

# Carbon Reduction Plan

April 2023

## Commitment to achieving net zero

Mobilityways is committed to achieving net zero emissions by 2050 at the latest.

## Baseline Emissions Footprint

Baseline Year: April 2017 – March 2018

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.

Emissions Measured	Electricity, T&D losses, water, waste, business travel, commuting, paper, homeworking (excluded from footprint)
Highlights	Carbon Footprint (tCO <sub>2</sub> e): <b>36.1</b> Per Employee (tCO <sub>2</sub> e): <b>1.5</b>
Emissions Scope 1:	<b>0</b> – no business vehicles owned and there are no stationary and mobile combustion sources nor fugitive emissions from refrigerants and fire suppressants.
Emissions Scope 2:	<b>10.4</b> – indirect emissions generated from purchased energy to include electricity, steam, heating and cooling
Emissions Scope 3:	<b>25.7</b> – waste, business travel, commuting, purchased goods and services

## Current Emissions Reporting

Reporting Year: April 2022 – March 2023

Emissions Measured	Electricity, T&D losses, water, waste, business travel, commuting, paper, homeworking (excluded from footprint)
Highlights	Carbon Footprint (tCO <sub>2</sub> e): <b>3.78</b> Per Employee (tCO <sub>2</sub> e): <b>0.13</b>
Emissions Scope 1:	<b>0</b> – business vehicles are electric and there are no stationary and mobile combustion sources nor fugitive emissions from refrigerants and fire suppressants.
Emissions Scope 2:	<b>0</b> – indirect emissions generated from purchased energy to include electricity, steam, heating and cooling

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**Emissions Scope 3:**3.8 – waste, business travel, commuting (including WFH), purchased goods and services

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## Emissions from Third Party Providers / External Server Emissions

Mobilityways Limited recognises that the carbon emissions we produce, do not just come from our own commute and daily business activities but also from our third-party suppliers too.

Who we choose to work and partner with plays a big role in reducing our supply chain emissions. As part of our Carbon Reduction commitment and operational excellence strategy each third party provider is assessed at procurement and renewal stage through a stringent due diligence supplier process to understand their operations including environmental policies and commitments. We work closely as a team to prioritise low-emission suppliers and monitor them at least annually.

We are proud that many of our suppliers are already Carbon Neutral and/or are working towards their own Net Zero goals.

As part of our Carbon Reduction Plan and our ISO 27001 2022 Certification, we will be assessing all Third Party providers and recording the emissions produced to include them in our own reduction plan.

The suppliers we will assess in 2023/24 are:

SUPPLIER	DESCRIPTION / SUPPORTING DOCUMENTATION	TCO2e PRODUCED 2023/24
Microsoft Azure	Cloud computing service. Includes Emissions Impact Dashboard Committed to be Carbon Negative by 2030 Mission to remove all carbon emitted by Microsoft since 1975, by 2050	TBC
Microsoft 365	Cloud based subscription service for office applications. Includes Emissions Impact Dashboard Committed to be Carbon Negative by 2030 Mission to remove all carbon emitted by Microsoft since 1975, by 2050	TBC
Hubspot	Customer relationship management system. Mission to be Net Zero by 2040 <a href="#">Hubspot Sustainability Report</a>	Carbon Neutral through offsetting
Xero	Online accounting software. Carbon Neutral through offsetting Committed Net Zero by 2050 <a href="#">Xero Sustainability</a>	Carbon Neutral through offsetting
Bamboo HR	Human resources SaaS.	TBC
Shred Station	Data destruction service provider. <a href="#">Shred Station Environmental Commitments</a>	Minus 81kg CO2 last FY Carbon Neutral through offsetting
Fathom	Reporting, analysis and forecasting software.	TBC
Pleo	Financial software, pre-paid credit cards	TBC
LinkedIn	Social Media	TBC
Facebook	Social Media Committed to Net Zero scope 3 by 2030	TBC

	<a href="#">Facebook Net Zero commitments</a>	
Jira	Project and Issue tracking software Mission to achieve Net Zero by 2040 <a href="#">Atlassian Sustainability Report</a>	TBC
Sparkpost	Email delivery platform.	TBC

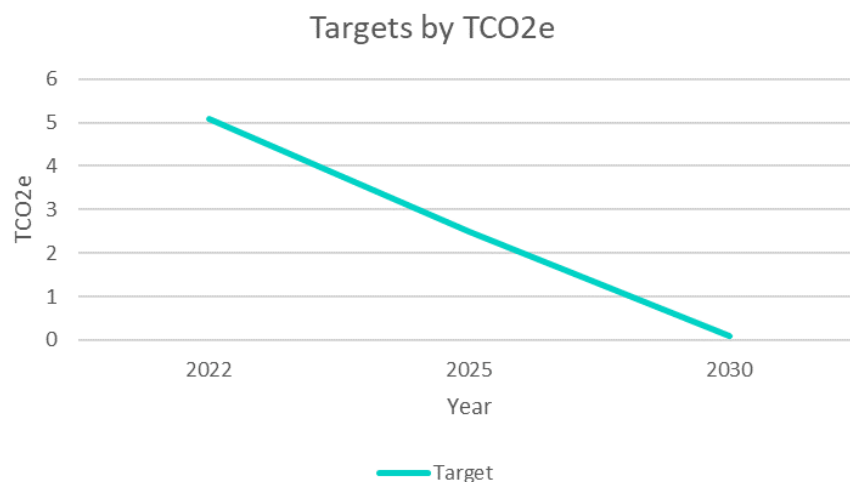
## Internal Servers

Last year we committed to moving to a smaller, Collaboration Space, office and de-commissioning the internal servers, choosing instead to operate entirely from a cloud based system. We are proud to confirm this switch has been completed and we are no longer operating an internal server, server room or the infrastructure needed to support this.

We analysed the electricity usage in the new Collaboration Space for the same period the year before and are delighted to have achieved a 74% reduction YoY. This reduction will be closely tracked and monitored for the remainder of the 2023/24 period and reporting on annually as part of our ongoing commitment to Net Zero.

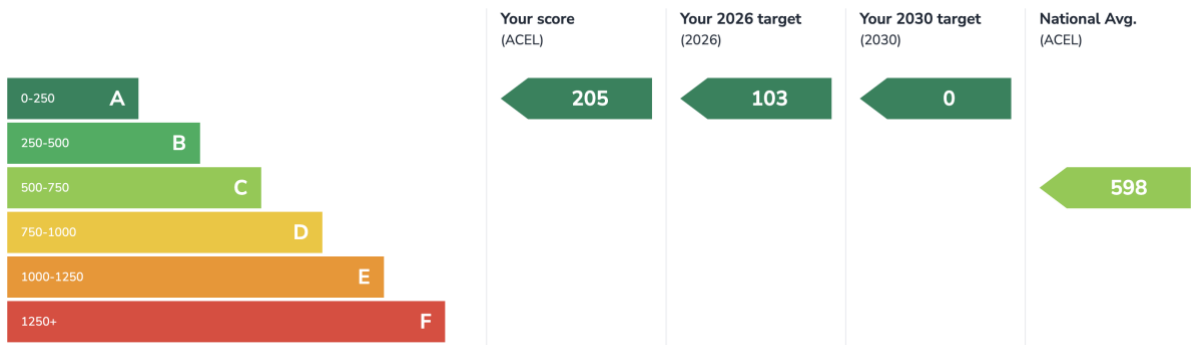
## Emissions Reduction Targets

Mobilityways is committed to reducing carbon emissions to net zero, we are ambitious and passionate about this target and our ideal goal is to be net zero by 2030.



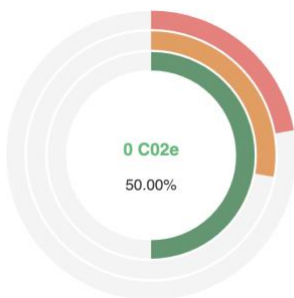
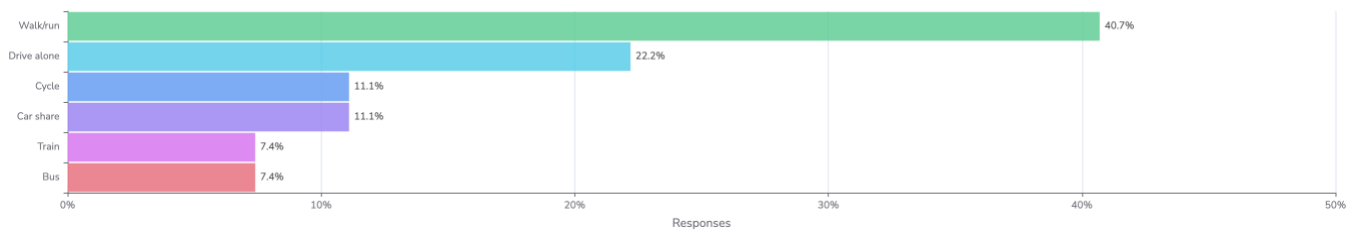
## ACEL (Average Commuter Emissions Level)

We are proud to confirm that our current Internal Mobilityways team ACEL is 205. This is 393 below the National Average. With the implementation of our Travel Policy and Personal Travel Plans for the whole team, we will use 205 as a benchmark and aim for 103 by 2026.



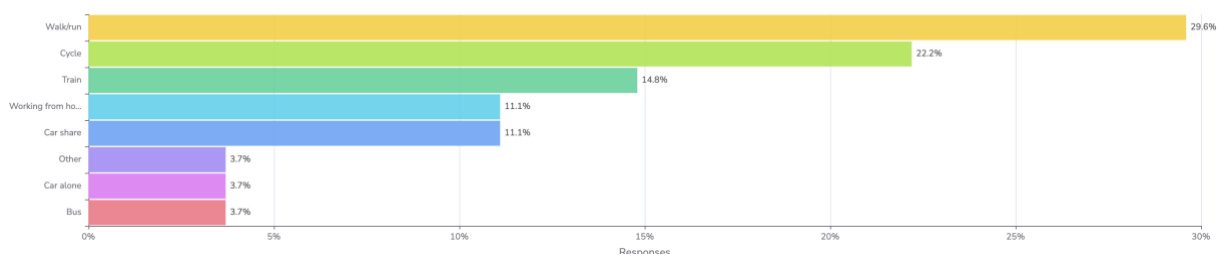
87% of employees took part in the most recent travel survey, showing us that total Commuter Emissions cast by the current team are 7.142 tCO<sub>2</sub>e per year. 50% of employees already cite Active Travel as their most common commuting mode, producing 0 tCO<sub>2</sub>e.

Q. How do you usually travel to work?



Through continued surveys and an understanding of the potential model shift available to our team, we will use this benchmark to support the company and individuals' missions (as evidenced below) to move towards a more sustainable commute and reduction of ACEL and total commuter emissions.

Q. How do you hope to be commuting this time NEXT YEAR?



**Carbon Reduction Projects**

## Completed Carbon Reduction Initiatives:

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The following environmental management measures and projects have been completed or implemented since the baseline. The carbon emission reduction achieved by these schemes equate to 31 tCO<sub>2</sub>e, an 86% reduction against the 2017/18 baseline.

We moved over to 100% renewable energy sources for the office's electricity supply.

In addition, the following internal policies were implemented:

- Hybrid working model whereby all staff work from home at least 80% of the time (4 out of 5 working days)
- A business travel policy introduced discouraging any commuter or business miles travel. Virtual meetings highly encouraged with the tools and resources implemented to make this possible.
- The purchase of an EV pool car for the use of business travel across the team
- Some staff employed on a fully UK remote basis
- Removal of the leased photocopier and scanner to ensure office is as paperless as possible

### COMMITTED TO LAST YEAR -

- Employing more staff on a fully UK remote basis as vital part of growth plans - Completed and ongoing
- Removal of the leased photocopier and scanner to ensure office is as paperless as possible – Completed
- Office moved to smaller premises with no car parking to be used as a 'collaboration space' to promote sustainable travel – Completed
- Moved to Cloud based server only – removing the need for additional emissions to cool data centres, reducing the overall energy consumption of our IT infrastructure – Completed
- Look to calculate the impact of employees working from home with the aim to measure this moving forward – Ongoing
- Using an energy consultancy to advise us on best practice – Ongoing
- For those utilising the hybrid working approach, the following measures are to be implemented:
  - Policy for all lights to be switched off out of working hours – Completed
  - Policy to switch off all monitors when not in use – Completed
  - Low Flush toilets installed – Completed
  - Policy ensuring the kettle is only filled with as much water as necessary – Completed
  - Use the dishwasher rather than hand washing – Completed
  - All waste diverted from landfill – Completed
  - Purchasing re-usable coffee cups for all staff – Ongoing
  - Policy to ensure all meetings are paperless – Ongoing
- Implementing a Supplier Management Policy as part of ISO 27001 Certification- Ongoing
- Continuing to promote the cycle to work scheme – Completed and ongoing

The above measures result in the following estimated savings based on 35 full time staff at Mobilityways Limited:

ITEM	ENERGY SAVING (kWh)	CARBON SAVING kgCO2e
Policy for all lights to be switched off out of working hours	8462.16	n/a
Policy to switch off all monitors when not in use	107.8	n/a

ITEM	WATER SAVING (litres)	CARBON SAVING kgCO2e
Low Flush toilets installed	77,000	69.47
Policy ensuring the kettle is only filled with as much water as necessary	962.00	0.87
Use the dishwasher rather than hand washing	10560.00	11.12

ITEM	WASTE SAVINGS (kg)	CARBON SAVING kgCO2e
All waste diverted from landfill	n/a	1,613
Purchasing re-usable coffee cups for all staff	115.50	2.08

ITEM	CARBON SAVING (kgCO2e)	CARBON SAVING kgCO2e
Policy to ensure all meetings are paperless	77.00	63.10

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Implementing Best Practice:

- Water:** Check meters at night, or when water is not in use, to monitor leakage. Introduce a water use awareness campaign in communal kitchen areas.
- Travel:** Record all business travel and promote virtual remote meetings. Where necessary, encourage zero carbon commuting or car sharing.
- Paper:** Removal of office print, we will be as paperless as possible, purchasing printed materials where business critical
- Engagement:** We will arrange annual sustainability workshops and carry out an energy awareness and “switch off” campaign.

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Ongoing and Future Carbon Reduction Initiatives:

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<ul style="list-style-type: none"> <li>• Collab space occupied</li> <li>• Travel survey launched</li> <li>• EV salary sacrifice scheme launched</li> <li>• WFH tCO2e survey launched</li> <li>• TCO2e produced by occupation of Collab space identified</li> <li>• TCO2e produced WFH identified</li> <li>• ACEL identified</li> <li>• Sustainable products researched and purchased</li> <li>• Single use items in collab space replaced with reusable</li> <li>• Travel Policy agreed and in place</li> <li>• Supplier assessments completed</li> <li>• Education / expert speakers schedule confirmed</li> </ul>	<ul style="list-style-type: none"> <li>• w/c 12<sup>th</sup> April</li> <li>• Q1 2023/24</li> <li>• Q2 2023/24</li> <li>• Q2 2023/24</li> <li>• Q2 2023/24</li> <li>• Q2 2023/24</li> <li>• Q2 2023/24</li> <li>• Q2 2023/24</li> <li>• Q2 2023/24</li> <li>• Ongoing</li> <li>• Q1 2023/24</li> <li>• Ongoing</li> <li>• One session Q2 2023/24 / One session in Q4 2023/24</li> <li>• Q2 2023/24</li> <li>• Q2 2023/24</li> <li>• By end of Q2 2023/24</li> </ul>
<ul style="list-style-type: none"> <li>• Environmental Policy published</li> <li>• Offsetting opportunities identified</li> <li>• Net Zero Goals inc milestones for 5 year strategy + confirmed</li> <li>• Carbon Reduction Plan confirmed and published</li> <li>• Re-confirm tCOE2 produced (Winter update)</li> </ul>	<ul style="list-style-type: none"> <li>• End of Q2 2023/24</li> <li>• Jan 2024</li> </ul>

## 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.

Signed on Behalf of Mobilityways Ltd:



KATE WOOD

Name:

July 2023

Date: