

# Carbon Reduction Plan

Supplier name: Burendo Ltd

Publication date: 22<sup>nd</sup> February 2024

## Commitment to achieving Net Zero

Burendo Ltd 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.

**Baseline Year: 2022** (*1<sup>st</sup> Jan – 31<sup>st</sup> Dec 2022*)

### **Additional Details relating to the Baseline Emissions calculations.**

2022 marks the first year that Burendo has planned to reduce its emissions and carbon footprint, for the purpose of this carbon reduction plan we will use calculations based on the period (*1<sup>st</sup> Jan – 31<sup>st</sup> Dec 2022*) as the baseline.

Other considerations during this period are that due to measures introduced during the global Covid-19 pandemic, our workforce shifted to a work from home model throughout the supply chain. This has implications on our baseline for future years as we move away from a work from home model into a more hybrid working model to support client needs.

<b>Baseline year emissions: 2022 (Jan-Dec 2022)</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<p><b>0</b> - Burendo reports '0' for Scope 1.</p> <p>We are a small consultancy situated in a new, highly energy-efficient building in the central area of Leeds.</p> <p>Our location offers convenient access to bus stops and the railway station, making transportation easy for both clients and employees.</p> <p>We are non-manufacturing business (not a part of any supply chain of produced goods) and we do not possess company vehicles to move any goods around.</p>
<b>Scope 2</b>	<p><i>Building - Electricity Consumption <b>Total</b> - 1.70 tCO<sub>2</sub>e</i></p> <p><i>Building - Electricity AirCon - <b>Total</b> - 0.90 tCO<sub>2</sub>e</i></p> <p><b>Scope 2 Total - <u>2.6</u> tCO<sub>2</sub>e</b></p>
<b>Scope 3 (Included Sources)</b>	<ol style="list-style-type: none"> <li>1. Business Travel <b>Total</b> (<i>incl. flights, car, rail, hotels</i>) - 0.69 tCO<sub>2</sub>e</li> <li>2. Employee Commuting <b>Total</b> (<i>incl. car, bus, rail, working from home</i>) – 17 tCO<sub>2</sub>e</li> <li>3. Waste generated in operations (<i>incl. recyclable &amp; landfill</i>) – 27.7 tCO<sub>2</sub>e</li> <li>4. Upstream transportation and distribution - 0 tCO<sub>2</sub>e (<i>please see the reasoning included in Scope 1</i>)</li> <li>5. Downstream transportation and distribution – 0 tCO<sub>2</sub>e (<i>please see the reasoning included in Scope 1 section</i>).</li> </ol> <p><b>Scope 3 Total – <u>45.39</u> tCO<sub>2</sub>e</b></p>
<b>Total Emissions</b>	<b>48 tCO<sub>2</sub>e</b>

This gives Burendo an average Baseline Emissions of **0.42 tCO<sub>2</sub>e** per employee for 2022

## Current Emissions Reporting

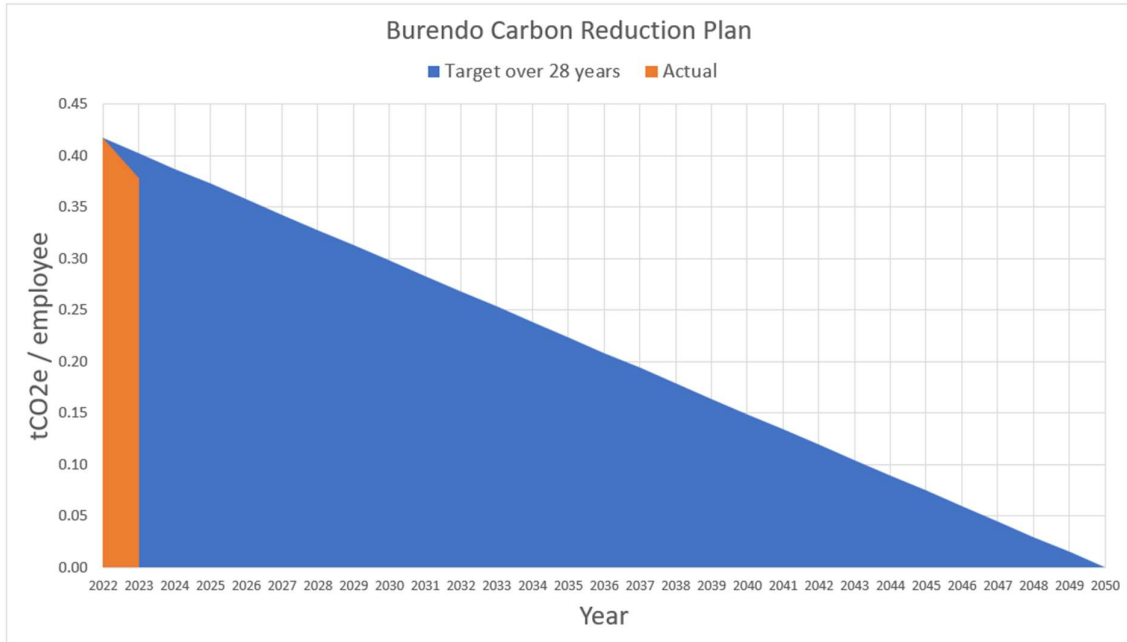
<b>Reporting Year: 2023</b> *covering Jan – Dec 2023	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<p><b>0</b> - Burendo reports '0' for Scope 1.</p> <p><i>We are a small consultancy situated in a new, highly energy-efficient building in the central area of Leeds. Our location offers convenient access to bus stops and the railway station, making transportation easy for both clients and employees. We are non-manufacturing business (not a part of any supply chain of produced goods) and we do not possess company vehicles to move any goods around.</i></p>
<b>Scope 2</b>	<p>Building - Electricity Consumption Total – 2.51 tCO<sub>2</sub>e *</p> <p>Building - Electricity AirCon - Total – 1.27 tCO<sub>2</sub>e *</p> <p><b>Scope 2 Total – 3.77 tCO<sub>2</sub>e</b></p> <p><i>*Compared to 2022, there has been an increase in overall electricity usage. This increase is attributed to the reporting of full 12 months (2023) of actual office occupancy in contrast to 9 months in 2022.</i></p>
<b>Scope 3 (Included Sources)</b>	<ol style="list-style-type: none"> <li>1. <b>Business Travel Total</b> (incl. flights, car, rail, hotels) – 1.22 tCO<sub>2</sub>e</li> <li>2. <b>Employee Commuting Total</b> (incl. car, bus, rail, working from home) – 11.7 tCO<sub>2</sub>e</li> <li>3. <b>Waste generated in operations</b> (incl. recyclable &amp; landfill) – 25 tCO<sub>2</sub>e</li> <li>4. <b>Upstream transportation and distribution</b> - 0 tCO<sub>2</sub>e (<i>please see the reasoning included in Scope 1</i>)</li> <li>5. <b>Downstream transportation and distribution</b> – 0 tCO<sub>2</sub>e (<i>please see the reasoning included in Scope 1 section</i>).</li> </ol> <p><b>Scope 3 Total – 36.6 tCO<sub>2</sub>e</b></p>
<b>Total Emissions</b>	<p><b>41.6 tCO<sub>2</sub>e</b></p> <p><i>(Reduction of 6.4 tCO<sub>2</sub>e compared to 2022. This is due to the more robust reporting mechanisms we put in place and education of our employees on sustainability best practices).</i></p>

Burendo has achieved an average emissions level of **0.38 tCO<sub>2</sub>e** (metric tons of carbon dioxide equivalent) per employee. This represents a **reduction of 0.04 tCO<sub>2</sub>e** compared to the emissions in the baseline year of 2022.

## Emissions reduction targets

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

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



We project that carbon emissions will decrease over the next six years from **0.42 tCO<sub>2</sub>e per employee in 2022** to **0.34 tCO<sub>2</sub>e by end 2027**. This is a **reduction of 18%**.

Using our target headcount numbers, we project that carbon emissions will decrease over the next five years to generate an equivalent total reduction of **26.5 tCO<sub>2</sub>e**.

Year	Employees	Target tCO <sub>2</sub> e per employee	Baseline tCO <sub>2</sub> e (using 2022 levels)	Target tCO <sub>2</sub> e	Equivalent Reduction in tCO <sub>2</sub> e
2022	115	0.42	48.0	48.0	0.00
2023	110	0.40	45.93	44.29	1.64
2024	115	0.39	48.02	44.59	3.43
2025	120	0.37	50.11	44.74	5.37
2026	120	0.36	50.11	42.95	7.16
2027	120	0.34	50.11	41.16	8.95
		<b>18%</b>		<b>14%</b>	<b>26.5</b>
				<b>6.86</b>	

## Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to **6.86 tCO<sub>2</sub>e**, a **14% reduction** against the 2022 baseline total and the measures will be in effect when performing the contract.

### **Office Infrastructure and Energy Efficiency:**

- We expanded into a new office with higher energy efficiency.
- Energy consumption within our office has been reduced by implementing PIR lighting technology.
- Our office uses traceable energy from 100% renewable sources.
- We introduced paperless office approach to significantly reduce the use of paper in our day-to-day operations.
- We increased asset re-use and technological assets' lifespan.

### **Sustainable Practices:**

- We offer 'Cycle To Work' scheme for employees and free App-Bike hire.
- We introduced a scheme to reduce single-use plastics consumption.
- We use Quooker water filter tap to reduce dependency on single-use plastics.
- Our 'New Starter' welcome packs packaged in cardboard.
- We provide all employees with re-usable bottles and cups.
- We have dedicated recycling bins for cardboard and plastics.

### **Biodegradability and Recycling:**

- We use biodegradable bin bags.
- We utilise recycled printer paper and eco-friendly branded merchandise.
- We provide bamboo plates and cutlery for events, while using washable non-plastic options in the office.

### **Green Certifications, Accreditations, Employee Engagement & Training:**

- In Jan24 we obtained Green Mark Level 1 Certification.
- We are currently working towards ISO14001 Certification for environmental management and pursuing The Good Business Charter accreditation.
- One of our employees became certified Green Ambassador - Sustainability Champion.

### **Environmental Consciousness in Procurement:**

- Our office space is decorated with living plants, enhancing the environment.
- Sustainable products, such as fabric, were incorporated in the office re-fit project.
- We support sustainability with our choice of recyclable coffee pods from Nespresso™ UK.
- We prioritise the use of eco-friendly delivery services where possible.

In the future we hope to offset growth by implementing further measures such as:

- Increasing investment in certified Carbon Offsetting programs, aligned with company expansion and operational needs (i.e. plant trees per employees / client).
- Promoting sustainable practices through our supply chain.
- Exploring options for salary sacrifice sustainable travel (i.e. purchasing electric vehicles (EV)).

## 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>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:



**Austen Bell**  
Director

**Date:** 22<sup>nd</sup> February 2024

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<sup>1</sup> [Standards | GHG Protocol](#)