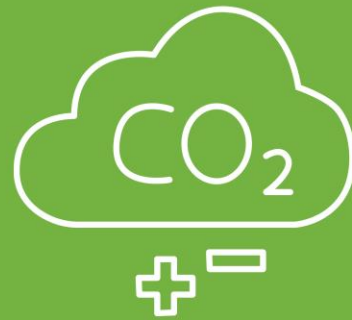


CLIMATE ACTION

# Carbon Reduction Plan

PPN 06/21

August 2023



SYSTRA

# CARBON REDUCTION PLAN



PPN 06/21 - 2023 REPORT (UPDATED FOR 2022 YEAR EMISSIONS)

<b>IDENTIFICATION TABLE</b>	
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This Carbon Reduction Plan is published to demonstrate SYSTRA Limited compliance with the supplier requirements of UK Government’s Public Procurement Notice (PPN) 06/21. It is structured as below:

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# 1. COMMITMENT TO ACHIEVING NET ZERO

SYSTRA Limited is committed to achieving carbon net-zero emissions by 2035 (as defined by the mandatory reporting categories in PPN06/21).

# 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. These below have been re-stated due to calculation amendments:

## BASELINE EMISSIONS (RE-STATED)

**Baseline Year:** 2020 (1<sup>st</sup> Jan 2020 – 31<sup>st</sup> Dec 2020)

### Additional Details relating to the Baseline Emissions calculations

2020 was the first year of reporting and therefore used for PPN06/21 baseline and first year of reporting emissions – these have since been re-stated. Baseline emissions have been calculated in accordance with the Greenhouse Gas Protocol Corporate Standard<sup>1</sup>, with reporting boundaries defined by the operational consolidation (control) approach. BEIS 2020 conversion factors<sup>2</sup> have been applied for all emissions other than non-UK electricity (Ireland only), where local country conversion factors have been used.

Scope 1 emissions are those arising from business travel in company leased vehicles. Scope 2 emissions are those arising from electricity used in our offices. Reported emissions use the market-based method. Location-based emissions for 2020 were 145 tCO<sub>2</sub>e. Scope 3 emissions include:

- Category 3 (fuel-and energy-related activities) = 36 tonnes.
- Category 4 (upstream transportation & distribution) emissions were excluded due to limited data availability and its expected insignificant contribution to total emissions – as an engineering design and consultancy company product purchases are limited (e.g. IT equipment, stationery, refreshments etc.).
- Category 5 (waste generated in operations) emissions were indicatively estimated using a sampling method and found to be insignificant (c. 0.26% of the company's footprint).
- Category 6 (business travel) = 60 tonnes.
- Category 7 (commuting travel) = 161 tonnes.
- Category 7 (working from home) = 687 tonnes.
- Category 9 (downstream transportation & distribution) emissions were excluded because they are not applicable. SYSTRA provides a professional service that involves no transportation or distribution.

### Re-stated Baseline year emissions (2020):

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	80.7
Scope 2	73.8
Scope 3	944.3
<b>Total Emissions</b>	<b>1,098.8</b>

<sup>1</sup> [Greenhouse Gas Protocol Corporate Standard](#)

<sup>2</sup> [BEIS 2020 conversion factors](#)

### 3. CURRENT EMISSIONS REPORTING

Measurement categories, methodology and assumptions are the same as for the re-stated baseline. Significant business growth from 2021 to 2022 combined with a return to normal domestic travel arrangements following COVID-19 created increased emissions:

#### CURRENT EMISSIONS

**Current Reporting Year:**

2022 (1<sup>st</sup> Jan 2022 – 31<sup>st</sup> Dec 2022)

#### Additional Details relating to the Current Emissions calculations

Baseline emissions have been calculated in accordance with the Greenhouse Gas Protocol Corporate Standard<sup>3</sup>, with reporting boundaries defined by the operational consolidation (control) approach. BEIS 2020 conversion factors<sup>4</sup> have been applied for all emissions other than non-UK electricity (Ireland only), where local country conversion factors have been used.

Scope 1 emissions are those arising from business travel in company leased vehicles. Scope 2 emissions are those arising from electricity used in our offices. Reported emissions use the market-based method. Location-based emissions for 2022 were 131.8 tCO<sub>2</sub>e.

Scope 3 emissions include:

- Category 3 (fuel-and energy-related activities) = 33 tonnes.
- Category 4 (upstream transportation & distribution) emissions were excluded due to limited data availability and its expected insignificant contribution to total emissions - as an engineering design and consultancy company product purchases are limited (e.g. IT equipment, stationery, refreshments etc.).
- Category 5 (waste generated in operations) emissions were indicatively estimated using a sampling method and found to be insignificant (c. 0.26% of the company's footprint).
- Category 6 (business travel) = 46 tonnes.
- Category 7 (commuting travel) = 32 tonnes.
- Category 7 (working from home) = 921 tonnes.
- Category 9 (downstream transportation & distribution) emissions were excluded because they are not applicable. SYSTRA provides a professional service that involves no transportation or distribution.

#### Current year emissions (2022):

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	80.6
Scope 2	25.3
Scope 3	1,302.5
<b>Total Emissions</b>	<b>1,408.4</b>

<sup>3</sup> [Greenhouse Gas Protocol Corporate Standard](#)

<sup>4</sup> [BEIS 2020 conversion factors](#)

## **4. EMISSIONS REDUCTION TARGETS**

4.1.1 In order to continue our progress to achieving carbon net-zero by 2035, we have adopted the following carbon reduction targets specifically for PPN06/21:

- ⦿ Reduction of scope 1 and 2 carbon emissions by 80% by 2025.
- ⦿ Carbon neutral operations (scope 1 and 2) by 2021.

4.1.2 We anticipate that carbon emissions will decrease to 557 tCO<sub>2</sub>e by 2025. This is a reduction of 11% against the 2020 baseline.

## **5. CARBON REDUCTION PROJECTS**

### **5.1 Completed carbon reduction initiatives**

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes will be realised in future emission reporting years, and the measures will be in effect when performing the contract.

- ⦿ Continued to operate in accordance with our ISO 14001 certified management System (EMS) and increased business travel governance.
- ⦿ Increased opportunities for flexible working, including working from home, following COVID-19. We have now implemented a permanent hybrid working policy for all staff, resulting in a combination of home and office working which has reduced our business travel, travel to work and office-based energy usage.
- ⦿ Reduced office floor space in Glasgow and Newcastle offices.
- ⦿ Upgraded to reactive lighting and other items to give a more energy efficient office space in Glasgow and Newcastle.
- ⦿ Upgraded the lighting in the York and Birmingham offices to improve energy efficiency. This includes LED lighting and PIR systems.
- ⦿ Moved our larger offices onto renewable tariffs where the opportunity existed.
- ⦿ Closed two of our satellite offices in Perth and Bristol.
- ⦿ Implemented the procurement of lower energy consumption computer equipment (lap-tops and screens).
- ⦿ Further assessment and external assurance of our carbon footprint including increased Scope 3 categories.
- ⦿ Signed up to UN Race to Zero and commitment letter for Science-Based Targets initiative (SBTi) with a planned submission for a near-term target by end of 2023.

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

- ⦿ Formal validation of a science-based target and alignment with industry corporate standards for carbon net-zero.
- ⦿ Sourcing of all electricity (wherever possible) from renewable sources and energy tariffs across our estate.
- ⦿ Encouraging low carbon travel options and modal shift in business travel.
- ⦿ Integrating carbon considerations into significant purchasing decisions (e.g. IT hardware, estates strategy and data storage).
- ⦿ Implementing further training to encourage low carbon behaviours for all our employees whilst at work and at home.
- ⦿ Further investment in verified carbon offsets to neutralise our emissions whilst reduction initiatives take effect.

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

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting (SECR) requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for PPN06/21 Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>7</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors on Thursday 3<sup>rd</sup> August 2023.

Signed by Nicholas Salt, for and on behalf of SYSTRA Limited:



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Nicholas Salt, Chief Executive Office

<sup>5</sup> [Corporate Standard | Greenhouse Gas Protocol \(ghgprotocol.org\)](https://www.ghgprotocol.org)  
<sup>6</sup> [Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK \(www.gov.uk\)](https://www.gov.uk)  
<sup>7</sup> [Corporate Value Chain \(Scope 3\) Standard | Greenhouse Gas Protocol \(ghgprotocol.org\)](https://www.ghgprotocol.org)