

**Methods BDT**



**methods**   
AN ALTEN COMPANY

# Carbon Reduction Plan



**Sept 2021**



Cabinet Office

## **CARBON REDUCTION PLAN GUIDANCE**

### **Notes for Completion**

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

# Carbon Reduction Plan

Supplier name: Methods Business and Digital Technology Limited

Publication date:

## Commitment to achieving Net Zero

Methods BDT 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: 2020**

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

### Baseline year emissions:

Our baseline year was chosen as 2020 due to upsizing our offices at the end of 2019. Reported emissions are deviating from the requirements under PPN 06/21 as following:

- Scope 1 covers direct emissions, including those associated with the direct consumption of natural gas, heating oil, diesel fuel as well as emissions associated with owned and leased vehicles and fugitive emissions.
- Scope 2 covers indirect emissions including those associated with the purchase and consumption of local electricity and distinct heating energy.

For Scope 1, 2 we have followed the 2019 HM Government Environmental Reporting Guidelines. We have also used the GHG Reporting Protocol - Corporate Standard and have used the UK Government's Greenhouse gas reporting: conversion factors 2021 for reporting.

- Scope 3 (Categories 1, 3, 5, 6, 7, 8) covers other indirect emissions such as business travel, hotel stays, waste disposal, upstream emissions from purchased fuels and electricity. Emissions from employees teleworking have also been factored in including estimates from home energy consumption.

For scope 3 calculations we followed the guidance of GHG Reporting Protocol - Corporate Standard and have used the UK Government's Greenhouse gas reporting: conversion factors 2021 for reporting. Different methods of calculations have been employed to calculate these emissions including fuel method, distance method, spend method using proxy techniques, industry averages.

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>16.23</b>
<b>Scope 2</b>	<b>20.3</b>
<b>Scope 3</b> <b>(Included Sources)</b>	<b>148.54</b>
<b>Total Emissions</b>	<b>184.77</b>

### **Current Year Emissions Expected**

<b>Reporting Year: 2021</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>28.0</b>
<b>Scope 2</b>	<b>13.50</b>
<b>Scope 3</b> <b>(Included Sources)</b>	<b>82.62</b>
<b>Total Emissions</b>	<b>124.12</b>

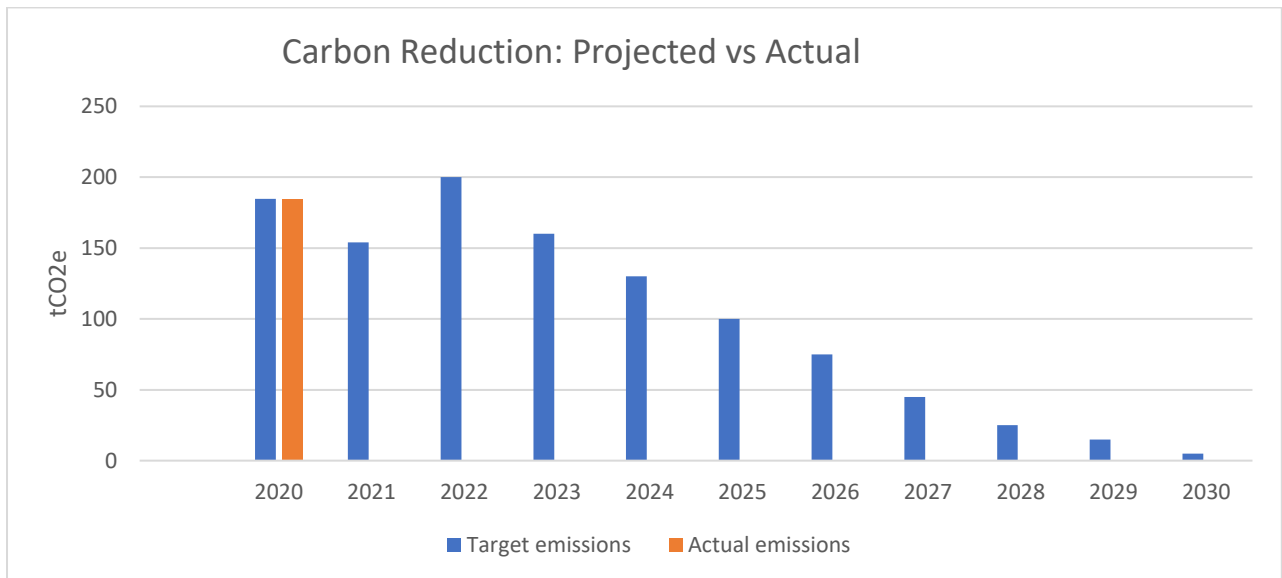
The results for 2021 are concluded from exact data year-to-date and estimations on similar usage for the rest of the remaining months.

Our GHG emissions for Scope 3 have declined significantly in measured months 2021 due to a reduction in business travel. This reduction was mainly driven by shift to working remotely caused by the global pandemic and we expect it to continue until the end of the year.

### **Emissions reduction targets**

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

We project that carbon emissions will decrease over the next 5 years to **100,7tCO<sub>2</sub>e by 2025**. This is a reduction of 45.8%



The years 2020 and 2021 have gone through successive lockdowns, and we have seen our emissions plunge.<sup>1</sup> Realistically we expect a rebound on 2022 and to see a jump, however we will continue to reduce the intensity of our business travel as well as strongly promote green travel initiatives.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

In 2019 our London office underwent a relocation and upsize: the build has achieved a Silver SKA rating.

- Installed energy efficient lighting with PIR sensors and daylight detectors which ensures fixtures are switched off when sunlight enters the room.
- Only LED lamps are used for all the light fittings with CRI 80 and 20,000 hrs of life of more.
- All the old furniture and loose items not reused in the new office have been recycled by appointed Premier Sustain. Total CO2 saving 4.33 tonnes.
- At build we chose to use in the walls and for pipes insulation that has zero Ozone Depletion Potential to ensure least amount of environmental impact. ARP1200 has been used for walls and for pipes is Armaflex.
- Our London office has implemented an Environmental Management System (EMS) has is ISO 14001 Certified.
- Introduced multiple types of recycling points across the office, including food & paper/plastic use.
- Eliminated single used plastics and offered reusable alternatives.
- Promoted sustainable ways of employee commuting into work supported by the use of Government's Cycle to Work scheme and available bike sheds in the building.

<sup>1</sup> <https://www.nature.com/articles/s41558-020-0797-x>

<sup>2</sup> <https://www.rics.org/uk/about-rics/responsible-business/ska-rating/>

- Area for the new London HQ was chosen with public transport links in mind to ensure minimal need to drive personal cars into work.
- We have moved 90% of our client meetings online by investing in audio-video technology and promoting a paperless culture.

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

Going forward we are going to review yearly our environmental sustainability strategy and our carbon emissions reduction targets as well as:

- As we are increasing our granularity of GHG emissions measurements, we will review periodically. We will check our progress against the 4.2% minimum annual linear reduction<sup>2</sup> required to meet the global level of reduction in order to remain within 1.5°C as per the Paris agreement<sup>3</sup>
- Increase our level of investment for carbon removal each year until we are removing all our residual emissions by 2030 via internationally recognized carbon offsetting schemes like: Clear Eco, 3degrees, Earthly, CarbonFootprint.
- Implement more accurate systemic tracking of mileage for cars/rails and audit regularly our GHG impact of business travel.
- Review our business travel policy and continue to drive down post-pandemic travel whenever possible by promoting green ways of transport (eg.bikes) and greener accommodation (green hotels)
- In addition our internal Green Team will continue to work towards implementing and developing the above initiatives, as well as working on implementation of new local initiatives. Our Green Team has the mandate to explore all relevant areas of the internal operations and works continuously to identify and develop sustainable practices through regular dedicated quarterly meetups.

## 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>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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>6</sup>.

---

<sup>3</sup> <https://sciencebasedtargets.org/resources/legacy/2017/04/SBTi-manual.pdf>

<sup>4</sup> [https://ec.europa.eu/clima/policies/international/negotiations/paris\\_en](https://ec.europa.eu/clima/policies/international/negotiations/paris_en)

<sup>5</sup> <https://ghgprotocol.org/corporate-standard>

<sup>6</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>7</sup> <https://ghgprotocol.org/standards/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 Supplier:**

A handwritten signature in black ink, appearing to read 'Mark A Hewitt', with a horizontal line extending to the right.

**Mark A Hewitt**  
*Chief Operating Officer*  
*30th September 2021*