
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	08/10/2025
Approved by	Sarah Purdham	Managing Director	08/10/2025

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
24/09/2024	All	Annual review	BG
08/10/2025	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.											
At Prima Uno we have started calculating CO2 emissions for the company in 2021 and the above period is used as our baseline.											
Baseline year emissions:											
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	We rent our office in the building in the business park. We pay quarterly inclusive of rent, building maintenance, water, electricity and waste disposal. All tenants are involved in landlord's plans to become greener. More details below the table.										
Scope 3 (Included Sources)	We have focussed on business travel and employee commuting in Scope 3 as it generates vast majority of the CO2 emissions in the company. We do not manufacture, transport nor distribute any goods hence we have inserted N/A in some categories below. <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

Reporting Year: September 2024 – August 2025											
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	<p>Location of our office has not changed. We rent our office in the building in the business park. Building is used by numerous companies/occupants. We pay quarterly inclusive of rent, building maintenance, water, electricity and waste disposal. As meter readings have been installed at the end of 2024, we are aware of our electricity usage:</p> <table border="1"> <tr> <td>Electricity</td><td>0.27 tonne of CO₂e <i>(0.33 tonne incl. WTT* emissions)</i></td></tr> </table>	Electricity	0.27 tonne of CO ₂ e <i>(0.33 tonne incl. WTT* emissions)</i>								
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Scope 3 (Included Sources)	<p>We have focussed on business travel and employee commuting (road/rail) 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 0 in some categories below. The only waste we generate relates to the small amount of general waste in the office disposed of in the bins located in the landlord's building.</p> <table border="1"> <tr> <td>4. Upstream transportation and Distribution</td><td>0</td></tr> <tr> <td>5. Waste generated in operations</td><td><i>Please see explanation below**</i></td></tr> <tr> <td>6. Business Travel</td><td>10.72 tonnes of CO₂e <i>(13.43 tonnes incl. WTT* emissions)</i></td></tr> <tr> <td>7. Employee commuting</td><td>6.48 tonnes of CO₂e <i>(8.07 tonnes including WTT* emissions)</i></td></tr> <tr> <td>9. Downstream transportation and distribution</td><td>0</td></tr> </table>	4. Upstream transportation and Distribution	0	5. Waste generated in operations	<i>Please see explanation below**</i>	6. Business Travel	10.72 tonnes of CO ₂ e <i>(13.43 tonnes incl. WTT* emissions)</i>	7. Employee commuting	6.48 tonnes of CO ₂ e <i>(8.07 tonnes including WTT* emissions)</i>	9. Downstream transportation and distribution	0
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7. Employee commuting	6.48 tonnes of CO ₂ e <i>(8.07 tonnes including WTT* emissions)</i>										
9. Downstream transportation and distribution	0										
Total Emissions	17.47 tonnes of CO₂e <i>(21.83 tonnes including WTT** emissions [4.36])</i>										

* WTT – Well-to-tank emissions – emissions associated with extraction, refining and transportation of fuel before its end use.

7. Emissions reduction targets

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

With our office located in the business park, we support our office landlords in their Net Zero journey. In terms of the sustainability, for the whole business, our landlords:

- Have set a net zero carbon target for 2030; to support their Net Zero journey they obtained ISO 14001:2015 Environmental Management System certificate and in July 2025 they have passed their first audit with zero non-conformances.
- Are looking into developing a smart microgrid for the business park which would increase their energy efficiency, reducing consumption. This would also mean generating their own renewable energy on site; the aim is to increase the energy they buy to 100% renewables.
- 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.
- Engage with their supply/value chain to help them on their carbon reduction journey, for Scope 3 emissions.
- Appointed a new facilities manager who has started reviewing estate and strategic opportunities for reducing carbon.
- Have obtained ISO14001:2015 Environmental Management System accreditation alongside with ISO9001:2015 Quality Management System accreditation.
- Continue to increase biodiversity on business park and are developing further plans to double the tree planting already undertaken (part of the Queen's Green Canopy). The site has a lot of trees, ponds, birds, squirrels, even deer so they want to keep improving existing quality greenspaces to boost biodiversity and local ecosystems.
- Monitor demand for EV Charging Points - 10 at present, 6 of which are publicly available in the business park (5) and the Bus Station (1) in Whitehaven.
- All company cars are EV, except for the Grounds Maintenance Van, which will be phasing to EV in the nearest future.
- Have undertaken preliminary audits of all buildings to identify low carbon interventions and continue to formally engage with all the tenants.
- Are introducing green energy heating and lighting working on smaller-scale replacements that have a significant impact, such as replacing fluorescent lights with LED alternatives when opportunities arise.
- Are undertaking a larger project to eliminate blue paper towels from bathrooms and kitchens, which will substantially reduce waste.

* 5. *Waste generated in operations (Scope 3)* – facilities team use waste and recycling provider who have invested into technology and equipment that helps to maximise the environmental benefit they can secure from each tonne.

In line with new rules implemented in England on 31st March 2025, our office as well as building users follow the guidelines issued - all workplaces in England must separate their waste before it's collected, including any waste produced by employees, customers and visitors:

- dry recyclable materials (plastic, metal, glass, paper and card)
- food waste

- non-recyclable waste (also called residual waste).

There are separate bins available for all the waste listed above and food waste bins have been introduced across all the buildings as well as waste segregation and recycling being actively promoted. The aim is to reduce single-use plastic by decreasing the number of bin bags used in BEC offices and shared tenant areas.

Prima Uno office is occupied by a small office-based core team of individuals who also work remotely. No manufacturing, no transporting nor distributing goods is performed by Prima Uno. The only waste we generate refers to a small amount of general waste disposed of in the bins located in the landlord's building and shared with other businesses occupying other offices in the same building. A small bag of waste is removed from the office on a weekly basis and disposed of in the outside bin belonging to the business site. It is removed from site in line with landlord's processes.

At Prima Uno we continuously encourage people to minimise waste production by Reducing, Reusing and Recycling wherever possible. We use recycling bins for plastic and paper provided by the facilities team and available in the building. 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 use.

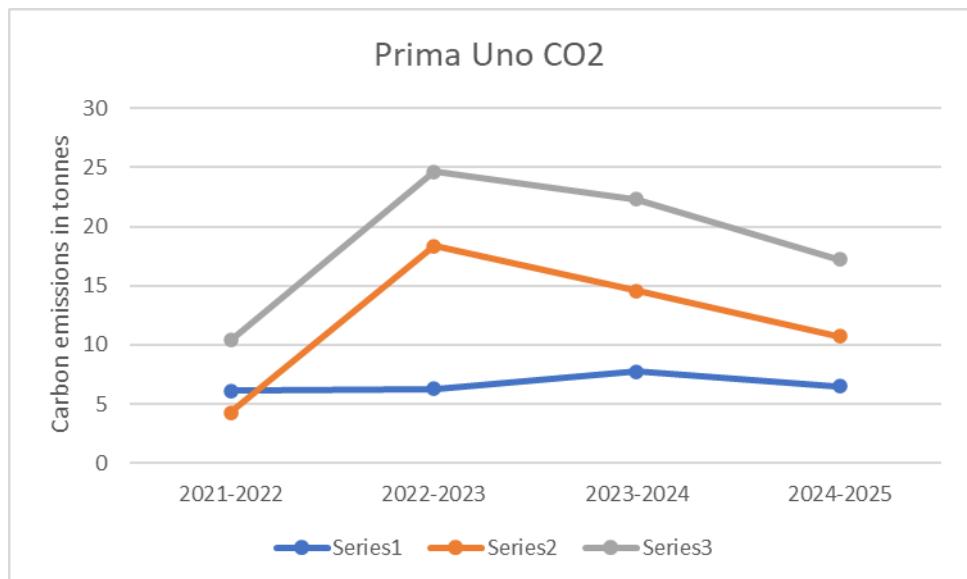
We promote saving documents electronically instead of printing them to save creating paper waste (PU 101 Environmental Policy). We rarely print information; we save documents in a cloud and accept electronic signatures. We no longer receive invoices by post. We now obtain all our clients and suppliers' invoices and statements via email to void unnecessary waste of paper and minimise storage.

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 company business travel have been hugely reduced and replaced by working from home (WFH) and attending meetings via Zoom/Microsoft Teams. Looking at our baseline year, after travel and social restrictions have been removed, with more hybrid working implemented, and with more office and site presence, in 2022/2023 we have observed an increase in Business Travel by 329.44% in comparison to our baseline year 2021/2022 and then it dropped by 20.67% in 2023/2024 to continue dropping by 26.50% in 2024/2025.

In 2022/2023 commuting increased by 3.12% in comparison to our baseline year 2021/2022 and then by 23.09% in 2023/2024 to drop by 16.17% in 2024/2025.

Overall, total CO2 emissions increased by 137.80% in 2022/2023 in comparison to our baseline year 2021/2022 however in 2023/2024 we recorded a drop by 9.52% and in 2024/2025 we observed further drop by 22.90%. These results are illustrated by the graph below which doesn't include WTT emissions to remain aligned with previous years' results:



In the last few years Prima Uno Limited have been growing (more contracts and more clients) hence CO₂e have grown accordingly. Looking at our pipeline, potential bids and new contracts, we predict further growth in the nearest future however we will be continuously supporting hybrid working and working from home as well as reducing site presence and replacing face to face meetings with video meetings where reasonably practicable. We will be also looking into a 4-day week trials to further reduce commuting and business travel.

We commit to reduce Scope 3 emissions by 2050 however, prior achieving this, as explained above, we predict the growth over the next years due to our team expansion, new frameworks and projects we are expecting to be involved in.

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, leading to reduced deliveries where possible.

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 electronically (cloud) 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 have requested our suppliers switch to electronic invoices sent to us in emails instead of post which reduces printing, paper usage as well as speeds the process of obtaining them up.

We only use laptops instead of desktop computers. In spring 2025 we have replaced older devices with more modern and more energy efficient laptops for the office-based team. Older devices will be donated to charities.

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. When organising team events, we try to use venues in locations suitable to most of our people to minimise the travel.

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 are required hence Business Travel mileage increase. Mileage increase is also a result of Prima Uno's growth and getting more contracts leading to employing more people. With a focus on bid work and long-term frameworks, this is expected to keep growing in next few years.

We continuously work 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' 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: 08/10/2025

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.