

# **Carbon Reduction Policy**

This Policy sets out our commitment to carbon reduction across our business

**Make everyone part of  
the conversation**



Publication date: 21/06/2024

### Commitment to achieving Net Zero

Word360 Ltd is committed to achieving Net Zero emissions by 2035.

### 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.

<b>Baseline Year: 2023</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<b>Baseline year emissions:</b> Historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting), where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring.  Word360 are a national language services provider in the UK. Although there is no previous reporting on baseline emission, we have created a new baseline for the year 2023. Although with business growth we expect overall emissions to rise, we intend to take steps going forward to achieve our net zero goal by 2035	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	Total Emissions = 0 tCO <sub>2</sub> e  Word360 is a language service provider and as such there are no direct emissions caused by any process or activity by the company that causes greenhouse gas emission. The business does not operate company vehicles, and there is no reported refrigerant, gas leaks.
<b>Scope 2</b>	Total Emissions = 0.47 tCO <sub>2</sub> e  Word360 occupies offices which uses gas and electricity. The breakdown of emissions within this scope is as follows:  0.26 tonnes: 1/45 of 10220 kWh of electricity at 0.2576 kgCO <sub>2</sub> e/kWh 0.21 tonnes: 1/45 of 11220 kWh of natural gas

<p><b>Scope 3</b> <b>(Included Sources)</b></p>	<p>Total Emissions = 510.03 tCO<sub>2</sub>e</p> <p>Category 5 – 0 tCO<sub>2</sub>e -Waste generated in operations –waste is collected by external contractors for which we do not currently have reporting data. We are looking to obtain this going forward.</p> <p>Category 1 – 0 tCO<sub>2</sub>e - Purchased goods and services – this does not apply. As a service provider all business activity takes place downstream where sub-contractors travel to various work locations.</p> <p>Category 4 – 0 tCO<sub>2</sub>e - Upstream transportation &amp; distribution - this does not apply. As a service provider all business activity takes place downstream where sub-contractors travel to various work locations.</p> <p>Category 6 – 0.35 tCO<sub>2</sub>e - Business travel</p> <p>Category 7 – 13.5 tCO<sub>2</sub>e - Employee commuting</p> <p>Category 9 – 496.18 tCO<sub>2</sub>e - Downstream transportation and distribution – this is attributable to travel of our sub-contractors to client venues.</p>
<p><b>Total Emissions</b></p>	<p>510.50 tCO<sub>2</sub>e</p>

**Current Emissions Reporting**

<p><b>Reporting Year: 2023</b></p>	
<p><b>EMISSIONS</b></p>	<p><b>TOTAL (tCO<sub>2</sub>e)</b></p>
<p><b>Scope 1</b></p>	<p>0 tCO<sub>2</sub>e</p>
<p><b>Scope 2</b></p>	<p>0.47 tCO<sub>2</sub>e</p>
<p><b>Scope 3</b> <b>(Included Sources)</b></p>	<p>510.03 tCO<sub>2</sub>e</p>
<p><b>Total Emissions</b></p>	<p>510.50 tCO<sub>2</sub>e</p>

## 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 six years to 255.25 tCO<sub>2</sub>e by 2030. This is a reduction of 50%, followed by a further 50% to achieve Net 0 by 2035.

## Carbon Reduction Projects

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### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline.

#### Scope 2

- Our current renovation of our new office premises will:
  - Contain certified energy performance building materials e.g. re-cycled steel, timber, geo-textiles
  - Solar power panel to recycle energy and electricity
  - Motion sensing lights

#### Scope 3

- Business Travel
  - Move more towards virtual meetings. 95% of all meetings are now conducted remotely.
- Employee commuting
  - Encourage work from home, and car share for office travel, cycle to work scheme
- Downstream transportation and distribution
  - encourage clients to review their service usage and move more towards remote solutions to service appointments.
- In addition:
  - We hold regular meetings to review our environment impact and strategies to improve our carbon footprint

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

## 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>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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:**



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Tiku Chauhan - CEO

Date:

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