

# Carbon Reduction Plan

Supplier name: Green Commute Initiative / PROc2w Limited

Publication date: February 2023

## Commitment to achieving Net Zero

Green Commute Initiative Limited 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.

<b>Baseline Year: 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>GCI has engaged the services of Positive Planet to support the measurement of our carbon emissions footprint and development of a Procurement Policy Note (PPN) 06/21 compliant carbon reduction plan. We expect the report to be completed by May 2023.</p> <p>GCI has not previously assessed or reported emissions, but does have an environmental policy which is reviewed quarterly. 2021 will be used as our baseline going forward.</p>	
<b>Baseline year emissions: 2021</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	00
Scope 2	0.7
Scope 3 (Included Sources)	75
<b>Total Emissions</b>	<b>75.7</b>

## Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0
Scope 2	TBC
Scope 3 (Included Sources)	TBC
Total Emissions	TBC

## Emissions reduction targets

To continue our progress towards achieving net zero, we will validate data-based targets over a 5-year period from 2023 to 2028. These will be discussed and developed with Positive Planet as we collaborate to enhance our understanding of our Carbon Emissions across each scope. We will aim to reduce carbon emissions over the next five years for each scope.

We aim to ensure our environmental commitments become further integrated into our every-day activities. We will seek ways to continually improve our environmental performance and operate in a responsible manner including reducing waste and making reductions in our carbon emissions from partnerships, heat, power, and travel. We will:

- Minimise our contribution to pollution by reducing our carbon emissions and waste together with recycling, reusing, and reducing wherever possible.
- Assess the adverse effects our operations/partnerships may have on the environment and seek ways to minimise them.
- Through responsible procurement practices we will introduce supplier selection criteria based on a minimum environmental standard.
- All new staff will receive information about our environmental efforts and how important our CRP is to the company.
- Monitor, report and reduce carbon emissions specifically from travel and IT equipment through sustainable travel and procurement policies.

We will achieve the objectives through the following activities:

- Using the expertise of Positive Planet, we will measure our carbon emissions, set targets, and plan the necessary steps.
- Selecting the most appropriate form of travel considering carbon emissions as well as other business factors; and only travel when necessary.
- We will further encourage the recycling of all appropriate waste such as paper, card, metals, and plastics.
- Reduce our use of paper and plastics and encouraging the use of digital resources over printed material.
- Ensure that the induction process for new starters contains information about our sustainability initiatives and objectives and obligations to adhere to these.
- Challenge the behaviour of colleagues who act in a manner contrary to our carbon reduction goals.
- Expand the availability and use of technologies to allow for changes in behaviour particularly around travel, e.g., greater use of video conferencing and webinars.
- Responsible recycling of IT equipment when no longer usable.
- Regular review of current and future suppliers against our environmental standards.
- Publish annual reports showing carbon emissions generated from travel.
- Investigate carbon offsetting.

In order 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 60.5 tCO<sub>2</sub>e by 2028. 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 2021 baseline.

#### **Carbon Reduction Initiatives Completed**

GCI is committed to reducing the environmental impact of its operations. We are committed to complying with applicable legislation and will share achievements with all stakeholders in and outside the organisation. The following environmental management measures are in place.

- Flexible working is offered to all staff and a hybrid working pattern has been adopted by most staff. This has significantly reduced commuter travel.
- All staff are offered the use of an ebike for their commute, free of charge.

- The vast majority of waste and recycling is generated by employees' own consumption of food and drink, and this is taken home each day to be disposed of in household recycling.
- All office lighting uses LED bulbs.
- Only occupied offices are heated and lighted to reduce our electricity usage.
- Company vehicles have been changed to electric / hybrid.
- Corporate travel via bike and public transport supported.
- All new suppliers are checked to ensure their goals align with our own initiatives

In the future we hope to implement further measures such as:

- We will look to reduce the emissions of staff commuting and increase the number of staff who cycle to work and encourage lift sharing.
- We will look to further digitise our marketing communications.
- We will seek alternative ways to heat the office space, looking at infra-red technology and offering it to home workers if appropriate.
- Carbon-offsetting initiatives.
- Encourage our landlord to invest in renewable energy sources.

## **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<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 the board of directors (or equivalent management body).

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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/standards/scope-3-standard>

**Signed on behalf of the Supplier:**

A handwritten signature in black ink, appearing to read "J Flint", is written over a dotted line.

Joanna Flint.....

Date: .....20/02/23.....