



# CARBON REDUCTION PLAN

Supplier name: **Intelligent Workplace Solutions Limited trading as WORKPLACE**

Publication date: **26/01/2023**

## INTRODUCTION

Workplace is committed to sustainability and has made significant progress in reducing our environmental impact. Over the last 5 years, we have implemented several initiatives to reduce our carbon emissions, including transitioning to electric vehicles and using eco-friendly cleaning products.

In addition, we have educated our employees about sustainability and have encouraged them to adopt sustainable behaviours both at work and at home. We set a baseline in 2022 that covered not just our scope 1 and 2 direct operations, but selected scope 3 categories across our value chain.

Scope 1 emissions relate to those emissions that we make directly, including the fuel we use in our vehicles and the heating of our offices. Scope 2 emissions refer to the indirect emissions from the generation of purchased electricity, such as powering our offices. Scope 3 refers to some indirect emissions that occur in our value chain, including business travel & employee commuting.

Our near-term target is to reduce scope 1, 2 and 3 GHG emissions by 30% by 2035 and we will reach net zero once we have achieved our long-term target of reducing scope 1, 2 and 3 GHG emissions by 90% by 2040, with any remaining emission neutralised. WORKPLACE announced as part of its annual review a commitment to be net zero by 2040.

This carbon reduction plan covers our latest carbon emission data for our 2022 financial reporting period, covering 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022, and all environmental initiatives listed have been deployed within this timeframe.



## COMMITMENT TO ACHIEVING NET ZERO

WORKPLACE is committed to achieving Net Zero emissions by 2040.

### 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: 2022	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>WORKPLACE established a baseline measurement across all scope 1, 2 and 3 emissions in 2022, covering the period from 1<sup>st</sup> April 2022 through to 31<sup>st</sup> March 2023.</p> <p>The primary operations and activities that account for scope 1 and 2 emissions include the use of natural gas and fuel for heating, fuel for company vehicles and electricity consumption. The base year emissions cover 100% of emissions of scope 1 &amp; 2 emissions.</p> <p>WORKPLACE have calculated some of the scope 3 emissions*. The following baseline measurement only covers the following required subset scope 3 emissions: business travel and commuting.</p> <p>The standard used to collect activity data and calculate emissions was the Greenhouse Gas Protocol.</p> <p><i>*We intend to calculate upstream and downstream transportation, distribution and waste generated in operations in 2023/24.</i></p>	
<b>Baseline year emissions: 2022</b>	
EMISSIONS	TOTAL (kgCO <sub>2</sub> e)
Scope 1	33,191
Scope 2	1,023
Scope 3 (Included Sources)	120
<b>Total Emissions</b>	<b>34,334</b>



## CURRENT EMISSIONS REPORTING

Reporting Year: 2022	
EMISSIONS	TOTAL (kgCO <sub>2</sub> e)
Scope 1	33,191
Scope 2	1,023
Scope 3 (Included Sources)	120
<b>Total Emissions</b>	<b>34,334</b>



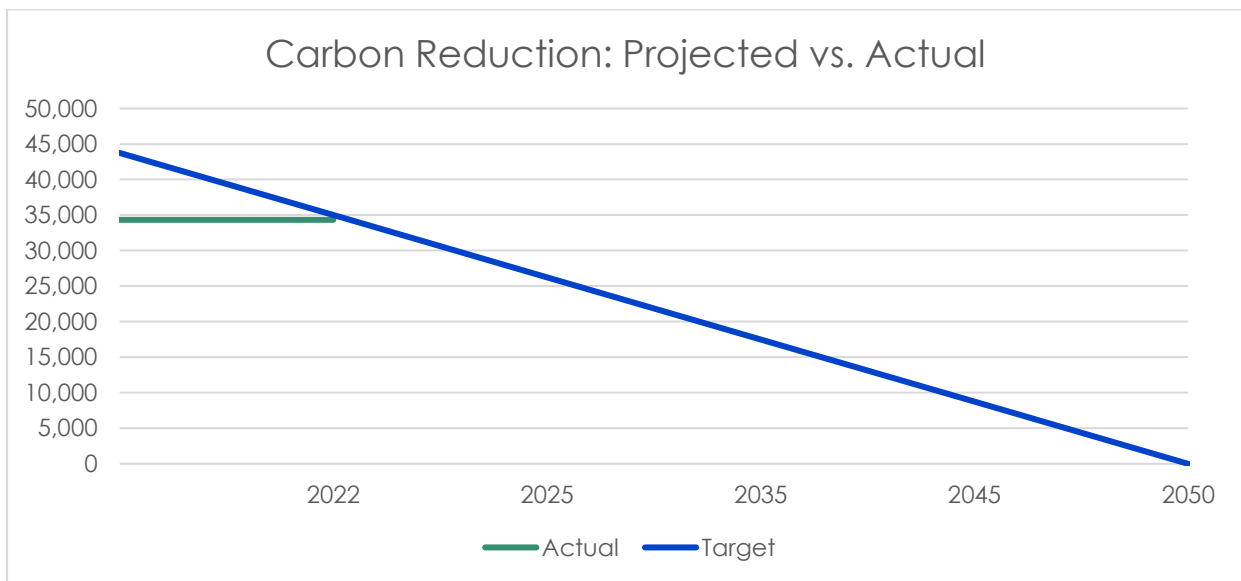
## EMISSIONS REDUCTION TARGETS

To continue our progress for achieving Net Zero Carbon Emissions prior to the Government's target of 2050, we have adopted the following carbon reduction targets.

- Committed to a Net Zero Carbon Target by 2035 (Scope 1 and 2)
- Committed to a Net Zero Carbon Target by 2035 (Scope 3)

### Strategy

1. Eliminating all Scope 1 emissions (Fossil fuels) from our operations by 2035
2. Adopt natural renewable sources for Scope 2 emissions by 2035
3. Measure, report & influence Scope 3 emissions throughout the value chain to align with Points 1 & 2 above.





## CARBON REDUCTION PROJECTS

### Completed Carbon Reduction Initiatives

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

1. Adopting energy-efficient LED lighting at HQ.
1. Continually improving the use of our environmental management system ISO 14001.
2. Reducing company travel through changes in policy and promoting remote work or video conferencing.
3. Electrification of the company fleet, either by switching to electric vehicles or using low-carbon fuels.
4. Centralised bin system introduced at HQ in 2022. All small desk side bins will be removed to encourage colleagues to recycle wherever possible.
5. Workplace will continue to pilot new systems to improve sustainability across its business. Solutions set for a trial in 2023 include the review of cleaning chemicals, equipment & training.

Such measures can help Workplace to minimise our impact on the environment and contribute to a more sustainable future.

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

- **Single use items reduction:** Remove all single use items from our operations and therefore reduce our waste and associated carbon emissions.
- **Chemical usage reduction:** A target to reduce the use of hazardous chemicals in cleaning products, with performance measured by tracking the amount of chemicals used and the percentage of environmentally friendly products used.
- **Employee engagement:** Creating Workplace Champions throughout the business at all levels.
- **Complete a net zero supply chain survey:** to understand the climate strategies and progress to date of our key suppliers (including SMEs) to inform our wider net zero supply chain engagement strategy including targeted support through our supply chain inclusion programme.
- **Conduct ESOS (Energy Savings Opportunity Scheme) audits:** across the business to identify energy and carbon savings, ahead of compliance requirements. Recommendations will be implemented in FY23.
- **Develop a new e-learning module:** focusing on net zero to support our 700+ employees to understand more about the impacts of climate change and how they can make an impact at work, at home and in the community.



## 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).

### Signed on behalf of the Supplier:

A handwritten signature in black ink, appearing to read 'S. Guthrie', written over a light blue horizontal line.

**Stephen Guthrie, CEO**

Date: **26/01/2023**

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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>