

Carbon Reduction Plan Template

Supplier name: Charles Novacraft Direct Limited (Novacraft)

Publication date: 13/03/2023

Commitment to achieving Net Zero

Novacraft is committed to achieving Net Zero emissions by 2040.

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: 2022 (Current Reporting Year)

Additional Details relating to the Baseline Emissions calculations.

Charles Novacraft Direct Limited (Novacraft) is based in Northamptonshire. (NN6 9BX). The organisation operates from a leased office in a shared office complex run by a managing agent. The company provides travel and membership cards to several organisations including Transport for London. Approximately 15 members of staff work from the Northamptonshire Offices with a further 240 members of staff being employed working remotely from home providing telephone and e-mail support to the users of the cards.

The Covid-19 pandemic in 2019 resulted in the business model for the organisation changing. In line with legal requirements the organisation facilitated home working for all staff that could work from home. This led to the migration of most of the workforce to home working arrangements. A decision was made in late 2021 to permanently continue with this arrangement and the organisation significantly downsized the office capacity.

Covid 19 travel restrictions in 2019 and 2020 significantly affected the business turnover especially in relation to the issuing and management of Transport for London travel cards and **it was therefore felt that 2022 was a more representative year to calculate the baseline carbon footprint for the organisation and forms our first full current reporting year.**

The organisation is reporting on the 5 scope 3 emissions required by Crown Commercial Services however this does not include scope 3 emissions for home working which is currently not a requirement. It should be noted however that the increased heat and power requirements from home working now makes up the largest single carbon emission of the business and therefore any carbon reduction strategy will need to identify how this will be reduced and monitored. Total carbon emissions from home working in 2022 was 1779.41 (tCO₂e).

The organisation does not generate heat or power, operate any commercial vehicles, there are no fugitive emissions or on site process emissions. Consequently there are no scope 1 emissions. The organisation does not purchase energy for the offices it leases directly but in the form of a service charge. It has been confirmed that this is through a renewable energy provider and therefore scope 2 emissions are also 0 in the baseline year.

| Baseline year emissions:2022 | | | | | | | | | | | | | |
|---|---|---|------|---------------------|------|--------------------|------|-----------------------|-------|---|-------|--|-----------------------|
| EMISSIONS | TOTAL (tCO₂e) | | | | | | | | | | | | |
| Scope 1 | 0 | | | | | | | | | | | | |
| Scope 2 | 0 | | | | | | | | | | | | |
| Scope 3 (Included Sources) | <table> <tr> <td>4.Upstream transportation and distribution.</td> <td>6.48</td> </tr> <tr> <td>5.Waste generation.</td> <td>0.36</td> </tr> <tr> <td>6.Business travel.</td> <td>0.82</td> </tr> <tr> <td>7.Employee commuting.</td> <td>11.75</td> </tr> <tr> <td>9.Downstream transportation and distribution.</td> <td>1,760</td> </tr> <tr> <td></td> <td>Total 1,779.41</td> </tr> </table> | 4.Upstream transportation and distribution. | 6.48 | 5.Waste generation. | 0.36 | 6.Business travel. | 0.82 | 7.Employee commuting. | 11.75 | 9.Downstream transportation and distribution. | 1,760 | | Total 1,779.41 |
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| | Total 1,779.41 | | | | | | | | | | | | |
| Total Emissions | 1,779.41 (tCO₂e) | | | | | | | | | | | | |

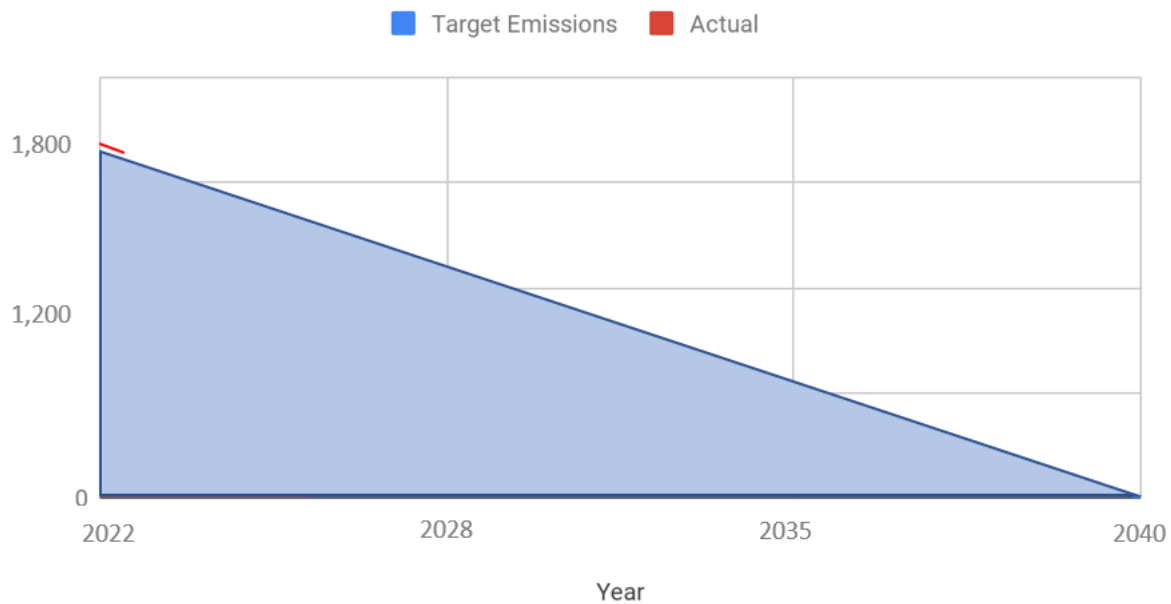
Emissions reduction targets

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

1. To provide information to all homeworkers on the benefits to the environment of switching to renewable energy sources and to survey all homeworkers each year to identify the percentage of staff who are using renewable energy and to monitor this each year when calculating the organisations overall tCO₂e emissions.
2. To put in place annual strategies to reduce year on year group 3 emissions to ensure they are as low as is practicable in 2039.
3. To address remaining emissions with all other options exhausted we will offset any remaining emissions in 2040.

We project that carbon emissions will decrease over the next five years (in relation to declared scope 3 emissions) to 1200 tCO₂e by 2028. This is a reduction of 32%

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

In the future we will be implementing the following measures to reduce our carbon footprint:

1. To provide information to all homeworkers on the benefits to the environment of switching to renewable energy sources and to survey all each year to identify the percentage of staff who are using renewable energy and to monitor this each year when calculating the tCO₂e emissions of the organisation.
2. To review in 2023 the composition of the plastic cards and consumables directly under our control to establish if the cards and paper can be sourced from manufacturers using recycled materials.
3. To continue to promote home working and minimise business travel with at least 80% of meetings taking place online or by telephone conferencing.
4. By engaging with our suppliers to review their plans to move to electric vehicles and to promote the use of electric vehicles to our commuting employees.
5. To continue to monitor the transition of our downstream transportation provider (Royal Mail) in relation to the introduction of electric vehicles and reflect this in future reporting years.
6. To maintain our ISO 14001 and continue to apply the waste hierarchy in respect of the waste we create through our business activities.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:

Charles Novacraft Direct Limited

Karen Hodkinson

Chief Compliance Officer

K Hodkinson

K Hodkinson (Mar 15, 2023 10:34 GMT)

Date: 13 March 2023

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

²

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

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