

# Carbon Reduction Plan



Mozaic-Services Limited

MOZΔIC

28 September 2022

# Carbon reduction plan

## COMMITMENT TO ACHIEVING NET ZERO

Mozaic is committed to achieving Net Zero emissions by 2040.

## 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: 1<sup>st</sup> September 2021 – 31<sup>st</sup> August 2022

Additional Details relating to the Baseline Emissions calculations.

This period from September 2021 to August 2022 is the first year of recording CO2 emissions. The period establishes our Baseline Emissions.

As there is no previous baseline, the baseline and reporting for year 1 are the same.

Mozaic Services Ltd are an SME Consulting business. We have 44 permanent staff and we operate largely remotely from home base locations and occasionally from client sites.

We have a small leased office in a shared building from which there is generally no more than 6 members of the team present on any one day. The office lease arrangement is inclusive of energy bills and waste management.

### FOR SCOPE 1

Mozaic does not have any Scope 1 emissions. Mozaic does not provide company cars or leased vehicles.

### FOR SCOPE 2

Our lease arrangements do not separate out costs for energy usage. We have therefore estimated use of electricity and energy within our leased building for average number of staff attending site on a daily basis using standard metrics.

We have followed 2019 HM Government Environmental Reporting Guidelines. and have used the UK Government's Greenhouse gas reporting: conversion factors 2022 and The Carbon Trust metrics and calculator.

**FOR SCOPE 3**

Mozaic has no upward or downward distribution costs.

Our office base is a green site and waste generated with the office environment (packaging/paper/refuse) is separated and recycled. We do not have the details of the methods in use by the landlord.

The majority of our work is carried out from home locations. Where travel cannot be avoided our staff are advised to travel by the most environmentally friendly method. The Monthly commuter journeys have been surveyed to establish frequency and patterns of travel to the office and client sites. All journey to client sites are managed and tracked

<http://www.ecopassenger.org/> is used to calculate travel emissions.

For scope 3 calculations we have followed 2019 HM Government Environmental Reporting Guidelines

(Categories 1, 3, 6, 7) covers other indirect emissions such as business travel, hotel stays, , upstream emissions from purchased fuels and electricity. Emissions from employees homeworking (teleworking) have also been factored in including estimates for equipment, lighting and home energy consumption.

Different methods of calculations have been employed to calculate these emissions including fuel method and distance method, for travel (source: <http://www.ecopassenger.org/>) and published industry averages for laptop build and distribution. Employees homeworking uses the UK Government's Greenhouse gas reporting: conversion factors 2022 and The Carbon Trust calculator.

**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 = 0	
Scope 2	tCO <sub>2</sub> e = 2.37	
Scope 3 (Included Sources)	1. Purchased Goods & Services	4.50

	3. Fuel & Energy Related Activities	11.17
	6. Business Travel	7.42
	7. Employee Commuting	3.69
	Total Scope 3 tCO <sub>2</sub> e	26.78
Total Emissions	Total Emissions = 29.15 (tCO <sub>2</sub> e)	

## CURRENT YEAR EMISSIONS REPORTING

Reporting Year: 21/22 Period 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.
Scope 2	2.37
Scope 3 (Included Sources)	26.78
Total Emissions	29.15

Our emissions for Scope 3 have been contained due to a continued industry reduction in commuting and business travel mainly driven by shift to working remotely caused by the global pandemic and we expect this trend to continue until the end of the year and into 2023.

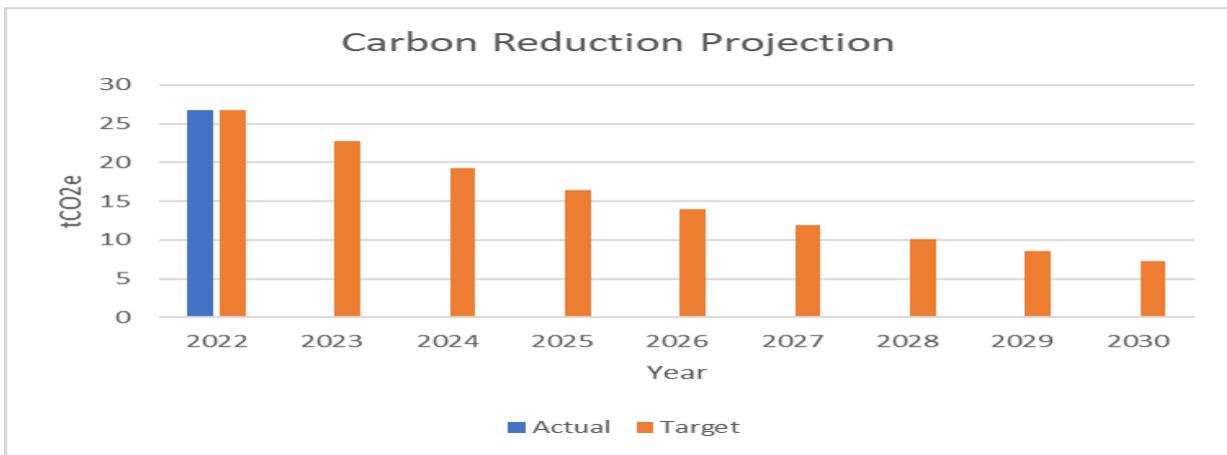
## EMISSIONS REDUCTION TARGETS

As 2022 is our first year of reporting emissions and hence, also our baseline, there is no historical basis for comparison to date.

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

To reduce our Scope 2 and Scope 3 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.

We project that these initiatives will ensure that our carbon emissions will decrease by 56% over the next five years and by 73% over the next 8 years as seen in the table below.



## 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.

Re-use of corporate devices for new staff, reducing the device production CO<sub>2</sub>e •

## **BUSINESS TRAVEL & COMMUTING**

Introduced remote and hybrid work policies, reducing staff commuting CO2e •

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

Sustainable travel policy in place and guidance on preferred business travel and commuting.

## **ENERGY & HEATING**

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**

Provided Sharepoint sites for collaboration and data sharing with staff and clients. Removing 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 post-pandemic travel whenever possible by promoting green ways of transport (eg.bikes), 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

Identify and partner with Carbon Offset companies from 2025.

## **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>.

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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>

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:**

David Courtley, CEO

A handwritten signature in black ink, appearing to read 'D. Courtley', written in a cursive style.

Date: 30<sup>th</sup> September 2022

[END]

## **FOR MORE INFORMATION**

**ANN GASKELL**

ann.gaskell@mozaic.net

**ROB SMITH**

rob.smith@mozaic.net

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