

# Carbon Reduction Plan Template

Supplier name: Capita Resourcing Limited

Publication date: 16/11/2022

## Commitment to achieving Net Zero

Capita Resourcing Limited has committed to achieving net zero emissions by 2035.

## Baseline Emissions Footprint

<b>Baseline Year: 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations. None</b>	
<b>Baseline year emissions:2019</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>1170</b>
<b>Scope 2 Market Based</b>	<b>1706</b>
<b>Scope 3 (Included Sources)</b>	<b>Business travel 1907 Upstream transportation and distribution 187 Downstream transportation and distribution 1561 Commuting 944 Waste generated in operations 5</b>
<b>Total Emissions</b>	<b>7480</b>

## Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	660
Scope 2 Market Based	817
Scope 3 (Included Sources)	Business travel 272 Upstream transportation and distribution 101 Downstream transportation and distribution 1,266 Employee commuting 355 Waste generated in operations 2
Total Emissions	3472

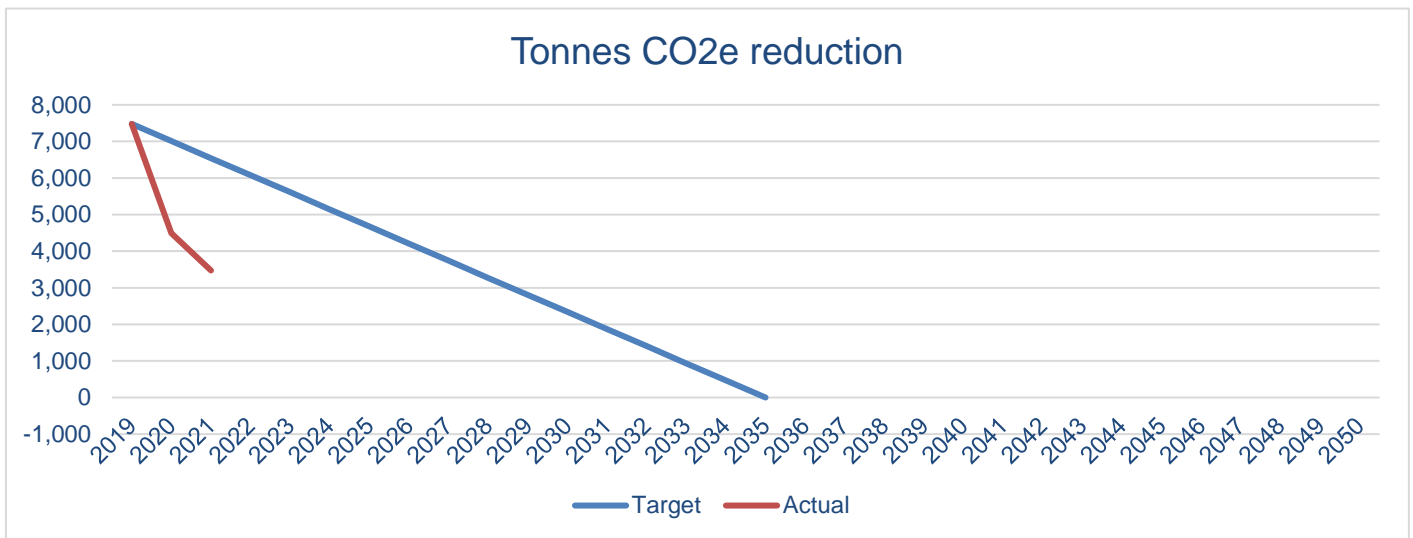
## Emissions reduction targets

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

*1.5C GHG reduction targets verified by SBTi  
Science based net zero carbon target by 2035*

We project that carbon emissions will decrease over the next five years to 2148 TCO<sub>2</sub>e by 2027. This is a reduction of 71.28% against base year ahead of our 1.5C GHG science based targets.

Progress against these targets can be seen in the graph below:



## 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 equate to 673 TCO<sub>2</sub>e, a 9% reduction against the 2019 baseline and the measures will be in effect when performing the contract

- Move to virtual meetings using Microsoft Teams
- LED lighting
- Heating ventilation and air conditioning (HVAC) efficiency upgrades
- Energy reduction program – switch off policy, what runs, runs when needed only.
- 33% of fleet transitioned to EV or Hybrid
- Where work circumstances allow, employees given options for hybrid working model to reduce accommodation requirements and commuting

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

- Migrate multi tenanted properties we occupy to 100% renewable electricity.
- Improve efficiencies in electricity consumption.
- Ongoing optimisation of building energy use and ensuring longer term strategies for building heating decarbonisation.
- Improve data and reporting to improve accuracy of carbon accounting.
- Reduce business travel emissions through greening our fleet and continuing to develop online meeting and collaboration tools. Transport emissions will also reduce as cars, trains and planes produce less carbon.
- Engage with supply chain to ensure suppliers set science-based carbon reduction targets and commit to net zero. Monitor top 200 supplier emissions annually
- Reduce commuting emissions
- Electric vehicle charging points at more locations

## 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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</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:

*B Lydon*

Name and position in company: Briony Lydon

Date: 16/11/2022

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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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