

# Carbon Reduction Plan

Supplier name: .....Peninsula Business Services Group.....

Publication date: .....01/09/2024.....

## Commitment to achieving Net Zero

Peninsula Business Group Services (PBSG)s committed to reducing its absolute GHG emissions by 50% before 2030, by 80% before 2025 and 100% by 2050, from 2019/2020 baseline year.

## 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: 2019/20 (Apr-Mar)**

### Additional Details relating to the Baseline Emissions calculations.

PBGS UK and Ireland used 2019/2020 as the baseline year to represent a realistic greenhouse gas inventory, unaffected by the Covid-19 pandemic. The 2019/2020 baseline emissions cover Scope 1 and 2 and partial scope 3 emissions, where the data was available, for the UK and Ireland sites only. It should be noted that historic emissions data (where available) may be used to reflect longer term trends/ progress.

| Emissions | Category and Description   | Total (tCo2e) |
|-----------|--|---------------|
| Scope 1   | Gas: 387.26<br>Diesel Generator Fuel: 1.00<br>Diesel Company Car: 1,821.24<br>Refrigerator Leaks: 236.67 | 2,446.17      |
| Scope 2   | Electricity (Location based): 937.91   | 937.91        |

|  |   |                 |
|--|---|-----------------|
| <b>Scope 3</b><br>(Included Sources)     | <b>1. Purchased Goods and Services: 431</b><br><b>2. Capital Goods included in Cat 1</b><br><b>3. Fuel and Energy Related Activities: 272.16</b><br><b>5. Waste Generated in Operations: 38.92</b><br><b>6. Business Travel: 673.47</b><br><b>7. Employee Commuting: 0.96</b> (note this is hotel and homeworking details only overall employee there was insufficient data to collect. | <b>1,416.72</b> |
| <b>Total Emissions: (location based)</b> |   | <b>4,800.80</b> |

## Current Emissions Reporting

| <b>Reporting Year: 2023/ 2024 (Apr-Mar)</b> |   |                      |
|---|---|----------------------|
| <b>Emissions</b>                            | <b>Category and Description</b>   | <b>Total (tCo2e)</b> |
| <b>Scope 1</b>                              | <b>Gas: 308.50</b><br><b>Diesel Generator Fuel: 0.00</b><br><b>Diesel Company Vehicle: 755.57</b><br><b>Refrigerator Leaks: 0.00</b>  | <b>1,064.07</b>      |
| <b>Scope 2</b>                              | <b>Electricity (Location based): 717.11</b><br><b>Battery Electric Company Vehicle: 3.7</b>   | <b>828.56</b>        |
| <b>Scope 3</b><br>(Included Sources)        | <b>1. Purchased Goods and Services: 243</b><br><b>2. Capital Goods included in Cat 1</b><br><b>3. Fuel and Energy Related Activities: 136.18</b><br><b>5. Waste Generated in Operations: 45.16</b><br><b>6. Business Travel: 652.68</b><br><b>7. Employee Commuting: 6.14</b> (note this is hotel and homeworking details only overall employee there was insufficient data to collect. | <b>1,083.41</b>      |
| <b>Total Emissions: (location based)</b>    |   | <b>2,976.04</b>      |

## Emissions reduction targets

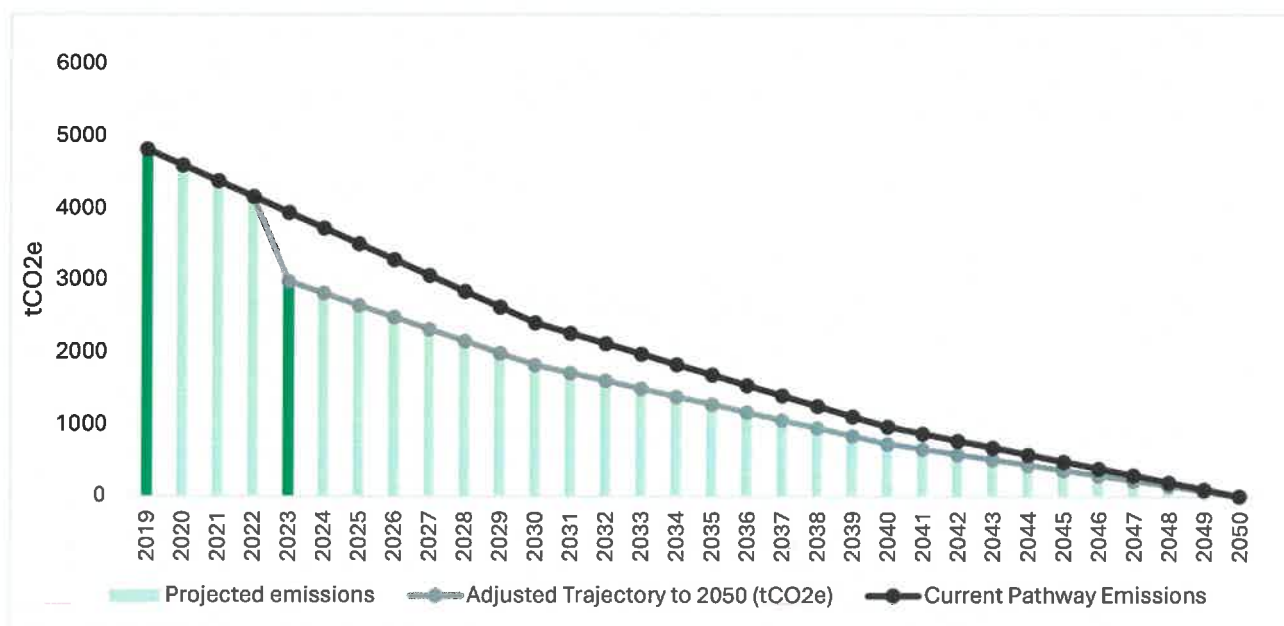
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:

- The current target required an average of 5% absolute reduction across GHG emissions per annum to achieve a 50% reduction by 2030.
- Between 2030 and 2024 a per annum is required to reduce by 80% against the 2019/2020 baseline.
- A further 10% reduction per annum between 2040 and 2050 will be required to reduced all GHGs by 100%.

The 2019 GHG emissions were 4800.80. We project that the carbon emissions will decrease over the next five years to 1984.03 tCO<sub>2</sub>e by 2029. This is a reduction of 59% against the 2019/2020 baseline.

PBSG intends to secure its target of a 50% reduction in absolute GHGs emissions by 2030, despite its growth aspirations for this period. In line with the SBTi guidance, include a more accurate Scope 3 profile of the business and any future material acquisitions or methodology changes may require the business to revisit the baseline.

Progress against these targets can be seen in the graph below. The adjusted trajectory assumes a continued robust action on decarbonisation to 2040 and beyond.



In 2023, scope 3 accounted for approximately 36.4% of the total GHG emissions. With business travel (Category 6) being the largest contributor. The business will expand its calculation of scope 3 emissions to ensure it captures a full GHG inventory inline with the GHG protocols and thus provide full transparency. Working with all its suppliers to improve data availability and to support driving decarbonisation with the supply chain.

## Carbon reduction Projects

The greenhouse gas management measures and projects outlined in the table below have been completed or implemented since the 2019 baseline. The focus has been across all

scopes, the focus for scope 1 and 2 emissions has looked at absolute reduction through replacements in boiler and renewables feasibility. Scope 3 emission focuses on data collection methods, use of materials, and business travel methods. The scope 1 and 2 emissions reductions achieved by the projects outlined below equates to approximately 1,491 tCO<sub>2</sub>e. This is a 57% reduction against the 2019 baseline for Scope 1 and 12% reduction for Scope 2. The scope 3 footprint is currently showing a reduction of 24% however, the business suspects this may increase as the team work on data improvements, availability to improve the accuracy of the scope 3 footprint, and to report against all relevant categories, with the best available data.

| Emissions Source  | Initiatives   |
|-------------------|---|
| Cars              | <p>Replace company cars with all electric equivalent models as lease terms expire, from 2022 onwards.</p> <p>Target: Reduce GHG emissions from company cars by 70% by end of 2023.</p>  |
| Business Travel   | <p>Improve business air travel data collection by end of 2023 to improve reporting accuracy.</p> <p>Eliminate all domestic flights within GB by end of 2023 (100% reduction).</p> <p>Improve public transport data collection (specifically non-Trainline UK train journey data collection) by mid-2023.</p> <p>Avoid unnecessary hotel stays.</p> <p>Reduce hotel stays by 20% by end of 2023.</p> <p>Where feasible, replace face-to-face meetings with the use of ICT.</p> <p>Promote the use of public transport over car usage whenever possible.</p> <p>Employees working from home will remain a fringe activity based on individual needs and there are no plans for widespread agile working. The impact of employees working from home will continue to be reported against the relevant carbon factor going forward.</p> |
| Refrigerant Leaks | <p>Eliminate refrigerant leaks across all sites.</p> <p>Replace the existing f-gases with low Global Warming Potential (GWP) alternative, such as</p>   |

|                         |   |
|-------------------------|---|
|                         | R32 at equipment failure (subject to safety and performance requirements).  |
| Waste                   | <p>Manage waste in line with the waste hierarchy.</p> <p>Reduce landfill to zero at Manchester and Hinckley offices by end 2022.</p> <p>Collaborate with landlords at leased premises to achieve 100% landfill avoidance by end of 2024.</p>  |
| Gas                     | <p>Replace natural gas boilers at the Manchester and Hinckley offices with biomass or all-electric equivalent for space heating and domestic hot water.</p> <p>Reduce natural gas related emissions by &gt;90% by end 2034. This would reduce emissions by 308.72 tonnes CO<sub>2</sub>e.</p>   |
| Electricity             | <p>Upgrade lighting to LED equivalent in Manchester by 2 floors per year and by end April 2024 at Hinckley.</p> <p>Investigate the feasibility of installing solar PV at Hinckley and Manchester by end 2022.</p> <p>Investigate the feasibility a hydro-electric system at Manchester by end 2022.</p>   |
| Water                   | <p>Improve the management of water resources.</p> <p>Review opportunities for water reduction strategies by the end of 2023.</p>  |
| Materials and Resources | <p>Improve the collection and analysis of emissions associated with materials and resources.</p> <p>Significantly improve data collection and categorisation of material and resource usage – notably general stationery, postage, catering / food and drink, furniture and IT/electronics equipment – by end 2023.</p> <p>Introduce environmental criteria for the selection of suppliers and materials to reduce procurement life cycle impacts.</p> <p>Improve paper usage data.</p> <p>Reduce paper use in printing by 25% by end 2023.</p> |

|  |  |
|--|--|
|  | <p>Better understand home worker GHG emissions.</p> <p>Provide advice to staff on how to reduce energy when working from home by Q1 2023.</p> <p>Outsource server energy usage.</p> <p>Move on-site services to the cloud by mid 2023 and account for third party emissions. This is linked to the generator reduction target.</p> |
|--|--|

## Further Measures

In the future, PBSG hopes to implement further measures such as:

- Reduce the greenhouse gas impact of electricity consumption across all buildings by 100% by the end of 2025.
- Switch to REGO backed green tariffs at all offices by the end of Q1 2025.
- Continue to build relationships with suppliers and customers to address the scope footprint.
- Continue to improve data visibility and accuracy within scope 3.

## 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>12</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>13</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>15</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

<sup>12</sup> <https://ghgprotocol.org/corporate-standard>

<sup>13</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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

**Signed on behalf of the Supplier:**

*Gene Sue Hall*

Date: *3/9/24*