

Environmental, Climate Change and Carbon Reduction Policy

Acuity Business Solutions Ltd provides professional services to a predominantly UK public sector client base. It is an environmentally conscious organisation, which acknowledges the impact its operations may have on the environment and climate change.

Working on our pre-Covid baseline emissions footprint, we achieved Net Zero status in September 2022 by offsetting the total emissions generated between April 2019 and March 2022.

We are committed to maintaining carbon neutral status and we recognise our responsibility for caring for the environment.

Acuity Business Solutions Ltd has produced a Carbon Reduction Plan which details our organisational carbon footprint, how we have offset our emissions to achieve Net Zero and confirms our commitment to maintaining our status as a Net Zero, Carbon Neutral organisation.

Leadership

Our Managing Director approves our Environmental, Climate Change and Carbon Reduction Policy, which is reviewed and updated annually. It demonstrates our clear commitment to reducing emissions.

The policy is communicated to all employees annually and all employees are responsible for the implementation of the policy.

Planning

We reduce the environmental impact of our activities, products and services, and our carbon footprint, by:

- Maintaining our Net Zero status and monitoring, reducing and offsetting our emissions
- Striving to reduce emissions by using video conferencing to reduce travel and encouraging staff to use public transport when possible
- Taking action to eliminate or reduce any potentially adverse environmental impacts
- Promoting environmental awareness amongst our clients, associates and partners
- Preventing pollution, reducing waste and ensuring wherever practical, measures are implemented to protect and preserve natural habitats
- Controlling and reducing waste and recycling material wherever possible
- Reducing use of traditional ink cartridges in favour of refillable options
- Considering the effects our operations may have on the local community
- Seeking to work in partnership with the community by behaving in a considerate and socially responsible manner

- Ensuring effective and expedient incident control, investigation and reporting

Our employees have responsibility for the implementation of these activities and must ensure that environmental issues are given adequate consideration in the planning of all work.

We comply with statutory legislation and with the requirements in the Approved Guidance as issued by the Environment Agency.

We take all practical steps to ensure that we identify potential hazards and risks to the environment are identified and that suitable and effective prevention and control measures are implemented.

Support

We offset our emissions annually, using support from Carbon Footprint Ltd, to track and reduce our carbon emissions and compensate for unavoidable emissions with carbon offsetting, rendering activities to be net zero carbon/carbon neutral.

Using this tool allows us to enter all of our emissions, calculate them accurately and then offset those emissions through the wide range of carbon offsetting projects they have to choose from, all of which meet the leading international verification standard.

Our Environmental, Climate Change and Carbon Reduction Plan Policy is shared with employees annually and published publicly on our website for transparency.

Operation

We report and record our emissions in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and use the appropriate Government emission conversion factors for greenhouse gas company reporting.

We have reported Scope 1 and Scope 2 emissions in accordance with SECR requirements, and reported the required subset of Scope 3 emissions in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

Performance evaluation

We have a Carbon Reduction Plan which we use to calculate and monitor our emissions. It provides us with the tonnes of CO₂e we need to offset. We recorded our baseline emissions footprint initially for April 2019 through to March 2020. We repeat this process annually with an aim to reduce our emissions continually each year, with a particular focus on reducing travel.

Any emissions that are produced by the business through the year are then offset in full to ensure we maintain our Net Zero status and run as a carbon neutral organisation.

To determine our emissions, we measure the applicable direct and indirect emissions for all our operations. There are 3 types of emission we measure:

- Scope 1 emissions – direct emissions from sources we own or control

- Scope 2 emissions – indirect emissions from the generation of purchased electricity, steam, heating and cooling consumed by us
- Scope 3 emissions - all other indirect emissions – often resulting from our supply chain.

Improvement

Acuity Business Solutions Ltd achieved Net Zero status in 2022 by offsetting the total emissions generated between April 2019 (our baseline) and March 2022. We have now also offset our total emissions for April 2022 through to March 2023.

Going forward we are committed to continually reducing our emissions each year and offsetting in full any that are produced by the business as a matter of BAU to maintain our carbon neutral organisation.

Carbon Reduction Plan

Supplier name: Acuity Business Solutions Ltd

Publication date: 1st May 2023

Acuity Business Solutions Ltd have pulled together this Carbon Reduction Plan which details our organisational carbon footprint, how we have offset our emissions to achieve Net Zero and confirms our commitment to maintaining our status as a Net Zero, Carbon Neutral organisation.

This plan will be reviewed and updated annually. It is approved by our Managing Director and demonstrates our clear commitment to emissions reduction at the highest level.

Commitment to achieving Net Zero

Acuity Business Solutions Ltd achieved Net Zero status in 2022 by offsetting the total emissions generated between April 2019 (our baseline) and March 2022. Going forward we are committed to continually reducing our emissions each year and offsetting in full any that are produced by the business as a matter of BAU in order to maintain our carbon neutral organisation.

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.

The figures from our baseline to date are detailed in the table below.

Baseline Year: 2019/20 (Financial Year)	
Additional Details relating to the Baseline Emissions calculations.	
<i>2019/20 (Financial Year) is the first year we have assessed our emissions and our first reporting period. This will be our baseline for further reporting.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 - No scope 1 emissions have been recorded or submitted as we do not have any scope 1 emissions. Scope 1 emissions are 'direct' emissions from sources we own or control. In practice, this includes fuel combustion, company-owned fleet emissions and fugitive emissions (accidental emissions or leaks not vented intentionally from a vent or stack.) which do not apply to our business.

Scope 2	2.76
Scope 3 (Included Sources)	30.05
Total Emissions	32.81

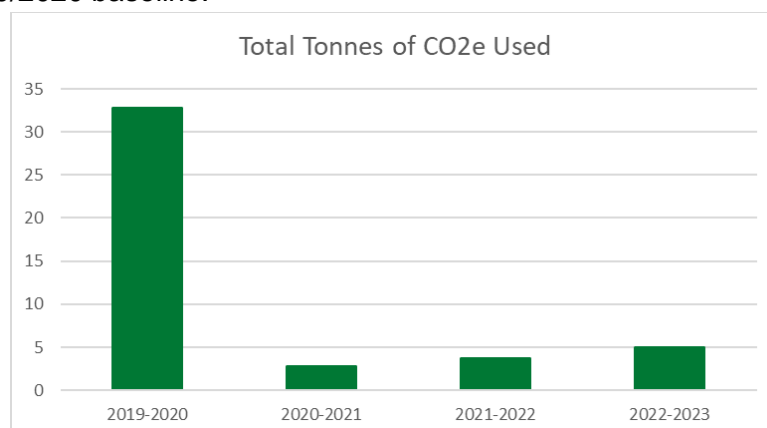
Current Emissions Reporting

Reporting Year: 2022/23 (Financial Year)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 - No scope 1 emissions have been recorded or submitted as we do not have any scope 1 emissions. Scope 1 emissions are 'direct' emissions from sources we own or control. In practice, this includes fuel combustion, company-owned fleet emissions and fugitive emissions (accidental emissions or leaks not vented intentionally from a vent or stack.) which do not apply to our business.
Scope 2	2.76
Scope 3 (Included Sources)	2.27
Total Emissions	5.03

Emissions Reduction Targets

Going forward we are committed to continually reducing our emissions each year and offsetting in full any that are produced by the business as a matter of BAU to maintain our carbon neutral organisation.

The graph below shows our progress in reducing and improving our emissions over the last four years. The year of 2020/2021 shows a dramatic reduction which was as a result of the COVID-19 pandemic. As travel becomes more viable, we aim to keep reducing our levels against the 2019/2020 baseline.



Carbon Reduction Projects

In order to continue reducing emissions or effluents which may cause environmental damage, we plan to continue avoiding travel where possible and using public transport when needed. We will also continue making use of video conference and conference calls, and sharing travel where possible.

Offsetting Emissions

We have now offset our emissions from our baseline through to the 31st of March 2023. We did this via carbonfootprint.co.uk an organisation who assist businesses to track and reduce carbon emission and to compensate for unavoidable emissions via carbon offsetting, rendering activities to be net zero carbon/carbon neutral. They have a wide range of carbon offsetting projects to choose from which all meet the leading international verification standard.

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 Managing Director.

Signed on behalf of the Supplier:

Signature: 

Name: **Andrew Brown**.....

Position: **Managing Director**.....

Date: **01/05/2023**.....