

# Carbon Reduction Plan

FarrPoint Integrated Management System



# Contents

1.	Commitment to Achieving Net Zero.....	3
2.	Baseline Emissions Footprint.....	3
3.	Current Reporting Year.....	5
4.	Emissions Reduction Targets.....	6
4.1.	Near-term Reduction Targets.....	6
4.2.	Long-term Net Zero Targets.....	6
5.	Reduction Forecast & Tracking.....	6
6.	Future Carbon Reduction Initiatives.....	7
6.1.	Buildings - Waste and Energy.....	8
6.2.	Business and Employee Travel.....	8
6.3.	Purchased Goods and Services.....	9
6.4.	Couriering.....	10
7.	Declaration and Sign Off.....	11

# 1. Commitment to Achieving Net Zero

FarrPoint is committed to achieving Net Zero emissions by 2045. This Carbon Reduction Plan sets out the carbon emissions associated with our UK operations for our latest financial year.

Further detail is available on request.

# 2. 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 emission reduction can be measured.

Baseline Year: April 2021 / March 2022	
Additional Details relating to the Baseline Emissions calculations.	
<p>FarrPoint operates predominantly from one leased space in a shared office building located in Edinburgh, although since COVID-19, there has been a high proportion of remote working with low utilisation of this office space. In order to reflect typical levels of activity in a post-COVID-19 working structure, and when considering relevance and ease of access to data, the financial year 2021/22 was chosen as the baseline year.</p>	
Baseline Year Emissions	
Emissions	Total (tCO <sub>2</sub> e)
Scope 1	<p>FarrPoint is headquartered in a serviced office building and energy consumption for heating and lighting etc is included in the service charges. Utility data is sub-metered on a floor-by-floor basis, not by individual office clients. This data was used to estimate FarrPoint's gas consumption based on the proportion of space occupied within the total floor space.</p> <p>This provided an emissions figure of <b>0.74 tCO<sub>2</sub>e</b>.</p>
Scope 2	Data used to calculate Scope 2 emissions consisted of:

	<ul style="list-style-type: none"> <li>• Annual utility bills for electricity consumption of FarrPoint’s portion of their shared office building; and</li> <li>• Details of FarrPoint’s electricity supplier and tariff.</li> </ul> <p>Consumption data was provided for the shared office building, as well as an apportioned figure for FarrPoint’s consumption of 4,021 kWh. This figure was derived from FarrPoint’s shared office space electricity supplier whose tariff carried an emissions intensity of 0.2190 kg CO<sub>2</sub>e per kWh.</p> <p>This produced an emissions figure of <b>0.85 tCO<sub>2</sub>e</b>.</p>
<p>Scope 3</p>	<p>The following categories were included within Scope 3:</p> <ul style="list-style-type: none"> <li>• Purchased Goods and Services – 169.9 tCO<sub>2</sub>e</li> <li>• Fuel and Energy Related Activities (Not included in Scope 1 or Scope 2) - 0.77 tCO<sub>2</sub>e</li> <li>• Upstream transportation and Distribution - 0.03 tCO<sub>2</sub>e</li> <li>• Waste Generated in Operations - 0.3 tCO<sub>2</sub>e</li> <li>• Business Travel - 1.8 tCO<sub>2</sub>e</li> <li>• Employee Commuting - 0.45 tCO<sub>2</sub>e</li> <li>• Remote Working - 8.72 tCO<sub>2</sub>e</li> </ul> <p>This produced an emissions figure of <b>181.98 tCO<sub>2</sub>e</b>.</p>
<p><b>Total Emissions</b></p>	<p><b>183.6 tCO<sub>2</sub>e</b></p>

## 3. Current Reporting Year

FarrPoint's greenhouse gas emissions for the current reporting year are summarised below.

Current Reporting Year: April 2022 / March 2023	
Emissions	Total (tCO <sub>2</sub> e)
Scope 1	<ul style="list-style-type: none"> <li>Company facilities: 1.4 tonnes CO<sub>2</sub>e</li> <li>Company vehicles: 0 tonnes CO<sub>2</sub>e</li> </ul> <p>This provides a total Scope 1 emissions figure of <b>1.4 tCO<sub>2</sub>e</b>.</p>
Scope 2	<ul style="list-style-type: none"> <li>Purchased electricity, heat, steam and cooling 0.7 tonnes CO<sub>2</sub>e</li> </ul> <p>This provides a total Scope 2 emissions figure of <b>0.7 tCO<sub>2</sub>e</b></p>
Scope 3	<ul style="list-style-type: none"> <li>Purchased goods and services 125.9 tonnes CO<sub>2</sub>e</li> <li>Capital goods 6.8 tonnes CO<sub>2</sub>e</li> <li>Fuel and energy activities 0.4 tonnes CO<sub>2</sub>e</li> <li>Transportation and distribution (upstream) 0 tonnes CO<sub>2</sub>e</li> <li>Waste generated in operations 0.9 tonnes CO<sub>2</sub>e</li> <li>Business travel 10.0 tonnes CO<sub>2</sub>e</li> <li>Employee commuting and remote working 10.3 tonnes CO<sub>2</sub>e</li> <li>Leased assets (upstream) 0 tonnes CO<sub>2</sub>e</li> <li>Transportation and distribution (downstream) 0 tonnes CO<sub>2</sub>e – not applicable as FarrPoint does not manufacture or distribute any physical products.</li> <li>Processing of sold products 0 tonnes CO<sub>2</sub>e</li> <li>Use of sold products 0 tonnes CO<sub>2</sub>e</li> <li>End of life treatment of sold products 0 tonnes CO<sub>2</sub>e</li> <li>Leased assets (downstream) 0 tonnes CO<sub>2</sub>e</li> <li>Franchises 0 tonnes CO<sub>2</sub>e</li> <li>Investments 0 tonnes CO<sub>2</sub>e</li> </ul> <p>This provides a total Scope 2 emissions figure of <b>154.3 tCO<sub>2</sub>e</b>.</p>
<b>Total Emissions</b>	<b>156.4 tCO<sub>2</sub>e</b>

## 4. Emissions Reduction Targets

FarrPoint has committed to become a net-zero GHGe company by 2045.

To continue our progress towards achieving net-zero, we have adopted near-term reduction targets and a long-term net zero target. We have set these targets based on the SBTi Corporate Net zero standard<sup>1</sup>. These targets are outlined below.

We project that carbon emissions will decrease over the next five years to **124.41 tCO2e by 2028**. This is a reduction of 28.6%.

### 4.1. Near-term Reduction Targets

- Absolute Scope 1 and 2 emissions to be reduced by 4.2% per year for the next 5 – 10 years.
- Scope 3 emissions intensity metric (either physical or economic) to be reduced by 7% per year for the next 5 – 10 years OR engage with suppliers that cover 67% of Scope 3 emissions with the suppliers setting their own SBTs.

### 4.2. Long-term Net Zero Targets

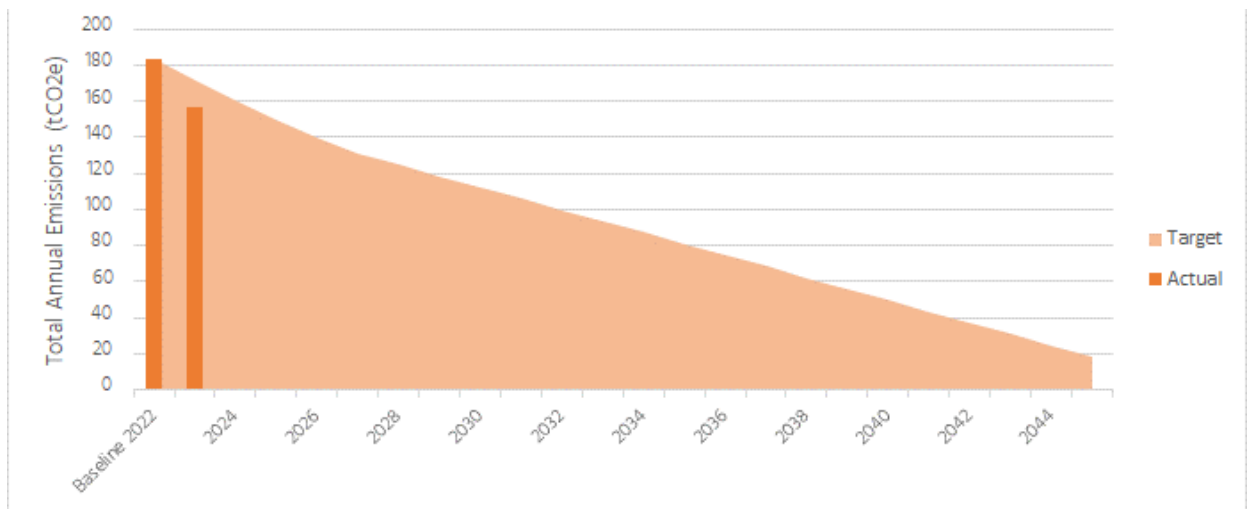
- Absolute Scope 1 and 2 emissions to be reduced by 90% by 2045.
- Scope 3 emissions intensity metric (either physical or economic) to be reduced by 97% by 2045.
- Any residual emissions (the remaining emissions after targets are met) must be neutralised through permanent removals.

## 5. Reduction Forecast & Tracking

The emission reduction targets and tracking of actual emissions to date are shown in the figure and tables below.

Year	Actual Emissions
2021 / 2022	183.6 tonnes CO2e
2022 / 2023	156.4 tonnes CO2e

<sup>1</sup> <https://sciencebasedtargets.org/net-zero>



## 6. Future Carbon Reduction Initiatives

FarrPoint is committed to managing our environmental impacts through our integrated Quality and Environmental Management System that meets the requirements of ISO9001:2015 and ISO14001:2015.

Over the next five years, FarrPoint plans to implement measures which will drive down emissions. We will implement several initiatives, including those listed below.

In order to reduce emissions, FarrPoint will take the following **key actions** in the short-term (the next 3-5 years):

- Ongoing collection of granular data for all of FarrPoint’s activities, in particular continuing to monitor business activities that may see growth with the lifting of COVID-19 restrictions (such as business travel, commuting).
- Conduct a detailed spend assessment to assess procurement data in granular detail. Identify key suppliers, including highest spend and highest impact suppliers.
- Develop a sustainable procurement policy with clearly set standards, ambitions, and procedures with respect to suppliers and develop category procurement guidance.
- Set procurement targets to encourage and drive the reduction of emissions.
- Review the current procurement process and identify where sustainability considerations can be embedded.
- Conduct sustainable procurement training for key-decision makers and wider staff.
- Develop a plan to engage subcontractors to understand suppliers’ existing commitments, assess the feasibility of obtaining supplier-specific emissions data, and to launch the sustainable procurement strategy externally.

A more detailed outline of these primary actions is described in the remainder of this section.

## 6.1. Buildings - Waste and Energy

- Improve data availability:
  - Encourage office landlord to conduct regular surveys weighing waste and measuring material composition to identify which waste streams should be targeted and the impact of any changes to be tracked.
  - Engage with office landlord to assess the possibility of water, gas, and electric metering to improve accuracy of FarrPoint's own consumption.
- Reduce waste generation:
  - Provide staff with education or training to follow best practices for waste.
  - Assess the types of products being purchased that are contributing to waste generation and consider whether low waste alternatives are available.
- Increase recycling rates:
  - Engage with landlord to implement further segregation containment or recycling stream collections and improve signage and communication to ensure segregation is being followed.
- Reduce energy demand:
  - Switch off non-essential equipment at particular times such as overnight.
  - Encourage behavioural change across staff and landlord.
- Develop green office procurement criteria:
  - If FarrPoint's current office landlord is unwilling to engage or unable to implement measures, develop criteria to consider sustainable office choices when the current lease ends.

## 6.2. Business and Employee Travel

- Develop travel policy:
  - Develop a travel policy which includes: a commitment to the sustainable travel hierarchy, staff obligations when planning business travel, and the benefits and incentives available to staff to promote sustainable travel. The policy should include guidance for staff when working from home.
- Reduce travel demand:
  - Identify and prioritise opportunities to avoid business travel where possible through virtual meetings / conferences as standard.
  - Maintain flexible working practices.
- Increase uptake of active travel:



- Engage with staff to understand barriers to active travel uptake and develop communications to promote resources available to staff.
- Increase uptake of public transport:
  - Encourage staff to use public transport both when commuting to the office and other business travel, where working from home or active travel is not possible.
- Increase uptake of electric vehicles:
  - Ensure access to electric vehicle chargers at or near the office and engage with staff to understand the barriers to use of EV's.
- Reduce impact of hotel stays:
  - Ensure business travel policy includes key sustainability standards that selected hotels should meet.

### 6.3. Purchased Goods and Services

- Conduct detailed spend assessment:
  - Assess procurement data to identify either highest spend or highest impact suppliers.
- Develop a sustainable procurement policy - for internal and external use:
  - Review current procurement process and identify points at which sustainability considerations should be embedded throughout the process.
  - Ensure all personnel receive awareness training in the company's procurement policy.
  - Embed sustainability requirements into existing contracts and procurement.
- Subcontractors and services:
  - Develop subcontractor engagement plan to launch sustainable procurement strategy and communicate broader themes.
  - Encourage sharing of successful outcomes through active capture and promotion.
- IT Hardware, Software and Services:
  - Assess impacts of key products to understand the impacts at each lifecycle stage of the key products currently purchased.
- Engage with key IT suppliers, where possible, to understand low carbon products or services, including recycled material options and leasing.
- Make bulk purchases of hardware and consumables in line with need to avoid multiple deliveries.

## 6.4. Couriering

- Reduce transport impacts of the shipment of equipment:
  - Review couriers' sustainability commitments and actions to prioritise those with better sustainability initiatives including electric fleets and reduced packaging material.
  - When purchasing new equipment, assess alternative UK-based suppliers to reduce international shipping requirements.
  - Engage with subcontractors to understand the modes of transport used when FarrPoint's navigation box mapping service is outsourced and encourage sustainable travel when transporting the navigation box.

## 7. 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 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 the board of directors.

Signed on behalf of the Supplier:



---

**Andrew Muir, Chief Executive Officer**

Date: 12/09/23\_\_\_\_\_

# Version Control

Owner **Richard Parkinson**

Classification **Public**

Revision	Description	Author	Checked	Reviewed	Authorised	Date
1.0	Issued	RMcC	RP	AM	RP	18/07/23
2.0	Updated with 22/23 figures	RP	AM	AM	RP	12/09/23

Visit

[farrpoint.com](https://farrpoint.com)



**Edinburgh**  
Exchange Place 2  
5 Semple Street  
Edinburgh  
EH3 8BL

T: 0131 202 6018



**London**  
1st Floor  
99 Bishopsgate  
London  
EC2M 3XD

T: 020 3693 7310



**Manchester**  
3 Hardman Square  
Spinningfields  
Manchester  
M3 3EB

T: 0161 669 5821



**Nova Scotia**  
1300-1969  
Upper Water Street,  
Halifax, Canada  
NS B3J 3R7

T: +19 025001414