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# Carbon Reduction Plan

Public document

### Document Control

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### Document History

Version	Date	Author	Summary of Changes	Approval
1.0	Sept 2022	Hazel Berry	Creation	Chris Matthews, Chief Information Officer Chief Information Security Officer
2.0	Oct 2022	Hazel Berry	Breakdown of scope 3 – 5 categories. Explanation of nil scope 1 and signature box	Vic Mansbridge Head of bid management
3.0	Dec 2022	Hazel Berry	Changed carbon neutral to net zero	Vic Mansbridge Head of bid management

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# 1 INTRODUCTION

## 1.1 Environmental Policy

TCC and Recordsure operate an Environmental Management System which includes the Environment Policy detailing the valuation of environmental impacts and environmental objectives.

One of the key objectives is becoming net zero by 2030 and this Carbon Reduction Plan details the progress towards this.

The environmental management system is part of the Integrated Management System (IMS) which includes the IMS Policy statement signed by the Chief Executive Officer. This includes TCC and Recordsure's approach environmental management.

The types of emission are:

1. Scope 1 (direct emissions) emissions are those from activities owned or controlled by our organisation.

Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces and vehicles; and emissions from chemical production in owned or controlled process equipment.

2. Scope 2 (energy indirect) emissions are those released into the atmosphere that are associated with our consumption of purchased electricity, heat, steam and cooling. These indirect emissions are a consequence of our company's energy use, but occur at sources we do not own or control.

3. Scope 3 (other indirect) emissions are a consequence of our actions that occur at sources you do not own or control and are not classed as Scope 2 emissions.

Examples of Scope 3 emissions are business travel by means not owned or controlled by our company, waste disposal, materials or fuels your organisation purchases.

Deciding if emissions from a vehicle, office or factory that we use are Scope 1 or Scope 3 may depend on how we define our operational boundaries. Scope 3 emissions can be from activities that are upstream or downstream of our organisation.

## 2 EMISSIONS

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.

### 2.1 Emissions Log

The Emissions Log quantifies the consumption of materials, either indirect (scope 2) which are directly controlled by the company or indirect which are out of control of the company (scope 3) by assessing the upstream and downstream processes of TCC and RecordSure operations.

Scope 2 includes:

- Electricity use in the Leeds office.
- Water usage for the Leeds office.

Scope 3 includes:

- London Office - water and electric and heating
- Commuting
- Waste
- Procurement
- Business travel: land
- Courier
- Homeworking
- Suppliers

The level of use is ascertained for each category and then an emissions factor is applied to ascertain the amount of carbon in tons.

The emission factor is the ratio between the amount of pollution generated and the amount of a given raw material processed. The term may also refer to the ratio between the emissions generated and the outputs of production processes

The Emissions Log details for each type of emission the assumptions and sources used for both consumption and the emission factor. Where possible government emission factors are used:

<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022>

## 2.2 The Baseline Year

Baseline Year: June 21 – June 22	
Additional Details relating to the Baseline Emissions calculations.	
TCC and Recordsure will be moving to a smaller office in Leeds in October 2022 and therefore baseline monitoring will need to be re-evaluated.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0
Scope 2	4,325
Scope 3 (Included Sources)	14,067 with a breakdown for the following 5 key categories: <ul style="list-style-type: none"> <li>1. Upstream transportation and distribution: 7</li> <li>2. Waste generated in operations: 293</li> <li>3. Business Travel: 6,235</li> <li>4. Employee commuting: 104</li> <li>5. Downstream transportation and distribution: 3,460</li> </ul>
Total Emissions	18,392

The level of scope 1 emissions is currently 0 as TCC and RS have no direct emissions as we lease the company offices and do not own company vehicles.

## 2.3 Current Emissions Reporting

These are currently the same as the baseline:

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0
Scope 2	4,325

Scope 3 (Included Sources)	14,067 with a breakdown for the following 5 key categories: <ol style="list-style-type: none"> <li>1. Upstream transportation and distribution: 7</li> <li>2. Waste generated in operations:293</li> <li>3. Business Travel:6,235</li> <li>4. Employee commuting:104</li> <li>5. Downstream transportation and distribution: 3,460</li> </ol>
Total Emissions	18,392

### 3 Emissions Reduction Targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We project that carbon emissions will decrease over the next five years to 11,495 tCO<sub>2</sub>e by 2027. This is a reduction of 62.5%.

### 4 Carbon Reduction Projects

#### 4.1 Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since June 2021. in the last year. Our completed carbon reduction projects are:

1. Committed to SME climate change hub of net zero emissions by 2030.
2. ISO14001 certification achieved in February 2022.
3. Calculated scope 1, 2 and 3 emissions for baseline monitoring.

#### 4.2 Future Carbon Reduction Initiatives

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

1. Downsize office in Leeds to 105 desks to 18 desks.
2. Fully monitor our supply chain to more accurately determine scope 3 emissions.
3. Introduce a third-party carbon monitoring tool.
4. Introduce an IT procurement and asset management system with a focus on carbon efficient management.

Signed on behalf of **The Consulting Consortium Limited & Record Sure Limited**  
by:

.....Victoria Mansbridge..... (Name)

*V Mansbridge*

(Signature)

...Head of Bid Management..... (Position)

.....17<sup>th</sup> October 2022..... (Date)



## Head Office

TCC Group and Recordsure  
6th Floor, 10 Lower Thames Street  
London, EC3R 6EN

T\_+44 (0)203 772 7230  
E\_ hello@tcc.group | info@recordsure.com  
W\_ tcc.group | recordsure.com