

# Carbon Reduction Plan



Organisation	Rekan Limited	Issue date	01/11/2024
Author	Nerissa Riley (Environmental Manager)	Revision	3.00

## 1. Commitment to achieving Net Zero

1.1 As part of our Environmental and Sustainability policy, we are committed to achieving Net Zero emissions by 2035.

## 2. Baseline emissions footprint

2.1 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. This provides a reference point against which emissions reduction can be measured.

<b>Baseline Year: 1 March 2024 to 28 February 2025</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0
Scope 2	2.08
Scope 3	31.9
▪ Business Travel	6.52
▪ Employee Commuting	24.9
▪ Waste Generated	0.273
▪ Upstream transportation and distribution	0.012
▪ Purchased goods/services	0.20
<b>Total Emissions</b>	<b>34</b>
<i>Additional Details relating to the Baseline Emissions calculations.</i>	
This is our first year of analyzing our carbon footprint data, which we have been able to do via the NatWest Carbon Footprint calculator. Therefore, the figures above will be used as our baseline emissions for future results to be measured against.	

## 2. Current emissions reporting

<b>Reporting Year: 1 March 2024 to 28 February 2025</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	0
Scope 2	2.08
Scope 3	31.9
▪ Business Travel	6.52
▪ Employee Commuting	24.9
▪ Waste Generated	0.273
▪ Upstream transportation and distribution	0.012
▪ Purchased goods/services	0.20
<b>Total Emissions</b>	<b>34</b>

### 3. Emissions reduction targets

3.1 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 20 tCO<sub>2</sub>e by 2030. This is a reduction of 41.2%

3.2 Progress against this target will be reported in future plan updates on an annual basis.

### 4. Carbon reduction projects


4.1 The following projects have been completed or are proposed to achieve our carbon reduction targets. The status of these will be updated in future plans on an annual basis.

Ref.	Project	Action plan	Status
01	Office fit-out environmental measures: <ul style="list-style-type: none"> <li>▪ LED lighting and presence detection</li> <li>▪ Heat pump heating/cooling</li> <li>▪ Shower facilities (supporting to work scheme)</li> </ul>	Provision of energy efficient features within office	Complete
02	Office electric vehicle charging points	Installation of 2 no. EV charging points for staff and visitor use	Complete
03	Office solar PV panels	Installation of PV panels to Building 2A roof.	Complete
04	Food waste recycling	Implement food waste collection mechanism and provide training/guidance to employees.	Complete
05	Reduce business travel	Encourage car sharing and virtual meetings rather than on-site where possible	In progress
06	Reduce employee commuting via car	Support hybrid working through technology. Encourage cycling to work and car sharing.	In progress
07	Reduce paper usage	Move towards paperless operations through increased digital processes and records.	In progress
08	Staff education/training	Undertaking regular CPD and industry training to keep abreast of developments in low/zero carbon technologies and practices	In progress
09	Reduce volume of waste sent to landfill	Promote increased re-use and re-cycling through staff education and product selection.	In progress
10	Enhancing project environmental performance in our role as Project Manager: <ul style="list-style-type: none"> <li>▪ Ensuring project budget has suitable allowance for incorporating environmental measures</li> </ul>	Development of project environmental strategies	In progress

	<ul style="list-style-type: none"> <li>▪ Driving the design team to develop innovative design and construction methods which reduce the volume of carbon intensive materials</li> <li>▪ Promoting the re-use of existing items</li> <li>▪ Developing a schedule of opportunities for improving environmental performance</li> <li>▪ Ensuring consultant and contractor tender documents and appointments include the project's environmental requirements</li> <li>▪ Including environmental management experience and performance as part of the assessment criteria for selection of consultants/contractors</li> </ul>		
--	---	--	--

**5. Declaration and sign-off**

- 5.1 This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.
- 5.2 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.
- 5.3 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.
- 5.4 This Carbon Reduction Plan has been reviewed and signed off by the Information Management System (IMS) Committee and Board of Directors.

<b>Date of Issue:</b>	<b>Date of Next Review:</b>
01/11/2024	03/06/2025
<b>Signed:</b>	<b>Print Name:</b>
	Nicholas Riley Managing Director