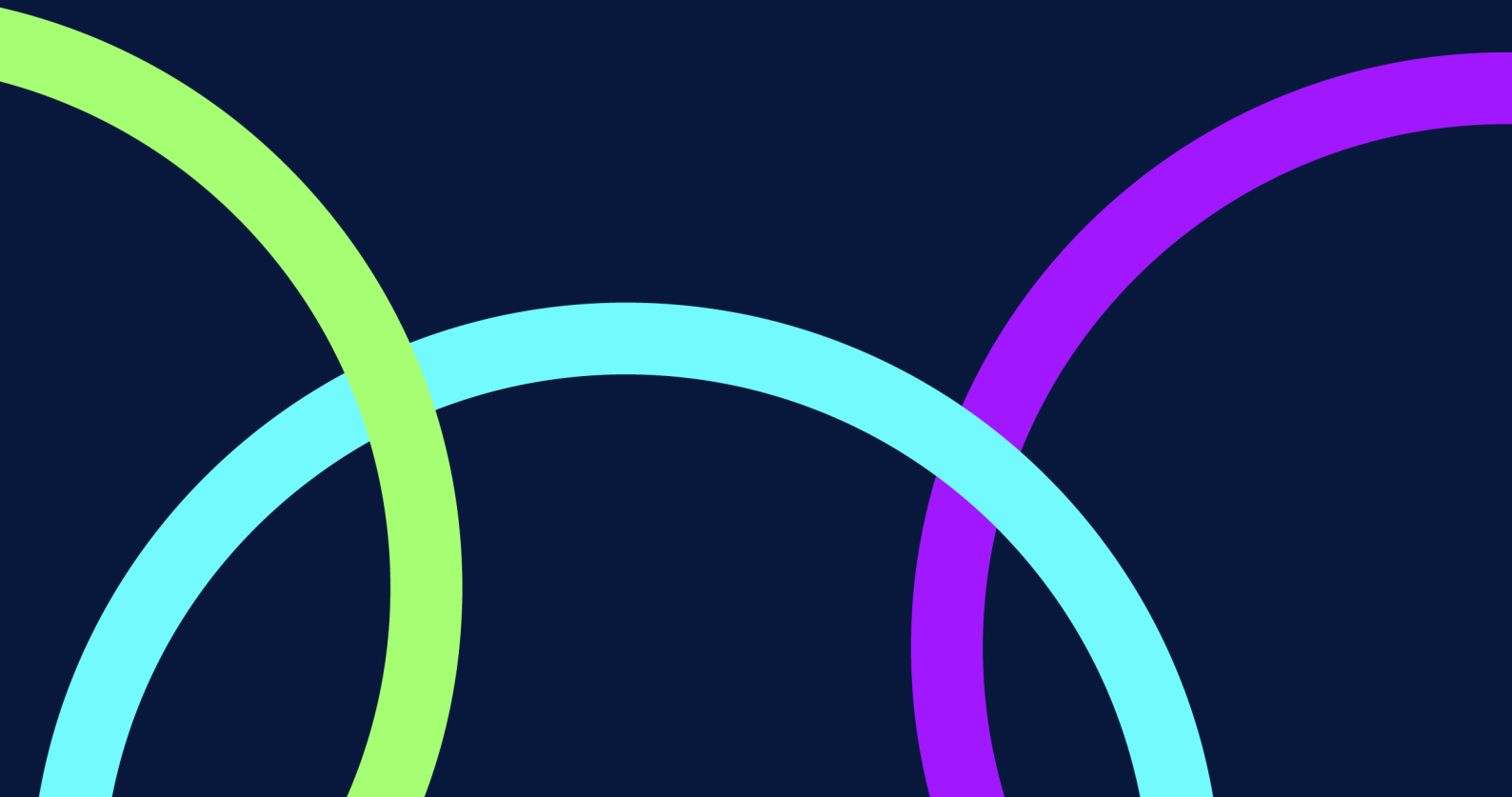




Carbon Reduction Plan

11 December 2024



Document Control Sheet

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Organisation	Carbonbit Ltd
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1. Introduction

1.1. Company Overview

Carbonbit is an energy and sustainability consultancy located in the Northwest of England, specialising in energy compliance, consultancy and reporting services. Operating from a single office, Carbonbit primarily consumes energy through IT equipment such as PCs, monitors and a printer, as well as through lighting and space heating/cooling systems. However, the majority of Carbonbit's greenhouse gas (GHG) emissions are attributed to activities conducted beyond the office premises.

1.2. Purpose of the Carbon Reduction Plan

A carbon reduction plan serves as a strategic framework for organisations to identify, measure and reduce greenhouse gas emissions within the organisation. Its primary purpose is to mitigate the environmental impact of operations by promoting sustainable practices, improving energy efficiency and transitioning to renewable energy sources. By establishing clear targets and actionable steps, a carbon reduction plan not only contributes to combating climate change but also enhances operational efficiency, reduces costs and demonstrates a commitment to environmental responsibility.

1.3. Commitment Statement

Carbonbit Ltd is committed to reach net-zero greenhouse gas emissions by 2050 and across the value chain by 2035 from a 2021 base year.

1.4. Scope

The calculation of Carbonbit's carbon emissions was conducted in accordance with the GHG Protocol standards for corporate reporting. Detailed information on the methodology used can be found in the accompanying documents, 'CB GHG Emissions Accounting Methodology 2023' and the 'Carbonbit GHG Inventory 2023'. The calculation of Carbonbit's carbon footprint includes the following:

- **Scope 1:** Direct emissions from sources owned or controlled by Carbonbit.
- **Scope 2:** Indirect GHG emissions from the generation of purchased or acquired electricity, steam, heating or cooling consumed by Carbonbit.
- **Scope 3:** All other indirect GHG emissions that occur in Carbonbit's value chain, specifically:
 - **Category 1:** Purchased goods and services
 - **Category 2:** Capital goods
 - **Category 3:** Fuel and Energy Related Activities (FERA)
 - **Category 5:** Waste from operations

- **Category 6:** Business travel
- **Category 7:** Employee commute
- **Category 8:** Upstream Leased Assets

2. Baseline Emissions Footprint

The baseline emissions footprint represents the historical record of greenhouse gases produced by an organisation before implementing any emission reduction strategies. It serves as a reference point for measuring progress in reducing emissions over time and can be shown in Table 1.

Baseline year: 1 January 2021 to 31 December 2021

Emissions	Total (tCO ₂ e)
Scope 1	2.4
Scope 2	0
Scope 3 (Total)	21.0
Total	23.4

Table 1: Total carbon emissions for baseline year.

3. Current Emissions Reporting

Carbonbit has significantly reduced its emissions, achieving a 100% reduction in Scope 1 emissions since 2021. This improvement stems from the company's transition to fully electric vehicles.

Scope 3 emissions for this reporting period are considerably higher than the baseline (refer to Table 2). This increase reflects the expansion of our workforce and business growth. Additionally, we have adopted an updated methodology for calculating emissions. This enhanced approach involves a detailed review of processes and data, improving the accuracy and granularity of our emissions measurement, aligning with Carbonbit's commitment to achieving Net Zero by providing a more precise and comprehensive understanding of our Scope 3 emissions.

Reporting year emissions: 1 January 2023 to 31 December 2023

Emissions	Total (tCO ₂ e)
Scope 1	0
Scope 2	0
Scope 3 – Category 1	33.39
– Category 2	0.41

– Category 3	0.05
– Category 5	0.12
– Category 6	11.18
– Category 7	2.12
– Category 8	0.85
Scope 3 (Total)	48.12
Total	48.12

Table 2: Total carbon emissions for reporting year.

Please note that the figures in Table 2 are rounded up to 2 decimal places.

4. Carbon Reduction Targets

Carbonbit is dedicated to achieving Net Zero emissions by 2050. To support this goal, the company is committed to evaluating its current carbon footprint and improving its emissions calculation processes.

In 2025, Carbonbit will continue to advance its climate targets, driven by its environmental committee, which will also report its 2024 emissions data. The committee is tasked with proposing new initiatives aimed at further reducing Carbonbit's environmental impact. These initiatives will be evaluated by the Executive Board to ensure their effectiveness and alignment with the company's overall sustainability goals.

Carbonbit's targets will be reviewed annually to ensure progress remains on track, making necessary adjustments based on outcomes and emerging developments. In the coming years, the company will also explore corporate carbon offsetting opportunities as part of its broader strategy to achieve carbon neutrality. Carbonbit is actively pursuing further reductions across its Scope 3. The company uses † CO₂e per employee as a carbon intensity metric (see Table 3), providing a reliable indicator of carbon performance.

	2021	2022	2023
Number of employees	5	5	5
† CO₂e	23.47	47.22	48.12
† CO₂e / employee	4.7	9.4	9.6

Table 3: Comparison of emissions per employee between 2021, 2022 and 2023.

It is to be noted that the number of employees refer to full time employees working from the office and do not include any sub-contractors.

4.1. Completed Carbon Reduction Initiatives

Since establishing its baseline, Carbonbit has implemented a range of environmental management measures and emissions reduction strategies across its operations, reaffirming its commitment to achieving Net Zero emissions by 2050. These initiatives reflect Carbonbit's dedication to sustainability and its ongoing efforts to minimise environmental impact. Key measures include the following:

Environmental Measures

- Monitoring and reporting Scope 1, 2, and 3 greenhouse gas emissions, with a commitment to meeting Science-Based Targets for emission reductions.
- Utilising on-site recycling facilities for paper.
- Adopting recyclable paper products and promoting reduced printing to minimise waste. When printing is necessary, ensuring that it is double-sided to reduce waste.
- Adopting recyclable coffee pods in office spaces.
- Maintaining indoor plants to improve air quality and foster a sustainable office environment.
- Offsetting carbon emissions from business-related activities, including air travel, road transport and hotel stays, by opting for sustainable suppliers.
- Engaging locally based contractors for site surveys to reduce travel-related emissions.

Energy Consumption

- Encouraging staff to switch off lights when leaving rooms, despite automated sensors that turn lights off after 20 minutes of inactivity.
- Maximising natural lighting to decrease reliance on artificial lighting.
- Setting printers to standby mode during periods of inactivity to conserve energy.
- Optimising office air conditioning to operate efficiently at a consistent 21-22°C.

Travel

- Transitioning the company fleet to electric vehicles, with full implementation achieved in 2023.
- Promoting sustainable commuting options, such as public transportation including buses and trains.
- Encouraging the use of virtual communication platforms, such as Microsoft Teams, to reduce the need for travel to client meetings.

4.2. Planned Carbon Reduction Initiatives

In the future, Carbonbit plans to implement additional measures to further enhance its sustainability efforts. These initiatives include:

- Requesting and guiding the landlord to switch to renewable electricity for building utilities.
- Establishing an energy policy for the procurement of energy efficient equipment. Exploring the development of a green energy policy and forming as a green team for the office.
- Implementing a rolling maintenance plan for landlord to retrofit non-functional ceiling recessed fluorescent lights to LEDs.
- Offsetting residual emissions in accordance SBTi standards by 2035.


5. 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 (<https://ghgprotocol.org/corporate-standard>) and uses the appropriate Government emission conversion factors for greenhouse gas company reporting (<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>).

Scope 1, Scope 2 and the required subset of Scope 3 emissions have been reported (where appropriate to the company) in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard (<https://ghgprotocol.org/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).

Sign Off 

Name Philip Hargreaves

Title CEO

Date 11/12/24

If you have any further questions,
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