

Carbon Reduction Plan

CONTROLLED DOCUMENT

Carnall Farrar

July 2023



Carbon Reduction Plan

1. Commitment to achieving Net Zero

CF have achieved net zero status and commit to continuing to maintain this status each year whilst reducing our overall emissions.

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/current emissions footprint

Baseline emissions footprint are the records of historical greenhouse gases that were produced prior to the introduction of any carbon reduction strategies. They are used as the reference point for 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 are calculated in line with the GHG Protocol Corporate Standard. CF's GHG footprint has been independently verified and audited against the ISO 14064-3 standard. <ul style="list-style-type: none">• 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.

Baseline year emissions	
Emissions Source	Total Emissions (tCO₂e)
Scope 1 Direct GHG emissions	0
Scope 2 Energy indirect emissions	145.55
Scope 3 Other indirect emissions	59.40
Total Gross Emissions	204.95

3. Emissions Reduction Targets

In line with our ambition and commitments to achieve Net Zero under the Science Based Targets initiatives, we have adopted the following carbon reduction targets:

Short-term targets: 2030

- By 2030 we will reduce absolute Scope 1 and 2 GHG emissions by 10%, from 145.6 to 131.0 tCO₂e

Long-term net zero target: 2045

- By 2045 we will reduce Scope 1, 2 and 3 GHG emissions by 30%, from 205.0 to 143.5 tCO₂e

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.

4. Carbon Reduction Projects

i) Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

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 had been working closely with Carbon Neutral Britain and became carbon neutral certified in 2022
- 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 created 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 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

ii) **Future carbon reduction initiatives**

In the future, CF plans to continue seeking opportunities and initiatives to minimise energy and resource use in our office and operations.

- We will continue to educate and develop our people's awareness through Net Zero training sessions and monthly newsletter emails
- We will quantify and demonstrate evidence of our annual carbon reduction initiatives to achieve carbon neutral certification
- 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 their carbon impact on the environment
- We will work towards a B corp certification

5. 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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

This Carbon Reduction Plan has been reviewed and signed off by Ben Richardson, Managing Partner.

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