



CARBON REDUCTION PLAN 2022

# ACHIEVING NET ZERO

How we as an organisation are committed to reducing our carbon emissions and pledging ourselves to a greener future.



# Commitment to Achieving Net Zero

The Richard Stephens Partnership Ltd is committed to achieving Net Zero emissions by 2050.  
Publication date 03/11/2023

## Baseline emissions footprint

Baseline year: 2019 (1/01/2022 – 31/12/2022)		
The Carbon Reduction Plan has been completed in compliance with PPN 06/21. Our Carbon Emissions in 2022 were measured in line with GHG Protocol and include the greenhouse gases stated in the Kyoto Protocol.		
Baseline year emissions: 2019		
EMISSIONS	Scope 1	TOTAL (tCO <sub>2</sub> e) 2.90
	Scope 2	3.60
	Scope 3	5.60
Included Sources	Business travel	1.30
	Employee commuting	4.30
	Upstream transportation and distribution	0.00
	Downstream transportation and distribution	0.00
	Waste generated in operations	0.00
Total Emissions		12.10

## Current emissions footprint

Reporting year: 2022 (1/01/2022 – 31/12/2022)

The Carbon Reduction Plan has been completed in compliance with PPN 06/21. Our Carbon Emissions in 2022 were measured in line with GHG Protocol and include the greenhouse gases stated in the Kyoto Protocol.

Reporting year emissions: 2022

EMISSIONS		TOTAL (tCO <sub>2</sub> e)
	Scope 1	0.00
	Scope 2	9.00
	Scope 3	20.51
Included Sources	Business travel	9.23
	Employee commuting	11.28
	Upstream transportation and distribution	0.00
	Downstream transportation and distribution	0.00
	Waste generated in operations	0.00
Total Emissions		29.51

## Reporting period

The Richard Stephens Partnership Ltd will publish a Carbon Reduction Plan on a yearly basis detailing emissions released from UK Operations from 1st January to 31st December. Operations from 1st January to 31st December.

## Baseline year & current reporting year

Due to 2019 being the first year we have measured our CO<sub>2</sub>e emissions, the report for the Baseline Year and Current Reporting year contains different figures. Due to this, the explanations below apply to the Current Reporting Year Data Only:

## Scope 1

Scope 1 is reported as 0 tCO<sub>2</sub>e in 2022 due to The Richard Stephens Partnership Ltd having no boilers, on-site manufacturing, a fleet or f-gases to report emissions on.

## Scope 2

Within Scope 2, we have measured the emissions released from working from home and the consumption of purchased gas and electricity in office. With all of The Richard Stephens Partnership Ltd employees making the most of hybrid working, we have calculated 3 out of 5 days as spent working from home and the other 2 from the office. Heating, lighting and computer consumption have all been taken into account to calculate emissions released due to working from home.

## Scope 3

### BUSINESS TRAVEL

The Business Travel Subset in Scope 3 has been quantified and reported for The Richard Stephens Partnership Ltd in 2022. The emissions resulting from business travel, have been calculated. This includes travel by rail, bus, rental cars, domestic flights and employee-owned vehicles for business purposes, excluding the commute to and from work.

### EMPLOYEE COMMUTING

The emissions resulting from employee commuting have been calculated at 11.28 tCO<sub>2</sub>e, considering factors such as the distance travelled, mode of transportation, and average fuel consumption. This calculation accounts for the total commuting emissions generated by our employees and the corresponding greenhouse gas emissions associated with their transportation choices.

### UPSTREAM & DOWNSTREAM TRANSPORTATION AND DISTRIBUTION

The Upstream and Downstream Transportation Subset in Scope 3 is reported as 0 tCO<sub>2</sub>e in 2022 as The Richard Stephens Partnership Ltd does not directly engage in upstream and downstream transportation meaning we are unable to quantify the emissions associated with those activities.

### WASTE GENERATED IN OPERATIONS

As of now, The Richard Stephens Partnership Ltd does not have a waste removal provider. Therefore, we do not have access to specific data regarding CO<sub>2</sub>e emissions related to waste disposal.

# Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2019 baseline.

## Completed Carbon Reduction Initiatives

- » We will undertake regular energy audits with our Landlords to see where emissions can be reduced.
- » We have decommissioned on site IT servers and opted to utilise Cloud solutions to reduce emissions.
- » We operate a hybrid working scheme allowing employees to work from home three days a week, reducing emissions from daily commutes.
- » We are looking to introduce a salary sacrifice scheme for staff in return for electric vehicles .
- » We purchase recycled paper and encourage all staff to file documents electronically.
- » We have incorporated a 'lights off' policy, ensuring that rooms not in use are not wasting electricity.

## 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>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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>3</sup>.

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

Signed on behalf of the Supplier:



Date: