

# CARBON REDUCTION PLAN

**Supplier name: Codiance Limited**

**Publication date: 18<sup>th</sup> June 2025**

**Commitment to achieving Net Zero**

**Codiance Limited** is committed to achieving Net Zero emissions by 2045.

**Baseline Emissions Footprint**

**Baseline Year: 1<sup>st</sup> June 2024 – 1<sup>st</sup> June 2025**

**Additional Details relating to the Baseline Emissions calculations.**

Codiance Limited is a private limited Small Medium Enterprise (SME). Owing to our size, we are not obligated to report our emissions under the Streamlined Energy and Carbon Reporting (SECR) regulations. As we have not previously reported emissions, we will be using the current reporting year (2024) as our baseline moving forward.

**Our total emissions for the reporting period of 2024-2025 are 17,243 kg CO<sub>2</sub>e.**

To provide a comprehensive view of our organisation's emissions, we are reporting the emissions data associated with our office location. We are located at Millgrove House, Parc Ty Glas, Llanishen, Cardiff, CF14 5DU. In support of our robust calculations, we have also accounted for any remote working staff in our calculations.

During our baseline year, we had 20 Full-Time Equivalent (FTE) employees within our organisation.

**Baseline year emissions: 1<sup>st</sup> June 2024-1<sup>st</sup> June 2025**

**EMISSIONS**

**TOTAL 17,416.50 kg CO<sub>2</sub>e**

**Scope 1**

We are registered as a business and domestic software development company. We do not produce any emissions directly from our activities through owned or controlled sources such as:

- Burning coal onsite to generate electricity
- Using diesel to power onsite generators

As well as this, we do not operate a fleet of vehicles. As a result, our scope 1 emissions are **zero**.

**Scope 2**

Our Scope 2 data consists of electricity usage in our office. Since we do not pay utilities directly, these have been estimated based on square

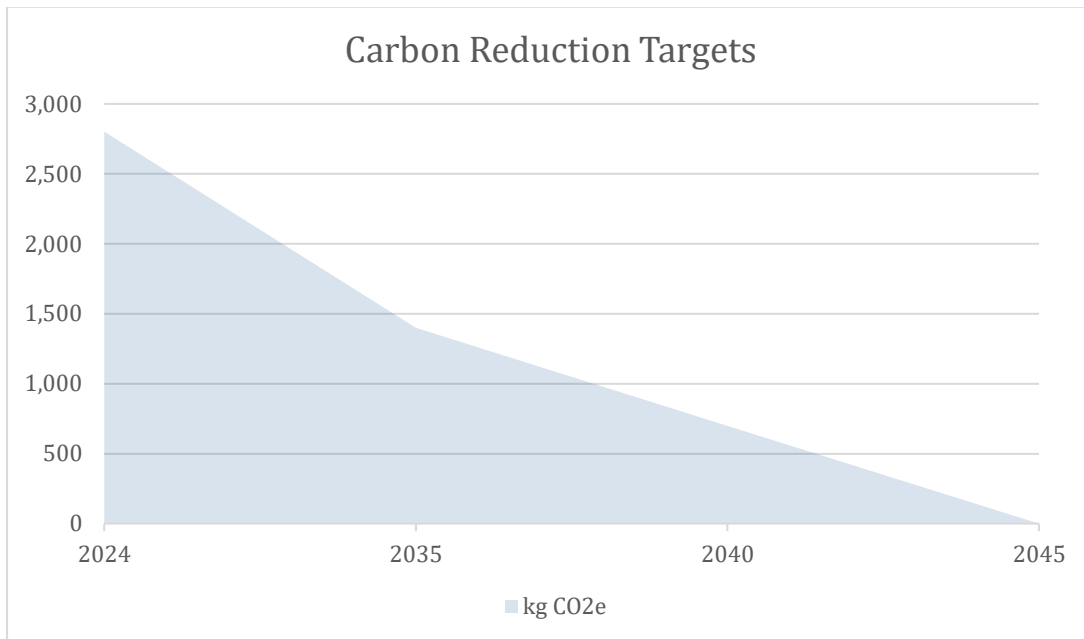
	<p>footage and average UK use for office spaces. This site does not use gas for our facility, so this calculation only takes into account electricity.</p> <p><b>Our total Scope 2 emissions for the specified period is 14,494 kg CO<sub>2</sub>e.</b></p>
<b>Scope 3 (Included Sources)</b>	<p>Our scope 3 footprint is dominated by emissions resulting from business travel and employee commuting.</p> <p><b>Our total Scope 3 emissions for the 2024 period is 2,922.50.</b> This equates to a breakdown of:</p> <ul style="list-style-type: none"> <li>• Commuting/business travel – 2,749</li> <li>• Managed assets (water) – 52.86</li> <li>• Hotel stays – 120.64</li> </ul> <p>We have not previously monitored water usage, as this is paid for through our rent. As a result, we have calculated the figure based on square footage and the average UK use for office spaces. Moving forward, we will look to implement a more robust monitoring system for water usage and treatment. For example, this may include liaison with the Building Manager to consider sub-metering systems or a Smart Building Management System.</p>
<b>Total Emissions</b>	<b>17,416.50 kg CO<sub>2</sub>e</b>

### Emissions reduction targets

To continue to progress towards achieving Net Zero by 2045, we have adopted the following carbon reduction targets:

- Next 10 years to 2035: Target of 50% reduction to 8,708.25 CO<sub>2</sub>e
- Period to 2040: Target of 75% Carbon Reduction to 2,177.0625 CO<sub>2</sub>e
- Period to 2045: Target of 100% Carbon Reduction to Net Zero

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



**Figure 1: Our carbon reduction targets year by year**

The carbon reduction opportunities outlined in this section, once fully implemented, will reduce our GHG emissions annually, aligning with our goal of achieving Net Zero emissions by 2045.

### Scope 1 actions

- Should we purchase fleet vehicles in the future, we will commit to purchasing electric/hybrid vehicles

### Scope 2 actions

- Transition to 100% renewable energy through our electricity supplier and by investing in solar power for our sites
- Invest in an energy management system to monitor and optimise energy use
- Introduce power management policies for hardware such as laptops, PCs, printers
- Offset any residual CO<sub>2</sub> emissions through the purchase of equivalent carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider

### Scope 3 actions

#### *Business travel (including employee commuting)*

- Recruit within the local area to reduce travel needs
- We will interrogate our data from travel to better understand if and where carbon reductions can be made
- Continue to encourage the use of walking or public transport, particularly trains
- Encourage car sharing
- Continue to support and encourage hybrid/homeworking
- Encourage the continued use of virtual meeting platforms where possible
- Promote cycling to work by providing information and participating in cycle-to-work schemes

## *Waste management and reduction*

- Continue to uphold our paperless office
- Continue to repurpose out of date laptops

## **Declaration and Sign Off**

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 the Supplier:**



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Date: 18<sup>th</sup> June 2025

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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>