

## Carbon Reduction Plan 2022

Supplier name: Agent

Publication date: August 2022

### Commitment to achieving Net Zero

Agent is committed to achieving Net Zero emissions by 2035 at the latest.

### 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.

<b>Baseline Year:</b> August 2019 – August 2020	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (kgCO<sub>2</sub>e) = carbon dioxide equivalent</b>
<b>Scope 1</b>	0.0 – We do not burn fuel or have company vehicles
<b>Scope 2</b>	3,720 kgCO <sub>2</sub> e
<b>Scope 3</b>	<b>Upstream transport and distribution:</b> 0 – we do not buy to sell.
	<b>Waste generated in operations:</b> 1,742.07 kgCO <sub>2</sub> e
	<b>Business travel:</b> 673.04 kgCO <sub>2</sub> e
	<b>Employee commuting:</b> 6442.31 kgCO <sub>2</sub> e
	<b>Downstream transport and distribution:</b> 0 no third-party transport

Total Emissions	11,677.42 kgCO <sub>2</sub> e
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## Current Emissions Footprint

Baseline Year: August 2021 – August 2022	
Baseline year emissions:	
EMISSIONS	TOTAL (kgCO <sub>2</sub> e) = carbon dioxide equivalent
Scope 1	0.0 – We do not burn fuel or have company vehicles
Scope 2	1,896 kgCO <sub>2</sub> e
Scope 3	Upstream transport and distribution: 0 – we do not buy to sell.
	Waste generated in operations: 1660.05 kgCO <sub>2</sub> e
	Business travel: 743.12 kgCO <sub>2</sub> e
	Employee commuting: 21,600 kgCO <sub>2</sub> e
	Downstream transport and distribution: : 0 – no third party transport
Total Emissions	25,899.17kgCO <sub>2</sub> e

## Emissions Reduction Targets

In order to continue our progress to achieving Net Zero by 2035, we have adopted the following carbon reduction targets.

- Achieve Net zero carbon by 2035

- Minimise waste, promote recycling and the use of recycled, renewable products throughout the business
- Work with our supply chain and clients to improve environmental performance and achieve aligned carbon neutral goals

We project that our carbon emissions will decrease over the next five years to 15,539.50 kgCO<sub>2</sub>e by 2025. This is a reduction of 40%.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes has helped reduce scope one and two, equating to 1824kgCO<sub>2</sub>e, a 49% reduction against the 2019 baseline. As for Scope 3, there has been a 87% increase due to the rise in employee commuting. This is due to business expansion and a growing number of employees; initiatives have been implemented from May 2022 to help achieve our Net Zero goal.

- Follow an Environmental Policy which outlines our commitment to minimising the negative environmental impact of our activities. We also share our commitments through our wider Corporate Social Responsibility statement on our website.
- We will continue to work with our landlords to improve the energy efficiency of our building, processes and IT systems, sourcing renewable and economical energy when commercially practicable.
- We comply with all relevant regulatory requirements and ensure that all our staff are fully aware of our policies and are committed to implementing and improving it.
- Introducing emission record scheme for business travel by reducing office days to a 4-day week for all staff members.
- Utilising our local labour and materials where available to reduce CO<sub>2</sub> and help the community. Purchasing only recycled and recyclable products when needed.

### Future Carbon Reduction Initiatives

In the future we are planning to implement the following further measures:

- Requiring all our suppliers to confirm their commitment to achieving Net Zero by 2050.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- Staff will be encouraged to travel to the office via public transport or car sharing where possible.

### 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:**

**Signed:** .....

**Date:** .....