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1. Introduction

Supplier name: Datalynx Limited

Publication date: See document footer and version control table

Datalynx is committed to corporate social responsibility and, in particular, to achieving net zero emissions by 2050 at the latest. As such, we have already implemented several steps:

- We are paper-free
- Our vehicle fleet is 100% hybrid
- We actively encourage work from home when possible
- We have reduced consumption of upstream goods
2. 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: 2019

Additional Details relating to the Baseline Emissions calculations.

We have used 2019 as our baseline. Our use of materials is minimal, due to the nature of the business. Similarly, water use and waste generated are extremely low; primarily, our “black bag” waste consists of personal, food-related rubbish, with just occasional business-related waste, such as IT equipment packaging.

However, our extensive IT infrastructure means that our electricity consumption is high. We currently operate from a serviced office and our electricity supply is unmetered, however. We have therefore calculated electricity consumption in several ways –

- We have monitored the consumption of specific devices, and then used this to estimate total usage. Due to an error in the presentation of these calculations, we have revised downwards our estimated consumption for both our baseline year (2019) and for 2020.
- We have taken advice from the company who service our air conditioning units in order to estimate their consumption.

During our annual review of 2021, we noted that an error was made when interpreting our calculations of electricity use by our servers. We have therefore reduced our baseline figure for 2019, and our figure for 2020. (This, of course, makes our targets a little more rigorous.)

Because our team is highly specialist, many reside a considerable distance from our office, or from other work locations. For this reason, travel is the other significant source of emissions. We have taken account of vehicle type when calculating total emissions; these are based on actual mileages for business travel and on estimates based on postcodes and Google Maps’ recommended routes for commutes for which no accurate data were available.
Baseline year emissions:

<table>
<thead>
<tr>
<th>EMISSIONS</th>
<th>TOTAL (tCO2e)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope 1</td>
<td><strong>Total 34.12 tonnes</strong></td>
</tr>
<tr>
<td></td>
<td>Air conditioning refrigerant 33.51 tonnes</td>
</tr>
<tr>
<td></td>
<td>Company cars 0.61 tonnes</td>
</tr>
<tr>
<td>Scope 2</td>
<td><strong>36.26 tonnes</strong> (electricity use)</td>
</tr>
<tr>
<td>Scope 3</td>
<td><strong>Total 166.37 tonnes</strong></td>
</tr>
<tr>
<td>(Included Sources)</td>
<td>Waste disposal 0.001 tonnes</td>
</tr>
<tr>
<td></td>
<td>Water and wastewater 0.005 tonnes</td>
</tr>
<tr>
<td></td>
<td>Upstream goods, transportation and distribution 124.26 tonnes</td>
</tr>
<tr>
<td></td>
<td>Downstream goods, transportation and distribution - zero</td>
</tr>
<tr>
<td></td>
<td>Business travel 6.622 tonnes</td>
</tr>
<tr>
<td></td>
<td>Employee commuting 35.479 tonnes</td>
</tr>
<tr>
<td><strong>Total Emissions</strong></td>
<td><strong>236.75 tonnes</strong></td>
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</table>
## 3. Current Emissions Reporting

**Reporting Year: 2021**

<table>
<thead>
<tr>
<th>Scope</th>
<th>EMISIONS</th>
<th>TOTAL (tCO₂e)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scope 1</strong></td>
<td></td>
<td>Total 0.13 tonnes</td>
</tr>
<tr>
<td></td>
<td>Air conditioning refrigerant - zero (no refrigerant added)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Company cars 0.13 tonnes</td>
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</tr>
<tr>
<td><strong>Scope 2</strong></td>
<td></td>
<td>23.4 tonnes (electricity use)</td>
</tr>
<tr>
<td><strong>Scope 3</strong></td>
<td><strong>Total 26.82 tonnes</strong></td>
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</tr>
<tr>
<td>(Included Sources)</td>
<td>Waste disposal 0.001 tonnes</td>
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</tr>
<tr>
<td></td>
<td>Water and wastewater 0.001 tonnes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upstream goods, transportation and distribution 23.36 tonnes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Downstream goods, transportation and distribution - zero</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business travel 2.099 tonnes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee commuting 1.359 tonnes</td>
<td></td>
</tr>
<tr>
<td><strong>Total Emissions</strong></td>
<td></td>
<td>50.35 tonnes</td>
</tr>
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4. 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 show a decreasing trend (see below), so that by 2025 the total will never exceed 187 tCO2e (and will probably be much lower in many years). This is a reduction of 20%.

Since such a large proportion of our emissions are normally generated by office energy consumption, commuting and business travel, future work trends will have a significant bearing on our progress. Whilst we operate extremely effectively with home-based working, client requirements may mean that this is difficult to sustain. This could mean that our emissions caused by commuting and business travel, and to a lesser extent electricity consumption, may fluctuate. Additionally, upstream goods, which are also highly significant to our total emissions, are subject to one-off requirements from time to time.

Figures for 2021 have again been positively affected by the COVID-19 pandemic, which resulted in almost total work from home. This effect was even more apparent compared with 2020, when 25% of the year was spent with normal office operations. Additionally, the main office has been downsized, resulting in a reduction in electricity use associated with lighting and air conditioning. As a result, there has been a continued and accelerated reduction in emissions during 2021. However, for 2022 and beyond, there is a high level of uncertainty, much of which is outside of our control, as described above.

Emissions caused by upstream goods and transportation will fluctuate considerably from year-to-year; there was a significant reduction during 2020, which has been bettered again in 2021, but this will be reversed in years where significant investment in equipment (some of which will be required to reduce future emissions) is acquired.

The company size is expected to grow, and since factors such as commuting, travel and upstream goods are particularly significant for Datalynx, such growth will also affect future emissions.

Reducing emissions is a key target, and we expect that we can, however, reach our objectives.

2022 – 2025 – years 2 - 5

We plan to move to a more suitable office, which will be more energy efficient.

At present, we are unable to quantify our electricity, water or wastewater consumption, because our supply is unmetered (see above). However, we believe that our existing office is almost certainly energy-inefficient, having little insulation. We therefore believe that moving to a more suitable building would result in savings.

Less office-based working

We plan to quickly move to a situation where all staff complete at least one day’s work from home per week. (Many already do this.) This would reduce commuting but may also allow us to close the office more frequently, saving energy which was used pre-pandemic for heating, and possibly for lighting also. We also plan to try to restrict client-site working to three days per week.

2026 – 2030 – years 6 - 10

We will move towards using cloud-based servers (using AWS, for example).
By this point, we will have moved to a situation in which all staff work from home at least two days per week, furthering the benefits described above.

At our new office location, we aim to have switched to using renewable energy sources (such as solar panels) for at least some of our electricity requirements.

2030 - 10 years

We will have replaced all electronic equipment and will be using only A+ rated appliances.

At present, our business vehicles are hybrid, but by this point we will have switched completely to electric vehicles.

Client-site working will have been reduced to one day per week.

2035 - 15 years

By this time, we will have moved to a situation in which all staff work from home at least three days per week.

We expect to be taking advantage of replacement equipment, so that our use of renewables and energy-efficient computers and vehicles is enhanced.

2045 - 25 years

We can imagine a situation in which work is entirely from home, so that commuting and business miles, which are highly significant to our carbon footprint, are essentially eliminated.
5. Progress against these targets can be seen in the graph below:

Total emissions by year compared with target

Breakdown of emissions by source

- Aircon refrigerant
- Company cars
- Electricity use
- Waste disposal
- Water & waste water
- Upstream goods
- Downstream goods
- Business travel
- Employee commuting
6. **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 13 tCO₂e, a 5% reduction against the 2019 baseline, and the measures will be in effect when performing the contract. (Note – we have made significant further emissions reductions, but these are not related to planned changes; as set out above, they result largely from the effects of the COVID-19 pandemic. Actual reduction equates to 168 tCO₂e, but as set out above this may not be sustained.)

- Work from home – targeting one day per week (7 tonnes)
- 5% reduction in consumption of upstream goods, including transportation – (6 tonnes)

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

- Use of cloud-based servers (using AWS, for example)
- Further work from home, notwithstanding client requirements
- Use of renewable energy sources (such as solar panels) for at least some of our electricity requirements
- Replacement of all electronic equipment so that we will be using only A+ rated appliances
- Move from hybrid to fully electric vehicles.
7. 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 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.

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:

Charles Spinks : Director

Date: 30/4/2022
8. [ISO Requirements]
## 9. Document References

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<th>Date</th>
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<td>Simon Daw</td>
<td>20/09/21</td>
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<td>Reviewed and Uplifted to V1.0</td>
<td>Charles Spinks</td>
<td>29/09/21</td>
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<tr>
<td>2.0</td>
<td>2021 data added, commentary updated in line with revised data</td>
<td>Simon Daw</td>
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