

# Carbon Reduction Plan

CONTROLLED DOCUMENT

**Carnall Farrar**

July 2024



# Carbon Reduction Plan

## 1. Commitment to achieving Net Zero

CF is committed to achieving Net Zero emissions by 2050.

CF supports the Paris Agreement to reduce greenhouse gas (GHG) emissions and has joined the business ambition to limit a global temperature rise to 1.5°C above preindustrial levels, with a target that has been verified by the Science-Based Target Initiatives (SBTIs).

## 2. Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured and compared against.

**Baseline year: 2022**

**Additional Details relating to the Baseline Emissions calculations:**

CF's greenhouse gas (GHG) emissions have been independently calculated and verified in accordance with the ISO 14064:1-2018 and GHG Emissions Protocol Accounting and Reporting standards.

- **Scope 1** comprises of GHG emissions produced by the company directly. This includes activities such as, direct consumption of natural gas, heating oil and diesel fuel as well as emissions produced by company vehicles. Scope 1 emissions are calculated based on company owned/ leased vehicles and stationary / mobile combustion source.
- **Scope 2** comprises of GHG emissions produced by the company indirectly. This includes activities such as, purchase and consumption of local electricity or heating. Scope 2 emissions are calculated based on total organisation energy usage on site.
- **Scope 3** comprises of other indirect GHG emissions, which are associated with the company, up and down its value chain. This includes activities such as business travel, emissions from fuel extraction, production of purchased goods and services, outsourced activities, employee commuting and waste disposal. Scope 3 emissions are calculated based on mileage (business travel), delivery of goods (upstream and downstream transportation and distribution), stay duration (hotels or event activities), estimates of employee travel and home energy consumption (employee commuting and working from home) and industry benchmarks (waste disposal).

All Scope 1 and 2 carbon emissions are reported in this CRP, as well as a subset of Scope 3 emissions, such as, Employee Commuting Emissions, Business Travel emissions, Upstream and Downstream Transportation and Distribution emissions and Waste emissions.

<b>Baseline year emissions</b>	
<b>Emissions Source</b>	<b>Total (tCO<sub>2</sub>e)</b>
<b>Scope 1 Direct GHG emissions</b>	0.00
<b>Scope 2 Energy indirect emissions</b>	4.77
<b>Scope 3 Other indirect emissions</b>	59.40
<b>Total Gross Emissions</b>	64.17

### **3. Current Emissions Reporting**

<b>Reporting Year: 2023</b>	
<b>Emissions Source</b>	<b>Total (tCO<sub>2</sub>e)</b>
<b>Scope 1 Direct GHG emissions</b>	0.00
<b>Scope 2 Energy indirect emissions</b>	6.17
<b>Scope 3 Other indirect emissions</b>	54.41
<b>Total Gross Emissions</b>	60.58

### **4. Emissions Reduction Targets**

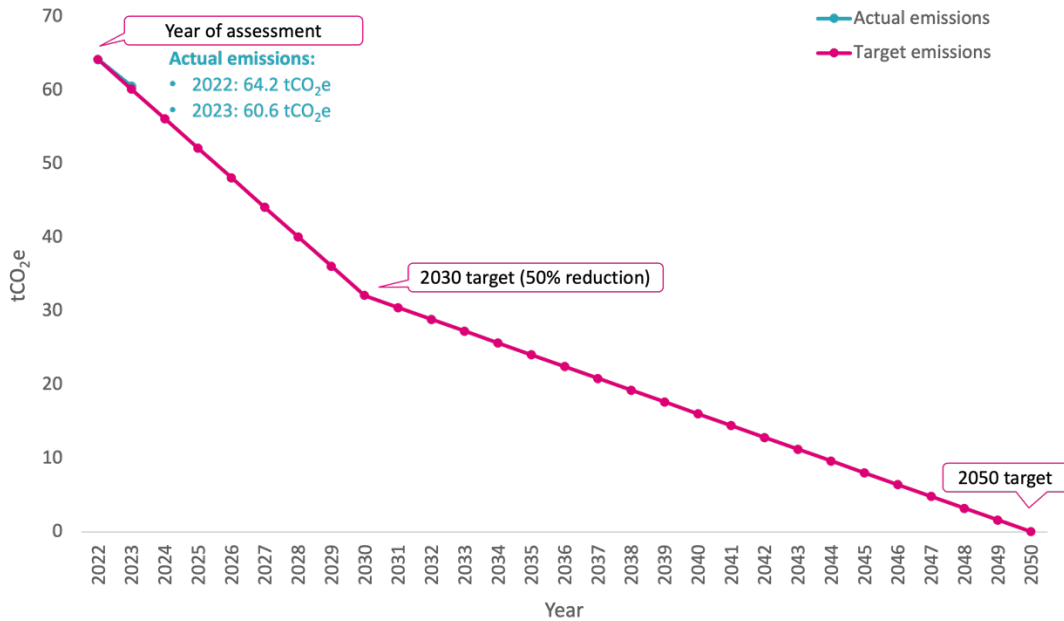
In order to align with Science Based Targets and continue our progress to achieving Net Zero by 2050, we have adopted the following carbon reduction targets:

- To achieve a 50% reduction in emissions by 2030, we will reduce GHG emissions by 32.09 tCO<sub>2</sub>e over the next 8 years. This will require a reduction of 6.25% (4.01 tCO<sub>2</sub>e) per year from 2022.
- To achieve Net Zero by 2050, we will reduce GHG emissions by a further 32.1 tCO<sub>2</sub>e over 20 years. This will require a further reduction of 2.5% (1.60 tCO<sub>2</sub>e) per year from 2030.

Our targets are subject to move given we are growing as an SME. We have set interim targets based on our current headcount and future plan. These are reviewed on an annual basis.

Progress against these targets can be seen in the graph below:

**Carbon Reduction Plan: Target vs. Actual emissions (tCO<sub>2</sub>e)**



## 5. Carbon Reduction Projects

### i) Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 3.59 tCO<sub>2</sub>e offset, a 5.59% offsetting against the 2022 baseline and the measures will be in effect when performing any future contract.

CF is a company that is ISO 14064-1:2018 certified. All the measures listed below were implemented at The Office Group building in Lyric Square, which uses 100% renewable energy for its daily operations:

We have been working closely with Carbon Neutral Britain and offset our carbon footprint to become a certified Carbon Neutral Business, following certification schemes using the ISO 14064. The most recent Carbon Neutral Status has been awarded to the organisation for a period of 12 months (until June 2025).

- We offer public transport season ticket loans or subsidies to our employees to encourage use of public transport
- We launched a Net Zero survey to track and monitor employees' carbon footprint within our organisation, supporting staff to develop a personal awareness and impact of their behaviours on the environment
- We reviewed procurement process and identified opportunities for improvement. Opportunities identified including using local providers where possible and using electric vehicles when travelling for business

- We partnered with Octopus Energy and launched the CF Electric Vehicle Car scheme to offer employees subsidisation to go electric to reduce their travel carbon emissions
- We purchased renewable coffee cups for all staff members to reduce the waste of single-use plastic cups
- We provided an all staff session on switching to an ethical pension and continue to offer this to all new employees as part of our induction training
- We revised our Cycle2Work scheme to encourage people to use the Green Commute Initiative to reduce their carbon footprint during daily commutes
- We organise annual e-waste donation and recycling initiatives for old office equipment such as laptops, chargers, and phones, often donating to local or partner charities that would benefit

## ii) **Future carbon reduction initiatives**

CF plans to continue seeking opportunities and initiatives to minimise energy and resource use in our office and operations. In the future we hope to implement further measures such as:

- We will continue to educate and develop our people's awareness of reducing personal and professional carbon footprints through Net Zero training sessions and monthly newsletter emails
- We will continue to quantify and demonstrate evidence of our annual carbon reduction initiatives
- We will continue to offset our company emissions through verified carbon offset programs such as Carbon Neutral Britain
- We will adopt an innovative approach and review our business processes regularly to identify any areas that can be made more environmentally friendly and reduce our carbon impact on the environment
- We will incorporate key dates in support of Net Zero in our corporate calendar to improve engagement of the company in sustainable activities
- We will create a 'Net Zero Wiki' page to enable our people to share and exchange advice and tips on sustainable choices that would empower them to take actions to reduce their own environmental impact
- We will develop a procurement policy to prioritise local suppliers and those with strong sustainability credentials. This will include a list of environmentally-preferred vendors for office supplies and catering
- We will develop and launch a written policy and share resources encouraging environmentally preferred products and practices in employee virtual offices
- We will work towards hosting carbon-neutral meetings and events with our clients where possible by using eco-friendly venues, paper and single-use plastics
- We will update travel and expenses policies to encourage the use of public transport or electric vehicles where possible for travel to client locations
- We will continue work towards a B Corp certification, of which we are currently in the evaluation stage

## 6. Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the 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 Ben Richardson, Managing Partner at CF.

**Signed on behalf of the Supplier:**

A handwritten signature in black ink, appearing to read 'Ben Richardson', with a horizontal line extending to the right.

Date: 26/07/2024

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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/corporate-value-chain-scope-3-standard>