



Cabinet Office

## CARBON REDUCTION PLAN



Version: 2021/22

## Commitment to achieving Net Zero

At Commercial we are committed to achieving Net-Zero emissions by 2028

### 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.

<b>Baseline Year: 2018</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>Commercial began its sustainability journey in 2006. Since that time the company has grown significantly, both in terms of its services portfolio and the size of its team.</p> <p>As a business services group we turned over £93 million in the year to June 2021 and place great importance on minimising our impact on the environment as well as reducing our carbon footprint.</p> <p>Commercial's baseline emissions has been identified as 2018 in line with our partnerships with the Science Based Target Initiative and The Planet Mark. Our base line includes and measures all three scopes.</p>	
<b>Baseline year emissions: 2018</b>	
<b>EMISSIONS</b>	<b>TOTAL 1,144.6 tCO<sub>2</sub>e</b>
<b>Scope 1</b>	441.4
<b>Scope 2</b>	87.2 (Location Based) 0 (Market Based)
<b>Scope 3</b> (Included Sources)	616.0
<b>Total Emissions</b>	<b>1,144.6 tCO<sub>2</sub>e</b>

## Current Emissions Reporting

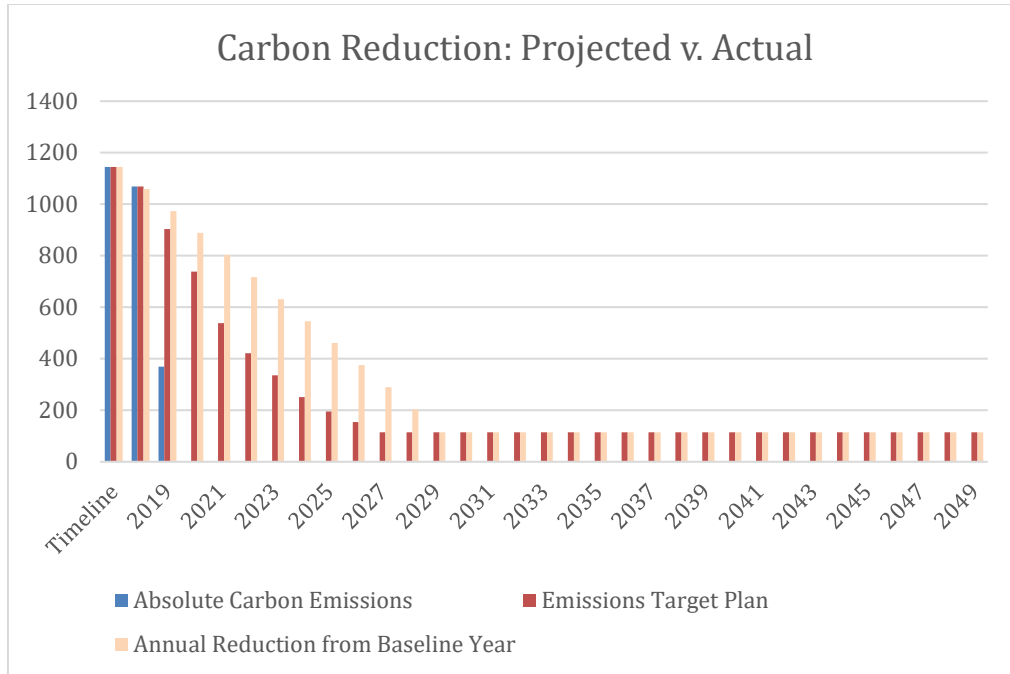
Reporting Year: 2020	
<b>EMISSIONS</b>	<b>TOTAL 369.2 tCO<sub>2</sub>e</b>
<b>Scope 1</b>	206.7
<b>Scope 2</b>	67.1 (Location Based) 0 (Market Based)
<b>Scope 3</b> (Included Sources)	95.4
<b>Total Emissions</b>	<b>369.2 tCO<sub>2</sub>e</b>

## Emissions reduction targets

We are ambitious about reducing our carbon emissions, it is why we are challenging ourselves to achieve Carbon Net-Zero by 2028 in line with the Science Based Targets Initiative.

Commitments developed by SBTi required Commercial to reduce its absolute Scope 1 and Scope 2 greenhouse gas emissions by 50% before 2030 and to measure and reduce our Scope 3 emissions. However, Commercial's internal ambition remains to be a Net-Zero business by 2028. We have already made significant progress towards our target to be a Net-Zero business. Our total carbon intensity (tCO<sub>2</sub>e/£m) across all three scopes has decreased by 90% since 2006, the year our sustainability journey started.

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

Since starting out on our sustainability journey in 2006, the entire Commercial team has been united in our effort to reduce our carbon emissions. It has been a collective and joint effort across our team, built around strong employee engagement and a collective spirit to do more. We call that spirit Commercial by Nature and it is an ethos that has led to a number of ongoing initiatives as set out in the table below:

<b>Details of activities, improvements and initiatives</b>	<b>Date implemented</b>	<b>Qualitative benefits</b>
<i>Carbon Neutral</i>	<i>01 January 2006</i>	<i>We have been carbon neutral company since 2006, purchasing carbon credits to offset our carbon footprint. We have offset exclusively with sink projects to ensure emissions are removed from the atmosphere, while actively seeking to reduce our footprint year-on-year.</i>
<i>Renewable Energy Contract</i>	<i>01 January 2007</i>	<i>Commercial made a conscious switch to renewable energy after our first carbon footprint report. We switched to Ecotricity, a local provider that produces their own renewable energy within the United Kingdom.</i>
<i>Bio-Diesel Vans</i>	<i>01 January 2007</i>	<i>A project initially implemented to improve the air quality and health and social wellbeing of our drivers and wider community. We have always utilised the latest technology available and invested in the UK's low emissions strategies.</i>
<i>Change Champions</i>	<i>01 January 2009</i>	<i>Our internal staff engagement programme, now called Change Champions but previously known as Green Angels, is now more than a decade old. The programme enables and empowers staff from across the business to form collaborative teams that implement projects that deliver long-lasting and transformative change to the business and sustainability strategy.</i>
<i>Ethical Trade</i>	<i>01 January 2011</i>	<i>A partnership with the Ethical Trade Initiative (ETI) has helped Commercial improve our sustainability impact at all stages in the supply chain e.g. through supplier engagement, sustainability commitment and best practice.</i>
<i>Closed Loop Recycling</i>	<i>01 January 2011</i>	<i>Beyond our 1989 London Recycling Programme, Commercial offers services ranging from single to more complex waste streams such as batteries and toners. We also partner with Terracycle to recycle more complex materials such as PPE and crisp packets. We work with IT Schools for Africa to recycle old used technology and First Mile to recycle everything from cardboard to clothing hangers! Our aim is to partner with waste collectors to increase our company' recycling rate, but more importantly, help our customers on their sustainability journey and encourage circular use of all materials.</i>
<i>Solar Panel Installation</i>	<i>01 January 2012</i>	<i>180 Photovoltaic (PV) Cells installed at our Cheltenham HQ and 264 PVs installed at our London office to reduce our electricity usage.</i>
<i>Hydrogen Vans</i>	<i>01 January 2012</i>	<i>A project implemented to improve the air quality and health/social wellbeing of our drivers and wider community. After being part of a number of trials on hydrogen technology, it proved that hydrogen was a better fuel for our needs than biodiesel. We were the first in our industry to make the switch and, at the time of switching, had the first fully-hydrogen fleet.</i>
<i>Zero Waste to Landfill</i>	<i>01 January 2013</i>	<i>Commercial's last bulk skip was removed after the hard work of two internal Change Champion teams to help cut out all emission associated with local landfill. Commercial waved goodbye to our last skip in 2013 and have not had one back since. We are committed to managing waste in accordance with the waste hierarchy, reducing waste and maximising reuse and recycling rates.</i>
<i>Electric Charging Points</i>	<i>01 January 2013</i>	<i>Four charging points were installed in 2013 and additional charging points are being introduced by our very own Smart Technology Division in September 2021. These charging points will act as a catalyst for purchasing low emissions vehicles and eliminating petrol and diesel cars for all staff.</i>
<i>Cycle to Work Scheme +</i>	<i>01 January 2015</i>	<i>As part of our scope three emission, Commercial calculates commuting emissions for our staff members. Since then we have multiple initiatives to encourage employees to reduce the carbon footprint of their commute to work, such as being part of the cycle to work scheme and includes a communal bike shed with a green roof.</i>
<i>Park and Stride</i>	<i>01 January 2015</i>	<i>An initiative where employees pick one day a week to not park at our HQ and are encouraged to give up driving into work and either walk, cycle or use public transportation to get into work.  Our MD often cycles into work at least two days a week, both to encourage staff and lead by example.</i>
<i>Plastic Free Policy</i>	<i>01 January 2018</i>	<i>We continue to take steps to remove plastic from our own-brand products. Since 2019, we have removed approximately 10 tonnes of plastic wrap from our own-brand paper. We also offer NotBox to our London clients which</i>

		<i>ensures products are delivered in a reusable, collapsible box which is returned to us.</i>
<i>Veganuary</i>	<i>01 January 2019</i>	<i>Providing our team with the information they need to make an informed choice regarding food provenance and its associated emissions. Last year, 60% of our team said they would make a change, with 15% going vegan for the month, a further 14% cutting out meat and going vegetarian and another 29% committing to meat-free Mondays.</i>
<i>Vegetarian Policy</i>		<i>Commercial has decided to be more thoughtful when making dietary related purchases. The meat industry is dramatically contributing to the climate crisis by accounting for 15% of global carbon emissions - a percentage that is forecasted to rise by 76% by 2050. In light of the devastating effects of climate change, Commercial has decided lead by example. Commercial chooses to supply vegetarian lunches during internal events and meetings and vegan food at external functions.</i>
<i>Products with Purpose</i>	<i>01 April 2020</i>	<i>Working with trusted suppliers, our in-house sustainability and procurement experts have hand-picked a range of office essentials that create a tangible positive ethical, social or environmental impact.</i>  <i>The Products with Purpose range now includes more than 2,000 items – a figure that is still growing – and it is our aim to encourage our customers to make an informed ethical, environmental or socially-conscious choice.</i>  <i>Each PwP item carries our teal heart logo and information showing how and why it qualifies is shown at the point of sale.</i>
<i>Sustainable Paper Strategy</i>	<i>01 January 2021</i>	<i>As a company, we researched and evaluated the manufacturing process and supply chain to ensure all our paper products are made in a sustainable way. We guarantee that all the paper we promote on our purchasing platforms will have an environmental certification, contain recycled content, and/or is sourced from a sustainable forest.</i>
<i>Power BI</i>	<i>01 June 2021</i>	<i>We utilise Power BI to harness the power of business data analytics to reduce the carbon footprint of our deliveries. Power BI data has led us to implement measures such as a minimum spend and to encourage consolidation of customer orders.</i>
<i>Net-Zero Home (and employee carbon offsetting initiative)</i>	<i>01 July 2021</i>	<i>A Change Champions programme which helps give Commercial employees practical ways to reduce their carbon consumption at home. Including a company Salary Sacrifice Scheme to encourage staff members to buy an EV Car. In addition, Commercial employees are given an opportunity to offset their carbon and become a climate positive workforce.</i>
<i>Company fleet</i>	<i>01 December 2021</i>	<i>Commercial will no longer purchase full diesel or petrol cars. This means that all company cars purchased from this date on will either be a hybrid (see criteria below) or zero-emission vehicle. In addition, all cars that received a company car allowance must be hybrid or EV no later than 2025. After 2025 Commercial will freeze the purchase of hybrid vehicles toward the uptake of zero-emission vehicles only, to become a Net-Zero Company by 2028.</i>

Our carbon reduction strategy has become engrained in the fabric of our organisation and in the minds of our teams too.

The following environmental management measures and projects have been completed or implemented since the start of our journey in 2006 and are seen as part of the normal everyday workings of Commercial.

The carbon emission reduction achieved by these schemes equate to a 68% reduction against the 2018 baseline and the measures will be in effect when performing the contract because we never stop looking for ways to do more.

Commercial is proud to be a member and/or signatory of:

UN Global Compact  
 Science Based Target Initiative  
 Supply Chain Sustainability School  
 Lo CITY  
 Hydrogen London  
 Go Ultra Low  
 Clean Van Commitment

We are also members of the Ethical Trading Initiative (ETI), SEDEX and EcoVadis as we continue to foster and promote best ethical and environmental practices across our supply chains.

Commercial is ISO14001 certified by BSi and are proud to have been recognised with several awards for our commitment to sustainability and environmental best practice.

We are especially proud with our Queens Award for Enterprise in the Sustainable Development category from 2018.

In 2019, we claimed the BOSS Industry Award for Sustainable Leadership and in 2020 won The Planet Mark Award for Sustainability Transparency.

We are a certified Carbon Neutral Company and alongside our commitment to reducing our carbon emissions we use carbon sequestration projects.

These involve protecting ancient mangrove forests in Mexico and supporting afforestation projects elsewhere in Central and South America.

As an organisation we never stop looking for ways to do more for our planet, its people and the wider environment and that desire is showcased in the plans we have already made.

In the near future we are looking to implement further measures such as:

<b>Details of future activities, improvements, and initiatives</b>	<b>Date planned</b>
<i>Net-Zero 2028 Target (internal operations)</i>	<i>31 January 2026</i>
<i>Reduction of Waste to Incineration from 15% to &lt;10%</i>	<i>01 January 2023</i>
<i>100% of Commercial's Company fleet will be zero emissions</i>	<i>31 January 2026</i>
<i>Products with Purpose to make up entire Commercial Catalogue</i>	<i>31 January 2028</i>
<i>LCAs of Products</i>	<i>31 December 2022</i>

To follow our progress and for further details of our social and environmental sustainability initiatives please read our latest annual Social Impact report. [Download this here](#)

## **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<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:**

.....Simone Hindmarch (MD).....

Date: .....30<sup>th</sup> June, 2022.....

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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>