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Carbon Reduction Plan

Hemlow is committed to achieving Net Zero emissions at the latest by 2050.

Reducing our Greenhouse Gas (GHG) emissions brings significant benefits for us, our customers, suppliers, and the wider community.

To reduce our carbon emissions, we have set the following objectives:

Energy Efficiency: To promote energy-efficient practices, such as using LED lighting, upgrading HVAC systems, and optimising office equipment to reduce energy consumption.

Remote Work Policies: We have a number of roles that have the option for remote working to reduce the need for employees to commute, thereby lowering transportation emissions. Separate Hemlow guidance provided to staff for Net Zero – Travel Policy to enhance reduction where possible.

Green Procurement: To source supplies and services from eco-friendly vendors and suppliers. Choose products with minimal packaging and prioritise items made from recycled materials or that are biodegradable.

Paperless Operations: To continue to digitise our processes to minimise paper usage, from invoicing to document management, and encourage electronic communication and document sharing. Separate Hemlow guidance provided to staff for Net Zero – Paper Usage Policy to enhance reduction where possible.

Sustainable Transportation: To encourage the use of public transportation, cycling, carpooling, or electric vehicles for business travel. Offer incentives for employees who choose sustainable transportation options. Separate Hemlow guidance provided to staff for Net Zero – Travel Policy and Efficient Driving Toolbox Talk to enhance reduction where possible.

Waste Reduction: To continue to implement recycling programs and encourage waste reduction strategies such as composting organic waste and reducing single-use plastics in the workplace.

Renewable Energy: To invest in renewable energy sources, such as solar panels or wind turbines, to power operations where feasible. Consider purchasing renewable energy credits to offset carbon emissions from electricity usage.

Employee Engagement: To educate employees about the importance of carbon reduction and encourage their participation in sustainability initiatives through training programs, workshops, and recognition for innovative ideas.

Carbon Offsetting: To offset unavoidable carbon emissions by investing in projects that reduce greenhouse gases, such as reforestation or renewable energy projects.

Continuous Improvement: To regularly monitor and evaluate carbon emissions, set reduction targets, and track progress over time. Continuously seek new opportunities for carbon reduction and improvement in sustainability practices.

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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: 2022	
Additional Details relating to the Baseline Emissions calculations.	
No prior Scope 3 emissions were reported before our baseline year of 2022. The introduction of scope measurement was created inline with ISO 14001 requirements and changes that began to take place with our systems, to enable our emissions to be reduced. Scope 1 & 2 emissions calculated using government figures based on electricity consumption and vehicle fuel usage (Diesel and Petrol). Scope 3 emissions calculated using Defra figures for affected year x spend.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**182.8**
Scope 2	**5.1**
Scope 3 **(Included Sources)**	**2369.72**
Total Emissions	**2577.62**

Current Emissions Reporting

Reporting Year: 2025	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**78.2**
Scope 2	**6.4**
Scope 3 (Included Sources)	**1,873.44**
Total Emissions	**1,958.04**

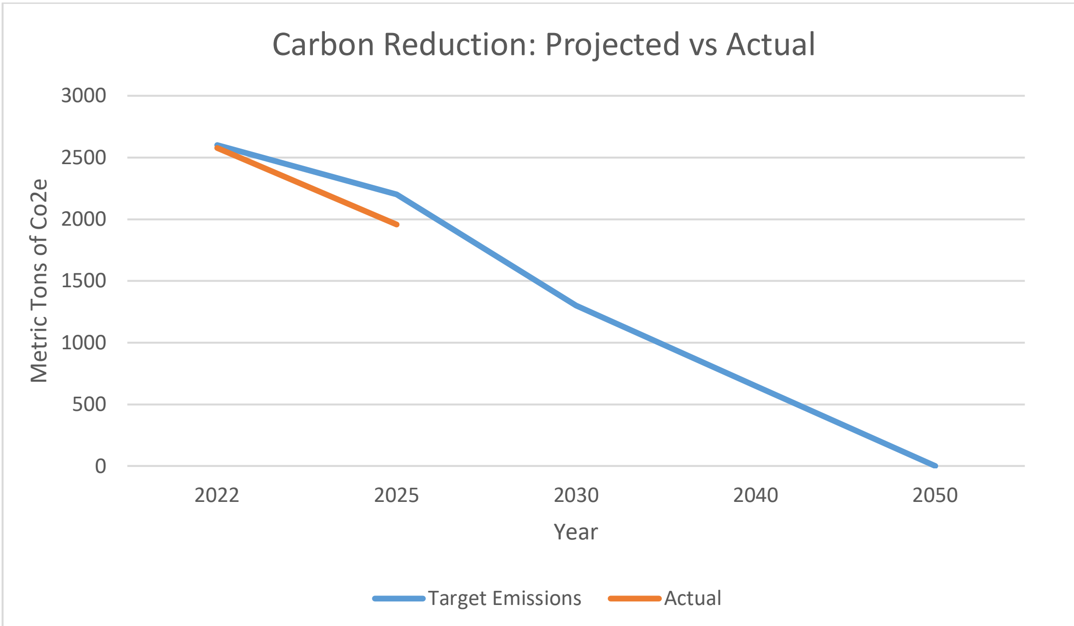
Emissions reduction targets

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

- Our primary target will be 30% reduction on scope 3 emissions relating to our supply chain, choice of suppliers and accurate reporting of carbon footprint

We project that carbon emissions will decrease over the next five years to **1000** tCO_2e by **2030**. This is a reduction of approx. **30% from our Baseline year of 2022**

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2022** baseline.

- Change of CAFM system to reduce use of paper, impacting emissions created from printing, postage and couriers plus wastage created by those processes
- Net Zero – Paper Usage Policy to enhance reduction where possible.
- Zoning engineers' area's of working to reduce emissions created by vehicles. Since 2022 our emissions have reduced by approx. 50%
- Purchasing of newer vans with lower emissions ratings
- Purchasing of hybrid and electric vehicles to further reduce emissions impact
- Changing office infrastructure and implementing a Hybrid working policy, promoting virtual meetings where possible, reducing overall emissions impact
- Net Zero – Travel Policy to enhance reduction of emissions where possible
- Further separation of waste streams to decrease emissions from waste
- TM44 reporting of AC services in head office, incorporating recommended changes to reduce energy consumption.

The carbon emission reduction achieved by these schemes equate to **619.58** tCO_2e, a **24**%ge reduction against the **2022** baseline and the measures will be in effect when performing the contract

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

- Updating our preferred supplier screening criteria, writing to our preferred suppliers advising them to sign up to SME Climate Commitment or equivalent to demonstrate their aim to half CO2 emissions by **2030** to remain on our list.
- Targeting high spenders first and gathering CO2 footprint for businesses.

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.

Chris Ward

Managing Director

T: 0300 373 0569

Signed: ……………………………………

Position: Managing Director   Date: 1st May 2026