

Carbon Reduction Plan

Supplier Name: Acuity Research & Practice Ltd

Publication date: 15/02/2024

Commitment to achieving Net Zero

The Acuity Research & Practice Ltd (Acuity) is committed to achieving Net Zero emissions by 2050.

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: 2022/23 (April 22 – March 23)	
Additional Details relating to the Baseline Emissions calculations	
<p>As this is the first time Acuity has reported our carbon footprint, this calculation establishes our baseline. It is based on the standard financial year (April – March).</p> <p>Acuity has used a carbon calculator, provided by “Normative” through “SME Climate Hub” in order to calculate scope 1-3 emissions.</p> <p>As Acuity is a fully virtual company, our Scope 1 and 2 emissions are negligible. We are investigating the possibility of partnering with a climate agency in the future to ensure transparent and complete reporting certified by climate experts. We are also in the beginning stages of signing the MRS Net Zero Pledge.</p> <p>Data for home worker gas & electricity usage has been based on an average usage, using calculations supplied by Ofgem against the average amount of gas/electricity used by a worker on an FTE basis per year.</p> <p>We have included all business travel, hotel usage, home worker emissions, electricity and water usage, all waste materials, managed assets of electricity and purchases of electrical/computer equipment along with general office supplies within our overall baseline emission calculations. Future reporting will ideally include a greater level of detail at an expense level.</p> <p>Our baseline calculation includes:</p> <ul style="list-style-type: none">• Scope 1: Direct Emissions• Scope 2: Indirect Emissions• Scope 3 Categories:<ul style="list-style-type: none">○ Business travel○ Capital goods○ Purchased goods and services <p>This baseline calculation deviates from the requirements of PPN 06/21 as some categories were not relevant to the business within the specified timeframe.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.72
Scope 2	0.31
Scope 3	72.63
Total Emissions	73.66

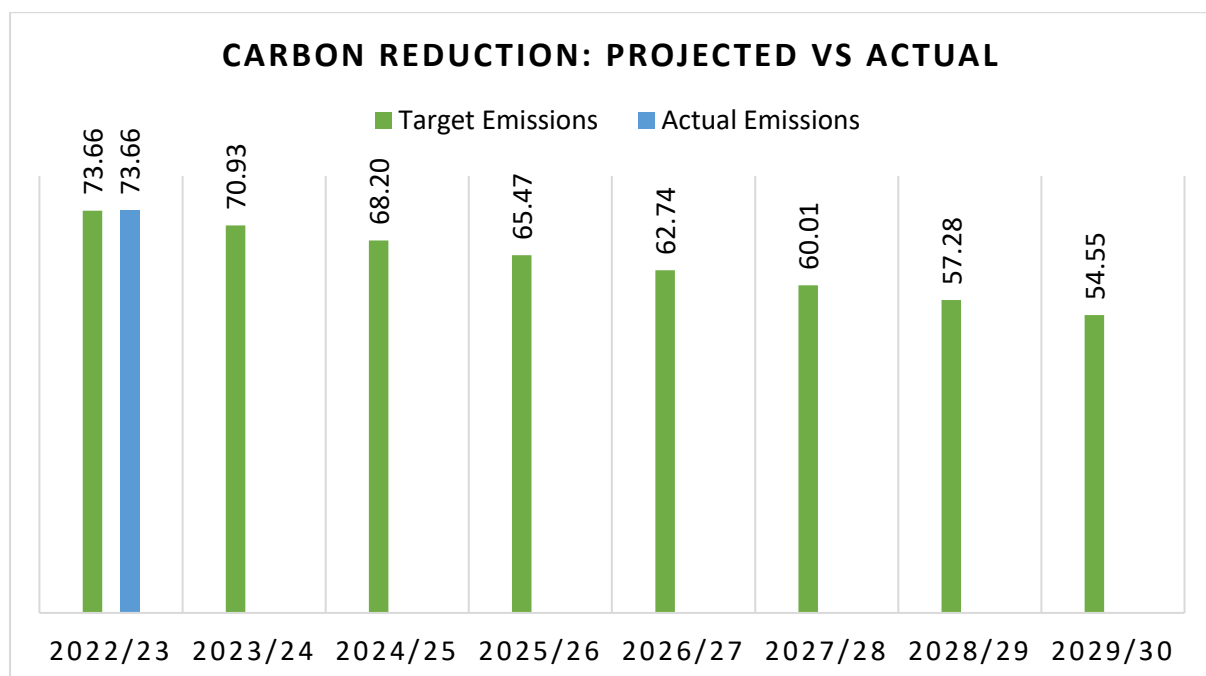
Current Emissions Reporting

Reporting Year: 2022/23 (April 22 – March 23)	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.72
Scope 2	0.31
Scope 3	72.63
Total Emissions	73.66

Emissions Reduction Targets

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

We project that carbon emissions will decrease over the next eight years to 54.55 tCO₂e by 2030. This is a reduction of 25.94%. Progress against these targets can be seen in the chart below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Whilst this is Acuity's first Carbon Reduction Plan, since our inception in 1998 we have been aiming to keep our carbon emissions as low as possible. We have achieved this by implementing the below measures:

- **100% work from home workforce** - All of our employed staff work from home as well as our telephone interviewers. We seldomly commute but where necessary use public transport or car share between colleagues.
- **Reduce/Reuse/Recycle** - Our IT support contractor (SCIP) take back any redundant IT equipment which goes onto their WEEE compliant trolley. It is then recycled or wiped to a military grade and refurbished.
- **Paper free environment** - We now mostly communicate with our colleagues, contractors and clients by email. Our two directors have printers, but the rest of the organisations staff do

not have company printers. We use DocuSign for emailing contracts and a financial system XERO for emailing invoices and statements. Our interviewer manual, training materials and quarterly newsletter are sent by email. Our paper surveys are managed by a specialist contractor and returned surveys are disposed of by a certified recycling contractor.

- **Travel/Transport/Air pollution** - Our staff are encouraged to car share or use public transport for meetings and where possible if using hire cars to choose electric vehicles. Wherever possible we hold all our meetings virtually.
- **Sensitive use of utilities** - With the current cost of living crisis our staff and contractors are more aware than ever of reducing consumption. We also always encourage others to choose green forms of energy.

Future Carbon Reduction Initiatives

- Explore strategies for minimising corporate travel to client meetings.
- Engage the team in activities aimed at enhancing environmental consciousness and identifying avenues for emission reduction.
- Explore the possibility of employees contributing to carbon offsetting through salary deductions.
- Assess and optimise energy consumption by scrutinising the usage patterns of office equipment.
- Implement measures to curtail plastic waste and decrease reliance on single-use plastics.
- Transition to a hotel provider that compensates for all emissions generated from bookings.
- Explore the feasibility of implementing an Electric Vehicle salary sacrifice scheme for staff.
- Investigate various carbon offsetting programs.
- Research alternative venues for staff meetings and conferences with a focus on environmental sustainability.
- Continue the shift away from paper-based activities, including the exploration of digital alternatives for surveys.
- Collaborate with environmentally conscious partners, such as suppliers and contractors, who share a commitment to achieving net zero 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 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 (or equivalent management body).

Signed on behalf of the Supplier:

Print name: Alison White

Position: Director

Date: 15/02/2024