

CARBON REDUCTION PLAN

Supplier name: BWB Holdings Ltd

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1. Commitment To Achieving Net Zero

BWB Holdings Limited (comprising BWB Consulting Ltd, Quincey Mason Practices Limited and Deetu Consulting Ltd) is committed to achieving Net Zero emissions by 2050 at the latest, with the interim target of a 30% reduction in emissions by 2025, based on our baseline year.

2. 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.

BWB has been reporting on our greenhouse gas emissions since 2020 when we signed up to the Pledge to Net Zero (PtNZ), joining other organisations in the environmental services sector in taking a leading role in delivering on the UK Government's commitment to bring all greenhouse gas (GHG) emissions to Net Zero by 2050.

Our GHG emissions inventory follows the methods outlined in The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard and covers the following direct and indirect emissions sources.

- Scope 1: Direct GHG emissions from company owned or leased cars and pool vehicles and HFCs from air conditioning refrigerant leakage from units within the organisation's control.
- Scope 2: Indirect GHG emissions from the generation of purchased electricity consumed in BWB's offices and electricity associated with charging electric company cars.
- Scope 3: Indirect GHG emissions for business travel (Category 6) and purchased good and services (Category 1).

Since the baseline year we have added additional categories to our Scope 3 emissions and now also report on capital goods (IT equipment and large electrical items), transportation and distribution losses associated with our scope 2 energy use.

There are a number of Scope 3 emissions categories required by PPN 06/21 which are not applicable to our operations or for which data is not currently available:

- Category 4 Upstream transportation and distribution. Not assessed. Emissions from this category have been considered as negligible for us as a professional services company.
- Category 5 Waste generated in our operations. The waste generated in our operations has not yet been calculated. Most of our waste is general office waste which goes into communal waste streams managed by the landlords. We believe that it does not contribute significantly to our Scope 3 emissions but we are considering how we can include it within our future reporting.

- Category 7 Employee commuting. This was not included in our baseline assessment. We are planning to conduct an employee survey to assess the emissions associated with commuting. This has been delayed due to the Covid 19 pandemic which significantly impacted commuting patterns. Since 2020 we have included an estimate of our emissions from employees working at home.
- Category 9 Downstream transportation and distribution. Not applicable. As a professional services company BWB does not transport or distribute physical products.

Our reporting year for our greenhouse gas emissions is aligned with our financial year which runs 1 January to 31 December. Our Carbon Reduction Plan will be reviewed and updated within 6 months of our financial year-end.

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
<p>2019 has been used as the baseline year as the most recent year for which a full dataset is available.</p> <p>Our most significant source of scope 3 emissions is business travel. Paper use was also included in scope 3 as the main material used by the company in carrying out its services over which we have direct control.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	60.70
Scope 2	87.54 Location based
Scope 3 (Included Sources)	<ul style="list-style-type: none"> • Upstream transportation and distribution: Not quantified. Please see note above. • Waste generated in operations: Not quantified. Please see note above. • Business Travel: 202.09 • Employee commuting: Not quantified. Please see note above. • Downstream transportation and distribution: N/A. As a professional services company BWB does not transport or distribute physical products. <p>Other Scope 3 emissions included in the baseline:</p> <ul style="list-style-type: none"> • Purchased good and services (Paper): 2.31 <p>Total Scope 3 emissions: 204.40</p>
Total Emissions	352.64

3. Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	27.98
Scope 2	57.55 Location based 32.07 Market based
Scope 3 (Included Sources)	<ul style="list-style-type: none"> Upstream transportation and distribution: Not quantified. Please see note above. Waste generated in operations: Not quantified. Please see note above. Business Travel (including hotel stays): 133.56 Employee commuting (Estimate of emissions associated with employees working at home): 164.99 Downstream transportation and distribution: N/A. As a professional services company BWB does not transport or distribute physical products. <p>Other Scope 3 emissions included in 2022 reporting:</p> <ul style="list-style-type: none"> Purchased good and services (Paper, IT equipment, large electrical items): 24.65 Transportation and distribution losses associated with our scope 2 energy use: 3.53 <p>Total Scope 3 emissions: 326.73</p>
Total Emissions	412.25 Location Based 386.78 Market Based

Our Scope 1 and Scope 2 emissions which have reduced by 59% compared to our baseline year and are down 8% since 2021. Our Scope 3 emissions have increased, however, which has resulted in a 10% increase in our total greenhouse gas emissions since 2019.

- Scope 1 emissions have reduced 54% compared to our baseline.
- Scope 2 emissions have reduced 63% compared to our baseline.
- Scope 3 emissions have increased 60% compared to our baseline.

4. Emissions Reduction Targets

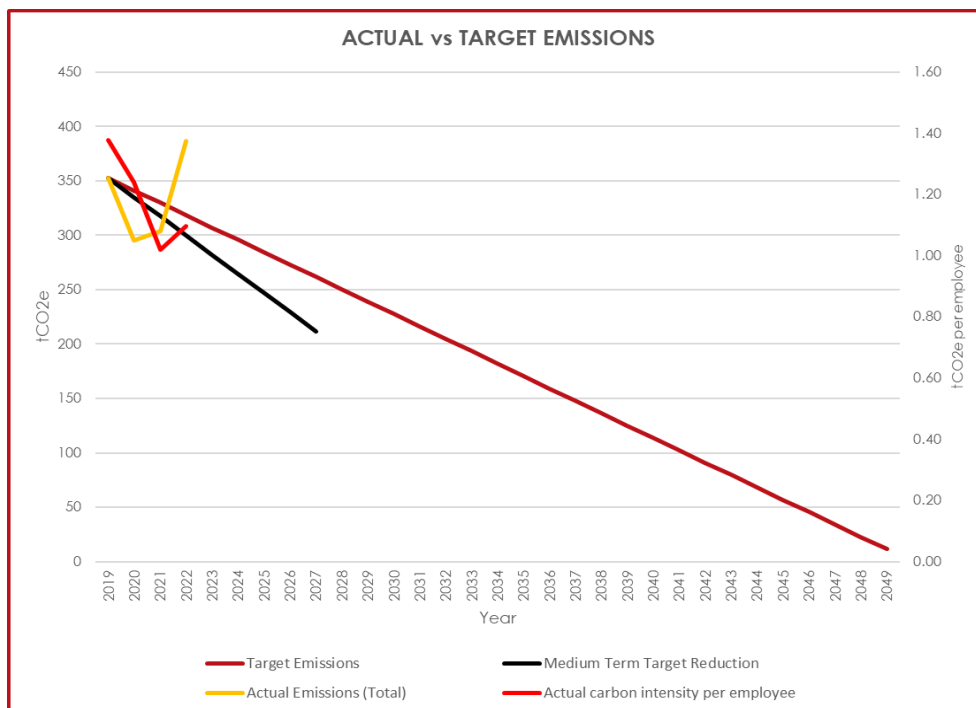
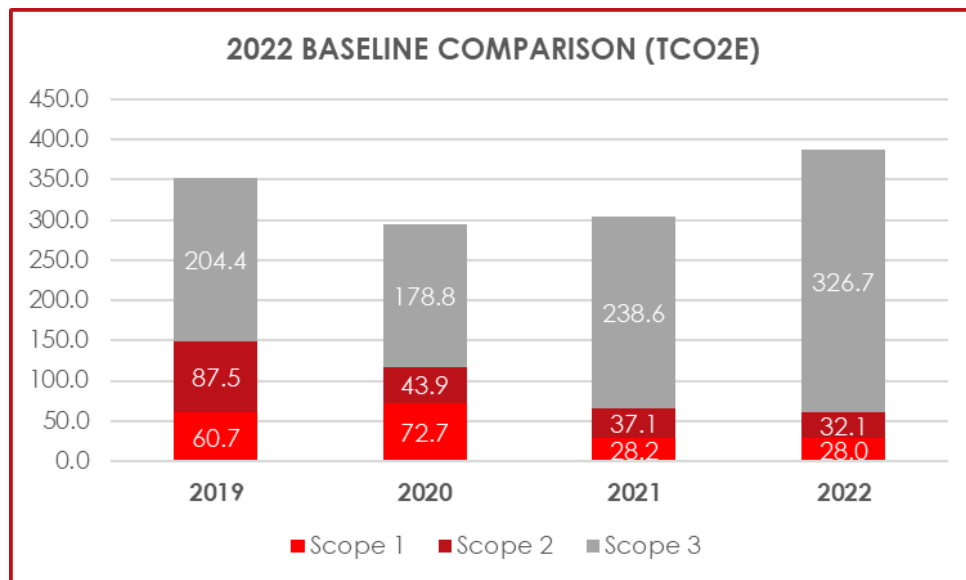
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

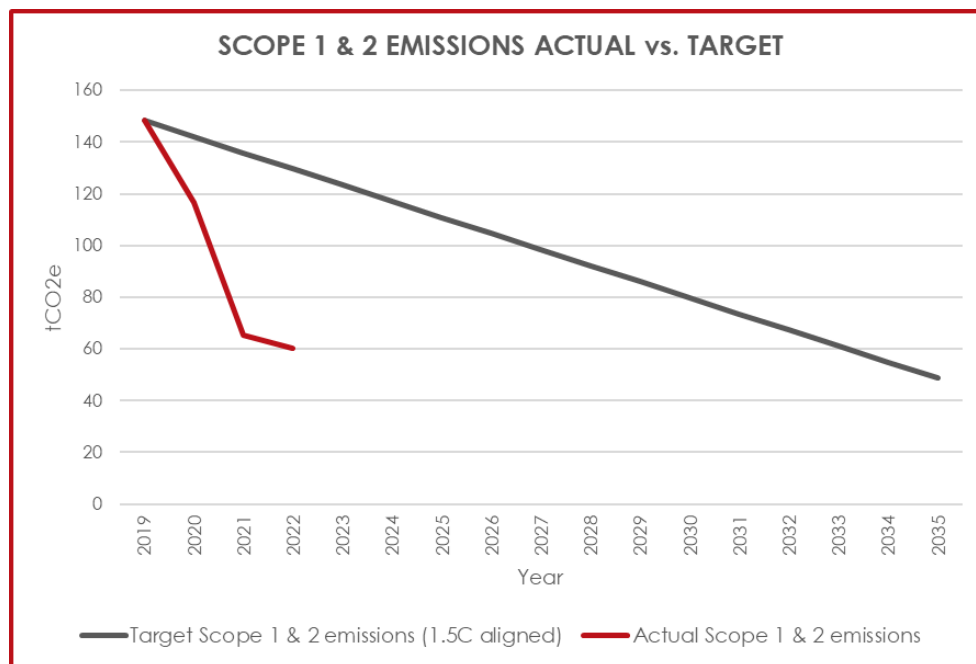
- To reduce scope 1 and scope 2 GHG emissions by 30% by 2025 from a 2019 base year.

As scope 3 emissions, primarily those associated with business travel and the energy use associated with working from home, represent over 50% of the organisation's total GHG emissions, BWB has also committed to the following scope 3 target.

- To reduce scope 3 GHG emissions by 30% by 2025 from a 2019 base year.

Progress against these targets can be seen in the graphs below:





We have made significant progress in reducing our Scope 1 and Scope 2 emissions through the procurement of certified green energy in our Leeds and Manchester offices and transitioning our company car fleet to electric vehicles.

We have, however, seen our Scope 3 emissions increase over the same period. This was not unexpected as the business has experienced unprecedented growth during this period. The company headcount has grown by 38% since 2019 and by 19% since 2021. In addition, we have expanded our Scope 3 inventory as more data has become available. This reflects our commitment to report accurately and transparently on our scope 3 emissions as we strive to continually improve our reduction efforts.

Despite the increase in Scope 3 emissions, carbon intensity per employee is down 20% compared to our 2019 baseline with an estimated 1.1 tCO₂e per employee in 2022 (based on average annual staff numbers), compared to 1.38 tCO₂e per employee in 2019.

Our scope 3 emissions account for 85% of our total emissions and include electricity transmission and distribution, estimated energy consumption from working at home, IT and other large electrical equipment purchases which were not included in the baseline. Hotel stays have also been included for the first time in 2022. Scope 3 is expected to expand further to encompass other areas including employee commuting, and emissions associated with our supply chain and waste as we continually strive to improve the accuracy and transparency of our carbon accounting. As a result, we are planning to recalculate our baseline to enable a meaningful comparison with like-for-like over time and ensure that we can remain committed to achieving our targets of a 30% reduction in Scope 1, 2 & 3 emissions by 2025.

While our overall Scope 3 emissions have increased, those associated with business travel are 37% lower than in 2019. By continuing to use virtual meeting technology where appropriate and encourage the use of public transport instead of driving we

are managing to maintain some of the significant reductions that resulted from the pandemic lockdown measures. This year we have also launched a salary sacrifice electric vehicle scheme to incentivise people to switch to electric vehicles and support a reduction in the emissions associated with our grey fleet business mileage.

5. Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The Scope 1 and 2 carbon emissions reduction achieved by these schemes equates to 88.1 tCO₂e (market based), a 59% reduction against the 2019 baseline.

The measures outlined below and any additional measures implemented at a later date will be in effect when fulfilling any relevant contracts.

- In January 2020 we became a signatory to the Pledge to Net Zero, joining other organisations in the environmental services sector in taking a leading role in delivering on the UK's target of achieving net zero carbon emissions by 2050.
- In February 2022 we published our Sustainability Policy setting out our commitment to embedding sustainability into all aspects of our operations and everyday practice.
- We maintained our certification to ISO 14001:2015 Environmental Management Systems and aligned our environmental management system objectives with our Net Zero targets.
- We transitioned all company and pool cars to either hybrid or full electric models.
- We replaced two out of our three pool vans with hybrid vehicles.
- We installed smart meters in our Nottingham and Birmingham offices, the data from which will be used to inform plans for possible future energy saving measures.
- We switched to certified green energy in our Manchester and Leeds offices.
- We adopted a Hybrid Working Policy enabling employees to split their time between working from home and attending the office.
- We implemented a Driving for Work Policy which promotes the use of remote communications and public transport options above driving to reduce company business miles and associated carbon emissions.
- We launched an electric vehicle salary sacrifice scheme for employees.
- We launched our Sustainable Design Action Plan for reducing the greenhouse gas emissions associated with our projects.

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

- Transitioning our remaining pool van to a hybrid or electric model.
- Continuing to work with our landlords to switch to renewable energy supplies in our offices.
- Conducting an annual commuter survey to assess the emissions associated with our employees' travel to and from work.

- Implementing energy saving measures in our offices such as LED lighting.

6. 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 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:



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Mr G Sant- Executive Director

Date: May 2023

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

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

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

