

# Carbon Reduction Plan

Supplier name: ...IKON Architecture Ltd .....

Publication date: ...9 January 2024.....

## Commitment to achieving Net Zero

IKON Architecture Ltd is committed to achieving Net Zero emissions by 2025.

## 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.

<b>Baseline Year: 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
We are a small business set up just before lockdown and all staff are working from home. We do not have business premises and therefore are only able to log CO <sub>2</sub> emissions for business travel purposes.	
<b>Baseline year emissions: 2021</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	N/A
Scope 2	N/A
Scope 3 (Included Sources)	3.259
<b>Total Emissions</b>	<b>3.259</b>

## Current Emissions Reporting

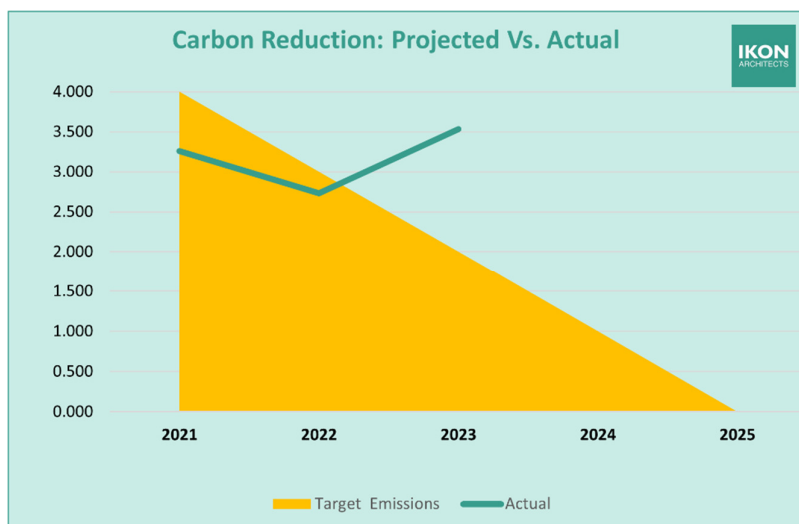
Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	N/A
Scope 2	N/A
Scope 3 (Included Sources)	3.533
<b>Total Emissions</b>	<b>3.533</b>

## Emissions reduction targets

As an SME with a remote workforce our CO<sub>2</sub> emissions are limited to necessary business travel for the delivery of our architectural services. Our travelling is limited to site visits and client meetings that cannot be carried out remotely using video conferencing facilities. We have a business travel policy in place that encourages the use of public transport where necessary. Our emissions are the lowest they can be and as such we are unable to provide a target to reduce them further.

We endeavor to continue to monitor and reduce our CO<sub>2</sub> emission wherever possible, while our target is to achieve Net Zero by offsetting any carbon emissions we produce every year by the end of 2025.

Progress against these targets can be seen in the graph below:



## **Carbon Reduction Projects**

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline.

IKON achieved ISO 14001 certification along with our ISO9001, in October 2022 based on the Environmental Management measures we have in place, which were reassessed in a surveillance visit in October 2023. One of the measures in place is for example our use of technology to reduce the travel requirement for meetings, where possible.

Given the nature of our business, however, travelling for site visits for example, is an essential part of the delivery of our services. For such essential travel, we have a Travel Policy in place that actively promotes the use of greener methods such as public transport to reduce our carbon footprint. Furthermore, we have also recently switched to electric company vehicles to further reduce our business carbon footprint of any essential travel by car.

Despite the above measures, we saw a carbon emission increase that equates to 3.533 tCO<sub>2</sub>e, an 8% increase against the 2021 baseline. The increase is partly due to an increase in staff members and the number of projects that happen to be on site at the same time that required regular site visits by the team.

Due to our carbon emissions being as low as possible and only as a result of essential travel, and in order to continue our progress to achieving Net Zero, we are currently looking at ways to offset our annual carbon emissions from essential travel and are working towards achieving a PAS 2060 carbon neutral certification.

## Declaration and Sign Off

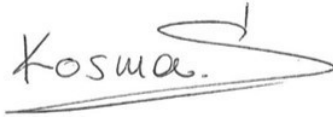
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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>7</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>8</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>9</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:



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Date: .....09 January 2024.....

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<sup>7</sup> <https://ghgprotocol.org/corporate-standard>

<sup>8</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>9</sup> <https://ghgprotocol.org/standards/scope-3-standard>