



Carbon Reduction Plan

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Carbon Reduction Plan

Supplier name: COMXPS Ltd

Publication date: 31/8/2022

Commitment to achieving Net Zero

COMXPS is committed to achieving Net Zero emissions by 2050.

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: 2021 (April 2021- March 2022)	
Baseline year emissions: COMXPS has not previously reported on Carbon Emissions and therefore our current emissions reporting will be the same as our baseline year. The	
EMISSIONS	TOTAL (tCO₂e) = 133.77

Scope 1	TOTAL SCOPE 1: 1.25 CO ₂ e				
	Working from home			1252kg	
	Electricity				
	Appliance	Energy Consumption (Watts)	Working hours each month	Number of employees	Total Electricity usage (kWh)
	Laptop	140	160	12	269
	Lighting	10	160	12	19
	TOTAL				288 kWh
	288kWh x 0.256 kg* of CO ₂ =				74 kg of CO ₂
	*The emissions factor for electricity based on an average home not using renewable energy. (Information taken from EcoAct)				

Heating

Appliance	Gas needed to heat home for 1 hour (kWh)	Gas needed to heat home for 1 month (kWh) *	Number of employees**	Total usage (kWh)
	5	800	12 x 66.7%= 8	6400
TOTAL				
6400kWh x 0.184 kg* of CO2 =				1,178 kg of CO2
<p>*Based on an estimate that 5kWh gas is needed to heat a home for 1 hour. This estimate is from EcoAct and takes into account that heating is only usually between October and March and only for a limited period of the day.</p> <p>**Data shows that 1/3 of employees would have heated their home anyway for other people at home so to calculate for remote working, number of employees is multiplied by 66.7%</p>				

Company Cars	0
We do not have any company cars, all cars are owned privately and their only business use is for team meetings as accounted for in the Business Travel section below.	

Printing	0.3kg
<p>We only print documents which need a wet signature, most are signed digitally. These equate to less than 50 pages/pa. This is an estimated figure.</p> <p>Using a calculation from ezeep (a carbon neutral printing company) 5g of CO2 is generated in the production of 1 page.</p> <p>A page printed with a laser printer produces approximately 1g of CO2.</p> <p>Based on these estimates each printed page generates 6g of CO2 so a total of 50 x 6 =300g</p>	

Scope 2	TOTAL SCOPE 2: 0.12 CO2e	
	<table border="1"> <tr> <td>Leased Office Space</td> <td>118.08kg</td> </tr> </table>	Leased Office Space
Leased Office Space	118.08kg	

We hire a room once a month (12 days per annum) in a local business centre for the team to work together. We have asked the building manager for information on the buildings carbon emissions and whether renewable energy suppliers are used however we are yet to get a response to this. Therefore the figures we provide here are very much an estimate. They are based on figures from a survey from The Chartered Institute of Building Services Engineers (CIBSE)

92.5kg of CO2 is generated per sqm of office space/yr. Per day this is equivalent to 0.41kg (total amount divided by 220 business days).

This is multiplied by 24 to account for the 24sqm sized room we rent and then multiplied by 12 to account for the 12 days per annum.

118.08kg

Scope 3

(Included Sources)

TOTAL SCOPE 3: 132.4 CO2e

4.	Upstream transportation and Distribution	0
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We do not create/ manufacture any products and therefore do not buy raw materials.

The only products which we buy are ink, paper and office equipment. In the last 12 months no additional ink, paper or office equipment has been bought.

5.	Waste generated in operations	0
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COMXPS do not generate any waste as we do not manufacture or create any products.

We moved to a paperless office in 2020. We do not print any material, the team working from home do not have printers so as to deter and break the habit of printing unnecessary documents. Head Office is the only office location with access to a printer. Occasionally there is the need for wet signatures on contracts which is why this printer is still in operation however we keep this to an absolute minimum. We use the software docusign to provide signatures on the vast majority of contracts etc. without the needing for printing and hard copies.

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6. Business Travel	132,395kg
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We travel once a month to the office space which we rent in Chislehurst. This location is chosen as it is central to the majority of our team. The details below show the emissions generated by those of the team which attend the monthly meeting. Our Christmas social is included in one of the monthly meetings so as to again reduce travel. All supplier meetings are currently held remotely. This is the full extent of our business travel.

Employee	Mode of transport	Distance return journey (km)	CO2e per km	Total CO2e (kg)
Employee D	Local Bus	22	0.1195**	2.629
Employee S	Petrol Car	21	110*	2,310
Employee C	Petrol Car	13	115*	1,495
Employee J	Petrol Car	45	118*	5,310
Employee A	Diesel car	10	190*	1,900
Employee H	Train	414	0.0369**	15.28
TOTAL				11,033kg

Total emissions per meeting/ month = 11,033kg

Annually= 132,395kg

*used www.gov.uk for car emissions

**used www.thrustcarbon.com for bus and train emissions

7. Employee commuting	0
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There is zero employee commuting as all COMXPS employees work remotely. The only travel is for monthly meetings which is accounted for above under Business Travel.

9. Downstream transportation and distribution	0
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COMXPS do not generate any physical products and do not transport or distribute anything to clients or customers, therefore there is no carbon emission here.

Total Emissions	133, 765.38 kg of CO2 (133.77 tonnes)

Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO _{2e})
Scope 1	1.21
Scope 2	0.12
Scope 3 (Included Sources)	132.4
Total Emissions	133.77 tCO_{2e} (133, 765.38 kg)

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 **107 tCO_{2e} by 2027**. This is a reduction of **20%**. As our carbon emissions are already fairly low it is hard to commit to a higher % reduction over the next 5 years, particularly as our largest producer of emissions is travel to our monthly meeting. Whilst we can encourage and incentivise using electric cars and public transport this is not always possible for every employee. Despite this we will always look to pursue all opportunities we can to reduce this further.

Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 0 tCO_{2e}, a 0%ge reduction against the 2021 baseline and the measures will be in effect when performing the contract.

The above numbers do not yet show a reduction as this is the first year we have measured and recorded 12 months of data for Carbon Emissions.

As 2021 is our baseline measure we are in the process of adopting various initiatives to ensure that our aforementioned targets are achieved.

Proposed Carbon Reduction Projects:

- Encouraging our employees to consider the shift towards electric or hybrid vehicles when looking at replacing the personal vehicles we currently own and lease. We will ensure the team are fully educated on the environmental benefits of these.
- Moving to an entirely paperless office. We currently only print in head office for accounts but we are working towards eradicating all printing over the next year by working with our clients to remove the need for wet signatures on contracts.
- We encourage all employees to consider and where possible use green energy suppliers as this all contributes to our emissions reporting. We educate them on the environmental benefits of using green energy providers and circulate any adverts or articles released to the rest of our team to encourage switching. We plan to incentivise this in 2023 to help our employees make the change.
- Our Social Value champion also intends to provide a quarterly update to the team regarding our carbon emissions and challenging the team to reduce their energy consumption within their own homes by providing tips. We plan to survey the team to find out the number of homes using carbon neutral providers to improve the accuracy of our reporting and lower our carbon emissions to reach our targets.
- We are looking at whether it is possible for our company to invest in a platform such as greenfleet to manage, monitor and provide more accurate carbon planning for the company. Due to the size of the company we need to make sure that any platform used is relevant and appropriate for an SME.
- We are also looking into carbon offset subscriptions.
- We have a new policy that all new equipment bought will be ENERGY STAR-rated equipment, where possible we will buy refurbished items which comply with this energy rating whilst also having a lower carbon footprint.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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

¹<https://ghgprotocol.org/corporate-standard>

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

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:

Rachel Bendle, Director of COMXPS

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Date: ...31st August 2022.....

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