

# Carbon Reduction Plan Template

Supplier name: Phoenix Software Ltd

Publication date: 28<sup>th</sup> April 2023

## Commitment to achieving Net Zero

Phoenix Software Ltd is committed to achieving Net Zero emissions by 2040.

## 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.

Baseline Year: 1 March 2020 to 28 February 2021	
Additional Details relating to the Baseline Emissions calculations.	
The baseline was taken during the Covid-19 pandemic period, therefore travel and office working was hugely reduced.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	35
Scope 2	62
Scope 3 (Included Sources)	23 transport and distribution of our electricity, business car mileage, air, taxi and train travel, waste, water, and paper consumption
Total Emissions	120

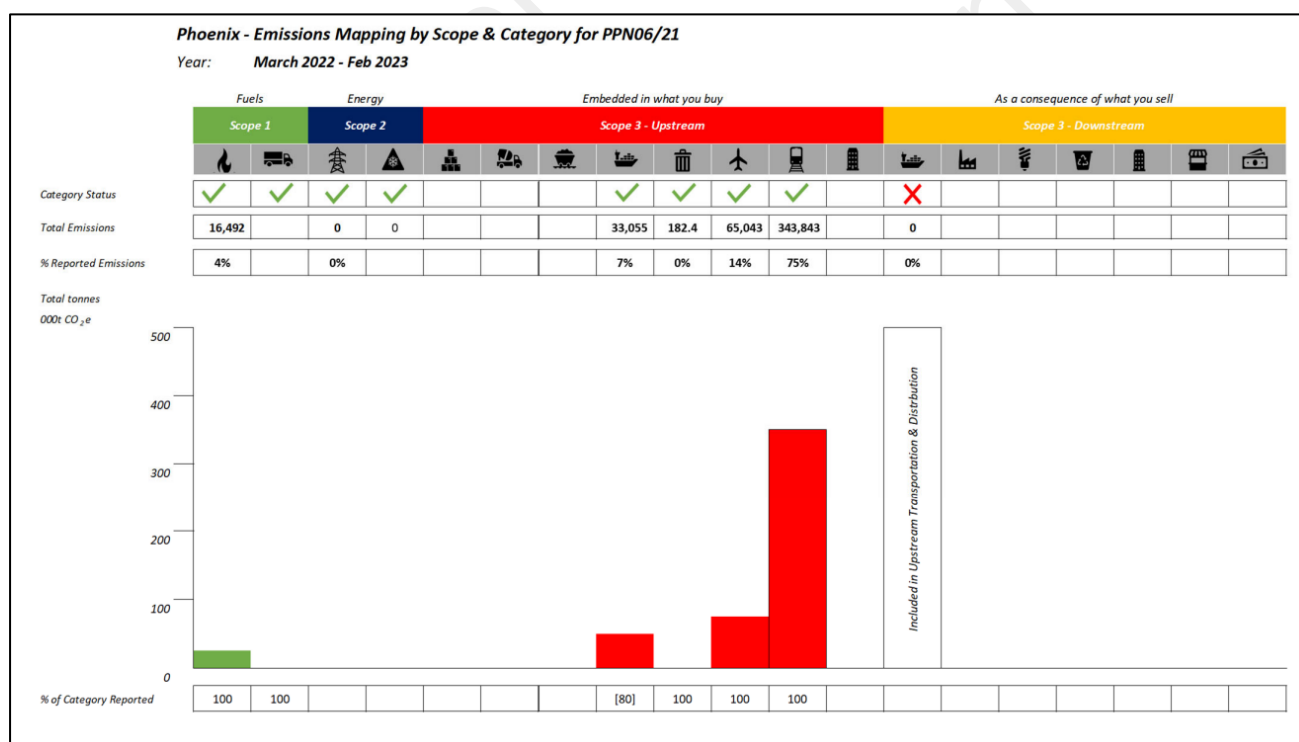
## Current Emissions Reporting

Reporting Year: 1 March 2022 to 28 February 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	16.5
Scope 2	0
Scope 3 (Included Sources)	444 <i>transport and distribution of our electricity, business car mileage, air, taxi and train travel, waste, water, and paper consumption,</i> <b><i>Now also includes: upstream transportation and distribution and employee commuting.</i></b>
Total Emissions	460.7

This current reporting year, there has been a significant jump in the total number of tonnes of CO<sub>2</sub>e reporting this year due to the additional work the company has done to fully understand and disclose its emissions in the required scope 3 categories.

Scope 3 now includes figures for Upstream Transportation and Distribution and Employee Commuting.

The company continues to be committed to reporting, planning, and acting to fully disclose and mitigate emissions in all Scope and Categories. The table below shows the total emissions for Scope 1, 2, and the five relevant categories of Scope 3, either measured or calculated in the reporting year.



## 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 **60** tCO<sub>2</sub>e by 20**26**. This is a reduction of **50**% based on like for like baseline year of Scope 1, 2 and 3 (paper, waste, water).

### Our Targets

20/21	Baseline
2040	Net-Zero GreenHouseGas emissions
2030	50% Reduced emissions all scopes
2026	<b>50% Reduced emissions (Scope 1,2 &amp; 3 (paper, waste, water))</b>

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 20**20/1** baseline. The carbon emission reduction achieved by these schemes equate to **59** tCO<sub>2</sub>e, a **49**% reduction against the 20**20/1** baseline and the measures will be in effect when performing the contract.

Phoenix are ISO14001 certified and IEMA members. Phoenix continues to evaluate all options to minimise GHG Emissions as well as to minimise overall consumption even where there is a minimal impact on GHG Emissions (e.g. energy efficiency with 100% renewable electricity). During the reporting year, the company completed a number of energy projects the details, which are listed below:

The company's Scope 1 emissions consist of gas consumption at its office in near York. During the previous reporting year the company replaced its gas boiler, which will save an estimated 60,000kWh of gas consumption a year equivalent to 11tCO<sub>2</sub>e saved per year. The company will continue to explore ways to minimise gas consumption as well as the viability to, over time, utilise carbon removal credits to offset natural gas emissions. From November 2022, the company switched to a green gas contract making all of their gas consumption 100% renewable

The company's Scope 2 emissions have been zero since November 2021 with the company purchasing 100% renewable electricity from its energy supplier. The company continues to look at ways to minimise the overall consumption of electricity with the completion of a project to switch to LED lighting completed in the year and saving an estimated 3,000kWh of electricity consumption per year

The company's Scope 3 emissions have been limited to water, waste and paper for the baseline comparisons.

The company is committed to exploring all opportunities to decrease waste from its operations. The nature of the business operations means that waste streams are, largely, limited to General commercial waste, dry mixed recycling, and WEEE. Currently WEEE is not measured but will be added to waste measurement going forward. During the reporting year the company completed to projects to reduce or divert waste: 1. Diverting 30kg of non-

plastic sealed tea bags from landfill to composting 2. Driving recycling initiatives among employees resulting in 100kg of additional recycled waste that would otherwise have been sent for landfill

The majority of the company's business travel is incurred by the sales team visiting clients in non-company owned (grey fleet) vehicles. While it will remain important for the sales team to visit customers the company is committed to exploring options to encourage individuals to transition to lower carbon vehicles as part of the normal vehicle replacement cycle. Train travel will continue to be a priority travel method for business travel and employees will be encouraged to utilise trains as much as possible in the course of its commercial activities Air travel is already minimised as much as possible and will be on an ongoing basis

Site	Country	Project		
Phoenix Head Office	UK	Coffee cup recycling units installed across the building	Mar-22	Landfill
Phoenix Head Office	UK	Generator fuel changed from Red Diesel to low emission diesel made entirely from waste products	April-22	Diesel/ Petrol
Phoenix Head Office	UK	Replaced out of date air conditioning units, which would otherwise have required a refill of R22 gas, with nine new efficient units	Feb-22	Fugitive Emissions
Phoenix Head Office	UK	Car park lighting upgraded to energy efficient LED and also redesigned for less light pollution	Dec-22–Feb-23	Electricity
Phoenix Head Office	UK	Change of waste contractor ensuring that more of the waste is recycled due to sorting of the general waste (diverting 40% from general waste to recyclable) and ensuring that none goes to landfill due to RDF scheme	Aug-22	Landfill
Phoenix Head Office	UK	Planning for all light switches across the older building to be PIR sensors, this will mean the whole building is PIR activated	Feb-22	Electricity
Phoenix Head Office	UK	Reduction in Printers by 25%	Sep-22	Electricity
Phoenix Head Office	UK	Introduction of free bus passes	Nov-22	Diesel/ Petrol

The need for taking immediate and bold action on climate change is being increasingly recognised by businesses, government, and the general population. Phoenix recognises that its activities have an impact on the environment, and we are committed to minimising any adverse impact wherever practical.

We have identified several areas, which will contribute to us achieving our Net Zero pledge:

1. Engagement of Team: The entire Phoenix team is engaged with the company's plans to mitigate carbon emissions, and this is now a topic at our regular team meetings. A regular employee commuting survey is undertaken, and the results communicated back to employees to encourage them to look at reductions.

2. Other Actions being taken:

- Fleet emissions: the company is looking at ways that it can transition to lower carbon fleet via both its policy for car allowances and finding ways to incentivise lower carbon commuting for its employees. The company is also introducing a salary sacrifice scheme to support the purchase of electric vehicles.
- Transport and Distribution: the company will look at how it can influence its Tier 1 suppliers to utilise low carbon transport options for the deliveries they make on its behalf.
- Non-reported emissions: while the company's focus is on mitigating the emissions, it currently reports it will also build in future plans to report key additional categories in Scope 3 – Category 1 – Purchased Goods and Services.

## 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>13</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>14</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>15</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:**

*Clare Metcalfe*  
**Operations Director**

Date: 28 April 2023

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<sup>13</sup> <https://ghgprotocol.org/corporate-standard>

<sup>14</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>15</sup> <https://ghgprotocol.org/standards/scope-3-standard>