Capita

Carbon Reduction Plan Template

Supplier name:	**Capita Business Services Limited**
Publication date:	23rd September 2021

Commitment to achieving Net Zero

Capita Business Services Limited — Has committed to achieving Net Zero emissions by 2035.

Baseline Emissions Footprint

Baseline Year:	2019
Additional Details relating to the Baseline Emissions calculations	None

Baseline year emissions

EMISSIONS	TOTAL Tonnes CO2e
Scope 1	7,286
Scope 2 Market Based	10,625
Scope 3	
Business travel	11,882
Upstream transportation and distribution	1,164
Downstream transportation and distribution	9,722
Commuting	5,879
Waste generated in operations	31
Total Scope 3	28,678
Total Emissions	46,588

Current Emissions Reporting

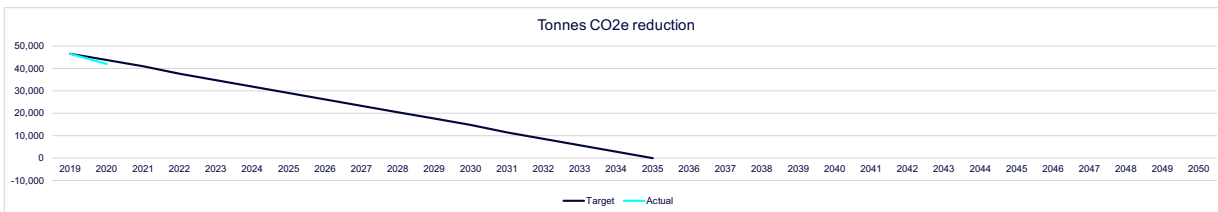| Reporting Year:	2020
EMISSIONS	TOTAL Tonnes CO2e
Scope 1	7,988
Scope 2 Market Based	9,900
Scope 3	
Business travel	3,293
Upstream transportation and distribution	1,218
Downstream transportation and distribution	15,328
Commuting	4,299
Waste generated in operations	24
Total Scope 3	24,162
Total Emissions	42,050

Emissions reduction targets

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

1.5C GHG reduction targets verified by SBTi
Net zero carbon by 2035

We project that carbon emissions will decrease over the next five years by 28% against base year ahead of our 1.5C GHG science based targets to:-

Tonnes CO2e
33,544

Progress against our net zero target can be seen in the graph below:

Tonnes CO2e reduction

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to a 9% reduction against the 2019 baseline and the measures will be in effect when performing the contract which is:-

Tonnes CO2e
4,193

- Move to virtual meetings using Microsoft Teams
- LED lighting
- Heating ventilation and air conditioning (HVAC) efficiency upgrades
- Energy reduction program – switch off policy, what runs, runs when needed only.
- 33% of fleet transitioned to EV or Hybrid
- Where work circumstances allow, employees given options for flexible working model to reduce accommodation requirements

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

- Migrate multi tenanted properties we occupy to 100% renewable electricity.
- Improve efficiencies in electricity consumption.
- Ongoing optimisation of building energy use and ensuring longer term strategies for building heating decarbonisation.
- Improve data and reporting to improve accuracy of carbon accounting.
- Reduce business travel emissions by greening our fleet and increase use of online meeting tools. Transport emissions will fall as cars, trains and planes produce less carbon.
- Engage with supply chain to ensure suppliers set science-based carbon reduction targets and commit to net zero. Monitor top 200 supplier emissions annually
- Reduce commuting 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:

Name and Job Title: Antony Lain, Chief of Delivery

Date: 23rd September 2021

[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