

Carbon Reduction Plan QP805

May 2024
Version 1.1

DOCUMENT VERSION CONTROL

Issue	Date	Approved By	Position	Revision Notes
V1	June 2023	Ingrid Kennedy	H of Compliance	New document
V1.1	May 2024	Ingrid Kennedy	H of Quality Monitoring	23/24 data update
Next Review Date: December 2025			Policy Owner: Ingrid Kennedy	

INTRODUCTION

Commitment to achieving Net Zero

Workpays aspirations is to achieve Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that were produced in 2022/23 and serve as our current benchmark for developing our company strategies to reduce emissions. These baseline emissions provide the reference point against which we can measure our progress in reducing emissions.

Baseline Year: November 22022- October 2023.	
Additional Details relating to the Baseline Emission calculations.	
Emissions data is calculated on our Baseline Emissions on the principle of Operational Controls, we will report on all sources of carbon emissions which we have the ability to implement and influence in our operating policies and procedures.	
Baseline year emissions for 2022-2023	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 tCO ₂ e
Scope 2	355 tCO ₂ e
Scope 3	160 tCO ₂ e

Current Emissions Reporting

Reporting Year: November 2023 to October 2024 (averaged for the remaining 5 months of our financial year)	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 tCO ₂ e
Scope 2	242 tCO ₂ e
Scope 3	190 tCO ₂ e

SCOPE 1 – Fuel Combustion used in the delivery of goods and services.

Workpays is a people service business. We do not produce physical goods, have no company vehicles or any other emissions arising from our business activities.

SCOPE 2 - Utility reduction (electricity, gas, oil, water)

Energy efficiency measures:

- Conduct an energy audit to identify areas of high consumption and implement energy-saving measures such as LED/motion sensor lighting, servicing of heating and air conditioning systems.

Employee awareness and behaviour change:

- Educate employees on energy-saving practices such as turning off lights, equipment when not in use, closing doors to maintain optimal temperature settings.

Water conservation:

- Research and where possible implement water-saving technologies e.g., low-flow faucets, toilets. Encourage employees to reduce water usage through awareness campaigns.

Collaborate with utility providers:

- Explore partnerships with utility companies that access renewable energy sources and incentivise energy conservation.

Future Consideration

Renewable energy adoption:

- New site opportunities, research renewable energy premises, e.g., solar panels, automation lighting, heat pump systems to offset electricity consumption.

SCOPE 3 – Business Travel emissions

Promote alternative transportation methods:

- Encourage employees to use public transportation, carpooling, cycling for work-related travel.

Promote teleconferencing and virtual meetings:

- Encourage the use of MS TEAMS / ZOOM video conferencing tools to reduce the need for physical travel.

Set emission reduction targets for business travel:

- Establish measurable targets to reduce carbon emissions on business trips, such as a percentage reduction within a certain timeframe.

Monitor and track travel emissions:

- Keep a record of business travel and associated emissions to measure progress and identify areas for improvement.

Future consideration

Consider carbon offsetting:

- Offset remaining emissions from business travel by investing in reputable carbon offset projects.
- Staff benefits supporting the replacement of Petrol/Diesel cars to low or zero emission cars.