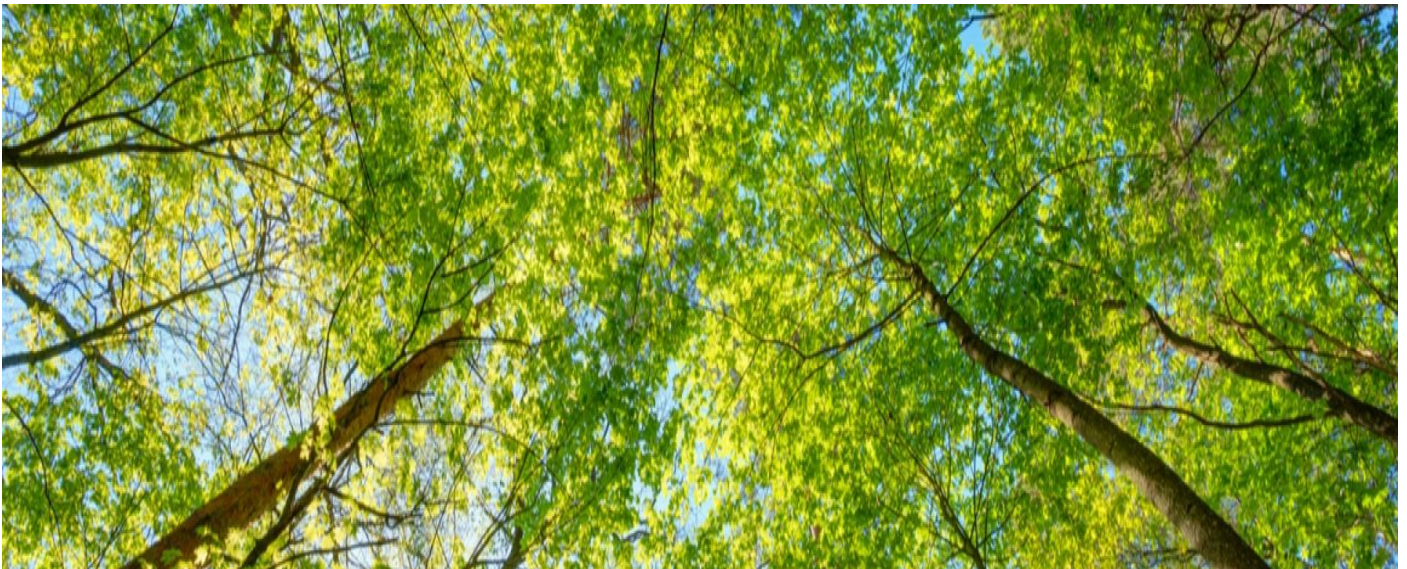




Carbon Reduction Plan

Version 2 Issue date: 01/11/22



Commitment

**Business West is committed to achieving
Net Zero carbon by 2030**

Baseline and Current 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.

2019-20 was set as the baseline reporting year. Monitoring of Scope 3 emissions, was previously limited to business travel by car only, and water usage. However, we have now retrieved data and established methods to calculate emissions for further categories, which have now been applied retrospectively.

		Baseline Year 2019-20	Current Emissions Reporting 2021-22
		Total (tCO ₂ e)	Total (tCO ₂ e)
Scope 1	LPG, Natural Gas	76.8	61.4
	Company owned vehicle	2.2	2.2
Scope 2	Electricity (location based)	52.3	35.5
	Electricity (market based)*	52.3	0
Scope 3	Employee Commuting	111.9	32.3
	Business Travel	104.8	15.3
	Home working	31.4	68.7
	Waste	8.0	6.8
	Paper usage	3.4	0.2
	Water usage	1.6	0.3
	Electricity transportation & distribution (location based)	4.4	3.1
	Electricity transportation & distribution (market based)*	4.4	0
	Upstream transportation	7.8	8.2
	Downstream transportation**	0	0
	Company owned EVs (location based)	0	0.2
	Company owned EVs (market based)	0	0
	Total Emissions (location based):		404.6
Total Emissions (market based):		404.6	195.4

* location based result has been used as a proxy for the market-based method

** as a service company that does not supply products, we have deemed this category immaterial

Market-based method for electricity calculates emissions based on the electricity that organisations have chosen to purchase, e.g. renewable energy backed by Renewable Energy Certificates.

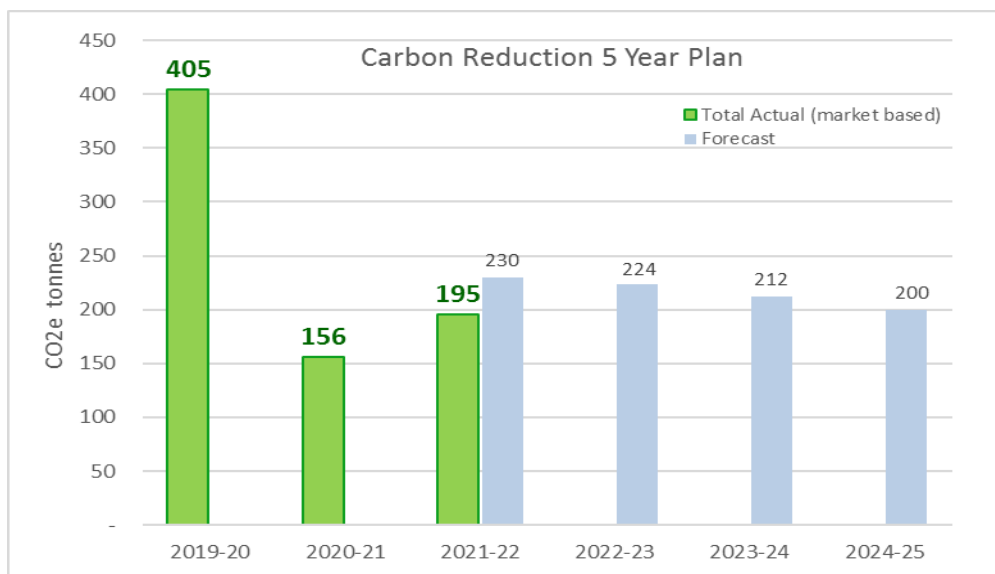
Location-based method calculates emissions based on the emissions intensity of the local grid area where the electricity usage occurs.

Carbon Offsetting

Emissions figures reported do not reflect the use of any offsets. Business West has been carbon neutral since 2021, by investing in carbon reduction projects verified by international standard bodies.

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted carbon reduction targets. We have implemented a 5 year plan from the baseline year, where we project an overall reduction from scope 1, scope 2, and our current measured scope 3 emissions of 50% by 2025. Progress against target is shown below;



Carbon Reduction Projects

Completed initiatives - The following environmental measures/projects have been completed since the baseline;

Energy	<ul style="list-style-type: none"> Implemented zonal heating controls at the Leigh Court site Reductions in electricity consumption through LED bulb replacement Light sensors installed in communal areas We have switched to 100% renewable electricity, backed by the Renewable Energy Guarantees of Origin (REGO) scheme
Travel	<ul style="list-style-type: none"> Introduced Policy for Office/Home based working to reduce business travel & commuting Supported staff with the equipment and skills required to work from home/remotely Cycle to work scheme offered to staff Electric car charging points installed at both sites
Waste	<ul style="list-style-type: none"> Recycling stations established at both sites Minimised paper waste through the introduction of online systems
Staff engagement	<ul style="list-style-type: none"> Created a Climate & Environment group on our intranet with over 100 members We include Net Zero / Environmental briefings at staff meetings Environmental Awareness course included in annual CPD programme
Ecological conservation	<ul style="list-style-type: none"> Introduced beehives to Leigh Court. We sell honey to staff to support the project Created a wildlife conservation area within the grounds at Leigh Court Supported the planting of 14,550 trees through Ecologi
Procurement	<ul style="list-style-type: none"> Created a sustainable procurement guide to reduce carbon emissions in supply chain
Supporting the wider community	<ul style="list-style-type: none"> Launched our Trading to Net Zero Climate Hub on our website in January 2021, to share best practice and help to inspire businesses to take the journey to net zero Signed up to the International Chambers of Commerce Chamber Climate Coalition We are a strategic partner of the Bristol Green Capital Partnership
Certifications	<ul style="list-style-type: none"> Achieved re-certification to ISO 14001:2015 Achieved certification to B Corp

(Completed/updated within last year)

The carbon emission reduction achieved so far equate to 209 tCO₂e, a 52% reduction against the 2019-20 baseline and these measures will be in effect when delivering future contracts and services.

Current / future initiatives - We are working on or plan to implement further measures such as;

Energy	<ul style="list-style-type: none"> • External energy/carbon survey planned for both sites and consideration will be given to improvement recommendations • New boiler and smart controls for Leigh Court • Rearrangement of the office space at Leigh Court to optimise office space requiring heating/lighting, etc • Investigating solar PV at Leigh Court
Travel	<ul style="list-style-type: none"> • Encourage and support sustainable travel for staff to attend company wide events
Waste	<ul style="list-style-type: none"> • Reviewing arrangements with waste contractors to move towards reporting waste by volumes of different waste types
Staff engagement	<ul style="list-style-type: none"> • Investigating subscription to an app for staff to track carbon impacts and receive advice
Ecological conservation	<ul style="list-style-type: none"> • Investigate planting pollinating plants at our sites
Procurement	<ul style="list-style-type: none"> • Review our new supplier process to gather information on supplier environmental performance and raise awareness.
Supporting the wider community	<ul style="list-style-type: none"> • Providing a series of Net Zero workshops to support local businesses • Completed 50 Net Zero Canvas and 23 Net Zero plans for Somerset businesses.
Certifications	<ul style="list-style-type: none"> • Receiving independent verification for our Carbon Footprint assessment against ISO 14064-1

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 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:

Date: 01/11/22

Jo Greenwood, Finance Director

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>