



# VEXTRIX

## Carbon Reduction Plan

December 2021



## COMMITMENT TO ACHIEVING NET ZERO

**Vextrix Management is committed to achieving Net Zero emissions by 2030.**

Baseline emissions footprint

### **Baseline year: 2021**

2021 is the first year that Vextrix have set our baseline emissions and made a formal commitment to continuous monitoring and recording as we start our commitment towards achieving Net Zero emissions by 2030. In order to establish our baseline we engaged an External Supplier (Environmental Strategies Limited) to assess our Scope 1 and 2 emissions in accordance with Section 9 of PAS2060. Completion of this exercise led to us offsetting our carbon for 2021 using a credible scheme, however we aim to continue on our journey to achieve net zero without the need to offset in the future.

### **Baseline year emissions:**

Emissions	Total tCO <sub>2</sub> e
Scope 1	12.021
Scope 2	1.834
Scope 3	NOT RECORDED
<b>Total emissions</b>	<b>13.855</b>

Additionally, we have undertaken a series of structured workshops and training with Manchester Growth Hub to guide us through the ongoing process that we now need to follow. This will enable us to continuously re-assess and monitor our emissions, and to take ownership of and accountability for data as we move towards setting science-based targets and action plans to reach net zero.

As we further develop our learning and/or obtain better data in our workings, we will measure our scope 3 emissions (a 2022 target) against which we will monitor and take action.

To start our environmental net zero journey, we are undertaking a programme to ensure every member of staff receives a day of formal Carbon Literacy training. We intend to move the business towards a net positive agenda where we consider our whole impact on the environment, local community, and wider society.

We are committed to publishing both our results and the annual improvements we make on our company website and via social media channels to ensure full transparency in our process and progress.

## EMISSIONS REDUCTION TARGETS

With 2021 the first year of baselining our operations, we are yet to state our targets by year other than our aim to be Net Zero by 2030. Our reduction targets are to be calculated over the coming months to allow us to take a scientific approach to calculation.

The broad themes of our objectives and anticipated key results are set out below. Once our science-based objectives are complete, the outline projects and processes we will implement to achieve our objectives will be set as key metrics, and progress reported on monthly at our company board meetings prior to publication on our website.



**Buildings/Offices** - All buildings and offices are operating to Net Zero and from fully renewable Energy Sources by 2025



**Travel** - All business travel will be undertaken by Public Transport or by EV/Hydrogen personal vehicles by 2030, thus reducing our carbon output from travel by 50% by Dec 2025



**Waste** - Achieve 100% segregation of waste in all offices and zero waste to landfill by 2023



**Suppliers, Procurement and Purchasing** - 100% Net Zero Supply Chain by 2040. Only source sustainably produced products and supplies by 2025 where technologically feasible and change tendering service provisions to embrace sustainability, carbon neutrality and measure contractor performance for feedback and improvement



**Investment, Education and Turning Movements Into Action** - All employees to be Carbon Literate by 2022. Become a leader in the SME field in service offering. Engage our clients, supply chain, and other consultants to educate them on policy and improvements through training, CPD and support to influence them to move their activities towards net zero. Create a culture to innovate and change amongst staff



**Reporting, Systems, Process and Metrics** - Ensure all areas of impact are recorded across Scopes 1 to 4 and achieve 100% transparency in reporting of emissions reports and progress, or lack of, by 2022. Have agreed and measurable Science-Based targets set in all areas by Jan 2023.

## CARBON REDUCTION PROJECTS



### Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline.

The carbon emission reduction achieved by these schemes cannot yet be quantified, however our initiatives have seen us support an offsetting programme for our baseline calculation and achieve Net Zero for our Scope 1 and 2 Carbon Footprint.

- ◆ Maintaining ISO14001 Accreditation
- ◆ Measurement of Footprint in accordance with Section 9 of PAS2060
- ◆ 100% of Staff will have completed formal Carbon Literacy Training by year end
- ◆ Formal engagement with Science-Based Targets initiative (SBTi) to assist with our planning commitment to Net Zero standard.

### Future carbon reduction initiatives

In the future we hope to implement the following measures as a priority:



#### Buildings/Offices

- ◆ All offices to be supplied by fully renewable sources or green energy tariffs by 2025
- ◆ All lighting to be PIR-controlled, LED, and suitable for the specific job in the working area by 2023. Ensure timer switches are adjusted to match occupancy patterns. Use 7-day timer controllers, to cater for varying occupancy patterns. Include boilers, HVAC systems, office equipment, water coolers etc.



#### Travel

- ◆ Undertake a Driver Training Programme to Brief all staff on effective maintenance and servicing of vehicles including, but not limited to: correct tyre pressures; use of heating and air conditioning; mobile charging only when strictly needed; use fuel efficiently, e.g. driving at 50-60mph produces fewer emissions than driving at 70-80 mph; plan routes to avoid traffic and reduce mileage; consider putting drivers on efficient driver training courses

## CARBON REDUCTION PROJECTS



### Travel (Cont'd)

- ◆ Implement employee incentive for business to fund installation of residential charging point for every member of staff who buys an electric vehicle
- ◆ Implement a Public Transport travel to work or Car Sharing day every Friday in the offices
- ◆ Improve cycle storage facilities (bike racks, showers etc) at offices
- ◆ Install EV Charging Points in staff car parks to cover at least 50% of spaces
- ◆ Offer Salary Sacrifice for Public Transport Season Tickets.



### Waste and Water

- ◆ Review waste contract and ensure it provides information on tonnages and recycling rates. Ensure waste is being transported via a registered waste carrier to a registered waste disposal site.



### Suppliers and Purchasing

- ◆ All suppliers to have a Carbon Reduction Plan, Net Zero Policy, and Environmental Policy
- ◆ Staff performance objectives and incentives include sustainable procurement.



### Investment, Education and Turning Movements Into Action

- ◆ Implement a 'Carbon Cup 2022' to record individual team members' personal carbon emissions, thus creating a league table and setting further personal targets for reduction
- ◆ All new company starters to receive Carbon Literacy training as part of their induction.



### Reporting, Systems, Process and Metrics

- ◆ Ensure all areas of impact are recorded across Scopes 1 to 4
- ◆ Achieve 100% transparency in reporting of emissions records and progress, or lack of, by end 2022. Have agreed and measurable Science-Based targets set in all areas to commence in Jan 2023.

## 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 and will be 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 board of directors (or equivalent management body):

Signed on behalf of Vextrix Management Ltd:



Phillip Marsden, Managing Director  
Date: December 2021