

CLIPFINE

Carbon Reduction Plan



Rev	Date	Originator	Reviewed	Authorised	Change
3.0	09/08/23	KLH	Peter Hahn	Eamon MacCarron	Annual Review

Guidance notes

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance and include the supplier’s current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier’s UK website. It should be approved by a director (or equivalent senior leadership) within the supplier’s organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

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1.0 Commitment to achieving Net Zero

The Clipfine Group; Clipfine Holdings Limited; Clipfine Limited; Clipfine Security Limited; Clipfine Construction Limited, and Clipfine Facilities Management Limited (hereafter referred to as Clipfine) is committed to decarbonising the business in line with the UK Government Net Zero target by 2030. This document sets out a Climate Action Management Framework for Clipfine to help ensure the business effectively manages climate-related risks and opportunities and can meet the ever-evolving targets and obligations.

The Carbon Reduction Plan will be reviewed annually to help future-proof the business against climate-related changes in policy and legislation, meet client expectations and win work, remain competitive in the market and de-risk the business with respect to climate issues.

2.0 Baseline Emissions Footprint

Baseline Year: May 2020 - June 2021	
Additional Details relating to the Baseline Emissions calculations:	
<p>Clipfine has been collecting data on Scope 1 and 2 emissions since 2020. We currently do not have specific in-house knowledge or dedicated resources to track our Scope 3 emissions. However, Clipfine have recently invested in the BRE's SmartWaste platform and further resources to better track our carbon emissions related to our business activities and ensure our sustainability commitments are driven forward through a more coordinated approach. We have also formed relationships with expert environmental consultants to help us on our sustainability journey. This new approach will enable us to better track our Scope 3 emissions every year from now on.</p> <p>Our baseline year is aligned with our financial year (May 2020 to June 2021) and this is the first period in which we had the most accurate data for Clipfine's Scope 1, 2 and 3 emissions. The table below details the data collection methods, assumptions and calculations that went into determining the baseline and reporting year carbon emissions:</p>	
Category	Description of source and calculation details
Scope 1	Emissions related to combustion of fossil fuels within company-owned vehicles and offices. <i>Note: our scope 1 emissions were updated in our Vauxhall office following the collection of more accurate data regarding gas consumption, which was previously not accounted for.</i>
Scope 2	Emissions based on electricity consumption from all Clipfine offices and its consolidation centre.
Scope 3	Upstream T&D Emissions based on supply chain deliveries to and from Clipfine sites. Transport delivery emissions were provided by internal and external Delivery Management Systems which record all site deliveries.

	Waste generated in operations	Emissions estimated for offices based on typical amount of waste generated in each office over the course of a month. Clipfine engaged with its office cleaners to get this information. Waste quantities from the consolidation centre was recorded through formal waste transfer notes.	
	Business travel	Since most of Clipfine’s projects are within the Greater London area and that most staff travel using public transport and are hired locally, Clipfine has very minimal business travel emissions. Clipfine currently do not have digital records of business travel data, hence are unable to accurately determine its business travel emissions, however this has been noted as an area of improvement and plans are being put in place to formally record these in the future. In this case an average from two months has been taken and projected across the year.	
	Employee Commuting	Emissions estimated based on average distance travelled to site and a recent survey which determined the key modes of transport of permanent, full-time employees. The commuting emissions for temporary staff were then determined based on this estimate.	
	Downstream T&D	Clipfine has no downstream transport & distribution emissions since it does not sell any products to end consumers – all emissions from the transportation of materials and waste arisings from Clipfine projects are included in the Upstream T&D category above.	
EMISSIONS	TOTAL (tCO2e)		
Scope 1	256.5		
Scope 2	73.8		
Scope 3 (Included Sources)	81	Upstream T&D	6.4
		Waste generated in operations	2.7
		Business travel	1.5
		Employee Commuting	3.7
		Downstream T&D	0 (N/A)
Total Emissions	411.2 tCO2e		

3.0 Current Emissions Footprint

Reporting Year: May 2022 - June 2023			
EMISSIONS	TOTAL (tCO2e)		
Scope 1	225.1		
Scope 2	77.7		
Scope 3 (Included Sources)	38.4	Upstream T&D	35.4
		Waste generated in operations	1.1
		Business travel	1.5
		Employee Commuting	0.4
		Downstream T&D	0 (N/A)
Total Emissions	341.3 tCO2e		
Category	Description of source and calculation details		
Scope 1	Emissions related to the combustion of fossil fuels within company-owned vehicles and offices. <i>Note: the scope 1 emissions for the Vauxhall office were estimated using a benchmark from an expert external consultant who carried out our ESOS energy audit. This benchmark takes into account the building category, type, and electrical services within the office.</i>		
Scope 2	Emissions related to electricity consumption from all Clipfine offices and its consolidation centre. <i>Note: the scope 2 emissions for the Vauxhall office were estimated using a benchmark from an expert external consultant who carried out our ESOS energy audit. This benchmark takes into account the building category, type, and electrical services within the office.</i>		
Scope 3	Upstream T&D	Emissions based on supply chain deliveries to and from Clipfine sites. Transport delivery emissions were provided by internal and external Delivery Management Systems, which record all site deliveries.	
	Waste generated in operations	Emissions are estimated for offices based on the typical amount of waste generated in each office over the course of a month. Clipfine engaged with its office cleaners to get this information. Waste quantities from the consolidation centre were recorded through formal waste transfer notes.	

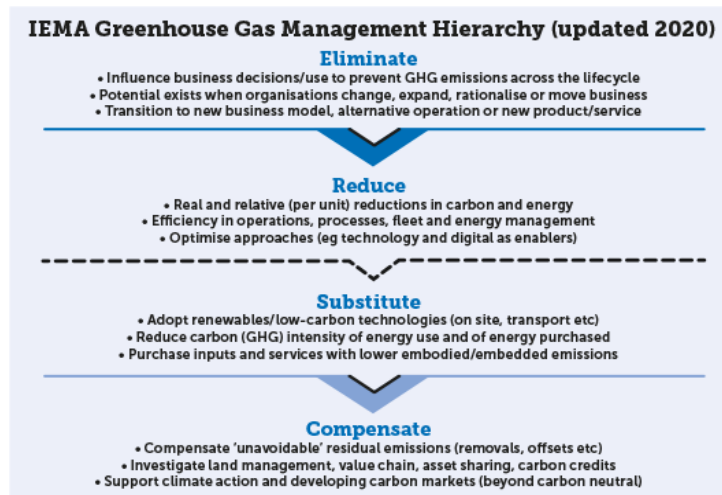
	Business travel	Since most of Clipfine’s projects are within the Greater London area and most staff travel using public transport and are hired locally, Clipfine has very minimal business travel emissions. Clipfine currently do not have digital records of business travel data, hence are unable to determine its business travel emissions accurately, however this has been noted as an area of improvement and plans are being put in place to formally record these in the future. In this case an average from two months has been taken and projected across the year.
	Employee Commuting	Emissions estimated based on average distance travelled to site and a recent survey which determined the key modes of transport of permanent, full-time employees. The commuting emissions for temporary staff were then determined based on this estimate.
	Downstream T&D	Clipfine has no downstream transport & distribution emissions since it does not sell any products to end consumers – all emissions from the transportation of materials and waste arisings from Clipfine projects are included in the Upstream T&D category above.

4.0 Emissions reduction targets

In order to achieve our target of achieving Net Zero by 2030, Clipfine will implement a phased approach through near- and long-term key actions.

Phases	Actions to get to Net Zero
Phase 1: 2023-2030	Reduce all emissions under our direct control to net zero whilst putting in place new systems and protocols in place to measure and reduce our indirect emissions. Also engage with suppliers to address indirect emissions (e.g: waste, business travel, employee commuting, transport & distribution emissions, etc) on our route to Net Zero.
Phase 2: 2030-2050	Continue to work with supply chain partners to reduce our indirect emissions by at least 90% against our carbon baseline and compensate all ‘unavoidable’ residual emissions using high quality carbon offsets and removals.

Clipfine’s emissions reduction targets have been set in line with the Greenhouse Gas hierarchy (see diagram below) and the SBTi’s Net-Zero Standard methodology, prioritising the elimination and reduction of emissions before considering carbon offsets. Any Carbon offset initiatives must be verified by the ‘Gold Standard’ or equivalent.

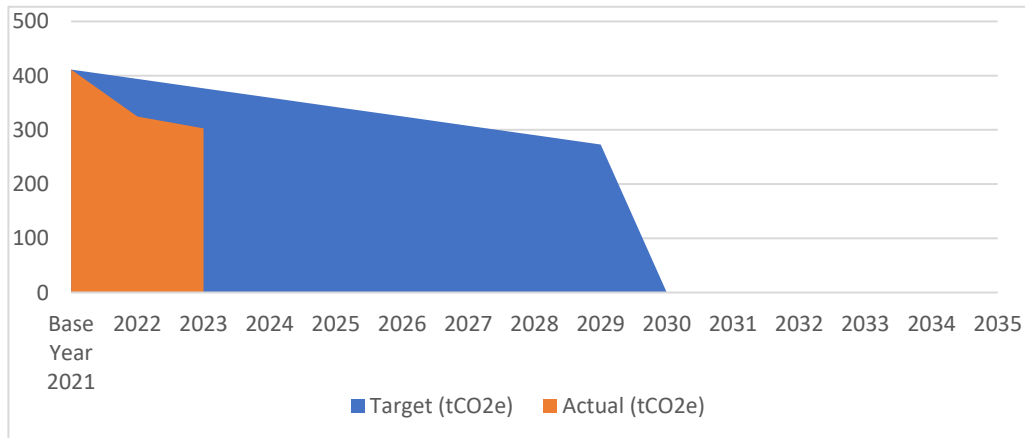


Updated from original IEMA GHG Management Hierarchy, first published in 2009

Clipfine has adopted the following near-term carbon reduction targets against its 2020-2021 baseline:

- **21%** absolute reduction in GHG emissions (Scope 1 and 2) by the end of **2026**; and
- **12.5%** absolute reduction in GHG emissions (Scope 3) by the end of **2026**.

We project that carbon emissions will decrease over the next three years to **331.7 tCO₂e** by **2026**. This represents a **19.3%** reduction against our baseline. The following diagram shows the estimated reductions we will achieve in the next three years:



5.0 Carbon Reduction Projects

5.1 Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes has not yet been determined. However, Clipfine will look to estimate the carbon reduction potential of its initiatives going forward.

Clipfine has undertaken a range of environmental management measures over the previous year. Since 2022, we have:

- Completed ISO 14001 certification.
- Formed partnerships with sustainability consultants.
- Green tariff energy supply for 30 John Street, Vauxhall Offices and Consolidation Centre (REGO certified).
- Developed environmental and sustainability policy to use across the business.
- Developed staff training for energy-efficient lifestyles to reduce homeworking emissions.
- Established a company process that prioritises the use of video conferencing post-covid restrictions.
- Exploration of low-emission plant equipment to reduce on-site emissions.
- Set up a process for the electrification of all on-site processes.
- Set up a process to expand Clipfine's green vehicle fleet (purchasing 2no fully electric vans)
- Optimised building management systems to reduce energy use within Clipfine's offices. Such as; LED Lighting, motion sensor lighting, and A-rated white goods.
- Staff recognition and reward scheme for good practices

5.2 Future Reduction Initiatives

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

Scope		Suggested Carbon Reduction Projects
Scope 1		Retrofit offices that are in Clipfine's control implement a robust energy-saving policy and a range of measures, invest in a green fleet of vehicles and equipment e.g.: Hybrid and (or) fully electric vehicles, HVO and (or) biofuel, monitor refrigerant used to reduce leakage.
Scope 2		Green energy procurement, invest in renewable energy solutions, implement a range of energy-saving measures, energy audits of all our offices and consolidation centre.
Scope 3	Upstream T&D	Green fleet, engaging with material suppliers, delivery optimisations. Sustainable procurement policy and supplier engagement programme with innovative partnerships.

		Further, develop and communicate ‘Take-Back Schemes’ & ‘Buy Recycled’ procurement procedures.
	Waste generated in operations	Undertake waste audits in offices, implement a range of waste reduction measures, implement office waste policy, and embed waste reduction principles in projects.
	Business travel	Implement a green travel policy to ensure sustainable business travel, more investment in video-conferencing equipment
	Employee Commuting	Implement a green travel policy to ensure sustainable employee commuting travel, implement a flexible work policy to allow for more homeworking where possible

6.0 Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 Plan and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of Clipfine Ltd.:

Date: 10.08.2023



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