160 | 0.26744 | 14,752 | Assumed all short haul flights (domestic to / from UK) with RF. Cost data assumed to equate to £0.42 / km (see prior years). 2018 conversion factor states 0.03267 which is not in the same range as prior or subsequent years. 2017 factor used | |
| | Train (passenger.km) | 130,303 | 0.04424 | 5,765 | Assumed 'national rail' from 2018 data. Cost data assumed to equate to £0.334 / km based on 100% peak travel, advanced tickets and Manc to London: 260 km (thetrainline.com) and cost of £86.75 (receipts) | |
| | Tram (passenger.km) | 2,289 | 0.03967 | 91 | Light rail and tram from 2018 data – first available. Cost data assumed to equate to £0.33 / km (see prior years) | |
| | London underground (passenger.km) | 694 | 0.0376 | 26 | London underground from 2018 data. Cost data assumed to equate to £0.35 / km (see prior years) | |
| | Bus (passenger.km) | 219 | 0.10097 | 22 | Average local bus conversion factor due to whole UK use of public transport. Cost data assumed to equate to £0.30 / km based on other modes of public transport. Insignificant travel method to Aew | |
| | Unallocated pseudo train (passenger.km) | 1107 | 0.04424 | 49 | Unallocated travel expenses total £369.66 for the period, less than 0.5% of all travel expenses. 100% associated to train –reduced mode from 2017 | |
| | | | | Total | 38,674 | |

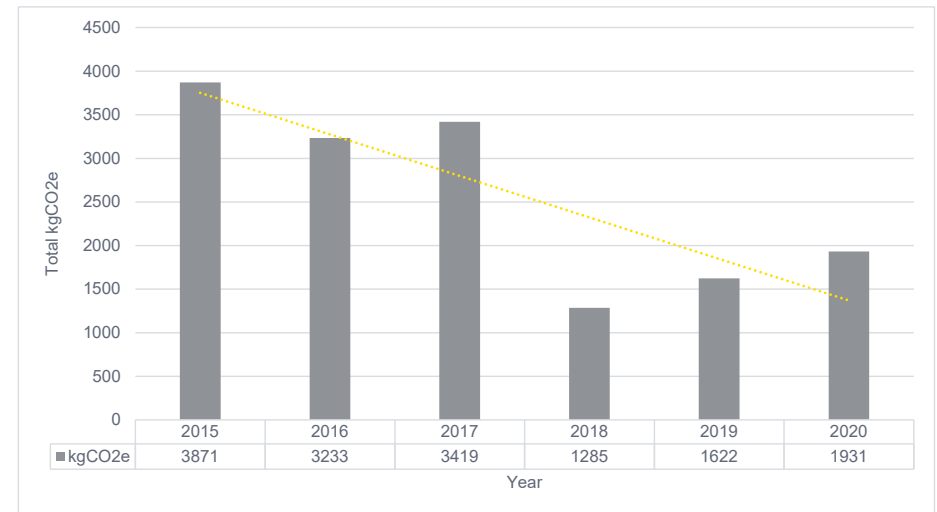
| Period | source | Annual quantum | Conversion factor | kgCO ₂ e | Notes |
|--------|---|----------------|-------------------|---------------------|--|
| 2019 | Car (m) | 55,094 | 0.27459 | 15,128 | Assumed all mileage in medium sized diesel car. Cost data equates to 45p / mile |
| | Taxi (passenger.km) | 3290 | 0.15018 | 494 | Regular taxi. Cost data assumed to equate to £1.49 / km (see prior years) |
| | Air (passenger.km) | 20,406 | 0.25493 | 5,202 | Assumed all short haul flights (domestic to / from UK) with RF. Cost data assumed to equate to £0.42 / km (see prior years) |
| | Train (passenger.km) | 78,963 | 0.04115 | 3,249 | Assumed 'national rail' from 2019 data. Cost data assumed to equate to £0.341 / km based on 100% peak travel, advanced tickets and Manc to London: 260 km (thetrainline.com) and cost of £88.60 (receipts) |
| | Tram (passenger.km) | 1,786 | 0.03508 | 63 | Light rail and tram from 2019 data. Cost data assumed to equate to £0.33 / km (see prior years) |
| | London underground (passenger.km) | 581 | 0.03084 | 18 | London underground from 2019 data. Cost data assumed to equate to £0.35 / km (see prior years) |
| | Bus (passenger.km) | 92 | 0.10471 | 10 | Average local bus conversion factor due to whole UK use of public transport. Cost data assumed to equate to £0.30 / km based on other modes of public transport. Insignificant travel method to Aew |
| | Unallocated pseudo train (passenger.km) | 181 | 0.04115 | 7 | Unallocated travel expenses total £61.56 for the period, less than 0.15% of all travel expenses. 100% associated to train –reduced mode from 2018 |
| | | | | Total | 24,171 |

| Period | source | Annual quantum | Conversion factor | kgCO ₂ e | Notes |
|--------|-----------------------------------|----------------|-------------------|---------------------|--|
| 2020 | Car (m) | 26,971 | 0.26775 | 7,221 | Assumed all mileage in medium sized diesel car. Cost data equates to 45p / mile |
| | Taxi (passenger.km) | 636 | 0.14549 | 93 | Regular taxi. Cost data assumed to equate to £1.49 / km (see prior years) |
| | Air (passenger.km) | 2,396 | 0.2443 | 585 | Assumed all short haul flights (domestic to / from UK) with RF. Cost data assumed to equate to £0.42 / km (see prior years) |
| | Train (passenger.km) | 18,981 | 0.03694 | 701 | Assumed 'national rail' from 2019 data. Cost data assumed to equate to £0.353 / km based on 100% peak travel, advanced tickets and Manc to London: 260 km (thetrainline.com) and cost of £91.75 (receipts) |
| | Tram (passenger.km) | 445 | 0.02991 | 13 | Cost data assumed to equate to £0.33 / km (see prior years) |
| | London underground (passenger.km) | 87 | 0.0275 | 2 | Cost data assumed to equate to £0.35 / km (see prior years) |
| | Bus (passenger.km) | 44 | 0.10312 | 5 | Average local bus conversion factor due to whole UK use of public transport. Cost data assumed to equate to £0.30 / km based on other modes of public transport. Insignificant travel method to Aew |
| | Unallocated pseudo | n/a | n/a | 0 | No unallocated travel expenses over the year |
| | | | | Total | 8,621 |

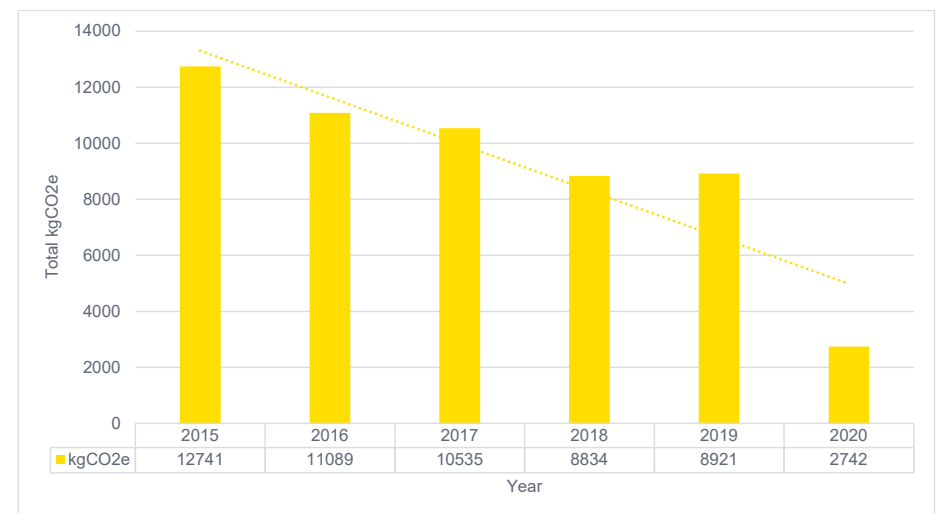


Results

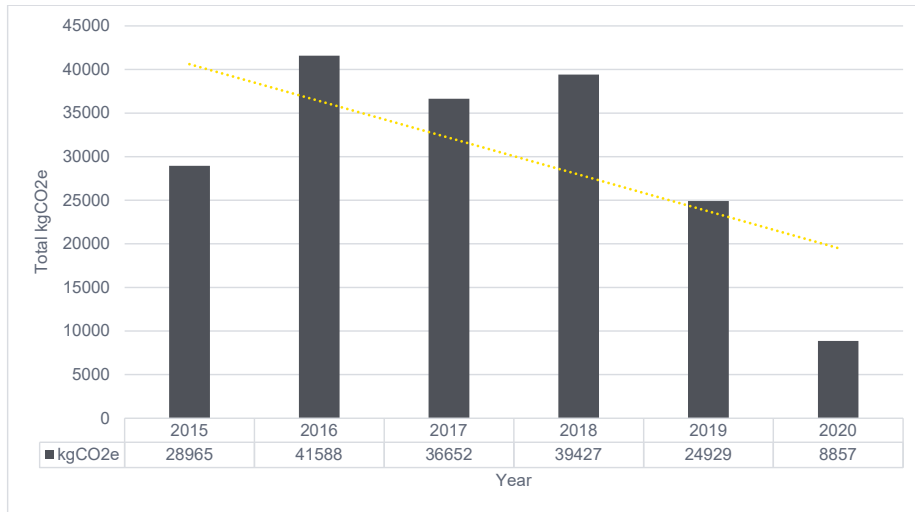
Scope 1 emissions, kgCO₂e



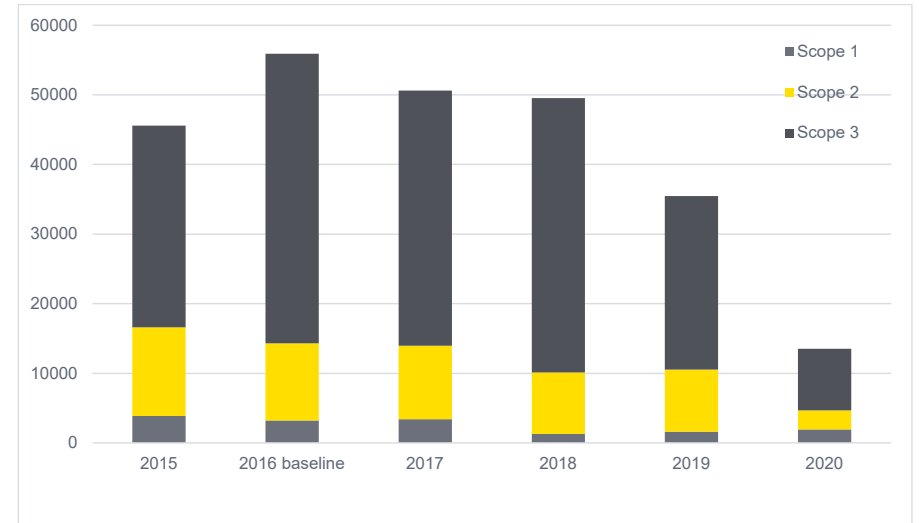
Scope 2 emissions, kgCO₂e



Scope 3 emissions, kgCO₂e – electricity transmission & distribution and business travel only



Summary emissions, kgCO₂e – scope 1, 2 and 3 combined



| | Scope 1 kgCO ₂ e | % change | Scope 2 kgCO ₂ e | % change | Scope 3 kgCO ₂ e | % change | Total kgCO ₂ e | % change |
|----------------------|--------------------------------|----------|--------------------------------|----------|--------------------------------|----------|------------------------------|----------|
| 2015 | 3871 | - | 12741 | - | 28965 | - | 45578 | - |
| 2016 baseline | 3233 | - | 11089 | - | 41588 | - | 55910 | - |
| 2017 | 3419 | 6% | 10535 | -5% | 36652 | -12% | 50606 | -9% |
| 2018 | 1285 | -60% | 8834 | -20% | 39427 | -5% | 49546 | -11% |
| 2019 | 1622 | -50% | 8921 | -20% | 24929 | -40% | 35472 | -37% |
| 2020 | 1931 | -40% | 2742 | -75% | 8857 | -79% | 13530 | -76% |



Offsetting

The credibility and integrity of carbon offsets have frequently been called into question – why the concerns?

"The volume-weighted average price per ton of CO₂ saved through carbon offset projects was USD \$3.01 in 2018, the lowest recorded since reliable tracking of the voluntary market began in 2006. Average prices of voluntary offsets have historically remained well below average prices in compliance markets around the world, and significantly lower than the USD \$40-80 per metric ton that the CPLC / World Bank estimates to be necessary to achieve the goals of the Paris Agreement.

The low prices also raises questions around how additional some of these projects are, a concern highlighted by a report commissioned for the European Commission DG-CLIMA which states that the majority of CDM projects (an estimated >70%) have a low likelihood that emission reductions are additional and not overestimated"

UKGBC, Renewable Energy Procurement & Carbon Offsetting; Draft guidance – for industry consultation, 27th October 2020

Carbon offset and carbon offset credit are often used interchangeably. A carbon offset means emission reductions / removals achieved by one entity that can be used to compensate emissions from another entity. A carbon offset credit refers to a transferable instrument certified by governments (or third-party certification) to represent emission reduction per metric tonne of CO₂ or CO₂e. Carbon offset credits bought must be retired in a registry once purchased to count towards GHG reporting goals.

At present the UK does not have a national or regional carbon offset market mechanism however there is commitment for its launch during the 2020's. The only established standard in the UK is the Woodland Carbon Code (and a UK Peatland Code in development).

We could access other accredited standards: Gold Standard (GS), the Verified Carbon Standard (VCS) and the UN Clean Development Mechanism (CDM).

The EU has an established 'emissions trading system' (EU ETS) described as a cornerstone of the EU's policy to combat climate change (https://ec.europa.eu/clima/policies/ets_en). We are not an industry mandated under this legislation (prior to EU departure), however the mechanism could be used to calculate a monetary cost against our remaining emissions. The EU ETS 'trades' but a penalty price was set at the beginning of each annual period by UK Government in the case of any civil penalties (<https://www.gov.uk/government/publications/determinations-of-the-eu-ets-carbon-price>). The price per ton CO₂e during 2020 was £21.93.

As a global issue, it is imperative that offset credits go to mitigate the issue in hand or supplements a transition fund to assist the understanding and acceleration of the global pursuit to meet carbon reductions in the Paris Agreement.

Further research will be conducted in 2021 to establish a credible recipient for offsets and an appropriate cost level per ton of emissions. In the absence of a fully certified scheme, a cash donation will be made to a local projects that meet the business values and sustainability agenda such as Manchester's City of Trees: <https://www.cityoftrees.org.uk/>. A donation will also be met by our volunteering time and voice to raise awareness of the chosen project.



Targets and considerations

The UK's response to the global pandemic throughout 2020 has seen construction sites closed in periods and a mandate for all employees to work from home where they can. Our response has been to allow all employees to work from home fully from March 2020 without any commitment to come into the office during the short periods that it was open. The carbon reduction levels seen in 2020 do not account for impacts that have simply moved away from our office to people's homes. We are currently exploring future business models and intend to make many adjustments to continue employee flexibility and also minimising our carbon impacts. Our commitments are made without certainty of this future business model but have been set to a stretching level to ensure that 'business as usual' does not return.

Scope 1

- Target reduction of 60% by 2025 against the 2016 baseline
- Ensure that ALL (regardless of size) quantities of top up gases are recorded in future server room cooling system services
- Consider cooling requirements in kgCO₂e during next office fit out / relocation in 2022
- Consider vehicle selection in kgCO₂e in selection of future pool cars. Consider electric vehicle if new office location can support charging or alternatively review length of journeys in current pool car and if it is required or could be replaced by journeys using public transport or car share / hire (<https://www.enterprisecarclub.co.uk/gb/en/home.html>)
- Offset to be implemented post 2022

Scope 2

- Target reduction of 50% by 2025 against the 2016 baseline
- Diarise a fixed date for annual meter readings and assign task
- Consider Landlord's power procurement during office relocation in 2022. Consult potential Landlords requesting electricity from verified renewable sources and / or on-site generation
- Offset to be implemented post 2022

Scope 3

- Build internal systems to capture all methods of business travel by category, type, mode and distance in line with government conversion factor categories. Use new expenses recording system to capture this data
- Reduction target to be set in 2023
- Offset to be implemented by 2025

Net zero carbon business by 2025