

PPN 006 Carbon Reduction Plan



March 2024 - February 2025

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Report Date: 02-05-2024

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Powered By:  **notch**



This report has been produced by **notch** using the **notch** carbon accounting platform for **Phoenix Software Ltd.**

Company Overview

Phoenix Software Ltd enables digital transformation in the workplace, empowering UK organisations to innovate and transform with cloud and hybrid infrastructures data, AI, security, and collaboration tools. By understanding the individual goals of its customers, Phoenix Software Ltd delivers remarkable, outcome-focused IT solutions and services that allow UK organisations to make a difference to the lives of their employees, service users, and communities.

Year Incorporated	1990
Industry	Wholesale of computers, computer peripheral equipment and software
No. of Staff	476
No. of Offices	2
No. of Production Sites	-
No. of Company Vehicles - Trucks	-
No. of Company Vehicles - Other	-

Reporting Period

March 2024 - February 2025

Benchmark Year

Scope 1 and 2: March 2020 to February 2021

Scope 3: March 2022 to February 2023

Qualification & Reporting Methodology

This report has been created using the Environmental Reporting Guidelines, including Streamlined Energy & Carbon Reporting (SECR) guidance issued by the UK Government in April 2019.

Where they exist, notch uses the UK Government published carbon conversion factors relevant to the reporting period. Where emissions, without published conversion factors have been used, these have been determined by notch in consultation with relevant stakeholders and any industry norms or standards that exist. The details of these are included in the Data Declaration section of this report.

Net Zero History

Phoenix Software Ltd Net Zero goal is aligned with the science-based targets, with their core short term focus being on reducing emissions from transport, whether that be business, commuting or from suppliers. To work towards

the Net Zero target of 2040 and an interim target of 50% reduction in these areas by 2030

Net Zero Committed Date

2040

Reporting Boundary

Financial

Optional Scope

Emissions from Scope 1 and 2 have been measured in accordance with SECR requirements. The Scope 3 emissions that have been included are:

- Upstream Transportation & Distribution
- Waste Generated From Operations
- Business Travel
- Employee Commuting and working from home emissions

Baseline Emissions Footprint

Baseline Year: 2021/22 for Scopes 1 and 2. 2022/23 for Scope 3	
Additional Details relating to the Baseline Emissions calculations.	
Phoenix Software Ltd, has a baseline year of 2020/21 for when Scopes 1 and 2 were fully reported and 2022/23 for Scope 3, as the first year that all relevant categories were calculated. Due to this, the total emissions given below are not reflective of a single reporting year.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1 (2020/21)	34.9
Scope 2 (2020/21)	61.6
Scope 3 (2022/23) This includes categories as outlined by PPN 006: Category 4 - Upstream Transportation and Distribution Category 5 - Waste Category 6 – Business Travel Category 7 – Employee Commuting (includes the optional homeworking category) Category 9 - Downstream transportation and distribution is considered not relevant due to the nature of the Phoenix Software Ltd business model. Any transportation and distribution emissions (category 4 and category 9) are captured in upstream.	529.7
Total Emissions	626.2

Current Emissions Reporting

Reporting Year: 2024/25	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.06
Scope 2	0.0
Scope 3 This includes categories as outlined by PPN 006: Category 4 - Upstream Transportation and Distribution (1.8) Category 5 – Waste (0.24) Category 6 – Business Travel (120.4) Category 7 – Employee Commuting (542.3) (includes the optional homeworking category) Category 9 - Downstream transportation and distribution is considered not relevant due to the nature of the Phoenix Software Ltd business model. Any transportation and distribution emissions (category 4 and category 9) are captured in upstream.	664.7
Total Emissions	664.8

Emissions reduction targets

Phoenix Software Ltd has met and exceeded its previously stated targets of a 50% reduction in Scopes 1 and 2 by 2025/26. Scope 1 target was met in 2023/24 and Scope 2 target in 2022/23. In 2023/24, Phoenix recorded minimal (0.06) tCO₂e emissions for Scope 1 and Scope 2 (market based) and as such the targets are now to maintain those reductions at 100% from base year 2020/2021.

To reduce absolute Scope 3 GHG emissions to 50% by 2030/31 from a 2022/23 base year

To reach net-zero GHG emissions across the value chain by 2040/41

Immediate Carbon Reduction Priorities

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

Phoenix Software Ltd, as part of Bytes Technology Group Plc, has had its targets validated by the Science Based Targets initiative (SBTi). Carbon reduction activities are aligned to these targets and will form part of a net zero transition plan. These steps for emissions reporting and transparent declarations are key parts of Phoenix's strategy. The immediate priorities of the company to drive down its climate impact are:

- Reduce travel emissions
- Reduce waste
- Positively influence supply-chain emissions

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management projects have been completed or implemented since the 2020/21 baseline. The carbon emission reductions achieved by these schemes are difficult to quantify as Phoenix Software Ltd continue to expand the coverage and quality of data collection activities and makes significant advancement in the number of Scope 3 categories being measured and reported.

- Scope 1 emissions have decreased 100% from 34.9 tCO₂e to 0.06 tCO₂e from the baseline year 2020/21, due to procurement of green gas at our head office, replacement of boiler to an energy efficient model and new air-conditioning system.
- Scope 2 emissions have decreased 100% from 61.6 tCO₂e to 0.0 tCO₂e from the baseline year of 2020/21 due to the use of renewable electricity at our head office.
- This subset of Scope 3 emissions has increased from the baseline year of 2022/23 by 25.5% from 529.7 tCO₂e to 664.8 tCO₂e, which is mostly due to an increase in the employee commuting and business travel categories as a result of business growth and increased headcount.

Completed projects FY23/24

Site	Country	Project	Emissions Impacted
Pocklington	UK	Implemented EV car scheme and Car Share Programmes	Scope 3 - Cat. 6 - Business Travel and Cat. 7 Employee Commuting
Pocklington	UK	Removal of all aerosols from site. Replaced with gel block air fresheners in toilets and kitchens	Scope 3 - Cat. 5 Waste
Pocklington	UK	LED lighting for car parks completed Q3 2023	Scope 2
Pocklington	UK	Zero waste to landfill waste management contract	Scope 3 - Cat. 5 Waste
Pocklington	UK	Replaced all toilet and kitchen paper with recycled paper	Scope 3 - Cat. 5 Waste
Pocklington	UK	Solar panel installation	Scope 2 - Electricity usage, Scope 3 - Cat. 3 Fuel and energy-related activities
Pocklington	UK	Supply chain environmental survey - ESG scorecard introduced for onboarding	Scope 3 - Cat. 1 Purchased goods and services
All	UK	Data collected on home working emissions	Scope 3 - Cat. 7 - teleworking
Pocklington	UK	Install vape recycling bins	Scope 3 - Cat. 5 - Waste
All	UK	SBTi validation of near-term and net zero targets	All emissions

In progress projects

Site	Country	Project	Emissions Impacted
Pocklington	UK	Supply chain environmental survey and continued engagement with suppliers on ESG matters	Scope 3 - Cat. 1 Purchased goods and services
Pocklington	UK	Continue to promote EV scheme - as of FY25 10% of employees taking advantage of the scheme	Scope 3 - Cat. 6 and 7 - Business Travel and Employee commuting
Pocklington	UK	Employee engagement in travel and impact on environment. Encouraging sustainable choices.	Scope 3 - Cat. 6 and 7 Business travel and Employee commuting
All	UK	Carbon literacy and sustainability training for all employees. Delivered to non-sales in FY25 to be expanded to sales and further non-sales in FY26	All Emissions
All	UK	Net zero transition plan	All Emissions

Planned projects

Item	Description	Action Type	Emissions Impacted	Target	Time frame
1	Create waste and water policy with annual usage metrics and targets for reduction	Carbon reduction	Scope 3 - Cat. 1 (water) Scope 3 - Cat. 5 Waste	Appropriate target creation for reduction in usage	Q3 2025
2	Develop supply chain engagement strategy and risk assessment	Stakeholder engagement	Scope 3 - Cat. 1 Purchased goods and services	Better understanding of supplier emissions	Q2 2025
3	Engage with hardware distributors for better data on upstream transportation emissions	Data Improvement	Scope 3 - Cat. 3 Upstream transportation	Better understanding of supplier emissions	Q2 2025
4	Develop carbon data checklist and methodology to aid governance of data collection and reduce any errors	Data Improvement	All emissions	Better understanding of all emissions	Q2 2025
5	Greater understanding of emissions from home working	Data Improvement	Scope 3 - Cat. 7 - Teleworkers	Better understanding of homeworking emissions	Q3 2026
6	Reduce general waste	Carbon reduction	Scope 3 - Cat.5 - Waste	Reduce emissions from waste	Q2 2025
7	Update Travel Policy to consider sustainable travel	Carbon reduction	Scope 3 - Cat. 6 and 7 - Business Travel and Employee commuting	Reduce emissions from business travel and employee commute	Q2 2025
8	Update Environment Procurement Policy to make stronger considerations for sustainable procurement on business items	Carbon reduction	Scope 3 - Cat. 1 Purchased goods and services	Improved understanding of procurements	Q2 2025

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 requirement, 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 board of directors (or equivalent management body).

Signed on behalf of the Supplier:



23/05/2025

Date :