



Carbon reduction plan

Commitment to achieving Net Zero

Bailie Group are committed to reducing their environmental impact and as such have signed the Race to Net Zero SME climate pledge to halve our emissions by 2030 and achieve Net Zero by 2050. More information can be found here: [Business Climate Hub](#) or its [SMEs page](#).

Our group wide carbon strategy is to drive reductions to Net Zero within our own operations and our value chain by 2050.

All entities within Bailie Group are committed to achieving the above targets.

Baseline Emissions Reporting

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. Our Carbon Baseline includes our greenhouse gas (GHG) emissions from the seven GHG's named by the Kyoto Protocol:

- Carbon Dioxide (CO₂)
- Hydrofluorocarbons (HFCs)
- Methane (CH₄)
- Nitrous Oxide (N₂O)
- Nitrogen Trifluoride (NF₃)
- Perfluorocarbons (PFCs)
- Sulphur Hexafluoride (SF₆)

Our emissions are calculated in tonnes of carbon dioxide equivalent (tCO₂e) using the appropriate conversion factors published by Greenhouse Gas protocol. Our emissions data is reported in line with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard.

Group Emissions – Baseline Reporting Year (2021)

Scope 1 & 2 Emissions

Following comprehensive investigations into our energy consumption and carbon emissions during 2020 & 2021, we have baselined our Scope 1 and Scope 2 emissions from year end 2020 to year end 2021.

Our reset baseline supports our commitment to setting and achieving Net Zero Targets.

Scope 3 Emissions

We are continuing to develop the maturity of our Scope 3 footprint. Our Scope 3 baseline includes the following categories:

Category 3 - Fuel- and energy-related activities

Category 5 - Waste generated in operations

Category 6 - Business travel

Category 7 - Employee commuting

Bailie Group Baseline Emissions 2021	
Emissions	Total CO2 Equivalent (tCO2e)
Scope 1	145.2
Scope 2	138.3
Scope 3	363.3
Total Emissions	646.80

Entity Emissions – Baseline Reporting Year (2021)

The following is a detailed breakdown of the 2021 Baseline Emissions of ‘in scope’ entities within Bailie Group.

Baseline Emissions 2021		
Entity	Emissions	tCO₂e
Corporate Document Services	Scope 1	86.1
	Scope 2	83.1
	Scope 3	139.9
	Total	309.1
CDS Defence & Security	Scope 1	56.1
	Scope 2	49.1
	Scope 3	160.14
	Total	265.34
Newspress	Scope 1	3.7
	Scope 2	5.2
	Scope 3	54.44
	Total	63.34
Total		

Emissions Reporting 2022

Group Emissions - Emissions Reporting Year (2022)		
Reporting Year: 2022		
Emissions	Total (tCO₂e)	
Scope 1	86.39	
Scope 2	93.94	
Scope 3	185.53	
The following categories are included in our Scope 3 emission figures:		
Category 3	Fuel- and energy-related activities – (T & D losses)	8.09
Category 4	Upstream Transportation and Distribution	1630 ¹²
Category 5	Waste generated in operations incl. water supply	7.34
Category 6	Business travel	133.047
Category 7	Employee commuting	37.06
Category 9	Downstream transportation	0 ³
Total Emissions	1995.86⁴	

1 Includes 2.28 tco₂e BGBS emissions

2 Upstream transportation emissions are calculated using spend based method for courier emissions. Work is continuing to increase this data capture therefore future emissions will be higher. These emissions were added into the 2023 Carbon Reduction Plan in November 23.

3 Downstream emissions are not applicable to our operations

4 Includes Bailie Group and BGBS business travel and commuting. This is not included in entity emissions

Entity Emissions - Emissions Reporting Year (2022)

The following is a detailed breakdown of the Current Reporting Year Emissions of 'in scope' entities within Bailie Group. These emissions were updated in November 2023 with upstream emissions:

Emissions 2022		
Entity	Emissions	tCO2e
Corporate Document Services	Scope 1	34.62
	Scope 2	62.15
	Scope 3	32.01 (1630 ⁵)
	Total	Actual 128.78 (Target 293.645)
CDS Defence & Security	Scope 1	30.69
	Scope 2	30.47
	Scope 3	126.29
	Total	Actual 187.45 (Target 252.073)
Newspress	Scope 1	21.08
	Scope 2	1.32
	Scope 3	11.45
	Total	Actual 33.85 (Target 60.173)

5 Upstream emissions are not included in 2023 targeted reductions as they were added in Nov 23.

Entity Emissions - Emissions (2023)

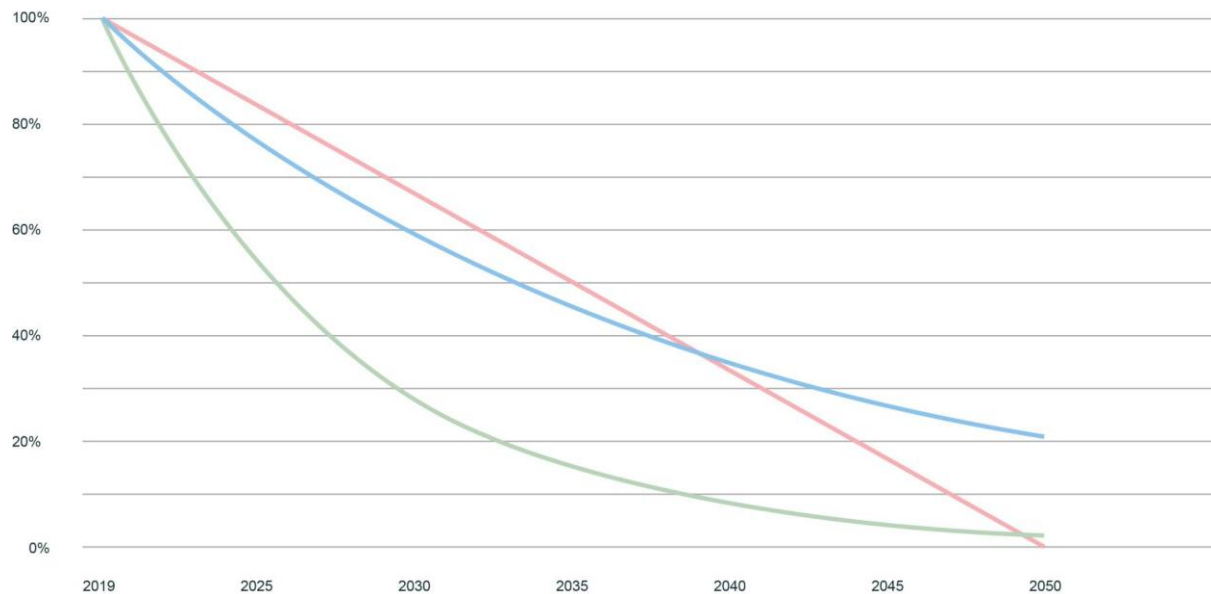
The following is a detailed breakdown of the Current Reporting Year Emissions of 'in scope' entities within Bailie Group: *TO BE COMPLETED AT YEAR END*

Emissions 2023		
Entity	Emissions	tCO2e
Corporate Document Services	Scope 1	
	Scope 2	
	Scope 3	
	Total	Target 122.34⁶
CDS Defence & Security	Scope 1	
	Scope 2	
	Scope 3	
	Total	Target 178.07
Newspress	Scope 1	
	Scope 2	
	Scope 3	
	Total	Target 32.15

⁶ Targets are based on a 5% reduction on 2022 emissions and do not include Upstream transportation emissions.

Target setting

A decade of Action: Pathways to Net Zero through varying emissions reduction trajectories.



Planet Mark 5% annual reduction

5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

Planet Mark 12% annual reduction

A 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019. A 12% year on year reduction from a 2019 baseline would set Bailie Group on track to meet the UK target Net Zero by 2050.

Net Zero 2050 Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:

- 2040 - Net Zero within our own operations (Scope 1 & 2)
- 2050 - Net Zero across the value chain (Scope 3)

We project that carbon emissions will decrease over the next eight years to 323.40 tCO₂e by 2030. This is a reduction of 50% and is in line with our SME climate pledge.

The group has determined a 5% reduction target for 2023 against the 2022 emissions excluding upstream transportation. Reduction targets are measured against an intensity metric of group turnover and the turnover of the individual operating companies.

Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented across the Group:

- Committed to Net Zero by 2050 by signing the SME climate pledge.
- Regained certification to the Planet Mark Standard.
- Behaviour change engagement and sustainability awareness training across Group.
- Certification to ISO 50001 at our Head office.
- Consolidation of waste management to green provider ensuring zero to landfill.
- Solar panel installation at our Cheltenham site.
- Formation of an Energy Team, tracking and reporting on energy consumption and reduction targets.
- Communication of a sustainable procurement policy.

Bailie Group - Carbon Reduction Plan – July 2023

- Commitment to pursuing 100% renewable energy supply in our group properties.
- Implement a range of energy conservation measures: LED lighting, boiler replacements.
- Investigating renewable energy opportunities across our property portfolio.
- Implementing SMART Building solutions including room sensors to monitor energy consumption real time.
- Communication of a sustainable travel policy.
- Responsible procurement and disposal of IT equipment with policies determining our approach.

Future Considerations

- Electrification of heating systems across the estate.
- Continual improvement and development of our Environmental Data Management System.
- Achieving 100% ULEV fleet by 2030.
- Developing full carbon footprints of our products and services.
- Promote domestic tool for employees to calculate and reduce their carbon footprint. both at work and home – run incentive to encourage action.
- Extension of ISO 50001 scope to include our Aylesbury and Cheltenham sites.
- Continue to extend scope of upstream transportation emissions measurement

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 standard⁷ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.⁸

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.⁹

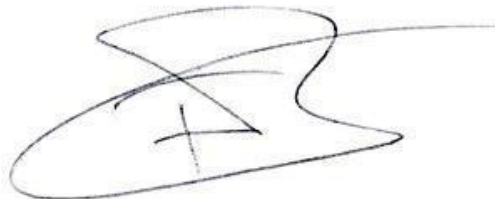
This Carbon Reduction Plan has been reviewed and approved by Bailie Group's Chief Executive.

Signed for and on behalf of Bailie Group:

Name: Fergus Bailie

Role: Chief Executive

Signature:

A handwritten signature in black ink, appearing to be 'Fergus Bailie', written over a faint, light-colored signature line.

Date: 09/11/2023

⁷ <https://ghgprotocol.org/corporate-standard>

⁸ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁹ <https://ghgprotocol.org/standards/scope-3-standard>