



PPN CARBON **REDUCTION PLAN**

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BURROUGHS

12/05/2025

COMMITMENT TO ACHIEVING NET ZERO

Burroughs is committed to achieving Net Zero emissions by 2040. Burroughs commit to work towards and achieve their yearly reduction targets in line with the Planet Mark accreditation process and achieve targets in line with their wider goal to reach Net Zero, as verified by SBTi's Net Zero standards.

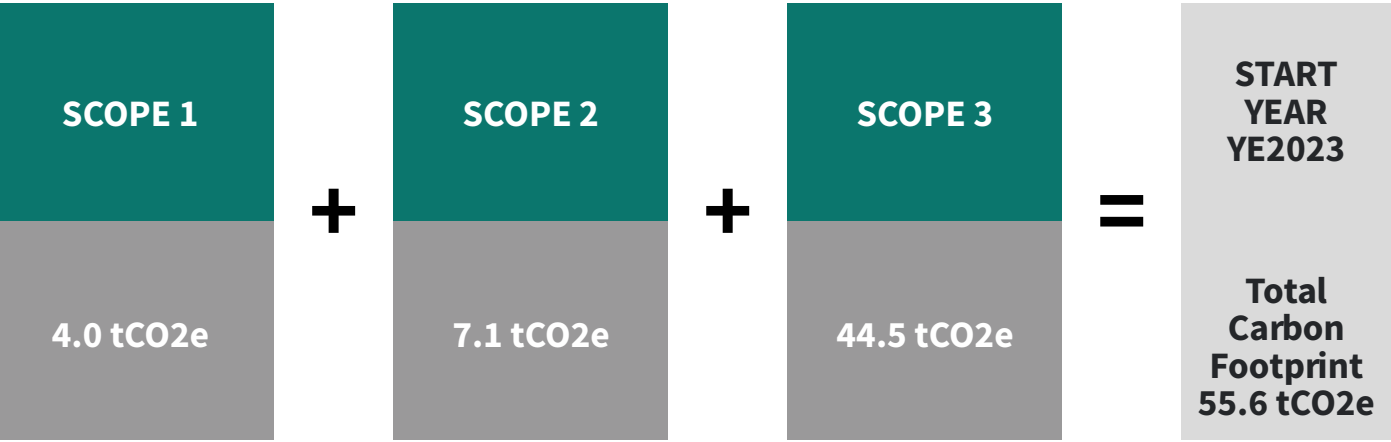
Burroughs commit to working alongside PlanetMark to help integrate effective sustainable processes throughout the business as well improve awareness with employees and stakeholders. Burroughs will continue to identify and reduce environmental impacts from their offices and employees, most notably in relation to waste, resource consumption, office emissions and business travel. Burroughs will implement systems to provide management structure, compliance, and governance to ensure they deliver their commitments (Notably PAS2080:2016 and ISO 14001:2015) and will engage with staff and clients regarding sustainable design to ensure it is considered throughout all stages of each project.



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.

Burroughs reported its scope 1 and 2 emissions as well as the required subset of scope 3 emissions for the carbon reduction plan for the first time in YE2023. Although Burroughs began reporting their carbon emissions in YE2021 (when their measured carbon footprint was 24.3 tCO₂e) this and subsequent measurements did not include the full subset of emissions categories needed for a PPN 06/21.



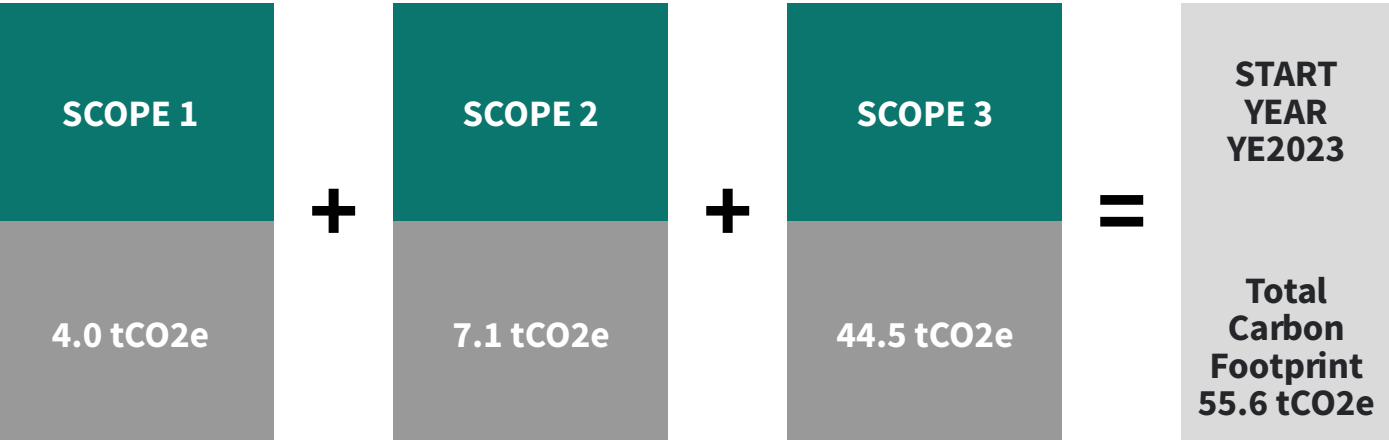
ADDITIONAL DETAILS RELATING TO THE BASELINE EMISSIONS CALCULATION

YE2023 is the first year in which Burroughs have measured the full scope of emissions required for PPN 06/21. As well as its Scope 1 and 2 emissions, Burroughs has measured its waste, business travel, upstream transport and distribution and commuting. Burroughs do not have any downstream transportation and distribution to report. Previously, Burroughs have only measured its waste, business travel and upstream transport and distribution emissions within the Scope 3 category.

CURRENT YEAR EMISSIONS FOOTPRINT

Current Year emissions are a record of the greenhouse gases that have been produced in the current year of reporting following the introduction of any strategies to reduce emissions. Current emissions are used to record the measurement of reduction in the reporting period.

Due to this being the first year Burroughs have reported on all categories required for PPN 06/21, no reduction measures have yet been quantified.



ADDITIONAL DETAILS RELATING TO THE CURRENT EMISSIONS CALCULATION

Current emissions calculations include the subset of scope 3 categories required for PPN06/21. For Burroughs, this includes waste, business travel, upstream transport and distribution and commuting. Burroughs do not have any downstream transportation and distribution to report.

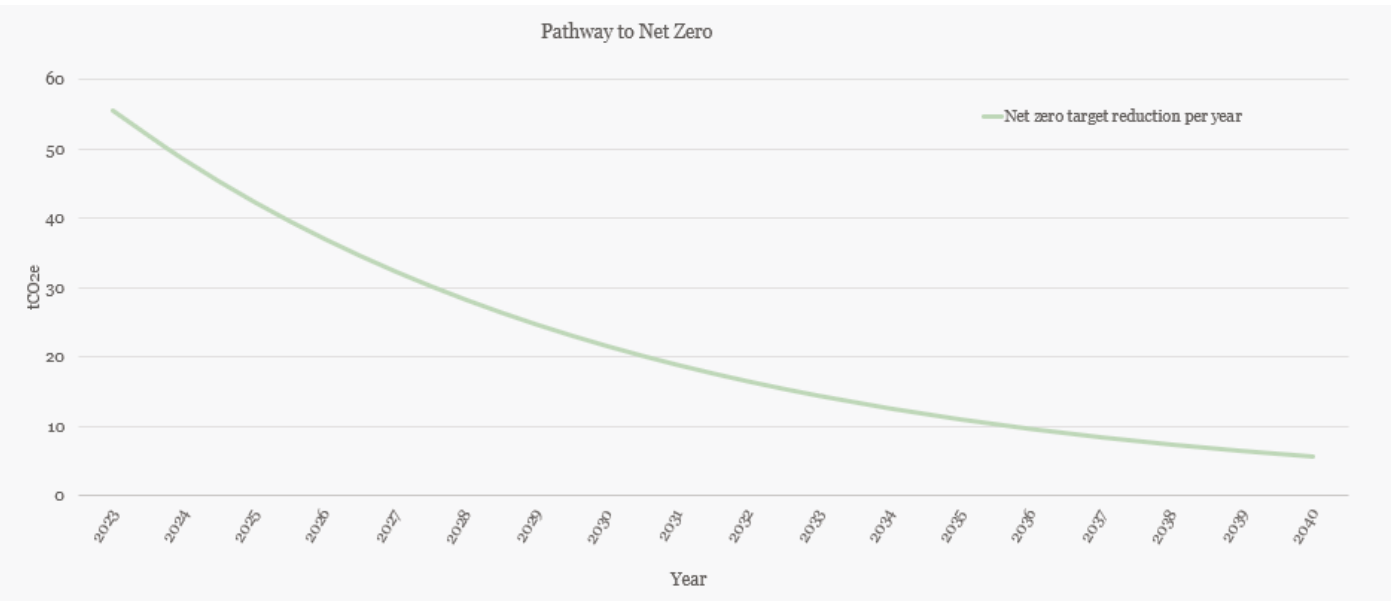
CURRENT YEAR EMISSIONS BREAKDOWN

				Current	
				01 January 2023 to 31 December 2023	
Source	Scope	Unit	Amount	tCO ₂ e	% total carbon footprint
Buildings					
Electricity (market based)	2	kWh	19,476.8	7.1	13%
Electricity (location based)	2	kWh	19,476.8	4.0	-
Natural Gas	1	kWh	22,063.0	4.0	7%
Transmission and Distribution Losses	3	kWh	19,476.8	0.3	1%
Procurement					
Freight Van	3	tonne.km	58.7	0.03	0.1%
Paper Primary Content	3	tonnes	0.9	0.8	1%
Travel					
Average Car	3	km	88,561.9	14.8	27%
Commuting Bike	3	km	4,130.0	0	0.0%
Commuting Bus	3	passenger.km	917.7	0.1	0.2%
Commuting Diesel Car	3	km	113,216.4	19.8	36%
Commuting Petrol Car	3	km	24,721.8	4.2	8%
Commuting Rail	3	passenger.km	6,434.9	0.2	0.4%
Commuting Van	3	km	17,138.2	3.9	7%
Commuting Walking	3	km	2,123.6	0	0.0%
Waste					
Energy from Waste	3	tonnes	2.6	0.1	0.1%
Recycled	3	tonnes	3.6	0.1	0.1%
Water					
Water Supply	3	cubic metres	229.7	0.04	0.1%
Water Treatment	3	cubic metres	218.9	0.04	0.1%
Total (location-based)		tCO ₂ e	55.6		
Total (market-based)		tCO ₂ e	52.5		

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 fifteen years to 5.6 tCO₂e by 2040. This is a reduction of 90%



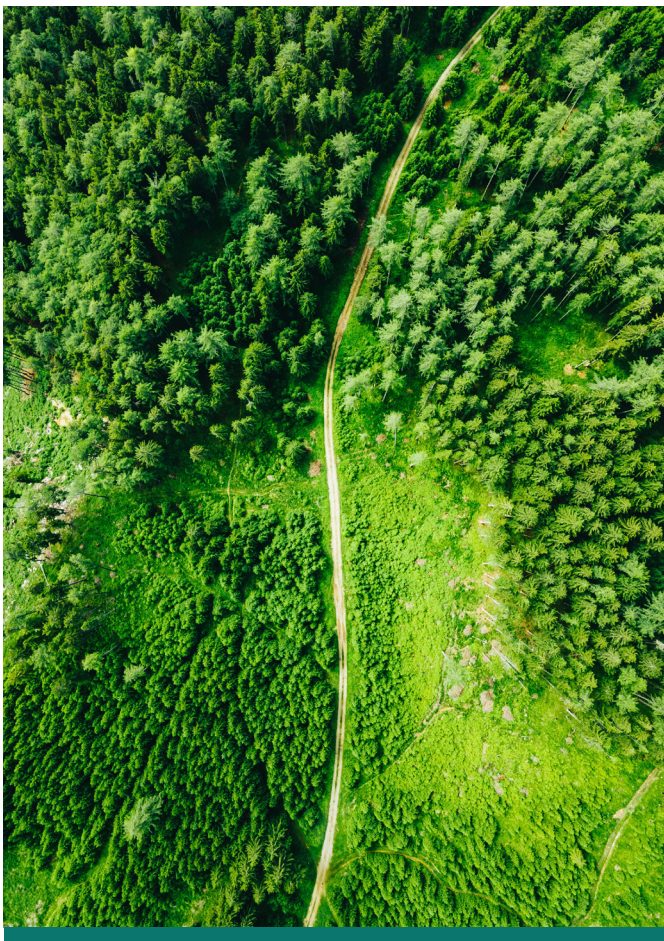
SUMMARY

START YEAR YE2023	YEAR TO ACHIEVE NET ZERO	SCOPE 3
55.6 tCO ₂ e	2040	14%

CARBON REDUCTION PROJECTS

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





Burroughs have created an internal Green Team from motivated staff members across the company to own and drive plans and targets. They establish regular sustainability updates to share new progress, stories and events.



The following environmental management measures and projects are planned from the current baseline year onwards, to drive the carbon footprint towards Burroughs' net zero carbon targets.

- Switch to a sustainable energy tariff for office spaces.
- Look to introduce sustainable technologies to the Cardiff office, such as solar panels and an EV charging station.
- Utilise sensors and timers to optimise energy efficiency in the office, reducing electricity and gas usage.
- Look to develop a zero waste-to-landfill policy, and aid in achieving this by creating supporting infrastructure.
- Develop low carbon case studies to understand best practice, decision processes followed and share learnings.
- Continue to undertake all checking processes through the new BlueBeam software, significantly reducing paper wastage from the printing and mark-up of drawing packages.


NET ZERO ACTION PLAN

		PROJECTS	ACCOUNTABILITY	TIMELINE	COSTS	CARBON SAVING	PRIORITY
	Employee Engagement	<p>Run an internal campaign to raise awareness of the scale of emissions and the need to consider carbon impact in decisions.</p> <p>Embed carbon impact considerations into employee engagement/sustainability training platform.</p> <p>Recruit a team of champions across the business to drive our sustainability strategy in their areas. Sustainability champions could be people who are passionate about climate action and sustainability and making improvements in these areas within the business. This could include attending sustainability events or undertaking specific training to increase knowledge in these areas.</p> <p>Continue, and plan to increase, staff engagement – to educate and encourage reduction in energy consumption when on site, and in taking personal ownership.</p> <p>Ensure supplementary net zero carbon training is delivered for all staff in relevant positions.</p> <p>Develop low carbon case studies to understand best practice, decision processes followed and share learnings.</p>	Senior Leadership	Ongoing	The vast majority of these measures could be able to be completed with either low or no direct costs.	Medium	Medium
	Energy Efficiency (Scopes 1 & 2)	<p>Introduce heating and cooling optimisation by introducing set points and out-of-hours.</p> <p>Conducts regular energy audits of all sites to ensure heating and cooling mechanisms are continuously optimised.</p> <p>Continue to investigate ways to reduce energy consumption at all sites.</p> <p>Develop an energy efficiency strategy for their Cardiff premises.</p>	Senior Leadership	Ongoing	The vast majority of these measures could be able to be completed with either low or no direct costs.	Medium	High
	Decarbonise energy demand. Fuel Switching (Scopes 1 & 2)	Explore the potential for Natural Gas elimination from the footprint via Heat Decarbonisation (where applicable) through Air/Ground/Water heat pumps or use of electricity.	Senior Leadership	Ongoing	High	High	High
	Decarbonise energy supply. Embedded Generation & Storage (Scope 2)	<p>Procure 100% renewable energy at all sites.</p> <p>Research and calculate return on investment for on-site green energy generation on owned buildings.</p>	Senior Leadership	Ongoing	Costs are highly dependent on the prevailing commercial tariff at the time.	Market-based emissions could be reduced to 0.	Medium

NET ZERO ACTION PLAN SCOPE 3 SUBSET

		PROJECTS	ACCOUNTABILITY	TIMELINE	COSTS	CARBON SAVING	PRIORITY
	Business Travel	<p>Consider offering employee salary sacrifice schemes to incentivise those using personal vehicles for Company business to acquire EV's or other low-emission vehicles.</p> <p>Plan to embed robust, high-quality business travel data collection as part of expense recording. In this case, instead of assuming the average car, establish whether it is diesel/petrol/PHEV or Electric.</p> <p>Explore changing its business travel policy to include an essential travel decision hierarchy: public transport/lift sharing as priority modes.</p> <p>Explore the benefit of setting travel budgets or targets for each mode of transport to recognise and reward examples of best performance in achieving sustainable travel. This could prioritise the use of electric or hybrid vehicles for business travel or staying in hotels with strong sustainability credentials.</p> <p>Set annual business travel carbon footprint reduction targets.</p>	Senior Leadership	Ongoing	Low	Medium	Medium
	Employee Commuting	<p>Create a low-carbon toolkit to promote best practice among colleagues.</p> <p>Run an internal campaign to raise awareness of the benefits of walking/cycling to work.</p> <p>Provide individual travel plans for employees with sustainable options.</p> <p>Refresh HR and travel policies to include lift-sharing/public transport options as well as introducing flexible working.</p> <p>Share details of the tools available to make virtual work effective.</p> <p>Departmental travel budgets could also be introduced along with EV charging point help and financial rewards for having an active commute.</p> <p>Embed robust, high quality commuting data collection as part of commuting recording. In this case instead of assuming the average car, establish is it diesel/ petrol/ PHEV or Electric.</p> <p>Promoting public transport and rewarding employees who give up commuting with their private vehicle.</p> <p>Promote Government-approved employee salary sacrifice scheme (e.g., Green commute initiative Bike2work, cyclescheme) and provide information on the types of bikes available for the different needs (city bike, cargo bike, electric bike, e-cargo bike).</p>	Senior Leadership	Ongoing	Low	Medium	Medium
	Waste Generated in Operations	<p>Setting SMART waste reduction targets.</p> <p>Exploring opportunities to use only materials containing recycled content and that are recyclable at end-of-life in their supply chain, moving towards a circular economy model.</p> <p>Review composting waste and publish quarterly waste 'league tables'. Increase employee education, engagement, and knowledge around waste.</p> <p>Create waste reduction plans, promote waste toolkits, share challenges, and issue staff with reusable water bottles.</p>	Senior Leadership	Ongoing	The vast majority of these measures could be able to be completed with either low or no direct costs.	Medium	Medium

NET ZERO ACTION PLAN **SCOPE 3 SUBSET**

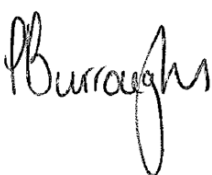
	<p>Upstream Transportation & Operations</p>	<p>Review logistics associated with the supply chain and review efficiency, removing unnecessary journeys where possible.</p> <p>Consider embedding the criteria for lower carbon delivery solutions (e.g., electrified fleet, route optimisation software) into the procurement policy when engaging with new suppliers.</p> <p>Implement a procurement policy favouring suppliers offering more carbon-efficient deliveries.</p> <p>Encourage the use of lower carbon delivery vehicles. This could include encouraging decarbonised fleet for last-mile deliveries, engaging with suppliers and switching to rail freight for longer-distance deliveries.</p> <p>Improving tracking of supplier transport data required for emissions measurement by collaborating with suppliers and updating terms and conditions in contracts.</p> <p>Encouraging optimisation of transport routes and schedules. Incorporating carbon efficient delivery into procurement policy. Prioritise large orders from one supplier rather than small orders from multiple suppliers and ensure low-carbon delivery solutions are built into procurement contracts.</p>	<p>Senior Leadership</p>	<p>Ongoing</p>	<p>The vast majority of these measures could be able to be completed with either low or no direct costs.</p>	<p>Medium</p>	<p>Medium</p>
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DECLARATION

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.

SIGNED: 

DATE: 21/05/2025

Burroughs