

# Carbon Reduction Plan

2024 - 2025

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|------------------------|---------------|
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## Revision History

| Version | Date       | Revision Author | Summary of changes            |
|---------|------------|-----------------|-------------------------------|
| 0.1     | 03/04/2025 |                 | Initial draft.                |
| 1.0     | 14/04/2025 |                 | Version approved for release. |
|         |            |                 |                               |

## Distribution

| Version | Date | Name | Position |
|---------|------|------|----------|
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## Approval

| Name            | Position          | Date       |
|-----------------|-------------------|------------|
| Martin Sinclair | Managing Director | 14/04/2025 |
|                 |                   |            |
|                 |                   |            |

## Contents

|       |   |   |
|-------|---|---|
| 1     | Introduction .....                          | 4 |
| 2     | Emissions Footprint .....                   | 5 |
| 2.1   | Baseline Year.....                          | 5 |
| 2.2   | Current Emissions Reporting .....           | 6 |
| 3     | Targets .....                               | 7 |
| 3.1   | Emission Reduction Targets .....            | 7 |
| 3.2   | Carbon Reduction Projects.....              | 7 |
| 3.2.1 | Completed carbon reduction initiatives..... | 7 |
| 3.2.2 | Future initiatives .....                    | 8 |
| 4     | Declaration and Sign-Off.....               | 9 |

# 1 Introduction

At Sinclarity Solutions, we are committed to reducing our environmental impact and contributing to the global effort to combat climate change. This Carbon Reduction Plan outlines our strategic approach to lowering greenhouse gas emissions across our operations, supply chains, and services by 2035.

Our plan is aligned with the UK Government's target to achieve net zero emissions by 2050. It reflects our understanding that meaningful carbon reduction is essential not only for environmental sustainability but also for long-term business resilience and stakeholder trust.

Through this plan, we aim to:

- Identify and measure our current carbon footprint
- Set clear, science-based reduction targets
- Implement practical and innovative solutions to reduce emissions
- Monitor progress and report transparently

This is not just a plan—it's a commitment to continuous improvement, collaboration, and leadership in sustainability.

## 2 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.

### 2.1 Baseline Year

| Baseline Year: April 2023 – March 2024  |  |                    |                    |                                      |     |                    |     |                        |       |
|---|--|--------------------|--------------------|--------------------------------------|-----|--------------------|-----|------------------------|-------|
| <b>Additional Details relating to the Baseline Emissions calculations.</b>  |  |                    |                    |                                      |     |                    |     |                        |       |
| All data has been compiled with reference to and using data from:   |  |                    |                    |                                      |     |                    |     |                        |       |
| <a href="https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting">https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting</a>   |  |                    |                    |                                      |     |                    |     |                        |       |
| The figures and information used in calculations have been provided as accurate to the best of our knowledge and as far as practicable we have assumed that figures are representative of our operations. We will undertake a continual process of improving our data quality. In the case that we identify any material changes; we may recalculate the baseline data in the future. |  |                    |                    |                                      |     |                    |     |                        |       |
| <b>Baseline year emissions: April 2023 – March 2024</b>   |  |                    |                    |                                      |     |                    |     |                        |       |
| <b>Emissions</b>  | TOTAL (tCO <sub>2</sub> e)   |                    |                    |                                      |     |                    |     |                        |       |
| <b>Scope 1</b>  | 0  |                    |                    |                                      |     |                    |     |                        |       |
| <b>Scope 2</b>  | 1517.3   |                    |                    |                                      |     |                    |     |                        |       |
| <b>Scope 3<br/>(Included Sources)</b>   | 967.1  |                    |                    |                                      |     |                    |     |                        |       |
|   | <table border="1"> <thead> <tr> <th>Category breakdown</th> <th>tCO<sub>2</sub>e</th> </tr> </thead> <tbody> <tr> <td><b>Transmission and distribution</b></td> <td>213</td> </tr> <tr> <td><b>Homeworking</b></td> <td>641</td> </tr> <tr> <td><b>Business travel</b></td> <td>113.1</td> </tr> </tbody> </table> | Category breakdown | tCO <sub>2</sub> e | <b>Transmission and distribution</b> | 213 | <b>Homeworking</b> | 641 | <b>Business travel</b> | 113.1 |
| Category breakdown  | tCO <sub>2</sub> e   |                    |                    |                                      |     |                    |     |                        |       |
| <b>Transmission and distribution</b>  | 213  |                    |                    |                                      |     |                    |     |                        |       |
| <b>Homeworking</b>  | 641  |                    |                    |                                      |     |                    |     |                        |       |
| <b>Business travel</b>  | 113.1  |                    |                    |                                      |     |                    |     |                        |       |
| <b>Total Emissions</b>  | 2484.4   |                    |                    |                                      |     |                    |     |                        |       |

## 2.2 Current Emissions Reporting

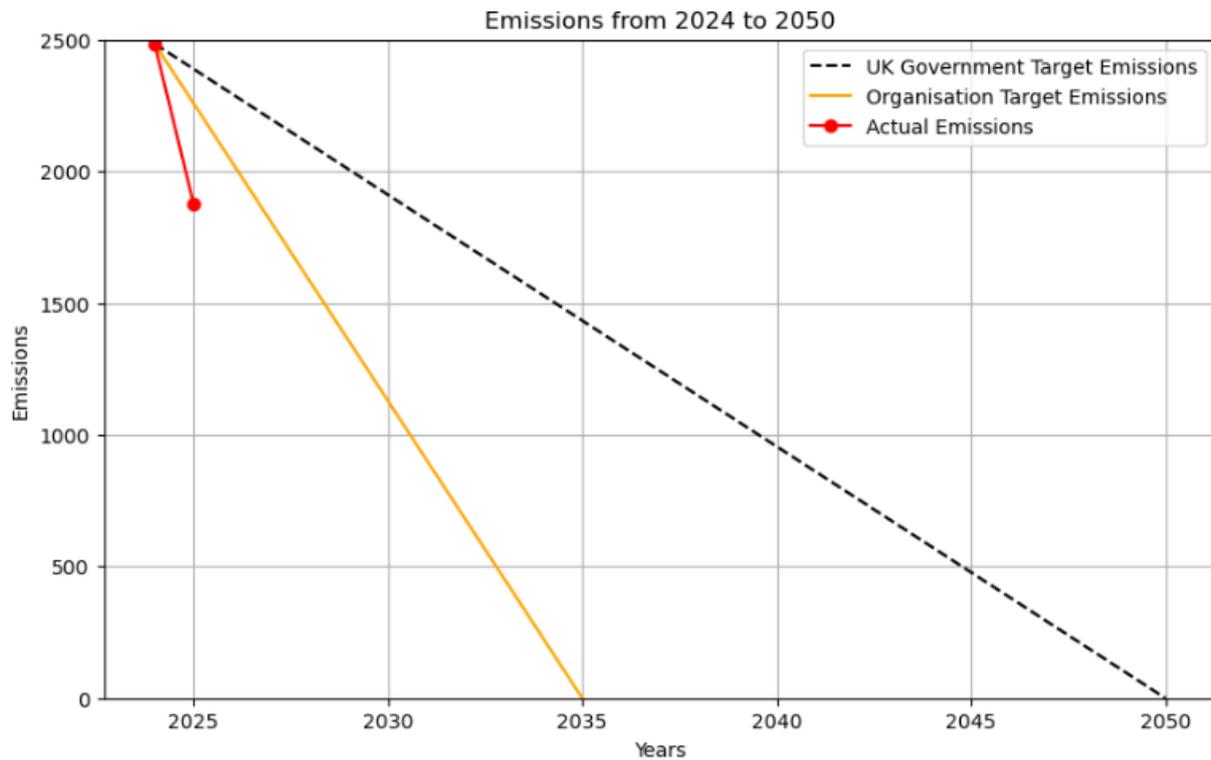
| Baseline Year: April 2023 – March 2024   |  |                    |                    |                                      |      |                    |     |                        |      |
|--|--|--------------------|--------------------|--------------------------------------|------|--------------------|-----|------------------------|------|
| <b>Additional Details relating to the Baseline Emissions calculations.</b>   |  |                    |                    |                                      |      |                    |     |                        |      |
| <p>All data has been compiled with reference to and using data from:</p> <p><a href="https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting">https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting</a></p> <p>The figures and information used in calculations have been provided as accurate to the best of our knowledge and as far as practicable we have assumed that figures are representative of our operations. We will undertake a continual process of improving our data quality. In the case that we identify any material changes; we may recalculate the baseline data in the future.</p> |  |                    |                    |                                      |      |                    |     |                        |      |
| <b>Baseline year emissions: April 2023 – March 2024</b>  |  |                    |                    |                                      |      |                    |     |                        |      |
| <b>Emissions</b>   | TOTAL (tCO <sub>2</sub> e)   |                    |                    |                                      |      |                    |     |                        |      |
| <b>Scope 1</b>   | 0  |                    |                    |                                      |      |                    |     |                        |      |
| <b>Scope 2</b>   | 1064.3   |                    |                    |                                      |      |                    |     |                        |      |
| <b>Scope 3<br/>(Included Sources)</b>  | 814.2  |                    |                    |                                      |      |                    |     |                        |      |
|  | <table border="1"> <thead> <tr> <th>Category breakdown</th> <th>tCO<sub>2</sub>e</th> </tr> </thead> <tbody> <tr> <td><b>Transmission and distribution</b></td> <td>94.1</td> </tr> <tr> <td><b>Homeworking</b></td> <td>641</td> </tr> <tr> <td><b>Business travel</b></td> <td>79.1</td> </tr> </tbody> </table> | Category breakdown | tCO <sub>2</sub> e | <b>Transmission and distribution</b> | 94.1 | <b>Homeworking</b> | 641 | <b>Business travel</b> | 79.1 |
|  | Category breakdown   | tCO <sub>2</sub> e |                    |                                      |      |                    |     |                        |      |
|  | <b>Transmission and distribution</b>   | 94.1               |                    |                                      |      |                    |     |                        |      |
|  | <b>Homeworking</b>   | 641                |                    |                                      |      |                    |     |                        |      |
| <b>Business travel</b>   | 79.1   |                    |                    |                                      |      |                    |     |                        |      |
|  |  |                    |                    |                                      |      |                    |     |                        |      |
|  |  |                    |                    |                                      |      |                    |     |                        |      |
| <b>Total Emissions</b>   | 1878.5   |                    |                    |                                      |      |                    |     |                        |      |

# 3 Targets

## 3.1 Emission Reduction Targets

To continue our progress towards achieving Net Zero, we have established the following carbon reduction targets. We project that carbon emissions will decrease to 1,061 tCO<sub>2</sub>e by 2030, representing a 56% reduction compared to the figures for 2024-2025.

Our progress towards these targets can be seen in the graph below:



## 3.2 Carbon Reduction Projects

Sinclarity Solutions is already recognised as a low-carbon business, having achieved full electrification of our company vehicles by 2023, surpassing our own target by one year.

### 3.2.1 Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2024 baseline. The carbon emission reduction achieved by these schemes equate to 406 tCO<sub>2</sub>e, a 17% reduction against the 2024 baseline and the measures will be in effect when performing the contract.

Since our baseline emissions reporting, we have implemented further measure to reduce our carbon footprint through the following initiatives:

- Replaced computer hardware at the end of their lifecycle with more efficient devices

- Transitioned to all LED lighting, achieving a 90% improvement over conventional lighting
- Sourced of electricity through greener tariffs with our utility provider
- Further annual purchase of 200 trees capturing an additional 775 tonnes of CO2 (which is not factored into this report)

### **3.2.2 Future initiatives**

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

- Relocating to offices with an onsite renewable energy capability
- Work with our partners to reduce their transportation and distribution emissions
- Evaluate cloud and SaaS infrastructure to replace on-premises systems
- Increase our commitment to reforestation through the planting of more trees

## 4 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:**



**Martin Sinclair**  
Managing Director

Date: 14/04/2025

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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>