

July 2024

Carbon reduction plan





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Supplier name: Codec-dss Limited

Publication date: 20th July 2024



Commitment to achieving Net Zero

Codec 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. This was undertaken by an independent environmental consultancy company an verified against ISO standard 14064-1:2018.

Baseline Year: June 2022 - July 2023 (Year 0)	
Additional Details relating to the Baseline Emissions calculations.	The baseline figures have been quantified by an environmental management consultant and are included in our Carbon Reduction Plan.

	Emissions	TOTAL (tCO ₂ e)
Baseline year emissions (Year 0)	Scope 1	26.4
	Scope 2	28.0
	Scope 3 (Included Sources)	555.81
	Total Emissions (tCO₂e)	610



Current emissions reporting

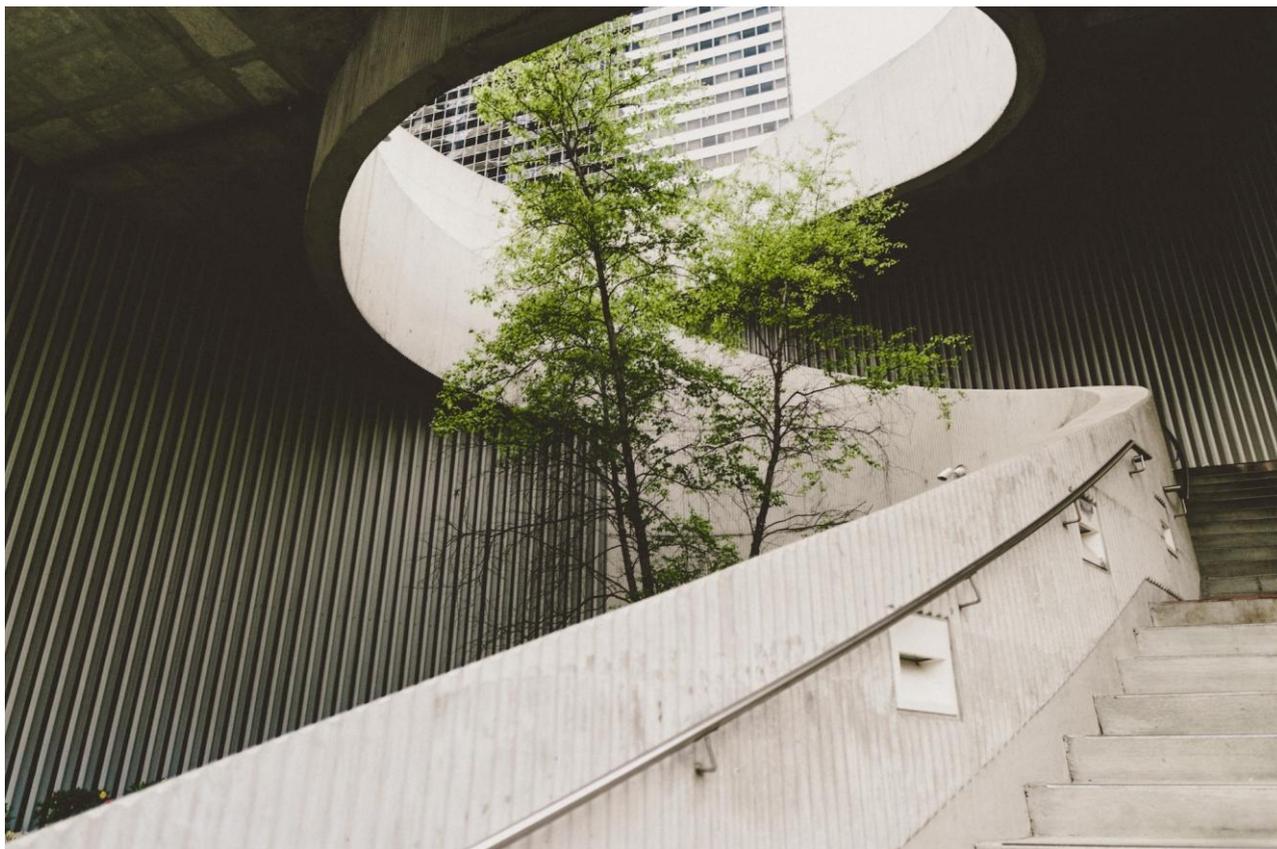
	Emissions	TOTAL (tCO ₂ e)
Reporting year: 2023 (Year 1)	Scope 1	n/a
	Scope 2	n/a
	Scope 3 (Included Sources)	n/a
	Total Emissions (tCO₂e)	n/a

**Note: Our current emissions will for the period June 2023 to July 2024 will be undertaken in October 2024.

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets over the next three accounting years (resulting in a 27% reduction on emission over the next 3 years):

- Year 1: Reduction of 10% (550 tCO₂e)
- Year 2: Reduction of a further 10% (495 tCO₂e)
- Year 3: Reduction of a further 25% (445 tCO₂e)



Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline:

Prevention or minimisation of waste:

Through a series of strategic action points contained within the Carbon Management Plan, the following represents the core methods Codec deploys to prevent and minimise waste:

- Turn unused equipment off.
- Endorse a paperless office – reducing the amount of paper waste in the business; where paper is used Codec ensures it uses eco-friendly options.
- Usage of DocuSign: By utilizing DocuSign and electronic communications, we can reduce our dependence on paper documents, which requires the cutting down of trees, and the energy and resources needed to produce, print, and transport paper. This reduction in paper usage translates into lower carbon emissions, as fewer trees are cut down, and the energy and resources used in the production, printing, and transportation of paper are reduced.
- Lower Transportation Emissions: Electronic communications, including email, video.
- Source supplies locally to reduce carbon footprint in deliveries.
- Filtered water is available - less need for employees to purchase water in plastic bottles.
- Codec does not hold any hard copy files across all its offices; ALL storage of information is held on the cloud.
- Teleworking & video conferencing is encouraged to minimise travel and reduction of the carbon footprint: conferencing, and instant messaging, can significantly reduce the need for face-to-face meetings and physical documents' transportation. This reduction in travel and transportation translates into lower carbon



emissions, as fewer vehicles are needed to transport people and goods, reducing fuel consumption and emissions.

- Volunteers every quarter take part in local beach clean-ups.
- Implemented funding for employees to take part in a bike to work scheme.

Use of recycled products and recycling facilities:

- Recycling bins are available in all the offices for plastic and food waste recycling.
- Codec uses eco-friendly paper in all its office but encourages a paperless office environment. In the last 5 years, the utilisation of paper has reduced by 90%.
- Employees are provided with a corporate eco-friendly water bottle that can be re-used thus eliminating the need to buy plastic water bottles.

Energy conservation in buildings and use of equipment:

A detailed energy audit was undertaken for Codec across all its premises and the following actions are proposed on contracts:

- Business has recently changed all its light fitting to LEDs to ensure less energy is used.
- Employees are encouraged to turn off unused electronic equipment.
- Employees are encouraged to remove power source from laptops when fully charged and let the battery charge down to 10% before connecting again. This saves electricity and also protects the battery's long-term performance.

In the future we hope to implement further measures to move to net zero such as:

- Achieve ISO 14001 accreditation for Environmental Management of main offices by 2024 year end.
- Adopt a sustainable procurement policy, working towards ISO 20400 by 2030 or sooner
- Establish an Employee Green Team to drive awareness of and engagement with this strategy.
- Publish a Codec climate risk assessment which is aligned with the Task Force on Climatedrelated Financial Disclosures (TCFD) Framework.
- Undertake at least one pollinator-friendly action per year and report under existing membership of the Pollinator Plan for Businesses.



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^[1] and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](#)^[2].

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^[3].

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:

DocuSigned by:
Fiona Daly
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Date: July 2024



- 1 <https://ghgprotocol.org/corporate-standard>
- 2 <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> 3
<https://ghgprotocol.org/standards/scope-3-standard>

