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### Document Approval

Approved By:	Natalie Alden	Approved by e-mail
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### Revision History

Version	Date	Issued By	Status	Comments
0.1	28 Oct 24	J Cox	Draft	For review
1.0	29 Oct 24	J Cox	Final	

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## 1 INTRODUCTION

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Bespoke IT Solutions Ltd. recognises the critical role that environmental responsibility plays within the IT sector. As a comprehensive provider of managed IT support, cybersecurity, and cloud-based solutions, we are committed to embedding sustainability throughout our services. Our Carbon Reduction Plan reflects our pledge to reduce emissions and contribute towards the UK's net-zero goals by 2050.

Given that IT systems require considerable energy for both operation and support, we are focusing on minimising emissions across all service areas. Through managed IT support, we aim to enhance our clients' efficiency while promoting energy-saving practices. For our cloud solutions, we are committed to using green data centres that leverage renewable energy sources, thus reducing the carbon footprint associated with data storage and management. In cybersecurity, we optimise software and infrastructure for reduced energy usage without compromising on security.

Internally, our plan includes transitioning to energy-efficient technologies, reducing waste, and fostering remote support options to limit travel emissions. By also engaging eco-conscious suppliers, we aim to reduce emissions across our value chain, ultimately enhancing sustainability from sourcing to service delivery.

Our plan further involves educating staff on sustainable practices and encouraging greener choices in commuting and office resource management. Progress toward these goals will be reviewed annually to ensure accountability and continual improvement.

Through this Carbon Reduction Plan, Bespoke IT Solutions Ltd. is dedicated to meeting client needs while ensuring a minimal environmental footprint, leading the way towards a sustainable, tech-enabled future.

## **2 COMMITMENT TO ACHIEVING NET ZERO BY 2040**

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Bespoke IT Solutions Ltd. is fully committed to achieving net-zero carbon emissions by 2040. We are embedding sustainability across our managed IT support, cybersecurity, and cloud solutions, prioritising energy-efficient technologies, renewable energy, and green data centres. This commitment also involves optimising our own operations, reducing waste, and minimising travel emissions. By engaging eco-conscious suppliers and promoting sustainable practices within our team, we aim to significantly reduce our environmental impact. Through this plan, we ensure our services contribute to a sustainable future, supporting both client needs and the UK's net-zero goals.

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### 3 BASELINE EMISSIONS FOOTPRINT 1<sup>ST</sup> JANUARY – 31<sup>ST</sup> DECEMBER 2023

Scopes and categories	Metric tons CO <sub>2</sub> e
<b>Scope 1:</b> Direct emissions from owned/controlled operations	0.00
<b>Scope 2:</b> Indirect emissions from the use of purchased electricity, steam, heating, and cooling	1.4495
<b>Scope 3: emissions</b>	
Category 1: Purchased goods and services	0.00
Category 2: Capital goods	0.00
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2)	0.00
Category 4: Upstream transportation and distribution	0.00
Category 5: Waste generated in operations	0.00
Category 5: Water Supply	
Category 6: Business travel	0.9946
Category 6: Hotel Stay	0.1668
Category 7: Employee commuting	5.1751
Category 7: Work From Home	1.5621
Category 9: Downstream transportation and distribution	0.00
<b>Scopes</b>	
<b>Scope 1</b>	<b>0.00</b>
<b>Scope 2</b>	<b>1.4495</b>
<b>Scope 3</b>	<b>7.9251</b>
<b>Total</b>	<b>9.3746</b>

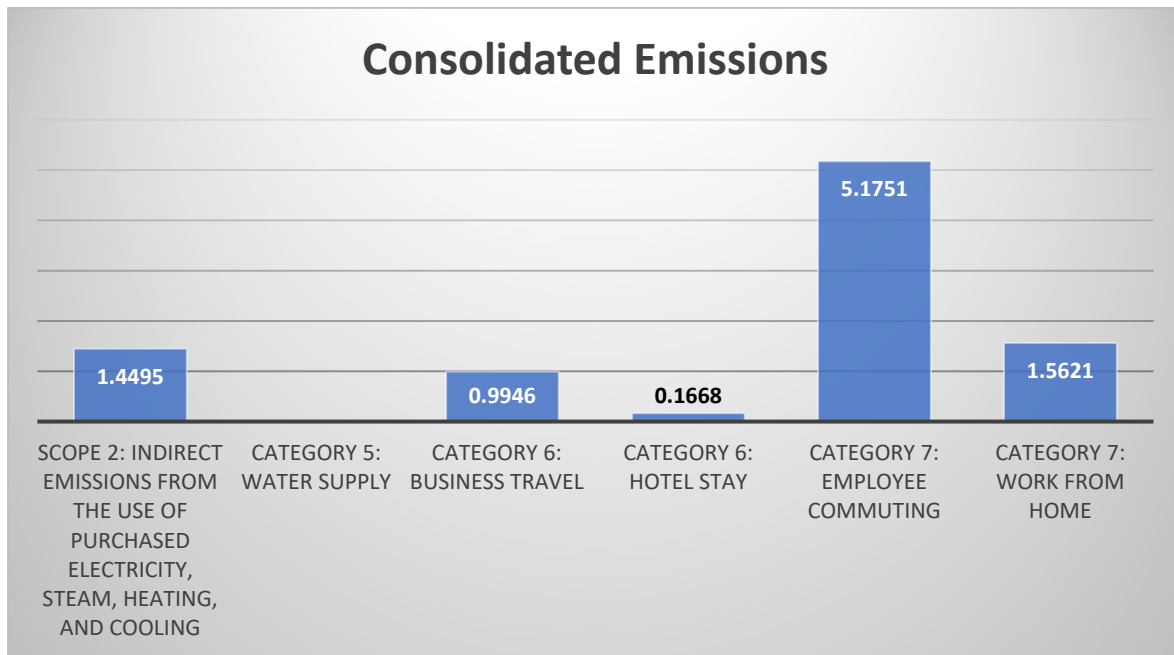


Figure 1

**Figure 1** demonstrates that Bespoke IT Solutions already operates with low emissions, which presents unique challenges in further reducing our carbon footprint. Despite this, we are committed to continued improvement. Over the coming years, we will actively seek to lower emissions by leveraging advanced technologies and identifying new areas for reduction. Through a proactive approach, including innovative solutions and ongoing assessments of our operational impacts, we aim to enhance our efficiency and sustainability, ensuring that our efforts consistently drive us toward a reduced carbon footprint.

### 3.1 Zero Emissions rationale

**Scope 1 (Direct Emissions):** Our business operates within restrictive processes that do not generate direct emissions. As we do not own or control any combustion equipment or facilities, we have no direct emissions from owned or controlled sources, ensuring zero Scope 1 emissions.

**Scope 3 (Category 1–4):** Our business activities do not contribute to Scope 3 emissions in Categories 1–4, which cover purchased goods and services, capital goods, fuel- and energy-related activities (not included in Scope 1 or 2), and upstream transportation and distribution. As these categories involve activities that are outside the core of our business model, our processes do not generate emissions in these areas.

**Scope 3 (Category 5: Waste generated in operations):** Currently, waste disposal is managed by Nexus Fusion Green – [www.nexusfusion.co.uk](http://www.nexusfusion.co.uk).

**Scope 3 (Category 8–9 – Upstream and Downstream Leased Assets):** Our business procedures are limited in these areas, as we do not own or lease significant assets that would contribute to upstream or downstream emissions, ensuring minimal to no emissions in these categories.

### 3.2 Methodology & References

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.

<https://ghgprotocol.org/corporate-standard>

<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<https://ghgprotocol.org/standards/scope-3-standard>

Scope and category	Emissions in tCO <sub>2</sub> e
Scope 1: Direct emissions from owned/controlled operations	0.00
Scope 2: Electricity UK	1.4495
<b>Scope 3: Emissions Details</b>	
Category 6 Water Supply	0.0265
Category 6: Business Travel - Ave Car Diesel	0.2733
Category 6: Business Travel - Ave Car Petrol	0.3957
Category 6: Business Travel - Reg Taxi	0.0832
Category 6: Business Travel - Black Cab	0.0306
Category 6: Business Travel - National Rail	0.2118
Category 6: Hotel Stay	0.1668
Category 7: Office Commute - Ave Car Petrol	4.2637
Category 7: Office Commute - Motorbike Medium	0.0813
Category 7: Office Commute London Bus	0.0117
Category 7: Office Commute National Rail	0.6738
Category 7: Office Commute Rail - London Underground	0.1446
Category 7: Work From Home	1.5621



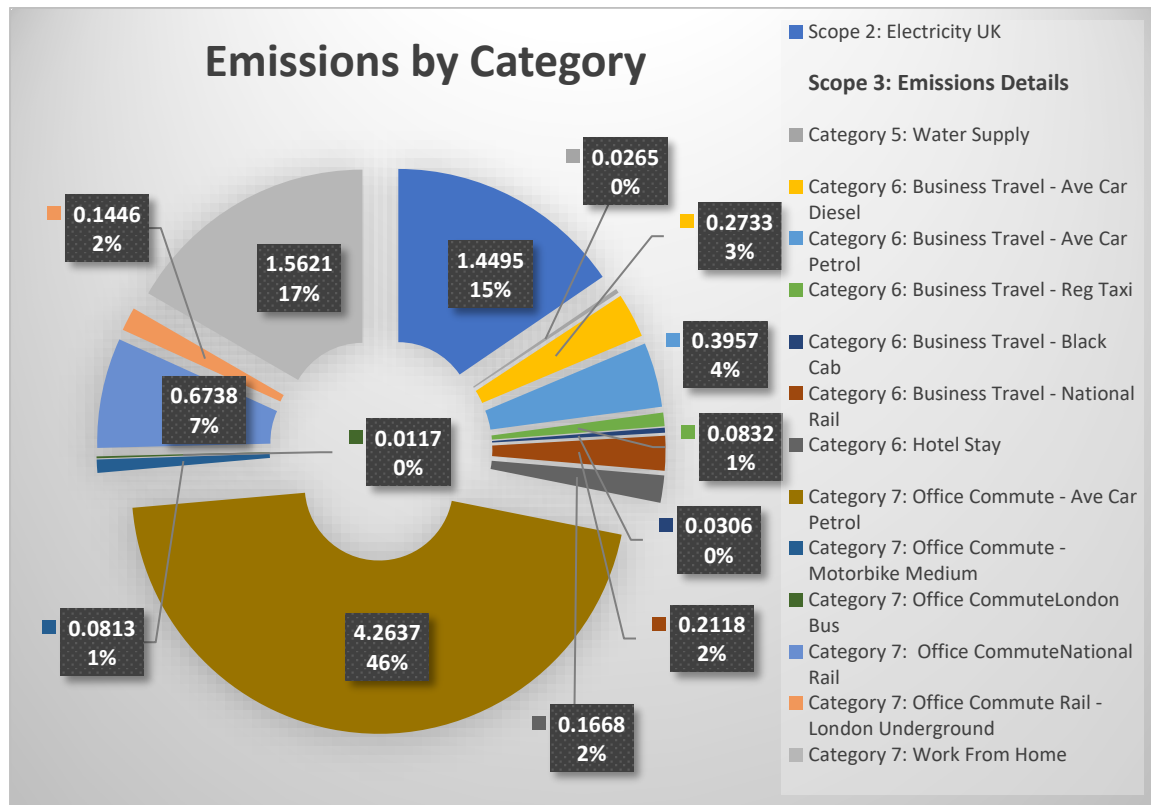


Figure 2

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#### **4 CURRENT EMISSIONS REPORTING 1<sup>ST</sup> JANUARY – 31<sup>ST</sup> DECEMBER 2023**

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As this is the first year of implementing our Carbon Reduction Plan, the emissions data for our baseline year and the current reporting period are identical. Establishing this baseline is crucial as it sets the foundation for measuring and comparing future reductions. As we continue to refine our carbon tracking and reporting processes, this baseline will serve as a reference point for assessing our progress toward Net Zero emissions.

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## 5 EMISSIONS REDUCTION TARGETS

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### Scope 2: Electricity (1.4495)

- Target: Shift to 100% renewable energy sources by 2030, aiming for a 50% reduction by 2028 where applicable.

### Scope 3: Emissions Details

#### 1. Water Supply (0.0265)

- Target: Where applicable reduce water consumption by 25% by 2030 through efficiency measures.

#### 2. Business Travel

- **Car Diesel (0.2733) & Car Petrol (0.3957):** Encourage electric vehicle usage and carpooling to reduce emissions by 60% by 2035.
- **Taxi (0.0832) & Black Cab (0.0306):** Switch to low-emission taxis for a 40% reduction by 2030.
- **National Rail (0.2118):** Promote rail travel for reduced carbon alternatives.

#### 3. Hotel Stay (0.1668)

- Target: Prioritise eco-certified hotels to cut related emissions by 50% by 2030.

#### 4. Office Commute

- **Petrol (4.2637):** Encourage remote work, public transport, and cycling to reduce car commuting emissions by 70% by 2035.
- **Motorbike (0.0813) & Bus (0.0117):** Increase incentives for public transport use.
- **Rail (National Rail 0.6738, Underground 0.1446):** Promote rail options as preferred transport, aiming for a 30% reduction by 2030.

#### 5. Work From Home (1.5621)

- Target: Reduce energy use through home office guidelines, aiming to cut emissions by 25% by 2030.

Through these steps, Bespoke IT Solutions Ltd. commits to a progressive reduction strategy aligned with net-zero by 2040.

## 6 CARBON REDUCTION INITIATIVES

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Bespoke IT Solutions Ltd. is committed to reducing emissions through a range of carbon reduction initiatives, aligned with **ISO 14001** standards to support continual environmental improvement.

1. **Supply Chain Engagement:** We will prioritise eco-conscious suppliers and regularly assess their environmental impact. By collaborating with vendors committed to sustainability, we aim to reduce emissions across our supply chain.
2. **Employee Training:** Comprehensive training programs will raise awareness of sustainable practices, helping employees integrate eco-friendly behaviours into daily tasks.
3. **Data Accuracy and Reporting:** To ensure transparency, we will improve data collection and analysis of emissions, refining our year-on-year tracking for precise insights and accountability.
4. **Stakeholder Involvement:** Engaging stakeholders in our carbon reduction journey will enhance commitment to sustainability objectives across all levels of the organisation.

Through these initiatives, we aim to reduce our carbon footprint in line with the UK's net-zero goals while maintaining transparency and accountability.

## 7 DECLARATION AND SIGN OFF

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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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of **BESPOKE IT SOLUTIONS LTD**:



Name: Natalie Alden

Position: Director.

Date: 29 October 2024

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup><https://ghgprotocol.org/standards/scope-3-standard>