



# Carbon Reduction Plan

Supplier name: Route 101 Limited

Publication date: 13<sup>th</sup> January 2023

## Commitment to achieving Net Zero

Route 101 Limited is committed to achieving Net Zero emissions by 2050.

Route 101 provides our services in a manner that manages, controls and wherever possible reduces our environmental impact and carbon footprint. As a cloud systems integrator, we promote sustainability through the cloud-based services that we provide which leads to a much smaller hardware footprint. In addition, the improved communication channels we offer lead to a reduction in travel for both our own staff, our customers, and our vendor partners. Within this Carbon Reduction Report we present our Carbon Footprint report and baseline emissions figures alongside our commitment to achieve Net Zero emission by 2050.

## 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.

Route 101 Limited has provided details of our organisation's baseline emissions below. We have procured the expert services of Carbon Neutral Britain to produce our first GHG Emission (also referred to as Carbon Footprint) Calculating and Offsetting report in December 2022.

As our organisation has not previously formally assessed or reported emissions, 2021-22 forms our first reporting period and our Baseline – and therefore the figures in both tables are the same – with impact assessment and our next report due in Quarter 4 of 2023.

<b>Baseline Year: 2021-2022</b>
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<b>Additional Details relating to the Baseline Emissions calculations</b>
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<p>The operational control consolidation approach to calculating Route 101 Limited's carbon footprint was used, due to our standard business structure and business practices. As a result, the following scope of data was collected:</p>
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<p>Scope 1 - Stationary and Mobile Source Emissions (equipment and quantity combusted), Company Owned and Leased Vehicles (vehicle type and distance travelled), Refrigerant Gas Losses (refrigerant type and new/disposed units) for the organisation only.</p>
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<p>Scope 2 - Energy (electricity, imported heat, steam in kwh) from the office and vehicles, using the location-based method.</p>
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<p>Scope 3 - Homeworking Energy (Days), Water (consumption and waste volume), Waste (landfill, recycled and composted weight), Business Travel (type and distance), Staff Commuting (average distance and type), Hotel Stays (UK, Europe or Worldwide days).</p>
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Where primary emissions data could not be collected, the following assumptions and estimations were used:

Vehicle emissions were calculated using Defra vehicle categories and HM Government Emission Factors (2021). Throughout the reporting period, some staff worked remotely from home. Due to the unknown primary energy data from staff at home, the energy usage was calculated based on the number of days staff worked, assuming 8 hours per day. Water consumption figures were estimated based on industry statistics. Water waste figures were estimated based on water consumption data. Waste figures were estimated based on the volume and frequency of collection (in litres). Any incidental emissions less than 1% of the total organisation's carbon footprint were not included within the report.

In December 2022, Route 101 Limited offset this carbon footprint to become certified as a Carbon Neutral Business by Carbon Neutral Britain. As certification was awarded by an external organisation, it provides assurance that the carbon neutral claim is robust and credible, following calculation using the ISO 14064 and GHG Protocol Emissions Standard principles of relevance, completeness, consistency, transparency and accuracy. Carbon Neutral Status has been awarded to Route 101 Ltd for a period of 12 months.

Through the Carbon Neutral Britain Woodland Fund™, Route 101 Limited has offset its total carbon emissions through internationally certified carbon offsetting projects.

#### Baseline year emissions: 2021-2022

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	9.72
Scope 2	2.80
Scope 3 (Included Sources)	54.57
<b>Total Emissions</b>	67.08 Tonnes of Carbon Dioxide Equivalent GHG Emissions per FTE - 1.08 tCO <sub>2</sub> e

### Current Emissions Reporting

Reporting Year: 2021-2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	9.72

<b>Scope 2</b>	2.80
<b>Scope 3 (Included Sources)</b>	54.57
<b>Total Emissions</b>	67.08 Tonnes of Carbon Dioxide Equivalent GHG Emissions per FTE - 1.08 tCO <sub>2</sub> e

## Emissions reduction targets

Route 101 have been working to reduce our emissions as part of our Environmental and Social Value Policies and Procedures. With the ambition to measure and offset our total organisation's emissions in December 2022, working in partnership with Carbon Neutral Britain, in we became Carbon Neutral.

As our first carbon footprint report was produced in 2021-22, we can only provide a rough guide to proposed future emission reduction targets at this point. For example, as an organisation providing contact centre technology, we jointly identified that our main emissions would occur from energy usage from staff working and travelling. Business Travel is one of the largest emissions sources of the business, so if this can be reduced, this could see a reduction of 5-10 tCO<sub>2</sub>e (<10%) in emissions by 2028. This is a reduction of approximately 15% from the current baseline reporting level.

Going forward we are committed to setting carbon reduction targets, producing annual emissions reports to track our progress and focussing upon areas within the business that produce the most emissions - ensuring our carbon offsetting is accurate. By next year we will be able to plot and assess the impact of our reduction strategies, the difference that has been made, and what can be done further.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed this year or are planned for implementation this year since the 2021 baseline. As this is Route 101 Limited first baseline, we are unable to report upon a year-on-year %age reduction at this stage. However, we are committed to driving these schemes, reporting upon and publishing the carbon emission reduction we achieve through these schemes against the 2050 baseline. This is a key part of our contract management process.

Some of the ways we drive environmental sustainability are:

- Achievement of ISO 27001 Accreditation (2022)
- Dispose of electrical items either to the second user market or in accordance with current WEEE recycling directives where reuse is not possible
- Minimise travelling with the use of improved collaborative technology and a complementary flexible working policy. We also provide a cycle to work scheme and secure bike storage to encourage eco-friendly methods of travel
- Minimise waste and reuse / recycle as much as possible. We recycle on a weekly basis, with recycling stations in each room and kitchen within the office.



- Recycle / reuse ink cartridges, using a charitable recycling service which benefits both charitable organisations and the environment
- We have recently installed an electric car charging point at our office to facilitate and encourage cleaner travel
- We discourage printing, using DocuSign and PDFs where possible.

### Proposed Future Carbon Reduction Initiatives

In the future we will implement further sustainability and carbon reduction measures such as:

- Switch to a green energy tariff with energy supplier
- Work with our suppliers on joint carbon reduction projects
- Sign up to staff sustainability initiatives
- Switch to LED light bulbs for greater efficiency
- Put heating thermostat on a timer and seal office windows for extra insulation
- Ensure policy of turning off and unplugging all devices when they're not being used is communicated and deployed
- Regular cleaning and maintenance of ventilation system
- Live plants in the office
- Ban single-use plastic cups.

### 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.

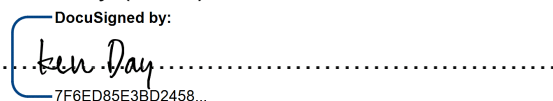
Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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>3</sup>.

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:

Ken Day (COO)

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Date: .....13<sup>th</sup> January 2023.....

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

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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