

# Carbon Reduction Plan

Supplier name: **Mentera**

Publication date: **1<sup>st</sup> August 2024**

**This plan has been produced in accordance with the Technical Standard for Completion of Carbon Reduction Plans and in line with the Cabinet Office Procurement Policy Note (PPN) 06/21**

## Commitment to achieving Net Zero

Mentera is committed to achieving Net Zero emissions by 2050.

## Baseline Emissions Footprint

<b>Baseline Year: 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
As part of our Environmental Management System (EMS), we have been recording various data since 2013. Over this time, we have steadily increased our monitoring to include all of our office premises and staff mileage to enable as accurate a Carbon footprint as possible for our baseline year of 2019. For the purposes of our Carbon Reduction Plan, we have assigned the year 2019 as our baseline. Please note that neither the baseline nor the current reporting period includes employee commuting, but we have now set this data collection as a target within our EMS for future years. Also, please note that 2020 figures have been excluded due to covid and inability to record accurate figures.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>14.698</b>
<b>Scope 2</b>	<b>9.098</b>
<b>Scope 3</b> (Included Sources)	<b>Business Travel = 102.1</b>
<b>Total Emissions</b>	<b>125.9</b>

## Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	18.84
Scope 2	4.78
Scope 3 (Included Sources)	Business Travel = 81.45
<b>Total Emissions</b>	<b>105.07</b>

## Emissions reduction targets

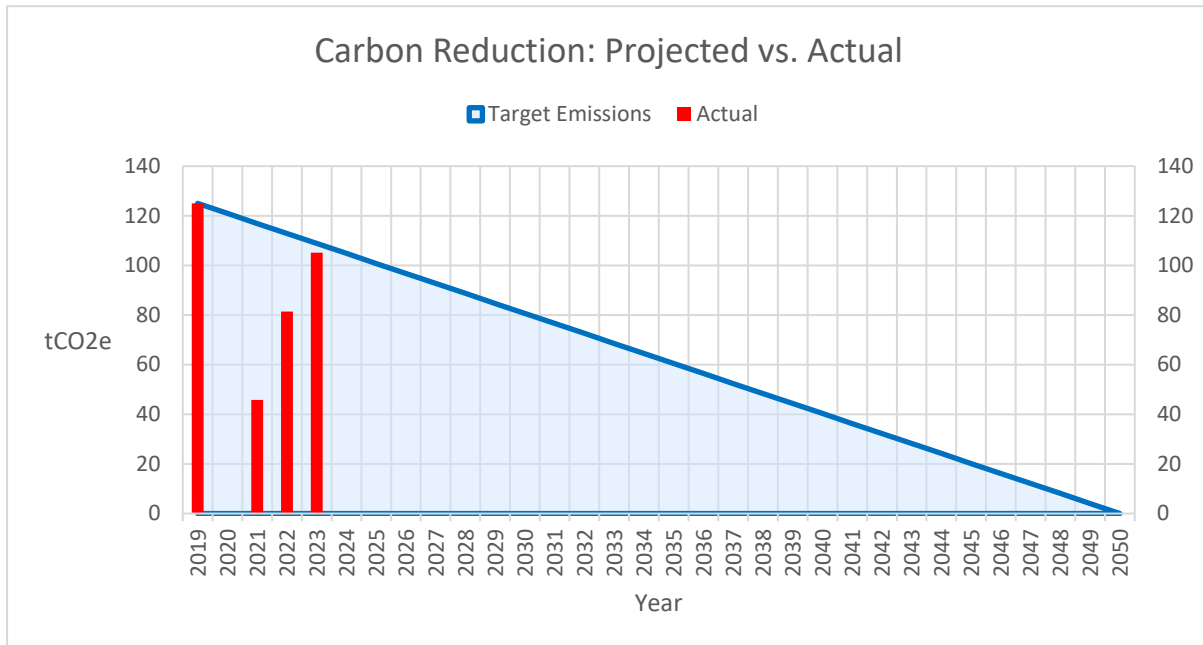
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 50 tCO<sub>2</sub>e by 2029.

Our carbon footprint has been completed in accordance with best industry practice, using the best and latest data you we available. Our carbon footprint adheres to the Greenhouse Gas Protocol's Corporate Accounting and Reporting Standard.

Our latest reporting figure shows an increase on the previous year but still below our reporting year. Various factors have influenced this including an increase on travel mileage due to increased workload from new projects and adaptations to new changes within accommodation and recovery from the artificially low Covid period. There may also be a potential billing anomaly which we are investigating that has resulted in a higher figure, but this will be reflected in next years figures.

Progress against these targets can be seen in the graph below:



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline.

- Increased use of photovoltaic generation on our offices
- Blended working between office and home bases
- Switch off policies
- Monitoring of energy use
- Monitoring of transport emissions
- Targets within our Environmental Management System
- Increased use of Video Conferencing reducing the need for business travel

N.B. It should be noted that during the reporting periods the Pandemic had a measurable effect upon our Carbon Footprint and has influenced reductions in Carbon outside of our specific planned measures. However, this has forced us to think creatively in the delivery of our projects and the benefits gained have enabled us to create new targeted measures for future carbon initiatives.

In October 2023 we changed the policy regarding working from home, reducing the threshold from 40 miles from any office location to 30 miles. As a result, the contracted place of work for 16 of some 165 individuals were changed to working from home, resulting in substantially smaller requirement to commute to the workplace. Through updating our hybrid policy, all other employees can work from home for up to 2 days per week.

Measurements for cycling to work for 1 individual (for example) shows a saving of 441kg and this is being further used to raise awareness amongst other staff.

Monthly environmental awareness emails are sent to everyone across the company.

The lease of one of our offices came to an end and we decided to close it rather than renew, which will have impacted in reduced energy usage etc and a reduced requirement to commute in.

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

- The feasibility of further photovoltaic generation
- Measurement of scope 3 commuting emissions and measures to reduce it
- Increased use of video conferencing and remote meetings during project delivery and staff meetings
- Encouragement in the use of low emission vehicles
- Further purchases of green energy
- Reduction in paper consumption
- Staff training
- Further development of our work from home policies
- Explore opportunity for Carbon offsetting but only if verifiable sustainable

## **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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

This Carbon Reduction Plan has been reviewed and signed off by the Chief Executive

### **Signed on behalf of the Supplier:**



Date: 01/08/2024