

# Carbon Reduction Plan

Supplier name

People and Work Unit

Publication date

03/12/2025

## Commitment to achieving net zero

People and Work Unit is committed to achieving net zero emissions by 2050.

## 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: 2025

#### Additional details relating to the baseline emissions calculations:

The baseline reporting year covers a 12-month period and includes all Scope 1, Scope 2 and required Scope 3 emissions sources, in accordance with PPN 006: Taking Account of Carbon Reduction Plans in the Procurement of Major Government Contracts and the accompanying Technical Standard

#### Baseline year emissions:

Emissions	Total (tCO2e)
Scope 1	0.00
Scope 2	0.13
Scope 3 (included sources)	
Business travel- cars	1.10
Business travel- rail	0.03
Employee commuting (car and rail)	0.83
Homeworking	2.53
Waste (general and recycling)	0.08
Upstream/ downstream transport	0.00
<b>Total emissions</b>	<b>4.70</b>

## Current emissions reporting

### Reporting year: 2025

Emissions	TOTAL (tCO2e)
Scope 1	0.00*

<b>Scope 2</b>	0.13
<b>Scope 3 (included sources)</b>	
<b>Business travel- cars</b>	1.10
<b>Business travel- rail</b>	0.03
<b>Employee commuting (car and rail)</b>	0.83
<b>Homeworking</b>	2.53
<b>Waste (general and recycling)</b>	0.08
<b>Upstream/ downstream transport</b>	0.00**
<b>Total emissions</b>	4.70

\*People and Work Unit does not operate any direct fuel combustion systems, petrol/diesel fleet vehicles, or refrigerant-based air-conditioning equipment.

\*\*No significant inbound deliveries; only small parcels received. Assessed as not material.

The organisation does not distribute physical products; services are delivered digitally or in-person. Assessed as not material.

## **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 to approximately 4.4 tCO<sub>2</sub>e by December 2026, representing a reduction of around 6% against the 2025 baseline.

Over the next five years (i.e. by December 2030), we aim to reduce total emissions to between 3.5 and 4.0 tCO<sub>2</sub>e, representing a 15–25% reduction against the baseline, subject to landlord cooperation on renewable electricity supply and continued reductions in travel-related emissions.\*

## **Carbon reduction projects**

### **Completed carbon reduction initiatives**

#### **Office Efficiency**

- Economical use of lighting, heating, and water, consistent with our Environmental Policy.
- Use of digital correspondence and research methods to minimise paper use and reduce the need for office attendance.
- Recycling of paper, card, printer cartridges and other consumables.
- Monitoring of waste disposal to ensure responsible and compliant handling.
- Travel Reduction and Low-Carbon Transport
- Hybrid and remote working is standard practice, significantly reducing commuting and office energy use.
- One electric company vehicle is used for operational journeys, eliminating tailpipe emissions for those trips.
- Car-sharing encouraged through both organisational policy and project-level arrangements.
- Public transport used whenever feasible for meetings, site visits, and engagement activities.
- Digital and AI efficiency
- Staff use AI only when it adds value and to avoid unnecessary requests or computationally expensive tasks. Ensuring that AI complements, not replaces, professional judgement.
- Staff training
- All staff receive environmental awareness guidance to encourage low-impact practices.

#### **Future carbon reduction initiatives**

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

#### **Short term (2025-2026):**

- Reduce business-travel emissions by prioritising online meetings, rail travel, car-sharing, and route planning.

- Reduce office electricity usage through device controls, improved equipment efficiency, and encouraging unplugging of chargers/devices when not required.
- Improve the accuracy of Scope 2 emissions by seeking metered electricity information from the landlord or establishing a more precise estimation method.

### **Medium-Term (2026–2030):**

- Achieve a reduction in total emissions against the baseline by March 2030.
- Reduce petrol/diesel business-travel mileage, supported by hybrid working, digital engagement, and incentives for low-carbon travel.
- Reduce commuting emissions through car-sharing, public transport support, and flexible working arrangements.
- Reduce homeworking emissions through energy-efficiency guidance, optimised equipment use, and continued uptake of low-energy devices.
- Ensure that all electricity used for company purposes (office and EV charging) is matched with certified renewable tariffs, subject to landlord agreement and market availability.

### **Long-Term (2030–2050):**

- Achieve Net Zero emissions for all UK operations by 2050 at the latest, with annual reductions in line with a science-based trajectory.
- Neutralise residual emissions through high-quality, verifiable carbon-removal offsets (if required) only after all reasonable reduction measures have been implemented.
- Continuously improve Scope 3 reporting and collaboration with suppliers to reduce embodied carbon in goods and services we procure.
- These targets will be reviewed annually as part of the Carbon Reduction Plan update process.

## **Declaration and sign off**

This Carbon Reduction Plan has been completed in accordance with PPN 006 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<sup>13</sup> and uses the appropriate government emission conversion factors for greenhouse gas company reporting.<sup>14</sup>

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.<sup>15</sup>

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 "D. H. Smith".

Date: 22<sup>nd</sup> December 2025

<sup>13</sup> <https://ghgprotocol.org/corporate-standard>

<sup>14</sup> [www.gov.uk/government/collections/government-conversion-factors-for-company-reporting](http://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)

<sup>15</sup> <https://ghgprotocol.org/standards/scope-3-standard>