

HIGH
EMISSIONS



CO₂

LOW
EMISSIONS

methods 

Carbon Reduction Plan



September 2021

Carbon Reduction Plan

Supplier name: **Methods Business and Digital Technology Limited**

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Publication date: 30th September 2021

Commitment to achieving Net Zero

Methods Business and Digital Technology Limited is committed to achieving Net Zero emissions from its operations and supply chains 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: 2020

Additional Details relating to the Baseline Emissions calculations.

Baseline year emissions:

Our baseline year was chosen as 2020, having moved to larger offices at the end of 2019 to accommodate business and personnel growth.

- **Scope 1** covers direct emissions, including those associated with the direct consumption of natural gas, heating oil, diesel fuel as well as emissions associated with owned and leased vehicles and fugitive emissions.
- **Scope 2** covers indirect emissions including those associated with the purchase and consumption of local electricity and distinct heating energy.

For Scope 1 and 2 calculations we followed the [2019 HM Government Environmental Reporting Guidelines](#). We have also used the [GHG Reporting Protocol - Corporate Standard](#) and the UK Government's [Greenhouse gas reporting: conversion factors 2021](#).

- **Scope 3** (Categories 1, 3, 5, 6, 7, 8) covers other indirect emissions such as business travel, hotel stays, waste disposal, upstream emissions from purchased fuels and electricity. Emissions from employees teleworking have also been factored in including estimates from home energy consumption.

For Scope 3 calculations we followed the guidance of [GHG Reporting Protocol - Corporate Standard](#) and have used the UK Government's [Greenhouse gas reporting: conversion factors 2021](#) for reporting. Different advised methods of calculations have been employed to calculate best these emissions including fuel method, distance method, spend method using proxy techniques, industry averages.

EMISSIONS	TOTAL tonnes (t) of carbon dioxide (CO ₂) (tCO ₂ e)
Scope 1	16.23
Scope 2	20.30
Scope 3 (Included Sources)	148.54
Total Emissions	185.07

Extrapolated Current Year Expected Emissions

Reporting Year: 2021 (extrapolated from actual data to 31 st August 2021)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	28.00
Scope 2	13.50
Scope 3 (Included Sources)	82.62
Total Emissions' <u>estimate for 2021</u>	124.12

Notes

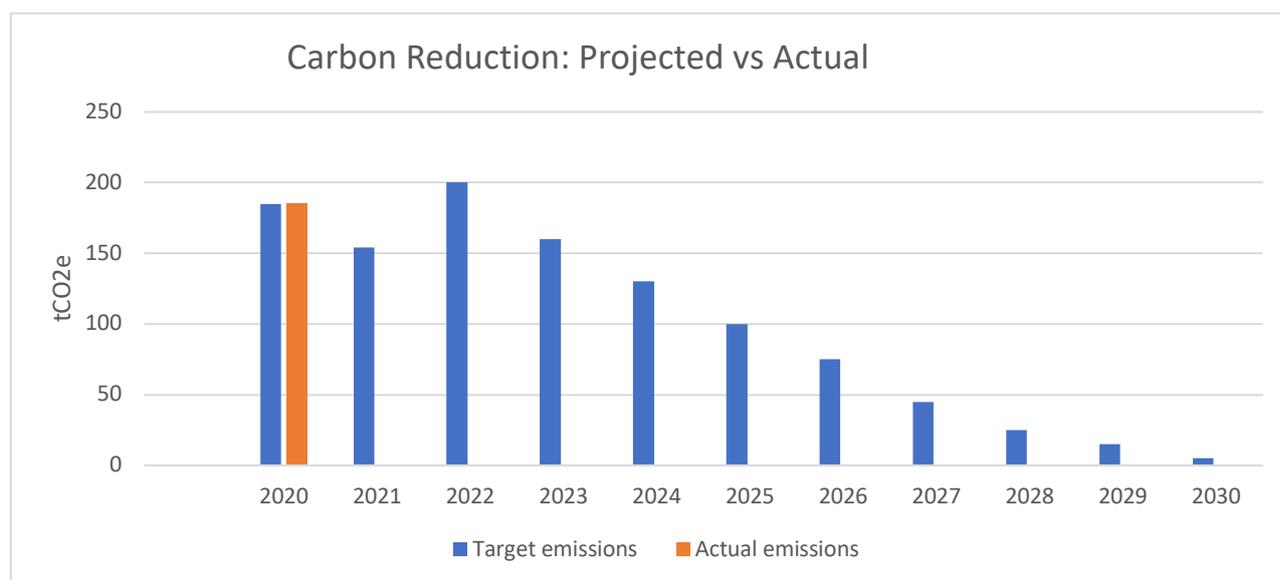
We are committed to implementing an inventory to manage the data and quality of reporting. Since this is not yet fully in place, we have calculated our baseline and expected metrics using a spreadsheet to record best estimates across the required measurement categories. We expect our reporting to mature significantly over the coming year (please see further detail in the “Future Carbon Reduction Initiatives” section below).

Our expectations for the likely outcome for 2021 are extrapolated from actual data to 31st August, rolled forward to the end of the year assuming similar usage for the remaining months. True annual outcome will be reported in next year’s report.

For the year to date, our GHG emissions for Scope 3 have declined significantly due to a reduction in business travel. This reduction was mainly driven by shift to working remotely caused by the global pandemic and we expect it to continue until the end of the current year.

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted a carbon reduction target of decreasing carbon emissions over the next 5 years to **100.7 tCO₂e by 2025**. This will represent a reduction of 45.8%



The years 2020 and 2021 have gone through successive lockdowns and we, alongside so many other companies, have seen our emissions plunge.¹ Realistically, we can expect some increase during 2022 as new working practices are established, though we intend to minimise our business travel as well as strongly promote green travel initiatives.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

In 2019 we relocated our London office to accommodate growth. As part of our continuing environmental commitment to reduce our carbon emissions, this office relocation and refurbishment was designed with the specific intention of achieving the RICS's Silver SKA² rating, which was awarded. This included:

- Selecting a space specifically with floor to ceiling windows forming all external walls, so as to enable the maximum natural light to enter, thereby reducing the need for internal lighting
- Selecting a space for the new London HQ which was easily accessible via various public transport links, to ensure minimal need to drive personal cars into work
- The installation and use of energy efficient lighting, with PIR sensors and daylight detectors, which ensures fixtures are switched off when sunlight enters the room
- Using only LED lamps for all the light fittings with CRI 80 and 20,000 hours or more of expected life

¹ <https://www.nature.com/articles/s41558-020-0797-x>

² <https://www.rics.org/uk/about-rics/responsible-business/ska-rating/>

- A programme of works which was planned specifically towards the reduction of waste considered within installation for plasterboard, flooring and acoustic treatments
- Ensuring that all the old furniture and loose items not reused in the new office were recycled by our supplier, Premier Sustain. This produced a total CO2 saving of 4.33 tonnes
- Choosing to use insulation that has zero Ozone Depletion Potential for both walls and pipes, to ensure the least amount of environmental impact. ARP1200 was used for walls and Armaflex for pipework
- Investing in 3 **Billi** tap systems in the new offices, for both hot and drinking water, each shown to reduce carbon output by approximately 8kg CO2 per day
- Ensuring the office design introduced multiple types of recycling points across the office, including food & paper/plastic use
- Eliminating corporate use of single used plastics and providing all colleagues with reusable alternatives

Ongoing Carbon Reduction Initiatives

- Continuing planning, monitoring and reporting under our Environmental Management System (EMS), which is independently certified under ISO14001
- Promoting sustainable ways of employees commuting into work, including the establishment and promotion of the Government's Cycle to Work scheme with available bike sheds in the building
- Promoting a move towards a paperless office culture by holding all documents and records in the cloud
- Continuing use of discreet software to control, monitor and report on the use of printers, where unavoidable, together with enabling simple and efficient digital scanning of documents
- Moving 90% of our client meetings online during the Coronavirus lockdown by investing in audio-video technology and promoting a paperless culture
- Supporting two internal groups of colleagues who provide thought leadership on embedding environmental responsibility into everything we do. Our Green Team focusses on internal Methods' environmental impacts (further detail below) and our Environmental Responsibility team on finding ways to help our clients to focus on their own

Future Carbon Reduction Initiatives

We are looking to implement additional initiatives, more precise monitoring, and greater carbon offset as part of our determination to achieve our carbon reduction targets.

- We are focussed on improving the ease and accuracy of our GHG emissions measurements, including changes to our internal business systems, driving greater transparency and granularity in monitoring our progress against the 4.2% minimum annual linear reduction³ required to meet the global level of reduction, in order to remain within the Paris agreement⁴ target of keeping global average temperature below 1.5% above pre-industrial levels
- We will invest in carbon removal each year, until we are removing all our residual emissions by 2030, through internationally recognised carbon offsetting projects and schemes such as: ClimateCare, Clear Eco, 3degrees, Earthly, CarbonFootprint. A

³ <https://sciencebasedtargets.org/resources/legacy/2017/04/SBTi-manual.pdf>

⁴ https://ec.europa.eu/clima/policies/international/negotiations/paris_en

process of evaluation will determine which scheme we choose, to be reported in next year's report

- We will implement more accurate systemic tracking of mileage for cars/rails and audit regularly our GHG impact of business travel
- We will continue to review our business travel policy, holding down post-pandemic travel whenever possible by promoting green ways of transport (e.g., cycling) and greener accommodation (green hotels)
- Our internal Green Team will continue working on the implementation of new local initiatives. The team has been mandated to explore all relevant areas of the internal operations and works to identify and develop sustainable practices through regular dedicated quarterly reviews and evaluations
- By adopting a hybrid working model for colleagues going forward, we are looking to create a sustainable balance between working from home and either in our office or on client sites, thereby reducing both the expectation and need for business related travel in future years
- We understand from the academic literature and academic institutions, such as the Centre for Alternative Technology, that achieving net zero cannot stop global warming. We therefore aim to engage in carbon sequestration projects to draw down legacy carbon. We have already committed to creating two green spaces in one of our client contracts, and intend to evaluate and understand further development or support opportunities. We hope to report on at least two new initiatives in next year's report

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 standard⁵ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁶.

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) Standard⁷.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors

Signed on behalf of the Supplier:



Mark A Hewitt
Chief Operating Officer
30th September 2021

⁵ <https://ghgprotocol.org/corporate-standard>

⁶ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁷ <https://ghgprotocol.org/standards/scope-3-standard>