Environmental Management System
Our carbon reduction plan

Existing Environmental impact policy:

We have an adopted **Environmental impact policy** which, among other things, makes the following commitments:

- Not using a car fleet.

- Supporting staff to use public transport to get to work and to travel for work engagements.

- Ensure that recycling is arranged for all possible refuse.

- Encourage staff to replicate this approach to recycling at home.

- Support and encourage staff to work from home at least some of the time, thereby ensuring that we can reduce our physical footprint, energy usage and waste.

- Operate a presumption of a paperless office and encourage our staff to do the same at home.

- Consult staff quarterly to discuss what more we can do to reduce our environmental impact.

- Consolidate our environment commitments into an Environment Management System (EMS).

This document speaks to the final of those bullets – consolidating our approach into an updated Environmental Management System (EMS), which guides our Carbon Reduction Plan.

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Our EMS is broken down into the following sections:

- Our office

- Working from home / environmental stewardship

- Minimising waste generation / managing disposal

- Energy usage / carbon emissions

  - Carbon emission targets

- Water management

- Carbon reduction plan

Our office:

As our office building is a small, shared facility, we have focused on the aspects that we can control as a business:

- We will work with our landlord to ensure recycling facilities are maintained, and where possible extended to cover more materials, as this becomes available.
- We will maintain and annually update both this EMS and our Environmental impact policy, so that we continue to encourage practices that support the environment.

  - *Within this, we will continue our support for public transport, provision of season ticket loans, the ability to expenses tube tickets for client meetings, support for cycling to work etc.*

  - *We will continue to minimise travel to in-person meetings where virtual meetings will suffice.*

- We will operate a paperless office, reducing our paper usage as much as possible.
- We will use energy efficient appliances, timed heating/air-cooling, our programmable thermostat, energy saving light bulbs (in standing lamps, to avoid unnecessary use of overhead lighting) and occupancy sensors, as well as identifying new ways that we can minimise our impact.
- We will responsibly dispose of all other waste e.g. batteries, electronic equipment (see waste management).

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Working from home / environmental stewardship:

All our staff work remotely for at least some of the time, with most of the team travelling into the office once or twice a week and by public transport. Two of our team are fully remote.

When working at home, we encourage the team to:

- Maintain their commitment to paperless working;
- Recycle as much as possible;
- Only travel for meetings when necessary, and by public transport wherever possible;
- To take the same approach to timed and energy-saving appliances that we do in the office in their home office, where they can;
- To use local suppliers wherever possible to support their local economies.

We also encourage our teams to think about the environmental impact of our work in our business planning process, so that we can identify new ways to reduce our impact.

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Minimising waste generation / managing disposal

We are a small, office-based business and as such, our waste generation is limited. However, we have taken steps to ensure that the waste we do generate is properly managed:

- Hazardous waste, such as batteries, is deposited in a specific location in our office and then safely disposed of by a member of the SLT.
- Electronic waste, e.g. old laptops and PCs, are disposed of through an accredited third party, and is the responsibility of a member of the SLT.
- As noted above, we recycle all possible materials and operate a paperless office.
- We minimise water wasted by using an energy-efficient dishwasher and making use of its half load and eco settings.

Energy use / carbon emissions

We monitor our scope one and two emissions, using the following approach:

- We take an approach based on HMG's "Environmental Reporting Guidelines".
- We normalize our data so that they are comparable over time, monitoring metric tonnes of CO2 by million US$ revenue.
- For internal monitoring, we also track our emissions normalized to our company size e.g. metric tonnes of CO2e by full-time equivalent staff.
- We will align our base year to our financial year from the end of FY 2023/24. For B Corporation reporting purposes, we have used the first year of data we have, which is FY2022/23 Q3 to FY2023/24 Q2.
- We have set out target reductions normalized to FTE staff.
- We will report our progress in our future impact reports.

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Carbon emissions - targets

Our current baseline data is as follows:

- We do not have any Scope 1 GHG emissions.
- Our annual Scope 2 GHG emissions are 0.597 metric tonnes of carbon dioxide equivalent.
- Our current carbon intensity for Scopes 1 and 2 is: **0.388 metric tonnes of carbon dioxide** equivalent per million US$ of revenue.

We are currently working on a plan to calculate our Scope 3 emissions for future years.

- Our emissions are low but like all environmentally conscious businesses, we would like them to be lower.
- Our target is to reduce our Scope 1 and 2 emissions by 10% to **0.35** metric tonnes over the next two years.
- Our year one target it a reduction of 5% to bring the emissions down to **0.369** by the start of FY 2025/26.

Water management

As noted, our offices are a shared facility, which places limitations on an active water management strategy. However, the steps we have taken are to:

- Install an energy efficient dishwasher with half load and eco settings.
- Install a hot water tap so that only the water needed is heated.
- Encourage staff to think of water usage when running the tap or flushing the toilet (we have two settings, minimising water use).

We are talking to our landlord about how to monitor this water usage, which is the first stage of being able to set targets for reduction.

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Carbon reduction plan:

We are currently collecting baseline data on our Scope 1 and 2 emissions and will seek to start to measure elements of Scope 3 in the coming year.

Our headline targets are to:

- Reduce our Scope 1 and 2 emissions by **5% next year**, with a commitment to review at that stage to agree whether we can reach a 10% reduction (down to 0.369) by 2026.

We are also committed to find a way to monitor our water usage, so will set a target for that once we have a baseline year.

We will continue to engage our team in ways that we can further minimise our impact, both through our operations and in the proactive work we do on net zero.

Key actions:

We are working on our action plan, but have already identified the following as ways we can further reduce our emissions:

- Revisit our office lighting with the intention to work with our landlord to add in more controls so that fewer lights need to be on at any one time.
- Reassess how we heat and cool the office, reviewing our settings and reducing use where we can.
- Replace laptops and electrical appliances etc. with the latest energy efficient models as we make upgrades.
- Create additional guidance for our team on how they can embed energy saving approaches when working from home.

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