



Carbon Reduction Plan

Prestige Purchasing Limited

10/07/2023

Commitment to achieving Net Zero

Prestige Purchasing Limited is committed to achieving Net Zero emissions by 2050. We have reviewed a development plan which will allow us to bring this target further forward and ahead of the government target. As a consultancy organisation our footprint is relatively small, so a strategic plan is required around how we operate.

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	
Additional Details relating to the Baseline Emissions calculations.	
<p>2022 is the first year we have collected and reported data on our emissions. We have gone through a process and methodology to collect our data and calculate our usage. As an organisation we operate out of a shared office facility, our landlord has stated our percentage of shared of energy is 6.7% of the total building, these have been used in the calculations. We have reviewed staff movements from our expenses claim process and tracking staff journey to work. As with many organisations working within the Hospitality industry, the Covid pandemic was still a noticeable issue for the first 6 months of 2022, this may impact views on 2023. For 2023 we will look to understand staff commuting methods and distances better, which will give a far more robust view for 2023.</p> <p>During 2022 it is worth noting we were not at full staffing capacity and in early 2023 for the current business the staffing levels did increase. We have decided to monitor the metric of market-based intensity by employee which for 2022 sat at 7.31 tCO₂e. This will be monitored as the business grows with an aim to bring this figure down.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1.86

Scope 2	1.81
Scope 3 (Included Sources)	120.57
Total Emissions	124.24

This is first year reporting, below figures reflect 2022 as per the baseline

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1.86
Scope 2	1.81
Scope 3 (Included Sources)	120.57
Total Emissions	124.24

Emissions reduction targets

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

We will work with our landlord to pursue opportunities around Scope 1 & 2 and encourage them to review their policies. We believe they will be looking at options for solar power in the future, but this is an unknown at present. However, we will be conscious of our impact on the larger shared building and will put in measures to reduce our impact.

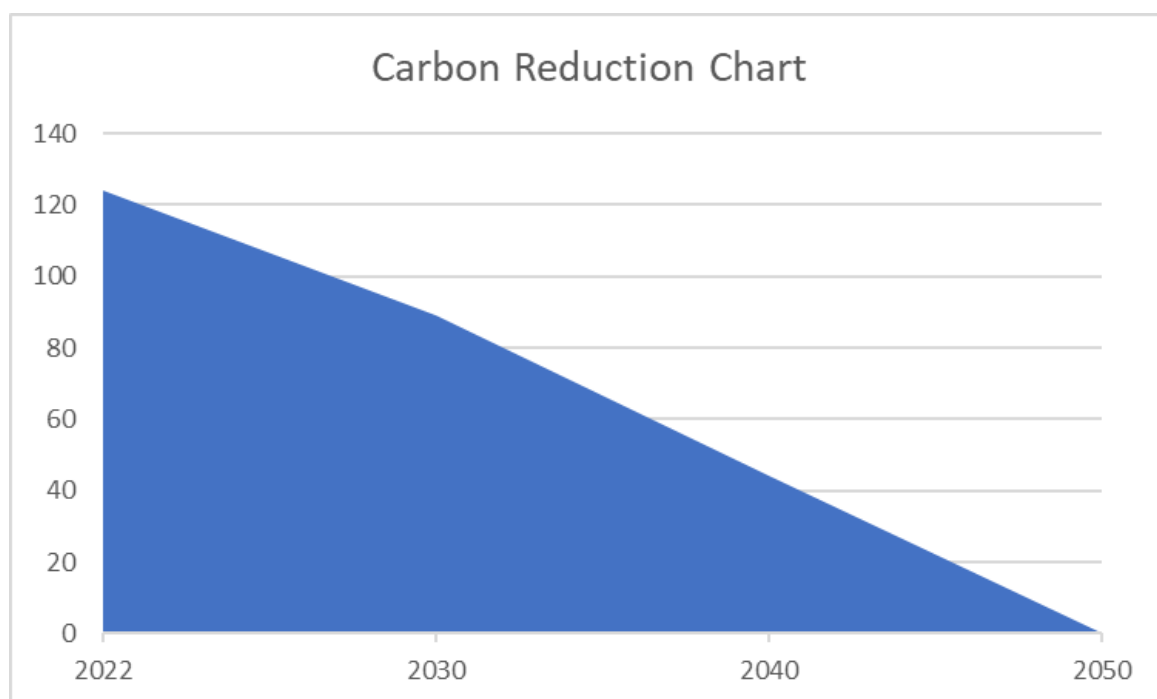
Scope 3 is the largest area of emissions and where we will focus our initial efforts on. The main area of our focus will be around "Commuting". The focus on this area will concentrate on both business travel and commuting to a place of work, the combined emissions equate to **53%** of our total. Steps have already been taken to help reduce the emissions on commuting by adopting working from home on Fridays, unless business dictates that meetings are required either at the office or with clients. We are forecasting that this will reduce commuting usage by **20%**. Where possible we will encourage our staff to use trains rather than their personal cars, but this will be client driven and not always possible. Going

forward we will also review an approach for staff supplies to arrive monthly rather than weekly, to reduce the impact of these deliveries by **75%**.

We forecast that carbon emissions will decrease over the next five years to **112 tCO₂e by 2027**. This is a reduction of **10%**.

However, it is worth noting as previously mentioned that we currently do have a growing business and staffing during 2022 was not at full capacity. In the next 5 years we do expect the business to grow and naturally staffing to increase. We still envisage our carbon footprint to reduce, but we may see some initial spikes. We will monitor our market-based intensity by employee and expect to see the % savings based on that.

Below shows the reduction through to 2050. We will chart against this for 2023.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to **9 tCO₂e**, a **7%** reduction against the 2022 baseline and the measures will be in effect when performing the contract.

- 1) Working from home on Fridays. This has been implemented since May 2023. We continue to monitor the productivity of this trial and make sure that there is no negative impact on the business.

- 2) Adopting physical deliveries of weekly goods where organisations will be having multiple drops, rather than staff driving and purchasing themselves. We believe we can also stretch this potentially further to once a month.
- 3) Stronger push where possible to have remote meetings via conference call facilities.
- 4) Given 2022 was the first year, we will now put in place a member of staff to oversee carbon reduction plans.
- 5) Encouraging all staff to fully recycle items with associated waste recycling bins.

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

- 1) Review with our landlord options for solar power to the building or likewise power options.
- 2) The use of business electric pool cars for business travel. This will only be an option once electric vehicles have the range capacity required for our business needs.
- 3) Incentivise staff to purchase electric/hybrid vehicles when purchasing a new personal vehicle. We investigate local car dealerships around schemes and discounts.
- 4) Continue to make sure our baselines are robust and understand our staffing movements better.
- 5) Further look at working from home options once the current process proves it can work.
- 6) Look at cycle to work schemes for more local members of staff.
- 7) Encourage car sharing opportunities.
- 8) When refurbishment of offices is required look to purchased recycled office furniture.

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:

STAllen

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>

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Date: 10th July 2023