Carbon Reduction Plan

Supplier name: DigPacks Ltd

Publication date: 12th October 2023

Commitment to achieving Net Zero

DigPacks Ltd is committed to achieving Net Zero emissions by 2040.

Baseline Emissions Footprint

The year 2021 was the first time that DigPacks Ltd assessed and reported on its carbon emissions.

Name	Dept	Rev number	Revision Date
Sanjay Tailor	Development	1.0	Sept 2022
Sanjay Tailor	Development	2.0	May 2023
Sanjay Tailor	Development	3.0	October 2023

Baseline Year: 2021

Additional Details relating to the Baseline Emissions calculations.
The year 2021 was the first time that DigPacks Ltd assessed and reported on its carbon emissions.

Baseline year emissions: 2021

EMISSIONS	TOTAL (tCO$_2$e)

Scope 1	Scope 1	tCO$_2$e
	Stationary Combustion (Boilers)	0.0000
	Mobile Combustion (Fleet)	0.0000
	Process Emissions (On-Site Manufacturing)	0.0000
	Fugitive Emissions (F-Gasses)	0.0000
	We have identified that we do not have any areas of emissions in Scope 1.	

Scope 2	Scope 2	tCO$_2$e
	Electricity	0.9000
	Gas	0.8700
	Cloud Servers	0.0000
	Hybrid Fleets	0.0000
	Work From Home	3.0000
	Total – in tCO$_2$e – 4.770	

Scope 3 (Included Sources)	Scope 3	tCO$_2$e
	Waste Generated in Operations	0.5000
	Upstream transportation & distribution	0.9800
	Downstream transportation & distribution	0.9900
	Business Travel	2.0000
	Commuting	0.0000
	Total – in tCO$_2$e – 4.478	

Emissions Reporting

Reporting Year: 2022	
EMISSIONS	**TOTAL (tCO$_2$e)**

Scope 1	
	Scope 1 · **tCO$_2$e** **Stationary Combustion (Boilers)** · **0.0000** **Mobile Combustion (Fleet)** · **0.0000** **Process Emissions (On-Site Manufacturing)** · **0.0000** **Fugitive Emissions (F-Gasses)** · **0.0000** **We have identified that we do not have any areas of emissions on Scope 1.**

Scope 2	
	Scope 2 · **tCO$_2$e** **Electricity** · **2.0009** **Gas** · **1.0009** **Cloud Servers** · **0.0000** **Hybrid Fleets** · **0.0000** **Work From Home** · **3.0030** **Total – in tCO$_2$e – 6.0048**

Scope 3 (Included Sources)	
	Scope 3 · **tCO$_2$e** **Waste Generated in Operations** · **0.0300** **Upstream transportation & distribution** · **4.0250** **Downstream transportation & distribution** · **5.0450** **Business Travel** · **1.0000** **Commuting** · **5.0200** **Total – in tCO$_2$e – 15.12**

Total Emissions	**In – tCO$_2$e – 21.1248**

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	**TOTAL (tCO$_2$e)**

Scope 1	

Scope 1	tCO$_2$e
Stationary Combustion (Boilers)	0.0000
Mobile Combustion (Fleet)	0.0000
Process Emissions (On-Site Manufacturing)	0.0000
Fugitive Emissions (F-Gasses)	0.0000

We have identified that we do not have any areas of emissions on Scope 1.

Scope 2	

Scope 2	tCO$_2$e
Electricity	1.0070
Gas	1.0009
Cloud Servers	0.0000
Hybrid Fleets	0.0000
Work From Home	3.0030

Total – in tCO$_2$e – 5.0109

Scope 3 **(Included Sources)**	

Scope 3	tCO$_2$e
Waste Generated in Operations	0.0300
Upstream transportation & distribution	4.0250
Downstream transportation & distribution	5.0450
Business Travel	0.0000
Commuting	3.0200

Total – in tCO$_2$e – 12.12

Total Emissions	**Total – in tCO$_2$e – 17.1309**

After the lifting of lockdown restrictions, our organization witnessed a surge in emissions, which we aim to keep in check. To achieve this, we have implemented an internal policy mandating all staff to receive training on emission control.

Additionally, we are taking the following steps:

a. Encouraging and incentivising staff, suppliers, customers, and communities to support environmental protection and improvement initiatives.

b. Exploring options to invest in technologies that can reduce carbon emissions throughout our entire supply chain and service delivery pro-cess.

c. Allocating resources towards monitoring and reporting carbon emissions from our organisation, supply chain, and customer solutions.

d. Promoting environmental sustainability by advocating for sustainable production and consumption practices and supporting the UK Government's 25-year environment plan aimed at enhancing environmental quality.

Emissions reduction targets

We have provided a table below to show our efforts in controlling emissions through continuous monitoring and careful application of methods of control within our organisation.

	Year	Emissions	% Reduction
		in tCO$_2$e	+ / -
Baseline Year: 2021 (Lockdown)	2021	9.248	NA
Year 2022	2022	21.1248	+228
Year 2023	2023	17.1309	-19
Carbon Zero Commitment year	2040	0	-100
Estimated Reduction annually over the next 5 years from 2023 to 2028	2028	10.0	-50.8

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

A number of environmental management measures and projects have been accomplished or put into action since the 2021 benchmark. These schemes have led to a 50% decline in carbon emissions, amounting to 7 tCO2e. The measures will remain effective for the duration of the contract. In response to the Covid-19 pandemic, we have introduced a hybrid work-from-home policy that has significantly decreased our carbon footprint. We promote the use of public transportation, cycling, or carpooling when employees come to the office for training, and we frequently remind them to turn off their computers and monitors when not in use. We also offer a salary sacrifice scheme to employees where they can apply to use Electric vehicles for both personal and business purposes.

We have implemented occupancy monitoring systems to automate lighting controls and remind staff to turn off lights when leaving a room. We also propose using renewable sources of energy, such as solar panels, and investing in a timer system to program controls on heating, lighting, and appliances. We will explore the viability of a smart building management system that automates control depending on occupancy.

While some of these initiatives require upfront investment, we believe there is a significant return on investment in terms of reduced energy spending and greenhouse gas emissions. We have placed notices by light switches in all office and meeting rooms to remind staff to turn off lights when not in use.

We are now reducing paper usage as much as possible partly by encouraging recycling of paper and cardboard. Staff are encouraged to edit and proofread documents on their computers and print on recycled paper only when necessary. Printing on both sides of a sheet of paper is strongly encouraged for non-formal documents, and internal communication is sent through email or online message boards.

To facilitate this, we have transitioned our business processes to be completely electronic using the Office 365 cloud platform. We have also started to recycle other materials, including metal, certain plastics, and glass, based on the results of our paper recycling pilot. For electrical appliances, we partner with local businesses to ensure compliance with WEEE regulations for disposal and recycling.

We are also engaging with locally compliant recycling companies to recycle equipment that can be reused for the benefit of charitable organisations rather than ending in landfills. This initiative has been a significant drive for us since the pandemic and is reflected in our infrastructure refreshment projects across our clients. Additionally, we have developed solutions that promote the use of cloud-based technologies, either through hybrid or complete cloud-based solutions, to reduce reliance on local on-premises resources and further meet the government's targets for reducing emissions.

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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:

Sanjay Tailor

Date: 12th October 2023

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[1] **https://ghgprotocol.org/corporate-standard**
[2] **https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting**
[3] **https://ghgprotocol.org/standards/scope-3-standard**