

Carbon Reduction Plan Template

Supplier name: ...Day Webster Ltd.....

Publication date:November 2023.....

Commitment to achieving Net Zero

Day Webster Group is committed to achieving Net Zero emissions by 2045.

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.

Baseline Year: October 2021	
Additional Details relating to the Baseline Emissions calculations. Due to Covid 19 2021 is the first year in which we have baseline data. Due to working from home circumstances through the pandemic the previous year would not be a true reflection of our energy usage.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	The only part that is relevant to our company is company vehicles which are all electric
Scope 2	We have requested the reports from landlord on electricity usage and air condition usage
Scope 3 (Included Sources)	Upstream transportation and distribution - 3610 Use of transporting uniform and other mail-oriented correspondence Waste generated in operations – 6270 General waste – paper discarded office furniture etc

	<p>Downstream transportation and distribution – 0 Not applicable to our business, as we do not sell or store any products</p> <p>Business Travel – 0 Business travel not required due to Covid pandemic and use of online meeting apps</p> <p>Employee commuting - 9690 5% of employees using public transport currently</p> <p>Downstream transportation and distribution – 0 Not applicable to our business, as we do not sell or store any products</p>
Total Emissions	19,570

Current Emissions Reporting

Reporting Year: 2022 October	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	The only part that is relevant to our company is company vehicles. All company vehicles are electric and if an employee is to hire a car for travel to clients etc, we will aim for them to all be electric.
Scope 2	Our current energy usage for this time period are - 116325 We have investigated sensors for our office lighting and have in the meantime proceeded to make sure all lights not in use are off during the day I.E over desks that are not occupied.
Scope 3 (Included Sources)	<p>Upstream transportation and distribution - 2652 Use of transporting uniform and other mail-oriented correspondence.</p> <p>Waste generated in operations – 4562 General waste – paper discarded, paper shredding, office furniture.</p> <p>Business Travel - 0 All company vehicles are electric as if an employee is to hire a car for travel, we will aim for them to all be electric.</p> <p>Employee commuting - 9690</p>

	<p>5% of employees still using public using transport.</p> <p>Downstream transportation and distribution – 0</p> <p>Not applicable to our business, as we do not sell or store any products</p>
Total Emissions	16,904

Emissions reduction targets

To work towards a net zero goal in the future will be aiming to achieve the following targets:

Energy usage to reduce by 5% in the next 5 years through staged homeworking, employee awareness and a new office shutdown procedure implemented. This will include turning all lights and appliances off at the end of each day.

Promoting the use of electric vehicles through various schemes eg: staff salary incentives

A ban on single use plastics in the office. The company will achieve this by offering reusable materials for people to use.

Introducing more recycling facilities within the office I.E Bins for several different recyclable materials

Investigating suppliers that can supply all our office needs instead of having multiple suppliers for catering, office equipment etc. This will allow us to purchase in bulk from one company and limit the number of deliveries therefore limiting emissions from those deliveries.

Carbon Reduction Projects

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 a 13%ge reduction against the 2021 baseline and the measures will be in effect when performing the contract.

Continuing to minimise any printed materials by adopting online solutions were possible. Continue to use paper waste/shredding companies that will go on to recycle any waste or shredded paper.

Continuing to use royal mail solely as they have now deployed electric trucks and vans through the country.

Continue to send old office furniture to recycling facilities.

Continue to encourage and drive staff knowledge on electric vehicles, continue to promote the use of carpooling or energy efficient public transport.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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

Signed on behalf of the Supplier:

Hugh Woods-Ballard

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Date:November 2023

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

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

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