

# Carbon Reduction Plan

## January-December 2023

### Commitment to achieving Net Zero

thebigword is committed to achieving Net Zero emissions by December 2049.

We will work to achieve our targets and continue to monitor our emissions, we do however understand that not all emissions can be reduced to zero, so for those that remain we will commit to offset as we have been doing in the past 2 years with the tree planting initiatives.

We also support the 25 Year Environment Plan to Improve the Environment and will continue to work towards our targets and in line with regulations such as ESOS and SECR.

### Emissions Footprint

Baseline: We have been monitoring our emissions for the past 7-8 years. We are using 2022 data as a baseline for our calculation.

Current: Our data covers measurements collected for our Head Office in Leeds, UK.

We've used utility bills for energy and gas; supplier reports for travel data; and our Accounts Department for remaining transport data.

We've used the 2022 and 2023 UK Government GHG Conversion Factors and suggested template to calculate our emissions. We've used the financial control approach with our previous year as our base year.

EMISSIONS	Baseline (2022) TOTAL (tCO <sub>2</sub> e)	2023 TOTAL (tCO <sub>2</sub> e)
Scope 1 (Gas)	4.06	6.18
Scope 2 (Electricity)	65.74	78.82
Scope 3 (Travel: Flight, Train, Taxi, Own car, Pool car)	151.26	180.76
Total	221.06	265.75

# Emissions Targets

Our targets are set in line with our environmental aspects and reviewed once a year:

Objectives	Areas	Targets	How
Reduce consumption	Paper	Reduce compared with last year	Encourage staff to use they laptops for notes instead of notepads. Encourage staff to reduce amount of printing.
Reduce consumption	Water	Reduce compared with last year	Ensure that appliances what need water are turned off at the end of the day. Continue check of the premises will help us stop any water leaks or dripping taps.
Reduce landfill waste	Waste	Reduce compared with last year	Continue to recycle. Ensure different waste bins are available in the office. Encourage staff to recycle and reduce use of single use plastic.
Reduce consumption	Electricity	Reduce compared with last year	Turn off equipment and lights at the end of the day. Encourage staff to turn off their monitors at the end of the day. Turn off non-essential equipment at the end of the day also, such as AC.
Reduce consumption	Gas	Reduce 1%	Turn off during summer and warmer months.
Reduce CO2 emissions	CO2	Reduce 2%	All of the above. Also encourage staff to reduce travel where possible. Share car/taxi where possible. Continue to offset emissions.
Organise events that delivers a positive environmental impact	CSR	Organise at least one event that will have a positive impact on the Env and Community.	Ensure CSR and EDI groups are up and running. Compliance to link with these groups to support with events. Ask staff about things that matter to them and ask for suggestions.

We monitor and where possible try to reduce the amount of CO2 emissions via gas, energy, waste and water consumption, travel emissions and A4 paper consumed. We encourage our staff to use digital documents for internal and external meetings. Where printing is essential IT set up a standard double sided black and white printing option.

We have noticed a CO2 emission reduction in gas and electricity consumption in 2022 as we no longer work from two buildings. We moved and only work from one property since September 2021. Nonetheless, as we anticipated, our emissions did go up in 2023. We have more staff members working on site, we have a more regular use of our property, and we are getting closer to achieving our new normal. Once we have achieved our new normal we will re-assess our carbon reduction plan with a new baseline.

We continue to invest on ways to look after the environment and will offsetting 2023 emissions, details will be included in the next year report.

# Carbon Offsets

We are looking into options to offset last year's emissions but haven't agreed on any actions yet.

Regarding our offset from 2022. We gathered volunteers in May 2024 and together planted 60 trees at East Ardsley Primary Academy, a local primary school. Post with more details is available on our website: [thebigword donates trees to local primary school - thebigword](#)

## Declaration and Sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards for Carbon Reduction Plans.

Some of our monitoring and reporting measures:

- Internal audit
- CO2 emission monitoring
- External audit - ISO14001 EMS
- Annual Streamline Environmental Cardon Reporting
- Annual EMS Presentation with all our objects and targets assessment
- Annual Carbon Reduction Plan

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and appropriate Government emission conversion factors for greenhouse gas company reporting<sup>1</sup>.

Scope 1, Scope 2 and Scope 3 emissions have been reported in accordance with SECR requirements.

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:**



Josh Gould  
Chief Executive Officer