

CARBON REDUCTION PLAN

Supplier name: Practicus Ltd
Publication date: 06/06/2024

COMMITMENT TO ACHIEVING NET ZERO

Practicus Ltd is committed to achieving Net Zero emissions by 2035.

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

ADDITIONAL DETAILS RELATING TO THE BASELINE EMISSIONS CALCULATIONS.

Practicus has been an environmentally conscious business since our inception in 2004 which was formalised in 2010 when we obtained ISO14001 accreditation, an accreditation we have retained ever since. The production of a CRP is a natural step that complements our environmental strategy. Although we have measured some emissions over the years, it has never included employee commuting, hence, we are using 2022 as the baseline year for our CRP.

As a professional services business we have zero **scope 1** emissions. We have no fleet cars and no owned boilers/furnaces etc.

Our **scope 2** emissions are wholly related to purchased electricity consumption.

- Usage was taken from electricity bills and emissions calculated using BEIS' GHG conversion factors 2022 at gov.uk.



For **scope 3** emissions, Practicus undertook the following activities:

- Employee Commuting – we surveyed the business in January 2023 to understand our employees commuting habits in the previous year, with a 96% response rate. We collected key data points of mode of transport, return mileage, frequency of journey and, where a car was used, engine size and fuel type. Annual emissions were calculated for each individual based on 48 working weeks in the year.
- Business Mileage – we have collected this data for many years via our travel tracker. Emissions are calculated for this (and employee commuting) using GreenTripper.
- Waste generated in operations – our landlords directly engage a waste carrier for removal and disposal of general waste and mixed recycling. We have been unable to obtain data from them. However, we do have data for ‘confidential documents’ removal, shredding and recycling as this is a direct waste carrier contract. Emissions calculated using BEIS’ GHG conversion factors 2022 at gov.uk.
- Upstream / downstream transportation & distribution – as a services business this is not applicable to us as we do not purchase or sell products in our supply chain that require transportation.

BASELINE YEAR EMISSIONS: 2022

EMISSIONS	TOTAL (tCO ² e)
SCOPE 1	0
SCOPE 2	11.35
SCOPE 3 (included sources)	Upstream Transportation & Distribution – 0 Waste generated in operations – 3.61 Business travel – 8.51 Employee commuting – 44.28 Downstream Transportation & Distribution – 0
TOTAL EMISSIONS	67.75

CURRENT EMISSIONS REPORTING

REPORTING YEAR: 2023

EMISSIONS	TOTAL (tCO ² e)
SCOPE 1	0
SCOPE 2	10.27
SCOPE 3 (included sources)	Upstream Transportation & Distribution – 0 Waste generated in operations – 3.91 Business travel – 8.79 Employee commuting – 36.88 Downstream Transportation & Distribution – 0
TOTAL EMISSIONS	59.85

We will also measure our ‘per head’ emissions and target ourselves on reducing this. Current emissions per head are 1.27 tCO₂e based on 53 heads. 2023 emissions per head are 1.33 tCO₂e based on 45 heads.



EMISSIONS REDUCTION TARGETS

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 54.2 tCO₂e by 2027. This is a reduction of 20%.

CARBON REDUCTION PROJECTS

Completed/Ongoing

For information and context only, the following environmental management measures and projects were completed or implemented prior to the 2022 baseline. All of these measures remain in effect and will contribute to us performing the contract.

- ISO14001 accreditation held since 2010 – managed by the Environmental Manager, we are committed to retaining this every year. The focus of our environmental programme is ‘reduce and recycle’. Achievements and initiatives of note include:
 - All new employees have an initial Environmental induction as part of their onboarding
 - Paper consumption reduction project - digitising our key business documents including contracts in 2011
 - Landfill waste reduction project – removed majority of general waste bins, increased number of recycling bins with clear signage
 - Implemented a cycle to work scheme in 2011 and ‘Practibikes’ in 2013 for staff to use to cycle to town for lunch rather than drive
 - Incentive super cars changed from petrol/diesel to hybrid in 2017 but removed completely in 2019
 - Promotion of car sharing to corporate events
 - Energy efficient buildings including LED sensor lighting
 - Zip tap in the kitchen since 2012 removing the need for kettle’s
 - Battery recycling
 - Glass recycling undertaken by Environmental Manager as landlords waste carrier does not currently provide this service (we are unable to measure weight/emissions but we’re pleased this is no longer going to landfill).
 - Supply chain assurance, ensuring our suppliers have a suitable environmental policy in place and/or ISO14001
 - Introduced a fully electric vehicle leasing scheme (salary sacrifice), 2023
 - Created a ‘CSR Squad’ in 2023, a group of cross-departmental personnel, including the Environmental Manager. One of its objectives will be to support the Environmental Manager with the promotion of initiatives that help us meet our environmental objectives, including further reduction of our carbon footprint which supports the UK’s target to be Net Zero by 2050.
- Like most businesses we found the pandemic had some positive environmental consequences. For us it meant in 2020-2022:
 - Introducing a permanent hybrid working policy
 - Closure of two regional offices and downsizing our head office
 - Moving to online meetings rather than face to face in the main



CARBON REDUCTION PROJECTS

The Future

We have taken so many positive steps already over the years, however, the following environmental management measures and projects will be implemented from 2023 onwards. The carbon emission reduction achieved by these schemes will be reported in future annual CRP's and the measures will be in effect while performing the contract.

- Move to an electricity supplier with 100% renewable energy supply (current provider operates a mix of 75% renewable/25% other)
- Waste carrier supplier review with landlords to hopefully identify and appoint one that recycles more than their current provider to reduce landfill waste and associated emissions
- Update and promote Environmental Guidelines
- Offsetting, although this will be after we are satisfied we have exhausted all options for reducing our carbon footprint

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 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 the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

A handwritten signature in black ink, appearing to read "Daver" followed by a stylized flourish.

Chief Executive Officer, 06/06/24