
Carbon Reduction Plan

PU 227



The individuals below certify that this plan has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Position	Date
Reviewed by	Bogusia Gruszka	Office Manager	12/09/2023
Approved by	Sarah Purdham	Managing Director	12/09/2023

1. Amendment Record

The below Carbon Reduction Plan is to be reviewed annually.

A record of contextual additions or omissions is given below:

Date	Page(s)	Context	Initial
27/09/2022	All	First Issue	BG
12/09/2023	All	Annual review	BG

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2. Introduction & Purpose

Below Carbon Reduction Plan details our organisational carbon footprint and confirms our commitment to achieving Net Zero by 2050, which is consistent with the UK Government's commitment under the Climate Change Act and will play a significant role in the decarbonisation of the United Kingdom as a whole.

Prima Uno Carbon Reduction Plan has been completed following reporting requirements set out in Government supporting guidance and includes our current carbon footprint and our commitment to reducing emissions to achieve Net Zero emissions by 2050.

3. References

Reference	Title
	Climate Change Act
<i>Link</i>	https://www.legislation.gov.uk/ukpga/2008/27/contents
PPN 06/21	Technical Standard for Completion of Carbon Reduction Plan
<i>Link</i>	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans_2_.pdf
	Guidance on adopting and applying PPN 06/21
<i>Link</i>	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21_Selection_Criteria_3_.pdf
	The Greenhouse Gas Protocol
<i>Link</i>	https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf
	Government emission conversion factors
<i>Link</i>	https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
	Corporate Value Chain (Scope 3) Accounting and Reporting Standard
<i>Link</i>	https://ghgprotocol.org/sites/default/files/standards/Corporate-Value-Chain-Accounting-Reporting-Standard_041613_2.pdf

4. Commitment to achieving Net Zero

Prima Uno Limited is committed to working towards achieving Net Zero emissions by 2050.

5. 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.

Baseline Year: September 2021 – August 2022											
Additional Details relating to the Baseline Emissions calculations.											
It is the second year we have calculated CO2 emissions for the company and the above period is used as our baseline.											
Baseline year emissions:											
EMISSIONS	TOTAL (tCO₂e)										
Scope 1	We do not manufacture, we do not own boilers, furnaces, air conditioning system nor fleet of vehicles.										
Scope 2	We rent our office in the building in the business park. We pay quarterly inclusive of rent, building maintenance, water, electricity. All tenants are involved in landlord's plans to become greener. More details below the table.										
Scope 3 (Included Sources)	<p>We have focussed on business travel and employee commuting in Scope 3 as it generates vast majority of the CO2 emissions in the company.</p> <p>We do not manufacture, transport nor distribute any goods hence we have inserted N/A in some categories below.</p> <table border="1"> <tr> <td>4. Upstream transportation and Distribution</td> <td>N/A</td> </tr> <tr> <td>5. Waste generated in operations</td> <td>N/A</td> </tr> <tr> <td>6. Business Travel</td> <td>4.28 tonnes of CO₂e</td> </tr> <tr> <td>7. Employee commuting</td> <td>6.09 tonnes of CO₂e</td> </tr> <tr> <td>9. Downstream transportation and distribution</td> <td>N/A</td> </tr> </table>	4. Upstream transportation and Distribution	N/A	5. Waste generated in operations	N/A	6. Business Travel	4.28 tonnes of CO ₂ e	7. Employee commuting	6.09 tonnes of CO ₂ e	9. Downstream transportation and distribution	N/A
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5. Waste generated in operations	N/A										
6. Business Travel	4.28 tonnes of CO ₂ e										
7. Employee commuting	6.09 tonnes of CO ₂ e										
9. Downstream transportation and distribution	N/A										
Total Emissions	10.37 tonnes of CO ₂ e										

6. Current Emissions Reporting - as above

Reporting Year: September 2022 – August 2023											
EMISSIONS	TOTAL (tCO ₂ e)										
Scope 1	We do not manufacture, we do not own boilers, furnaces, air conditioning system nor fleet of vehicles.										
Scope 2	Location of our office has not changed. We rent our office in the building in the business park. We pay quarterly inclusive of rent, building maintenance, water, electricity.										
Scope 3 (Included Sources)	<p>We have focussed on business travel and employee commuting in Scope 3 as it generates vast majority of the CO₂ emissions in the company.</p> <p>We do not manufacture, transport nor distribute any goods hence we have inserted N/A in some categories below.</p> <table border="1"> <tbody> <tr> <td>4. Upstream transportation and Distribution</td> <td>N/A</td> </tr> <tr> <td>5. Waste generated in operations</td> <td>N/A</td> </tr> <tr> <td>6. Business Travel</td> <td>18.38 tonnes of CO₂e</td> </tr> <tr> <td>7. Employee commuting</td> <td>6.28 tonnes of CO₂e</td> </tr> <tr> <td>9. Downstream transportation and distribution</td> <td>N/A</td> </tr> </tbody> </table>	4. Upstream transportation and Distribution	N/A	5. Waste generated in operations	N/A	6. Business Travel	18.38 tonnes of CO ₂ e	7. Employee commuting	6.28 tonnes of CO ₂ e	9. Downstream transportation and distribution	N/A
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7. Employee commuting	6.28 tonnes of CO ₂ e										
9. Downstream transportation and distribution	N/A										
Total Emissions	24.66 tonnes of CO ₂ e										

7. Emissions reduction targets

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

Scope 2 – Our office landlords are in the process of writing NetZero strategy and that will be a document shared with tenants when ready.

In terms of the sustainability, for the whole business, our landlords:

- Have set a net zero carbon target for 2030
- Are hoping to develop a smart microgrid for the business park which will increase our energy efficiency, reducing consumption. This will also mean they start to generate their own renewable energy on site; they are aiming to increase the energy they buy to 100% renewables.

- They are developing a plan to get them to Net Zero and will be using the Greenhouse Gas protocols and Science Based Targets to ensure they are making real inroads toward 2030 target.
- They engage their supply/value chain to help them on their carbon reduction journey, for Scope 3 emissions.
- They will be reviewing all the policies in light of the 2030 target and amending where needed.
- They will continue to increase biodiversity on business park and are developing further plans to double the tree planting already undertaken which is part of the Queen's Green Canopy.
- They want to reduce reliance on cars and will be installing additional EV charging points (10 at present, 6 of which are publicly available in the business park (5) and also the Bus Station (1) in Whitehaven).
- They will introduce things like green energy heating and lighting and on site energy production. The site is beautiful, it looks like a park (a lot of trees, ponds, birds) so they want to keep improving existing quality greenspaces to boost biodiversity and local ecosystems.

They have undertaken preliminary audits of all buildings to identify low carbon interventions and continue to formally engage with all the tenants.

At Prima Uno we continuously encourage people to minimise waste production by Reducing, Reusing and Recycling wherever possible. We encourage saving energy by unplugging equipment when not in use and when leaving the office (PU 452 Last One Out checklist in use). We use all-in-one printer/scanner/photocopier to use less energy and turn it off when not in the office.

We promote saving documents on a server instead of printing them to save creating paper waste (PU 101 Environmental Policy). We rarely print information, we save documents in a cloud. We no longer receive invoices by post. We requested our clients and suppliers swap paper invoices with electronic invoices sent in emails.

We use more energy efficient laptops instead of desktop computers. We also aim to fix IT equipment wherever possible instead of replacing it. If no longer suitable for company's use, we ask our IT support to wipe devices down and forward them to local charities.

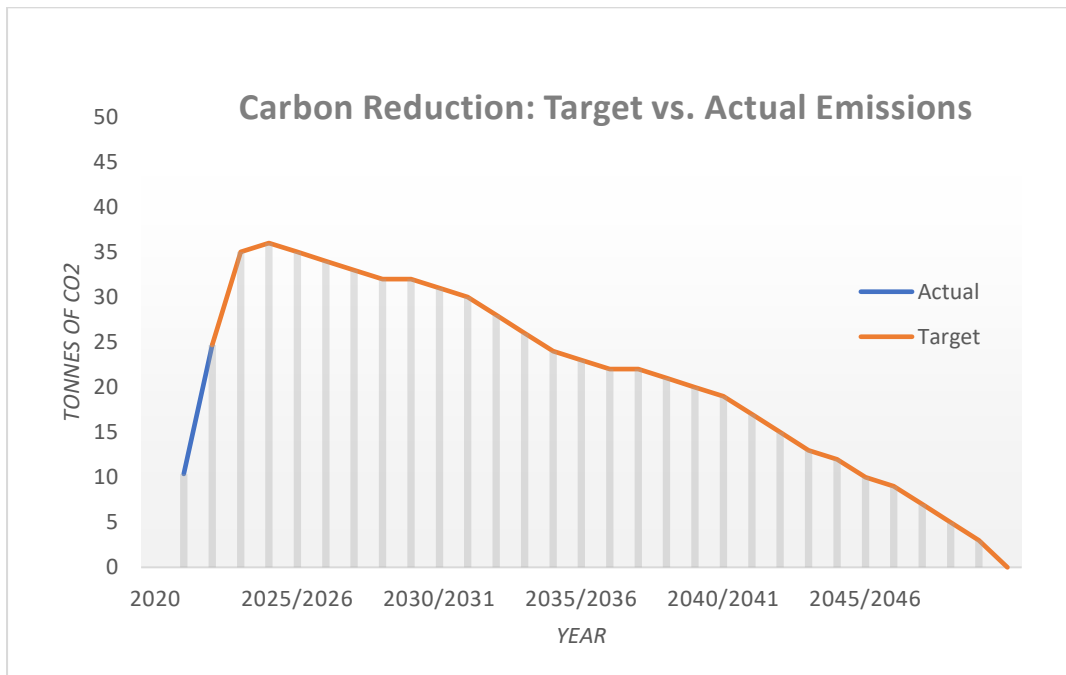
We encourage public transport and car share when business travel is required. Since March 2020 employee commuting and business travel has been hugely replaced by working from home (WFH) offices and meetings via Zoom/Microsoft Teams. However, looking at our baseline year, after travel and social restrictions have been removed, with more hybrid working implemented last year, and with more office and site presence, we have observed a big increase in Business Travel - 2022/2023 – 265% increase in comparison to 2021/2022.

Also, Prima Uno Limited have been growing and getting more contracts and more clients hence CO2e have grown accordingly. Looking at our pipeline and potential bids and new contracts, we predict further growth in the nearest future.

As an SME with WFH/hybrid working we do not order office items too frequently and trying to buy them from the same supplier rather than placing numerous orders from various locations (less deliveries). We tend to use local suppliers and buy in local shops where possible.

We commit to reduce Scope 3 emissions over the next 5 years however we predict the growth due to our team expansion.

Predicted progress against these targets can be seen in the graph below:



8. Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been ongoing prior and/or have been implemented since the September 2021 baseline.

We continue to save energy by unplugging equipment when not in use and when leaving the office (PU 452 Last One Out checklist in use). We continue to use all-in-one printer/scanner/photocopier to use less energy.

We save documents on a server eliminating printing them (PU 101 Environmental Policy). We accept electronic signatures hence no requirement to print and manually sign documents. We are now 100% paperless with invoices – we obtain electronic invoices sent in emails instead of paper ones.

We only use more energy efficient laptops instead of desktop computers.

We encourage public transport and car share when business travel is required. We encourage cycling.

We support local suppliers and buy from the same suppliers rather than placing numerous orders from various locations (less deliveries). We buy locally where possible.

We continue relying on remote working collaboration technologies where possible (Microsoft Teams/Zoom etc.) for the meetings to void unnecessary travel however some face to face meetings with our clients have been brought back hence Business Travel mileage increase.

We work closely with our landlords to support NetZero strategy and become greener.

In the future we hope to implement further measures such as opening our new 'green' office. Prima Uno Managing Director has applied for a planning permission to open our own stand-alone office where we would like to:

- Use solar panels
- Only use mains utilities when the solar batteries ran out
- Harvest rainwater (flushing toilets)
- Use energy saving lighting
- Use locally sourced products in the office as well as local tradesmen.

9. 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.

This Carbon Reduction Plan has been reviewed and signed off by Prima Uno Managing Director to demonstrate a clear commitment to emissions reduction at the highest level.

Sarah Purdham

Managing Director

Date: 12/09/2023

10. Review

The Carbon Reduction Plan will be updated regularly (at least annually), or subject to any changes to relevant legislation, and will be published on our website.