Carbon Reduction Plan

Supplier name: Capital Services Group Ltd

Publication date: 20/7/2023

Commitment to achieving Net Zero

Capital Services Group Ltd is committed to achieving Net Zero emissions by **2045**

Baseline Emissions Footprint

In 2022, Capital Services Group Ltd conducted its inaugural assessment and disclosure of carbon emissions.

Name	Dept	Rev number	Revision Date
		1.0	July 2023
		2.0	July 2024

(This plan is reviewed annually [Jan-Dec] and the administration for controlling the emissions is reviewed quarterly by the Management Team).

Baseline Year: 2022

Additional Details relating to the Baseline Emissions calculations.

The year 2022 was the first time that Capital Services Group Ltd assessed and reported on its carbon emissions.

EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	<table><tr><td>**Scope 1**</td><td>**tCO2e**</td></tr><tr><td>Onsite Generator</td><td>0.5580</td></tr><tr><td>Mobile Combustion (Fleet)</td><td>133.0245</td></tr><tr><td>Process Emissions (On-Site Manufacturing)</td><td>0.0000</td></tr><tr><td>Fugitive Emissions (F-Gasses)</td><td>0.0000</td></tr><tr><td>Total</td><td>**133.5825**</td></tr></table> We have identified that we occasionally use onsite generator for powering tools and equipment. We use trucks on a regular basis for onsite and offsite transport.
Scope 2	<table><tr><td>**Scope 2**</td><td>**tCO2e**</td></tr><tr><td>Electricity & Gas</td><td>0.33378</td></tr><tr><td>Hybrid Fleets</td><td>0.00000</td></tr><tr><td>Total</td><td>**0.33378**</td></tr></table>
Scope 3 **(Included Sources)**	<table><tr><td>**Scope 3**</td><td>**tCO2e**</td></tr><tr><td>Waste Generated in Operations</td><td>0.2680</td></tr><tr><td>Upstream transportation & distribution</td><td>0.0000</td></tr><tr><td>Downstream transportation & distribution</td><td>0.0000</td></tr><tr><td>Business Travel</td><td>0.0000</td></tr><tr><td>Work From home</td><td>0.33378</td></tr><tr><td>Total</td><td>**0.60178**</td></tr></table> **Upstream and downstream considerations: Our team is actively in the process of collecting this data, which is presently unavailable. You can expect to find this information incorporated into our upcoming 2024 audit.**
Total Emissions	**In – tCO$_2$e – 134.51806**

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Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	<table>

Scope 1	tCO2e
Onsite Generator	0.5580
Mobile Combustion (Fleet)	133.0245
Process Emissions (On-Site Manufacturing)	0.0000
Fugitive Emissions (F-Gasses)	0.0000
Total	**133.5825**

We have identified that we occasionally use onsite generator for powering tools and equipment.

We use trucks on a regular basis for onsite and offsite transport.

Scope 2

Scope 2	tCO2e
Electricity & Gas	0.33378
Hybrid Fleets	0.00000
Total	**0.33378**

Scope 3

(Included Sources)

Scope 3	tCO2e
Waste Generated in Operations	0.2680
Upstream transportation & distribution	0.0000
Downstream transportation & distribution	0.0000
Business Travel	0.0000
Work From home	0.33378
Total	**0.60178**

Upstream and downstream considerations: Our team is actively in the process of collecting this data, which is presently unavailable. You can expect to find this information incorporated into our upcoming 2024 audit.

Total Emissions

Total – in tCO$_2$e – 134.51806

Business process emissions

Because of the nature of our operations, we have implemented techniques to pinpoint our emission zones, which serve as a foundation for recognizing their origins. Additionally, we maintain vigilant monitoring to uncover any additional emission areas within our business processes. Our sustainability team has devised

inventive solutions to limit emissions.

Our sustainability team has identified several areas related to emissions and their control, and we plan to gradually implement them in the coming months.

1. Energy Consumption:

Emissions: High energy consumption from heating, cooling, and lighting.

Control:

Invest in energy-efficient HVAC systems and lighting.

Implement programmable thermostats and motion-activated lighting.

Conduct regular energy audits to identify and address inefficiencies.

2. Transportation:

Emissions: Emissions from company vehicles used for construction and maintenance.

Control:

Transition to low-emission or electric vehicles where feasible.

Implement carpooling or vanpooling programs for employees.

Optimize routes to reduce fuel consumption and emissions.

3. Waste Management:

Emissions: Greenhouse gas emissions from landfill waste.

Control:

Promote recycling and composting programs within the company.

Reduce waste through source reduction and sustainable procurement.

Explore partnerships with waste-to-energy facilities.

4. Construction Materials:

Emissions: Emissions associated with the extraction and transportation of construction materials.

Control:

Use locally sourced and sustainable building materials.

Prioritize recycling and reuse of construction materials.

Explore alternative construction methods like modular construction.

5. Cleaning Products:

Emissions: Emissions from the use of chemical cleaning products.

Control:

Switch to environmentally friendly and non-toxic cleaning products.

Implement green cleaning practices to reduce chemical usage.

Educate employees on proper product usage and disposal.

6. Water Usage:

Emissions: Energy used for heating and pumping water.

Control:

Install low-flow fixtures and water-efficient appliances.

Implement water recycling and reuse systems where possible.

Educate employees on water-saving practices.

7. Green Building Certification:

Emissions: Opportunity to reduce emissions through green building practices.

Control:

Seek LEED (Leadership in Energy and Environmental Design) or other green building certifications.

Design and construct buildings with energy-efficient features and sustainable

materials.
Explore rooftop gardens and solar panels for energy generation.

8. **Employee Training and Engagement**:

Emissions: Unintentional emissions due to lack of awareness.
Control:
Provide sustainability training to employees.
Encourage and reward sustainable practices among staff.
Establish a sustainability committee to drive initiatives.

9. **Monitoring and Reporting:**

Emissions: Lack of data to track emissions reduction progress.
Control:
Implement a robust emissions monitoring system.
Regularly report on emissions reduction goals and achievements.
Use data to identify areas for further improvement.

By addressing these areas of emissions and implementing control measures, our sustainability team has made significant strides towards reducing our environmental footprint and operating more sustainably.

Emissions reduction targets

We have provided a table below to show our efforts in controlling emissions through continuous monitoring and careful application of methods of control within our organisation.

	Year	Emissions in tCO$_2$e	% reduction + / -
Baseline Year 2022	2022	**0.0048**	
Carbon Zero Commitment year	2040	**0.0000**	**-100**
Estimated Reduction annually		**002.66**	

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

A number of environmental management measures and projects have been accomplished or put into action since the 2021 benchmark. These schemes have led to a 30% decline in carbon emissions, amounting to 0.00009 tCO2e.The measures will remain effective for the duration of the contract. In response to the Covid-19 pandemic, we have introduced a hybrid work-from-home policy that has significantly decreased our carbon footprint. We promote the use of public transportation, cycling, or carpooling when employees come to the office for training or attend any site were work is being carried out, and we frequently remind them to turn off their computers and monitors when not in use.

We plan to implement further measures, such as occupancy monitoring systems to automate lighting controls and remind staff to turn off lights when leaving a room as well as timers on monitors and televisions in the office which turn off if not in use. We also propose using renewable sources of energy such as solar panels if possible,

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and investing in a timer system to program controls on heating, lighting, and appliances. We will explore the viability of a smart building management system that automates control depending on occupancy

While some of these initiatives require upfront investment, we believe there is a significant return on investment in terms of reduced energy spending and greenhouse gas emissions. We have placed notices by light switches in all office and meeting rooms to remind staff to turn off lights when not in use.

Anything we purchase is well thought through and considered essential for our operation and quantities decided upon to ensure efficiency in our supply chain. We aim to reuse as much as practically possible including stationery, furniture, and equipment. All our waste which is very minimal is recycled or disposed of as waste to energy. We maintain all our equipment and vehicles to ensure longevity and efficiency. When we deem necessary to purchase new equipment, we consider its environmental impact fully including energy rating and consumables.

We are transitioning our business processes to be completely electronic using the Office 365 cloud platform. We have also started to recycle other materials, including metal, certain plastics, and glass, based on the results of our paper recycling pilot. For electrical appliances, we partner with local businesses to ensure compliance with WEEE regulations for disposal and recycling.

We are also engaging with locally compliant recycling companies to recycle equipment that can be reused for the benefit of charitable organizations rather than ending up in landfills. This initiative has been a significant drive for us since the pandemic and is reflected in our infrastructure refreshment projects across our clients. Additionally, we have developed solutions that promote the use of cloud-based technologies, either through hybrid or complete cloud-based solutions, to reduce reliance on local on-premises resources and further meet the government's targets for reducing emissions.

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[1]https://ghgprotocol.org/corporate-standard
[2]https://www.gov.uk/government/collections/government-conversion-factors-for-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[3].

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 Rooney

Date: 20/07/2023

[3]https://ghgprotocol.org/standards/scope-3-standard

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Version 2.0
Carbon Reduction Plan PPN06/21