



Carbon Reduction Plan

CDS



CARBON REDUCTION PLAN

Corporate document Services (CDS) Ltd.
15th November 2021

COMMITMENT TO ACHIEVING NET ZERO

CDS as part of Bailie Group Ltd is committed to achieving Net Zero emissions by 2050 and halving our emission by 2030. Bailie Group have demonstrated this commitment by [signing the SME Climate Hub Pledge here](#).

Bailie Group have independently verified their greenhouse gas emissions by employing the expertise of Planet Mark to support with carbon accounting. Planet Mark certification has now been attained and can be viewed [here](#).



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.

CDS' greenhouse gas emissions reporting is aligned to the calendar year Jan – Dec 2020.

To ensure that the group are following a robust methodology that demonstrates a transparent approach to measurement we have engaged with Planet Mark. They have guided the group through a certification process and independently validated our baseline emissions for scope 1, 2 and some of scope 3.

The baseline year of 2020 was unusual for many reasons not just the covid pandemic. We took ownership of a new premises and acquired another business.

CDS baseline emissions are detailed below:

Baseline Year:	2020
Additional Details relating to the Baseline Emissions calculations.	
<p>This is the first year we have reported on carbon emissions. We have seen a reduction in employee commuting, less employees on site and much reduced business travel.</p> <p>While it is a positive that our emissions were less overall, we do expect some increase in 2022 as we see a change in working patterns.</p>	
Baseline year emissions 2020	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	58.68
Scope 2	70.01
Scope 3	68.72
Categories measured within Scope 3	<p>The following categories are included in our Scope 3 emission figures:</p> <p>Category 5 - Waste generated in operations</p> <p>Category 6 - Business travel</p> <p>Category 7 - Employee commuting</p>
Total	197.41

EMISSIONS REDUCTION TARGETS

Working with Planet Mark we have set the following reduction targets for 2022. It should be recognised that 2020 and 2021 were abnormal years in that the Covid pandemic fundamentally changed the working pattern of our business and the occupancy rates in our buildings.

The targets for 2020 that have been determined with Planet Mark's guidance and scrutiny are:

Target Year	2022	
EMISSIONS	TOTAL (tCO2e)	REDUCTION TO PREVIOUS
Scope 1	55.75	5%
Scope 2	66.51	5%
Scope 3	65.28	5%
Categories measured within Scope 3:	Category 5 - Waste generated in operations Category 6 - Business travel Category 7 - Employee commuting	
Total	187.54	5%

CARBON REDUCTION PROJECTS

COMPLETED CARBON REDUCTION INITIATIVES

Relocation of premises

The 2020 baseline should be considered in the light of the fact that during the year CDS undertook the refurbishment of what was to become the primary office and at the end of the year exited an old and very inefficient premises.

The refurbishment project provided an opportunity to incorporate more efficient mechanical and electric systems to reduce greenhouse gas emission. These included:

- Boiler replacements with air source heat pumps
- replacing incandescent & fluorescent lighting with PIR activated LED lighting
- replacing blown windows with new sealed units
- secure bicycle storage replaced car parking spaces (showers provided to encourage commuting by bike)
- car parking spaces replaced with an external decking area to promote wellbeing
- electric wiring infrastructure provided to facilitate electric car charging points.

The carbon emission reduction achieved by moving from an inefficient premises into a refurbished premises will be shown in our 2021 report.

PLANNED CARBON REDUCTION INITIATIVES

The partnership with Planet Mark allied with the pre-existing ISO14001 held since March 2019, provides the framework for environmental management measures and projects.

The months of 2020/21 spent in varying degrees of lockdown and extensive periods of working from home that served to demonstrate that business could be undertaken without travel. The lessons learnt in this period will be applied in 2022 as we develop a new way of working (hybrid model) that will seek to balance the requirements of the business with the need to reduce commuting & business travel.

As part of our commitment to achieving net zero by 2050, we are working on baselining our category 4 upstream transportation and distribution, and category 9 downstream transportation. This is our first year of carbon reporting and many of our suppliers are SMEs not at a level of maturity required for this purpose. We're working with them to understand how we can capture this information.

This is ongoing and once we have mapped our category 4 & 9 emissions we will include these within our reduction targets.

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 the Supplier:



Mark Gair

Managing Director

Date: 15th November 2021