



Carbon Reduction Plan
Version 1.0

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1. Introduction

Supplier name: Datalynx Limited

Publication date: See document footer

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.
- We have taken advice from the company who service our air conditioning units in order to estimate their consumption.

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:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Total 10.95 tonnes
	Air conditioning refrigerant 33.51 tonnes
	Company cars 0.61 tonnes

Scope 2	51.09 tonnes (electricity use)
Scope 3	Total 44.546 tonnes
(Included Sources)	Waste disposal 0.001 tonnes
	Water and wastewater 0.005 tonnes
	Upstream goods, transportation and distribution 124.26 tonnes
	Downstream goods, transportation and distribution - zero
	Business travel 6.622 tonnes
	Employee commuting 35.479 tonnes
Total Emissions	251.58 tonnes

3. Current Emissions Reporting

Reporting Year: 2020

EMISSIONS	TOTAL (tCO₂e)
Scope 1	Total 0.084 tonnes
	Air conditioning refrigerant - zero (no refrigerant added)
	Company cars 0.09 tonnes
Scope 2	44.36 tonnes (electricity use)
Scope 3	Total 44.274 tonnes
(Included Sources)	Waste disposal 0.001 tonnes
	Water and wastewater 0.002 tonnes
	Upstream goods, transportation and distribution 28.57 tonnes
	Downstream goods, transportation and distribution - zero
	Business travel 1.814 tonnes
	Employee commuting 12.51 tonnes
Total Emissions	83.74 tonnes

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 decrease over the next five years to 195 tCO₂e by 2025. This is a reduction of 22%.

Since such a large proportion of our emissions are 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 may mean that our emissions caused by commuting and business travel, and to a lesser extent electricity consumption, may fluctuate.

Figures for 2020 have been positively affected by the COVID-19 pandemic, which resulted in almost total work from home from the end of March. This will be repeated, and even bettered, in 2021. As a result, there has been a highly significant reduction in emissions during 2020. However, beyond this, 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, but this will be reversed in years where significant investment in equipment (some of which will be to reduce future emissions) is required.

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 key targets.

1-5 years

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 currently used for heating, and possibly for lighting also. We also plan to try to restrict client-site working to three days per week.

5 years

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.

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.

15 years

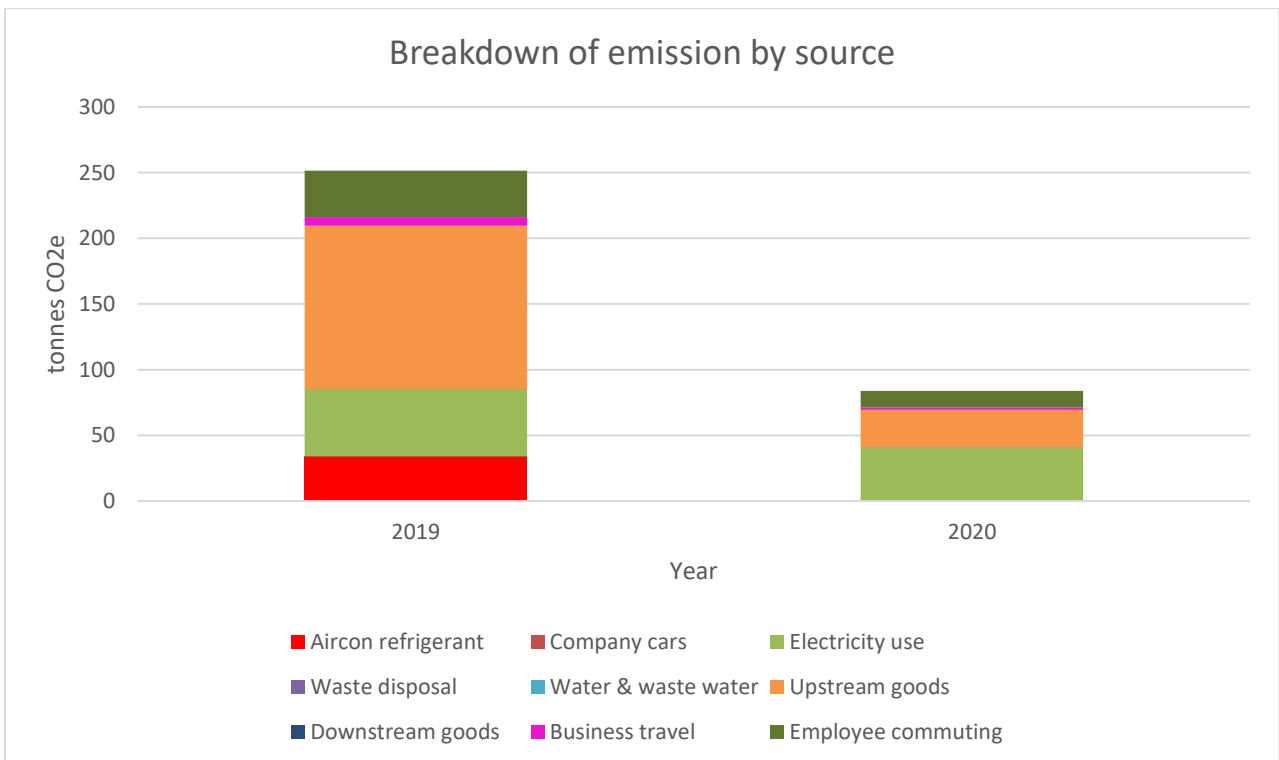
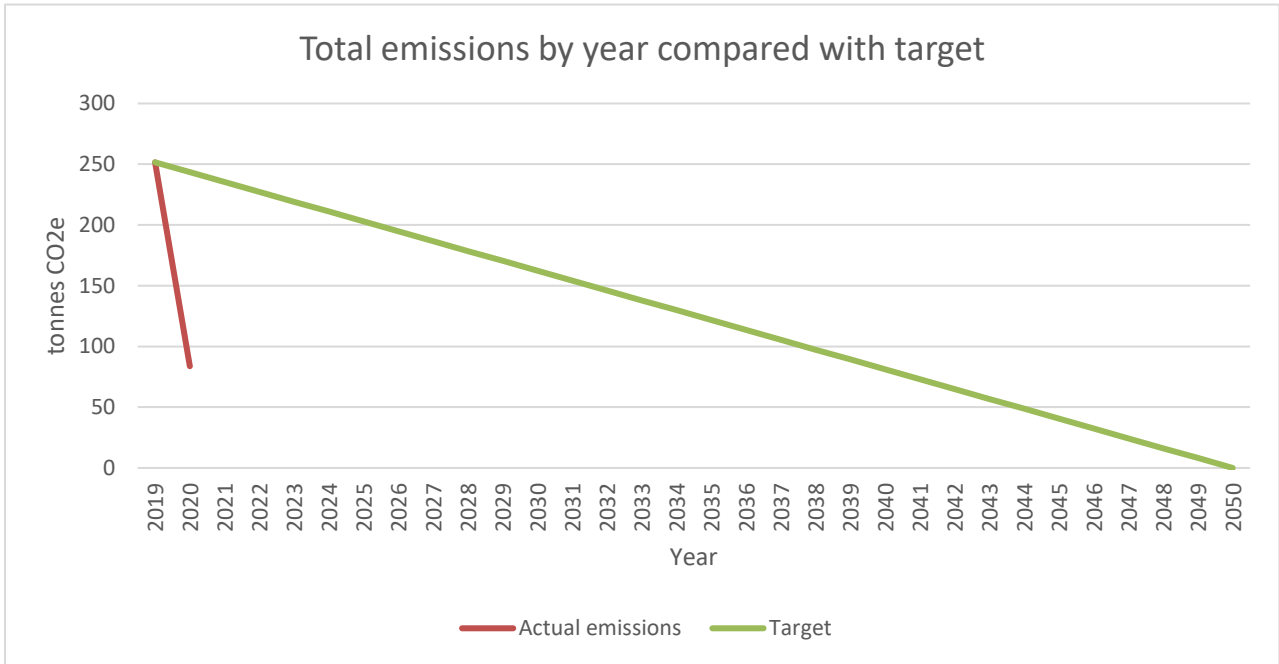
By this time, we will have moved to a situation in which all staff work from home at least three days per week.

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

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:



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, averaging 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

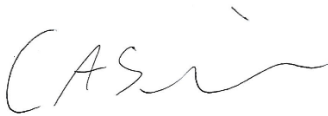
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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 'C Spinks'.

Charles Spinks : Director

Date: 29/09/2021

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>

8. [ISO Requirements]

[Redacted content]

9. Document References

Document History				
Version	Change Detail	Author	Date	
0.1	Initial version	Simon Daw	20/09/21	
1.0	Reviewed and Uplifted to V1.0	Charles Spinks	29/09/21	