Carbon Reduction Plan

The Language Shop - in compliance with *PPN 06/21*

Our Commitment

Supplier name: The Language Shop Limited

Company Registration Number: **08882661**

Publish date: September, 2024

The Language Shop is committed to achieving Net Zero emissions by 2040.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations, they are defined as "science-based" when they align with the scale of reductions required to limit global temperature increases to 1.5°C compared to pre-industrial temperatures. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year.

SBTi recommends that organisations commit to near-term targets (that cover a minimum of 5 years/maximum of 10 years from the baseline year), as well as long-term targets.

Our near-term targets:

- Reduce scope 1 and 2 emissions to zero by 2030.
- To procure 100% renewable electricity by 2030.
- Reduce Scope 3 emissions by 42% by 2030.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the combustion of fuels in on-site boilers, furnaces, or vehicles.

Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.

Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation's value chain, including emissions from upstream and downstream activities.

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Our Carbon Footprint

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. We have chosen to set our baseline year as April 2023 – March 2024.

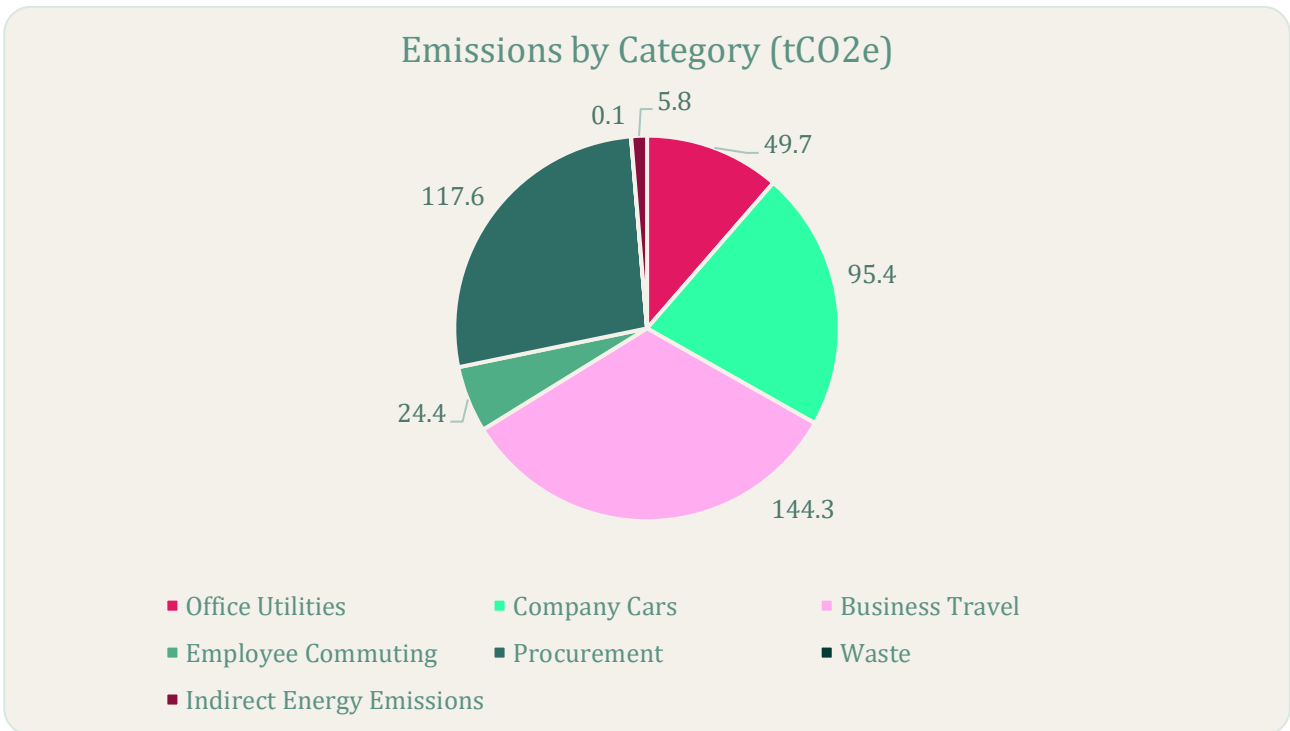| Baseline Year: 2023-2024	
The current reporting year (April 2023 – March 2024) is the first year that we have measured and reported our carbon footprint and will serve as the baseline year for future measurements.	
Emissions	Total (tonnes CO_2e)
Scope 1	95.4
Scope 2*	Market-based: 49.7 Location-based: 49.7
Scope 3 including: - Purchased Goods & Services - Capital Goods - Fuel & Energy Related Services - Business Travel - Transportation & Distribution (Upstream & Downstream) - Employee Commuting & Homeworking - Operational Waste & Water	292.2
Total Emissions*	**Market-based: 437.3** **Location-based: 437.3**

*Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.

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Carbon Intensity Metrics

Baseline year: 2022-2023	Carbon intensity metric (tonnes CO$_2$e / unit)
Employees	9.2
Sales (£)	44.4

Based upon 47.7 employees, and a £9.845 million sales during the measurement period. We are using market-based emissions to calculate our intensity metrics.

Carbon Emissions Breakdown

Emissions by Category (tCO2e)

- Office Utilities
- Company Cars
- Business Travel
- Employee Commuting
- Procurement
- Waste
- Indirect Energy Emissions

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Progress

There are no previous existing carbon emission reduction targets against which to report progress as this Is our baseline year measurement. We will maintain our Carbon Reduction Plan to monitor progress for future measurement and reduction actions.

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented.

Activity	Completion Date	Scope
Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2024	1,2,3
Created a team to lead reduction initiatives. This team has been made up of members from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.	2024	1,2,3

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Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

Reduction Plans – Scope 1 & Scope 2				
Activity No.	**Activity**	**Target Date**	**% Reduction Target**	**Category**
1	Ask the landlord to consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets. Consider planning for larger cost management (where appropriate) such as an efficient boiler system. Consider moving to premises without gas heating for 100% reduction is stationary combustion emissions.	2025-2030	6%	Stationary Combustion
2	Encourage the landlord/management company at the office to procure a 100% renewable electricity tariff. This change will reduce **market-based** emissions (from chosen tariff) from the office (common areas) to 0 tCO2e.	2025-2030	100% (market-based)	Purchased Electricity
3	Implement energy efficiency measures to reduce the overall amount of electricity consumed at sites. Optimise operational procedures and implement energy management systems (such as ISO 14001). Examples of reduction measures include: - upgrading lighting and introducing more sensor lighting, and aligning sensor times to usage patterns (eg 3 minutes for corridors, 20 minutes for working spaces) - installing timers on sockets/equipment - reviewing and renewing inefficient equipment (when at end of life), and actively consider the energy efficiency	2025-2030	10% (location-based)	Purchased Electricity

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	of equipment when new purchases are required (eg laptops, fridges, dishwashers) Invite colleagues from different sites to openly explore challenges and barriers to collaboratively find solutions for reduction.			
4	To completely reduce market and location-based energy emissions to zero, install on-site renewable energy generation technologies such as solar PV panels, solar heating, heat pumps (following an energy audit to assess feasibility and payback periods), to generate 100% of heating and energy demand. Consider removing on-site stationary combustion (gas) heating. Alternatively, encourage the landlord to do the above or consider moving site. If the UK Grid is 100% powered by renewable energy before this point, your Scope 2 location-based (and market-based) electricity emissions will already be zero. You would still need to consider gas emissions unless removed (or better technology is available).	2025-2030	100% (location and market-based)	Stationary Combustion Purchased Electricity
5	Conduct a review of company vehicles to outline a strategy for company vehicle electrification: - determine which vehicles to electrify first, dependent on which vehicles are used most, which vehicles are most polluting, and which vehicles are oldest. - determine if fleet size can be reduced by using active transport (such as using e-bikes or e-cargo tricycles for shorter use cases). - determine a timeframe for vehicle electrification and commit to this.	2025-2030	100%	Mobile Combustion Purchased Electricity (EVs)

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6	Consider driver-efficiency training for company car users – this should demonstrate a reduction in total fuel/electricity use.	2025-2030	10%	Mobile Combustion Purchased Electricity (EVs)

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to **0 tCO₂e** by 2030.
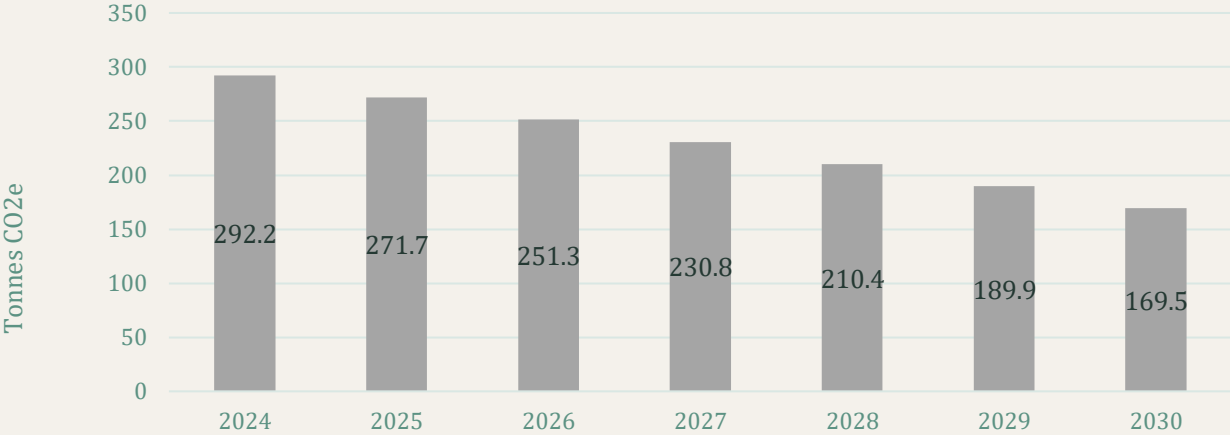
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We also aim to implement the further initiatives below to reduce Scope 3 emissions:

Reduction Plans – Scope 3				
Activity No.	**Activity**	**Target Date**	**% Reduction Target**	**Category**
1	Consider training and engagement for the Green Team, leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals where appropriate. On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.	2028	2.5 - 7.5%	Commuting & Home Working Business Travel
2	Implement a Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts, and monitoring reporting mechanisms. Commit to a Sustainability Audit or Survey to request further information regarding credentials – Plan to send these to the top 10/20 suppliers by spend. This data collection will support reduction journey by gathering important data for year two measurement & encourage supply chain integration towards Net Zero. Complete this audit within two phases: 1. Identify suppliers for engagement 2. Formulate and collect data (survey/scoring) Once completed prioritise suppliers with lower carbon footprints as part of the above phased approach. This may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items.	2025-2030	20%	Purchased Goods & Services

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	Develop and monitor procurement policy for all new suppliers to align to Net Zero goals.			
3	Develop and implement a Sustainable Travel Policy to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate. Monitor and consider alternatives to air-based travel as a priority and commit to offering support to workforce with options for active travel schemes, such as bike to work or car sharing opportunities. Utilise the emissions travel hierarchy: - Digital communication - Walking and cycling - Public and shared transport - EV's and car sharing/clubs - ICE vehicles and car sharing/clubs - Air travel Consider creative ways to engage and support the workforce to influence change. Examples include setting an internal organisation carbon credit scheme (limit that to a number of tCO_2e per year), extra holiday days for low emission travel choice, bonuses, subsidised travel, equal mileage payments for diesel/petrol/EVs/cycling.	2024	15%	Business Travel Commuting
4	Liaise with key suppliers to see whether they can ship with the minimal amount of packaging needed to secure the product.	2024	25%	Waste
5	Improve our data quality as our current reporting period is measured utilising out financial spends for all categories.	2025	-	All

Based upon the above completed and planned initiatives, it is projected that (as a minimum) Scope 3 carbon emissions will further decrease over the next seven years from the current normalised measurement of 292.2 tCO_2e to 169.5 tCO_2e by 2030. This is a **reduction of 42%** and will keep us on track to Net Zero.

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Scope 3 Reduction Targets to 2030

Tonnes CO2e

Year	2024	2025	2026	2027	2028	2029	2030
Tonnes CO2e	292.2	271.7	251.3	230.8	210.4	189.9	169.5

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Declaration and Sign Off

This Carbon Reduction Plan has been completed and submitted in accordance with the Public Procurement Notice (PPN 06/21) and associated guidance and reporting standard for the 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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

This Carbon Reduction Plan has been reviewed and approved by The Language Shop Limited Executive and Leadership Team.

Signed on behalf of The Language Shop Limited

Name: **Jaimin Patel**

Position: **Managing Director**

Date: **15th September 24**

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[1]   https://ghgprotocol.org/corporate-standard

[2]   https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

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