



# Operating Instruction 11.2 Issue 6

## Carbon Reduction Plan

Classification	
Public	✓
Internal	
Restricted	
Confidential	

Issue number	Policy Owner	Authorised By	Date Reviewed	Next Review Date
6	G Watson	R Davis	04/03/2024	End of March 2025

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The Senior Responsible Person responsible for this Operating Instruction is the Facilities Manager

## 1. Policy

### 1.1 Commitment to Achieving Net Zero

EA Technology are aware of the impact of fossil fuel consumption on the environment and the resulting global warming and climate change.

EA Technology Ltd are committed to reducing their carbon footprint and contributing to the UK Government's target of achieving Net Zero by 2050.

A Carbon Management and Reduction Plan has been developed that outlines the strategies and initiatives to be implemented to reduce greenhouse gas emissions.

The plan includes measures to reduce energy consumption, increase the use of renewable energy sources, and improve the efficiency of our operations.

EA Technology Ltd will also work with their supply chain partners to procure net-zero products and materials where possible and develop scope 3 net-zero roadmaps for our largest scope 3 categories.

In limited cases where emissions can't naturally reach net zero, emissions will be offset.

The Carbon Management and Reduction Plan will be regularly reviewed and updated to ensure that we are on track to meet our targets and to incorporate new technologies and best practices as they become available.

### 1.2 Legal and Other Requirements

#### BS ISO 14001:2015 Clause 9 Performance Evaluation

##### 9.1 Monitoring, measurement, analysis and evaluation

The organisation shall monitor, measure, analyse and evaluate its environmental performance.

The organisation shall determine:

- What needs to be monitored and measured

- The methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results

- The criteria against which the organisation will evaluate its environmental performance, and appropriate indicators

- When the monitoring and measuring shall be performed

- When the results from monitoring and measurement shall be analysed and evaluated.

The organisation shall evaluate its environmental performance and the effectiveness of the environmental management system.

The organisation shall retain appropriate documented information as evidence of the monitoring, measurement, analysis and evaluation results.

### **1.3 References**

- Operating Instruction 11.8 Annual Environmental Improvement Plans
- Cabinet Office Procurement Policy Note (PPN) 06/21
- HM Government Environmental Reporting Guidelines March 2019
- The Greenhouse Gas Protocol Revised Edition

### **1.4 Roles and Responsibilities**

#### **1.4.1 The CEO**

The CEO is responsible for:

- Driving continuous improvement by establishing appropriate carbon reduction targets, with defined timelines, which support the Company as a whole.
- Making sufficient resources available so that appropriate measures can be implemented to reduce carbon footprint.
- Ensuring that the Carbon Management Plan is signed off and regularly reviewed

#### **1.4.2 Directors Responsible for Safety**

Directors Responsible for Safety are responsible for:

- Developing and reviewing the Carbon Management Plan
- Meeting appropriate carbon reduction targets set within their business, in line with the Company's objectives.
- Making sufficient resources available within their business, so that appropriate measures can be implemented to reduce carbon footprint.
- Having processes in place within their business, to identify suggestions / new ideas which allow continuous improvement in the Company's environmental performance.

- Ensuring that the level of environmental awareness is raised throughout their business.

### 1.4.3 The Facilities Manager

The Facilities Manager is responsible for:

- Facilitating the production, issue and review of the Carbon Management Plan
- Enabling the implementation of appropriate engineering measures in order to use electricity, gas and water more efficiently.
- Periodically measuring key emissions such as;
  - Electricity, gas and water consumption.
  - Pool car, company car and hire car mileage.
  - Air and rail travel distances travelled.
  - Amount of waste produced.
- Collating key emission source quantities and providing them to an external service provider in order to have our carbon footprint independently calculated
- Arranging for any carbon off-setting to be carried out

## 1.5 Definitions

### 1.5.1 Greenhouse Gas

Any gas that contributes to the greenhouse effect by absorbing infrared radiation. Carbon dioxide and chlorofluorocarbons are examples of greenhouse gases.

### 1.5.2 Carbon Footprint

The amount of carbon dioxide measured as having been released into the atmosphere as a result of the activities of a particular organisation.

### 1.5.3 Carbon Off-Setting

Where carbon emissions cannot be eliminated, a program through which the company can off-set its emissions by funding verified improvement projects.

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## 2. Procedure

### 2.1 Baseline Emissions

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: 2019</b>		
<b>Baseline year emissions:</b>		
<b>Scope</b>	<b>Activity</b>	<b>Total (tCO<sub>2</sub>e)</b>
Scope 1	Natural gas	81.78
	Company car travel	10.95
	Company van travel	10.56
	Refrigerants	0
	Scope 1 Sub-Total	103.30
Scope 2	Electricity (market based)	117.96
	Scope 2 Sub-Total	117.96
Scope 3 (Included Sources)	Flights	410.62
	Hire cars	14.66
	Air freight	54.39
	Electricity distribution	10.06
	Employee owned car travel	9.90
	Rail travel	9.79
	Water and wastewater	5.23
	Outsourced courier (road)	0.16
	Scope 3 Sub-Total	514.81
<b>Total Emissions</b>	<b>736.07 tCO<sub>2</sub>e</b>	
<b>Additional Details relating to the Baseline Emissions calculations</b>		
In FY19, scope 3 emissions of commuting and homeworking were not measured. So the figure of 736.07 tCO <sub>2</sub> e would have been higher.		

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## 2.2 Current Emissions Reporting

Reporting Year: 2023		
Baseline year emissions:		
Scope	Activity	Total (tCO <sub>2</sub> e)
Scope 1	Natural gas	31.95
	Company van travel	8.87
	Company car travel	3.06
	Refrigerants	0
	Scope 1 Sub-Total	43.98
Scope 2	Electricity (market based)	11.16
	Scope 2 Sub-Total	11.16
Scope 3 (Included Sources)	Commuting	132.17
	Down stream air freight	67.39
	Homeworking	28.81
	Flights	19.61
	Employee owned car travel	13.90
	Hire cars	10.02
	Water and wastewater	2.91
	Electricity distribution	2.41
	Rail travel	0.76
	Waste	0.54
	Scope 3 Sub-Total	278.52
<b>Total Emissions</b>	<b>333.66 tCO<sub>2</sub>e</b>	

Each year, the total emissions are off-set through a verified carbon scheme. For the period 01/04/2022 to 31/03/2023, 334 tonnes CO<sub>2</sub>e were off-set through a renewable solar power project by Adani Green India. A Carbon Neutral Certificate was awarded to EA Technology by Carbon Footprint

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### 2.3 Emissions Reduction Targets

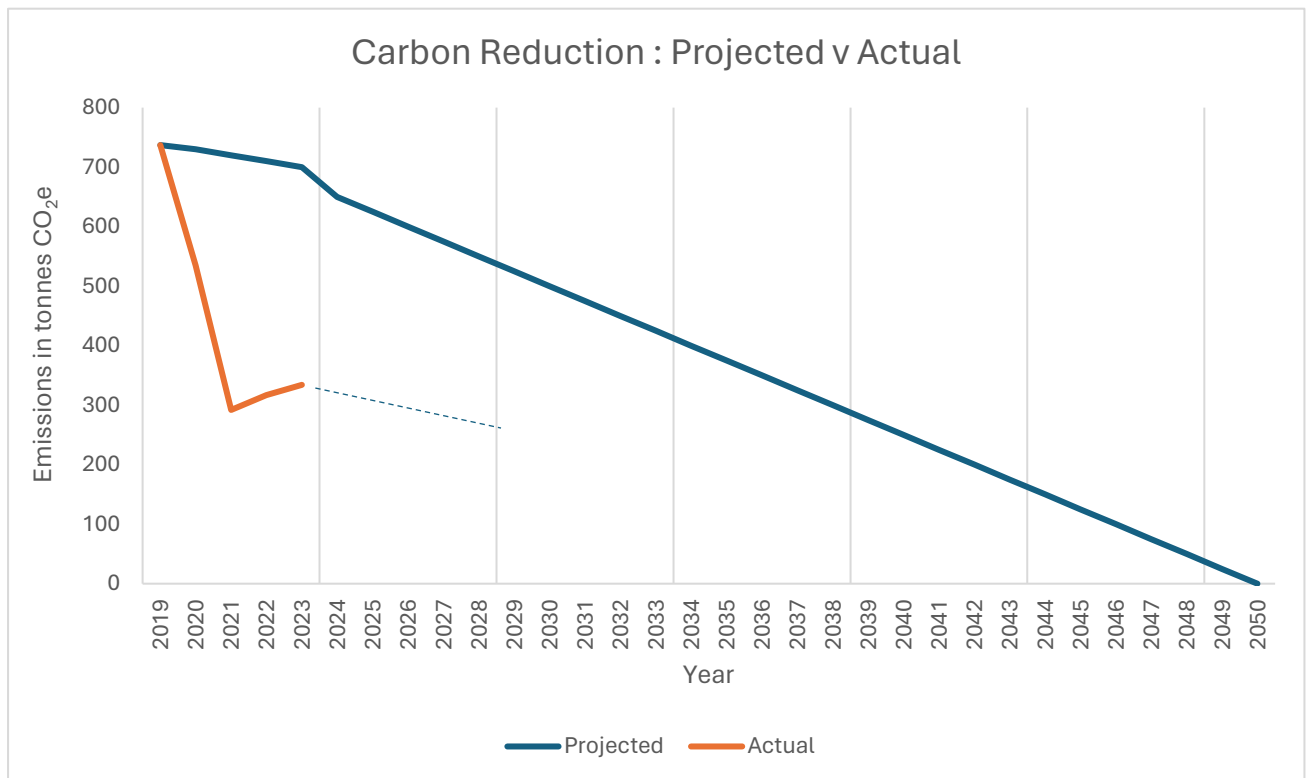
Between April 2018 and March 2023, the annual carbon footprint was reduced by 402.41 tonnes CO<sub>2</sub>e

This was a reduction of 45%

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction target.

We project that carbon emissions will decrease over the next five years to 267 tCO<sub>2</sub>e by March 2029. This is a reduction of 20%

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



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## 2.4 Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

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

The carbon emission reduction achieved by these schemes equate to 402.41 tonnes CO<sub>2</sub>e, a 45% reduction against the 2019 baseline.

- Installation of LED lights in all buildings
- Installation of a 50kW PV solar panel system
- Installation of a VRF system in part of the building to replace gas central heating
- Installation of 10 new EV charging points
- Better use of timers on heating systems and sensors on lights
- Policy of individuals company cars having to be electric
- Installation of a battery storage system
- Introduction of hybrid working to minimise commuting
- Liaising with the Landlord to use an electricity provider with a low carbon conversion tariff

### Future Carbon Reduction Initiatives

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

- Improving the internal insulation of the building
- Introducing VRF systems to other parts of the building, where practicable
- Making use of smart radiator valves
- Purchasing electric pool cars
- Working with providers to contribute to the use of green fuel for our air freight

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### 3 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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon requirements (SECR) 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.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

**Signed on behalf of the company:**

Signature	
Print Name	Robert Davis
Position within the company	CEO
Date:	04/03/2024

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## 4 Review History

### 4.1 Review History

Issue number	Date	Author	Approver	Summary of change
6	04/03/2024	G Watson	R Davis	Document format changed to match IMS documents  Format changed so that it meets the PPN 06/21 template  Document signed off by the CEO  Review frequency changed from every two years to annually

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