

Carbon Reduction Plan Template

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

Publication date:September 2022.....

Commitment to achieving Net Zero

Day Webster Group is committed to achieving Net Zero emissions by 2050.

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.

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| Baseline Year: 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: 2021 | |
| 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>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

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|---------------------------------------|--|
| Reporting Year: 2021 | |
| 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) | <p>Upstream transportation and distribution - 3610 Use of transporting uniform and other mail-oriented correspondence</p> <p>Waste generated in operations – 6270 General waste – paper discarded office furniture etc</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 not 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> |

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|------------------------|--------|
| Total Emissions | 19,570 |
|------------------------|--------|

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, automatic computer shut down, energy efficient lighting.

Encourage and drive staff knowledge on electric vehicles, promote the use of carpooling or energy efficient public transport.

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We project that carbon emissions will decrease over the next five years to 15,656 tCO₂e by 2027. This is a reduction of 20%.

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 15.656 tCO₂e, a 20%ge reduction against the 2021 baseline and the measures will be in effect when performing the contract

Encouraging use of public transport

Review office lighting and automatic computer shut down

Minimising any printed materials by adopting online solutions were possible

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

Recycling within the office

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

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

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



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:20 September 2022

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