

# Carbon Reduction Plan



Mozaic-Services Limited

MOZΔIC

September 2024

# Carbon reduction plan

## COMMITMENT TO ACHIEVING NET ZERO

Mozaic is an independent consultancy, enabling IT and Digital leaders to assess and improve their strategy, delivery and operations. We work collaboratively with our clients to design and implement transformational change and drive radical improvements in business agility and performance.

Mozaic is committed to achieving Net Zero emissions by 2040 through a variety of initiatives and practices aimed at minimising emissions on a day-to-day basis. The overriding ethos is to minimise waste by, for example, permitting employees to work partially from home thus reducing travel emissions and enabling the company to occupy smaller offices, only necessary business travel being encouraged, maintaining a “paperless” environment and maximising the useful life of IT assets.

Whilst we are committed to minimising the company’s gross emissions over the coming years, we have chosen to purchase carbon credits to offset our emissions in full for this reporting year and future years in order to bring Mozaic to a carbon-neutral status with immediate effect.

Carbon emissions and associated ESG initiatives are monitored regularly at company board meetings, thus ensuring due attention from the Board of Directors.

## BASELINE EMISSIONS FOOTPRINT

Baseline emissions are a record of the greenhouse gases (GHG) 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: 1<sup>st</sup> September 2021 – 31<sup>st</sup> August 2022

Reporting Year: 1<sup>st</sup> September 2023 – 31<sup>st</sup> August 2024

Additional details relating to the Baseline Emissions calculations.

Mozaic Services Limited are an SME Consulting business operating within the UK, facilitating a work structure where employees have the flexibility to work from home or access serviced office space in London. For the purpose of this assessment, the evaluation considered a collective of 48 employees, encompassing both those working within the designated office premises and those operating remotely. Freelancers have played a crucial role in contributing

to Mozaic's business activities, and as a result, their emissions have also been considered in this appraisal.

Mozaic's GHG emissions have been assessed with consideration of the methodology presented within the GHG Protocol Corporate Accounting and Reporting Standard and British Standard BS EN ISO 14064-1:2019 Greenhouse gases Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals.

#### **FOR SCOPE 1**

Due to Mozaic's office premises being leased offices in a shared building, Scope 1 emissions have been estimated based on the building's total natural gas combustion and the proportion that can be allocated to Mozaic based on floor space occupied as a percentage of the total. The emissions attributable to natural gas consumption within Mozaic's premises represent the entirety of Scope 1 emissions.

#### **FOR SCOPE 2**

Similar to Scope 1 emissions from natural gas combustion, Mozaic's lease arrangements do not separate out costs for electricity usage. We have therefore estimated use of electricity within our leased premises by allocating a proportion of the total building usage to Mozaic based on floor space occupied by Mozaic as a percentage of the entire building floorspace.

Mozaic has one company owned electric vehicle. GHG emissions associated with its usage are accounted for under Scope 2.

#### **FOR SCOPE 3**

Mozaic has no upward or downward distribution costs.

(Categories 1, 2, 3, 5, 6, 7) cover other indirect emissions such as IT equipment, business travel, hotel stays, upstream emissions from purchased fuels and electricity. Emissions from employee's homeworking (teleworking) have also been factored in including estimates for equipment, lighting and home energy consumption. A new source of emissions under category 3, "Well to Tank", had been included in Mozaic's emissions for the reporting year. This additional source accounts for 55% of Mozaic's total year-on-year increase in emissions.

Potential sources of GHG emissions that have been considered during the Reporting year include:

Water supply and wastewater treatment

- CIRIA benchmarking has been employed to assess water usage based on the employee count due to the unavailability of metered data.

Paper

- Upstream, or "cradle-to-gate," emissions associated with Mozaic's paper use have been included within Scope 3.

#### Catering

- Catering services were provided for corporate events held at external premises throughout the reported year.

#### IT equipment

- Upstream, or “cradle-to-gate,” emissions associated with Mozaic’s purchased IT equipment during the reporting period have been estimated using benchmarks.

#### Freelance Associates

- There are GHG emissions associated with the work conducted by Mozaic’s Associates/ Freelancers. These emissions fall within the Scope 3 boundary, as purchased services.

#### Energy transmission and distribution

- Energy is lost when getting the electricity from the power plant to the organisations that purchase it. These emissions fall within the Scope 3 boundary.

#### Energy Well to Tank

- Well to tank emissions are upstream Scope 3 emissions associated with extraction, refining and transportation of the raw fuel sources to an organisation’s site (or asset), prior to their combustion. This can be, for example, extraction, refining and transportation of fuel sources to electricity generation facilities, of natural gas to the premises where it is combusted to generate heat, or to vehicles.

#### Waste

- Within the office, waste generated is segregated, and the various streams have been reported. Sensible assumptions have been applied regarding the waste treatment.

#### Business Travel

- Mozaic has monitored its employee’s business travel during the reporting period period. All such travels were confined within the UK

#### Employee commuting

- Mozaic has estimated the methods of transport used by employees to travel to the office. The distance travelled has been assumed using suitable benchmarks.

#### Homeworking

- The remote work by employees also generates additional greenhouse gas (GHG) emissions linked to energy usage for business activities. The percentage split of employees working remotely and working on a hybrid basis was given and has been used to estimate a total “FTE” number of home workers during the assessment period.

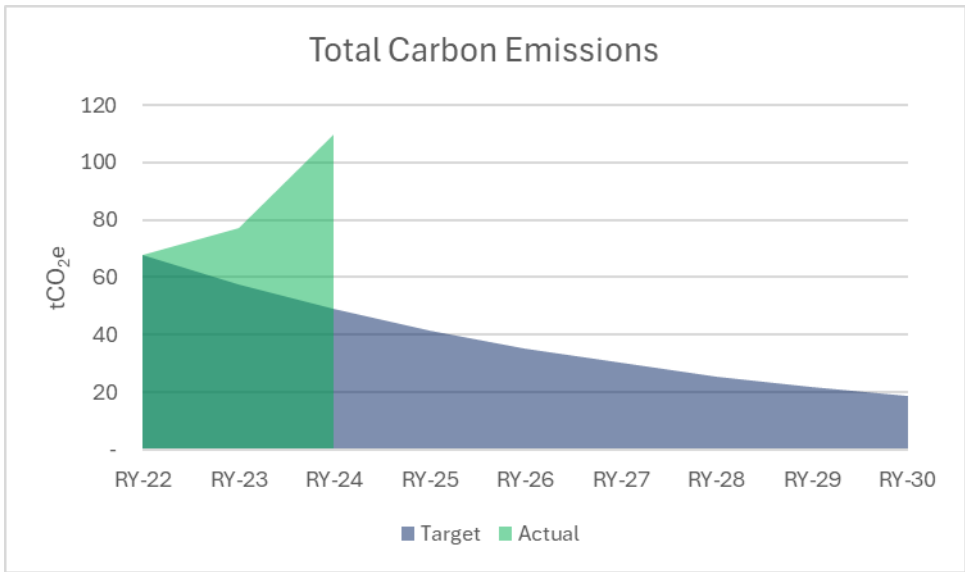
Baseline year emissions: September 2021 – August 2022

EMISSIONS	TOTAL (tCO <sub>2</sub> e)												
Scope 1	Mozaic does not have any Scope 1 emissions. Mozaic does not provide company cars or leased vehicles. tCO <sub>2</sub> e = 2.83												
Scope 2	tCO <sub>2</sub> e = 1.39												
Scope 3 (Included Sources)	<table border="1"> <tbody> <tr> <td>1. Purchased Goods &amp; Services &amp; Freelancers</td> <td>36.4</td> </tr> <tr> <td>3. Transmission &amp; Distribution</td> <td>0.28</td> </tr> <tr> <td>5. Waste &amp; Wastewater Treatment</td> <td>0.05</td> </tr> <tr> <td>6. Business Travel</td> <td>4.22</td> </tr> <tr> <td>7. Employee Commuting &amp; Homeworking</td> <td>22.61</td> </tr> <tr> <td><b>Total Scope 3 tCO<sub>2</sub>e</b></td> <td><b>63.56</b></td> </tr> </tbody> </table>	1. Purchased Goods & Services & Freelancers	36.4	3. Transmission & Distribution	0.28	5. Waste & Wastewater Treatment	0.05	6. Business Travel	4.22	7. Employee Commuting & Homeworking	22.61	<b>Total Scope 3 tCO<sub>2</sub>e</b>	<b>63.56</b>
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	5. Waste & Wastewater Treatment	0.05											
	6. Business Travel	4.22											
	7. Employee Commuting & Homeworking	22.61											
<b>Total Scope 3 tCO<sub>2</sub>e</b>	<b>63.56</b>												
Total Emissions	Total Emissions = 67.78 (tCO <sub>2</sub> e)												

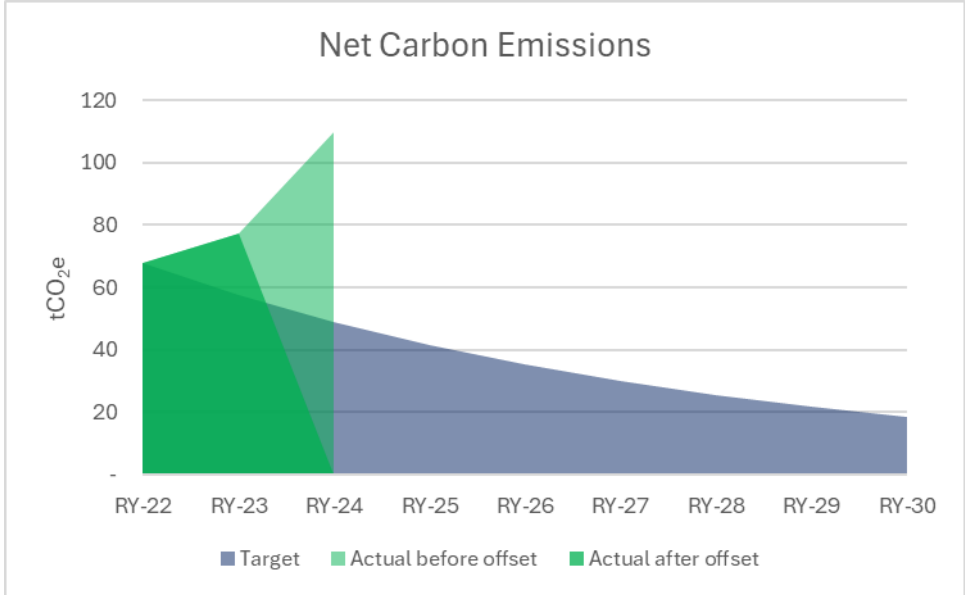
## CURRENT YEAR EMISSIONS REPORTING

Reporting Year: 23/24 Period September 2023 – August 2024.		
EMISSIONS	TOTAL (tCO <sub>2</sub> e)	
Scope 1	0.07	
Scope 2	1.69	
Scope 3 (Included Sources)	1. Purchased Goods & Services & Freelancers	44.66
	2. IT Equipment	0.98
	3. Transmission & Distribution	18.53
	5. Waste & Wastewater Treatment	0.04
	6. Business Travel	15.09
	7. Employee Commuting & Homeworking	28.59
	Total Scope 3 tCO <sub>2</sub> e	107.89
	Total Emissions	109.65

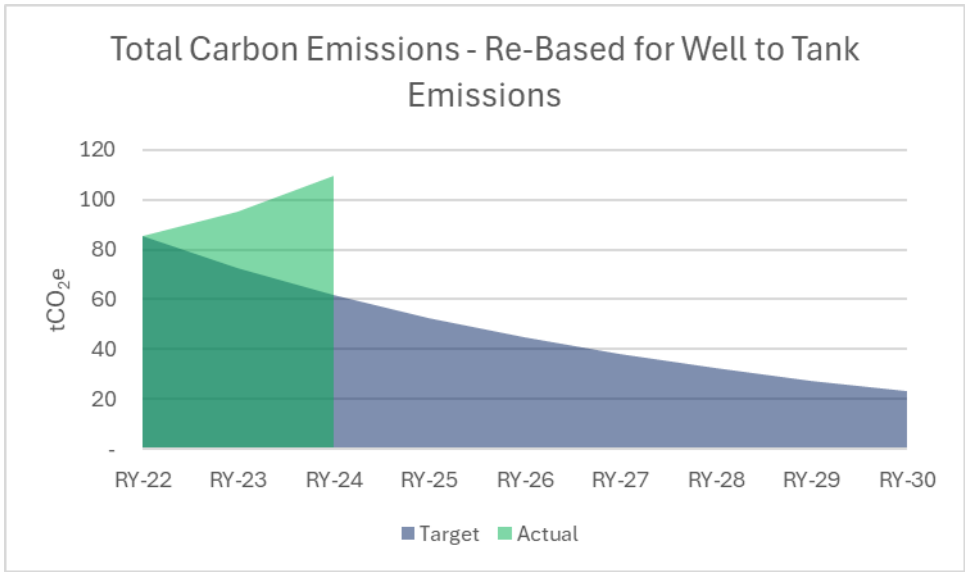
Total emissions for the previous reporting year were 77.38 tCO<sub>2</sub>e, therefore the year-on-year increase in absolute terms was 32.27 tCO<sub>2</sub>e, or a 42% increase.



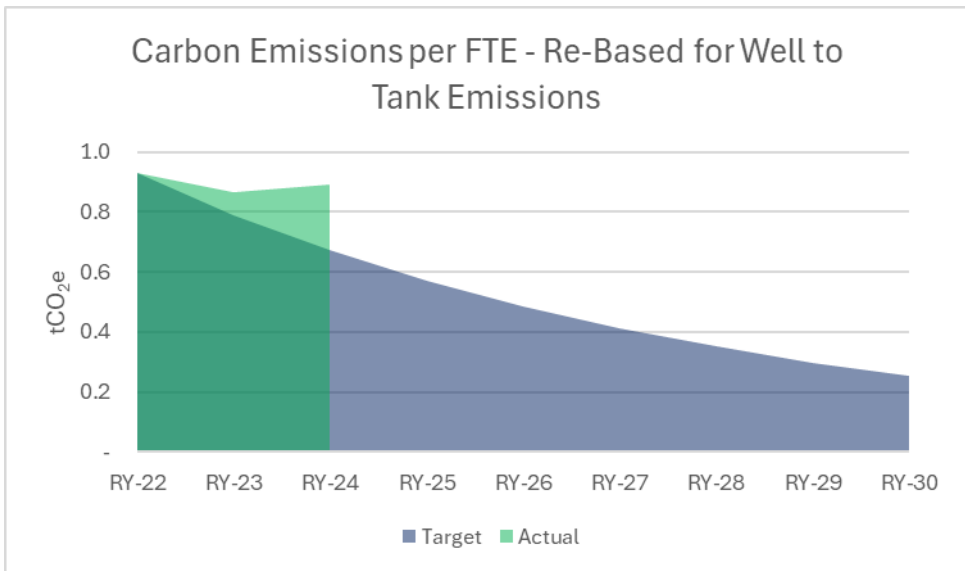
However, we have elected to purchase carbon credits to offset the emissions for the reporting year in full.



Considering emissions in isolation (without offset), as previously mentioned in this paper, 17.80 tCO<sub>2</sub>e relates to “Well to Tank” emissions that were not reported in previous years. The following chart shows total emissions had Well to Tank emissions been included in the Base Year and the previous year at the same level as included in the Reporting Year.

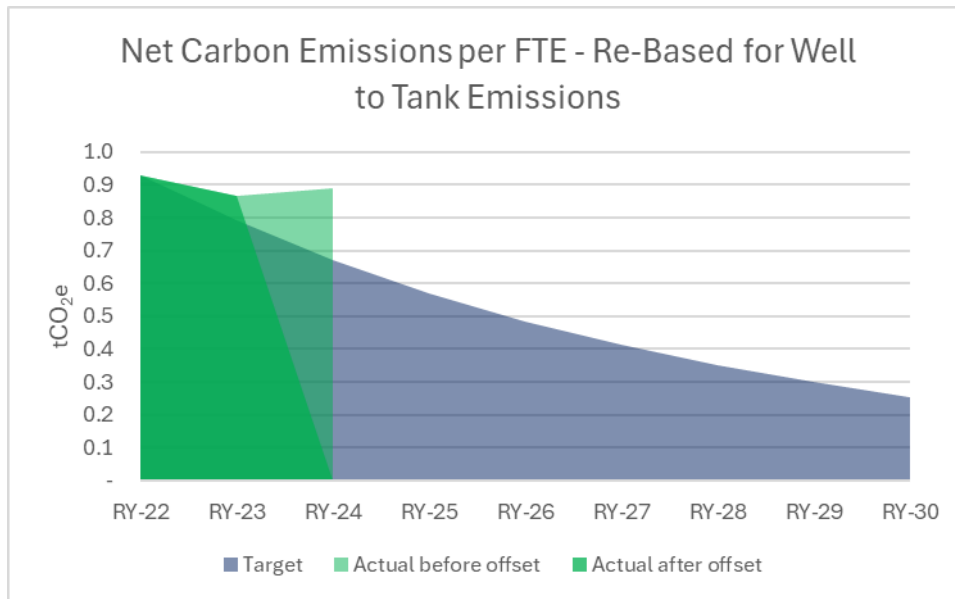


In addition, the business has grown significantly between reporting years. Mozaic therefore calculates emissions per FTE to allow for this underlying business growth (with FTE including average numbers of employees during the period as well as the average number of full-time equivalent associates working on Mozaic’s client projects). The chart below shows that, although still ahead of target, emissions per employee have dropped slightly from the base year. The small increase in emissions per FTE from the previous year is due to an increase in business travel required to service our client projects. This continues a welcome trend of recovering face to face activity since the COVID-19 pandemic.





The final chart below shows the impact of carbon offsetting vs the rebased emissions per FTE.



## EMISSIONS REDUCTION TARGETS

To continue our progress to achieving Net Zero, we adopted the following carbon reduction targets as of September 2022.

“To reduce our CO<sub>2</sub> emissions by 15% year on year which will achieve a net 73% reduction by 2030 with further reductions to achieve Net zero by 2040 or earlier.”

By implementing the Carbon Reduction Projects as set out below, we have already identified and mitigated many of the emissions under our control. However, our business will always require a certain amount of business travel, commuting and, if not commuting, emissions associated with working from home. In addition, we are contractually committed to our current office space until Q2 2026 and so do not have the opportunity of seeking “greener” office space until then.

Therefore, we have taken the decision to partner with a reputable Carbon Offset company and have purchased carbon credits to offset our emissions and bring Mozaic to a Carbon Neutral position.

## **CARBON REDUCTON PROJECTS**

The following environmental management measures and projects have been implemented during the current baseline year. We expect to see ongoing savings from these initiatives.

### **COMPUTER DEVICES/PHONES**

We do not use any desktop devices

Lifecycle of laptops extended to 5 years. Laptops not replaced before minimum 5-year term unless unfit for use.

Laptops are repaired rather than replaced.

Laptops are re-used for new staff.

Laptops are recycled at the end of life via certified green recycle organisation.

Staff are not issued with mobile phones and encouraged to use Teams for business calls, thus reducing impact of multiple devices.

We employ a policy of re-use of corporate devices for new staff, reducing the device production CO2e

### **BUSINESS TRAVEL & COMMUTING**

We have introduced remote and hybrid work policies, reducing staff commuting CO2e

We have promoted sustainable commuting into work supported by the use of Government's Cycle to Work scheme and available secure bike storage in the building.

We have in place a sustainable travel policy and guidance on preferred business travel and commuting.

### **ENERGY & HEATING**

We provide guidance and reminders to our staff on how to cut their energy and heating, at home and in the office, saving themselves on bills and reducing the overall associated carbon footprint of our work.

### **WAYS OF WORKING**

We provide Sharepoint sites for collaboration and data sharing with staff and clients. This removes the need for staff to download large corporate files, moving to online access only.

### **FUTURE INITIATIVES**

In the future we hope to implement further measures such as:

- Circular computing for all new laptop purchases
- Review our business travel policy and continue to drive down travel whenever possible by promoting further green of transport measures (eg.bikes, prioritising rail travel, limits on car travel and greener accommodation (green hotels)).

- Set hybrid working targets to reduce commuter travel as overall % of staff numbers.
- Work with our customers to increase % of meetings and workshops conducted on-line
- Continue to partner with Carbon Offset companies to offset CO2 emissions from this Reporting Year onwards.

## **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:**

Stephen Tuppen, CEO

A handwritten signature in black ink, appearing to read 'S. Tuppen', with a large checkmark at the end.

Date: 31<sup>st</sup> January 2025

[END]

## **FOR MORE INFORMATION**

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## **LEGAL DISCLAIMER**

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