Carbon Reduction Plan for 4Sight Communications

Published date: September 2023

Our Commitment.

4Sight Communications is committed to achieving Net Zero emissions by 2030.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations. They are defined as "science-based" when they align with the scale of reductions required to keep global temperature increases well-below 2°C compared to pre-industrial temperatures. SBTs provide organisations with pathways to sustainable transformational change to accelerate the transition to a low carbon economy.

For us, this means that we will need to reduce our absolute carbon emissions by at least 90% from our baseline year or achieve (and maintain) a carbon intensity metric of <1 tonne CO_2e per employee, whichever comes soonest. To keep ourselves on track with these long-term targets, we have set the following near-term goals:

- Reduce our Scope 1 & 2 emissions to zero by 2030.
- Reduce our Scope 3 emissions by 30% from our baseline year by 2025.
- Reduce our Scope 3 emissions by a further 60% from our baseline year by 2030.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from combustion of fuels in on-site boilers, furnaces, or vehicles.

Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.

Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation's value chain, including emissions from upstream and downstream activities.

Our Carbon Footprint.

Historic Emissions Measurements

We have previously measured our carbon emissions and set our baseline year as the calendar year 2021. This was our first attempt at measuring our emissions and was undertaken during the Covid-19 pandemic.

Measurement Year: 2021	
What has been included in the carbon footprint? All Scope 1 & 2 emissions have been measured, plus the following Scope 3 Emissions: • Purchased Goods & Services • Capital Goods • Fuel & Energy Related Services • Business Travel • Employee Commuting & Home Working • Operational Waste & Water	
EMISSIONS	TOTAL (tonnes CO_2e)
Scope 1 [1]	0.000
Scope 2 [2] [3]	Market-based: 0.000 Location-based: 3.428
Scope 3	68.657
Total Emissions	Market-based: 68.657 Location-based: 72.085

[1] *Our Scope 1 emissions were allocated under Scope 3 Purchased Goods and Services for this measurement as primary data was not available.*

[2] *Our 2021 measurement has been revised to account for misallocation of Scope 2 Market-Based emissions caused by a lack of information regarding the renewable energy tariff procured by our Landlord. This revision reduces our baseline Scope 2 emissions from 1.714 tCO^2e to 0.000 tCO^2e.*

[3] *Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.*

Carbon Intensity Metrics

Reporting Year: 2021	CARBON INTENSITY METRIC (tonnes CO_2e / unit)
Employees	2.215

Based upon 31 employees during the measurement period. We are using market-based emissions to calculate our intensity metrics.

Realignment of Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and are the reference point against which emissions reduction can be measured. We had previously set 2021 as our baseline year, however, upon measuring our emissions for 2022 it has come to light that errors in data collection and the impact on business travel from the Covid-19 pandemic caused us to underestimate our emissions for a normal operating year.

As a result of this we have chosen to realign our Baseline Year to 2022, this is not a negative decision as we are maintaining our Net Zero by 2030 target despite an increase in our baseline emissions presenting a harder challenge compared to 2021.

Baseline Year Reporting (2022)

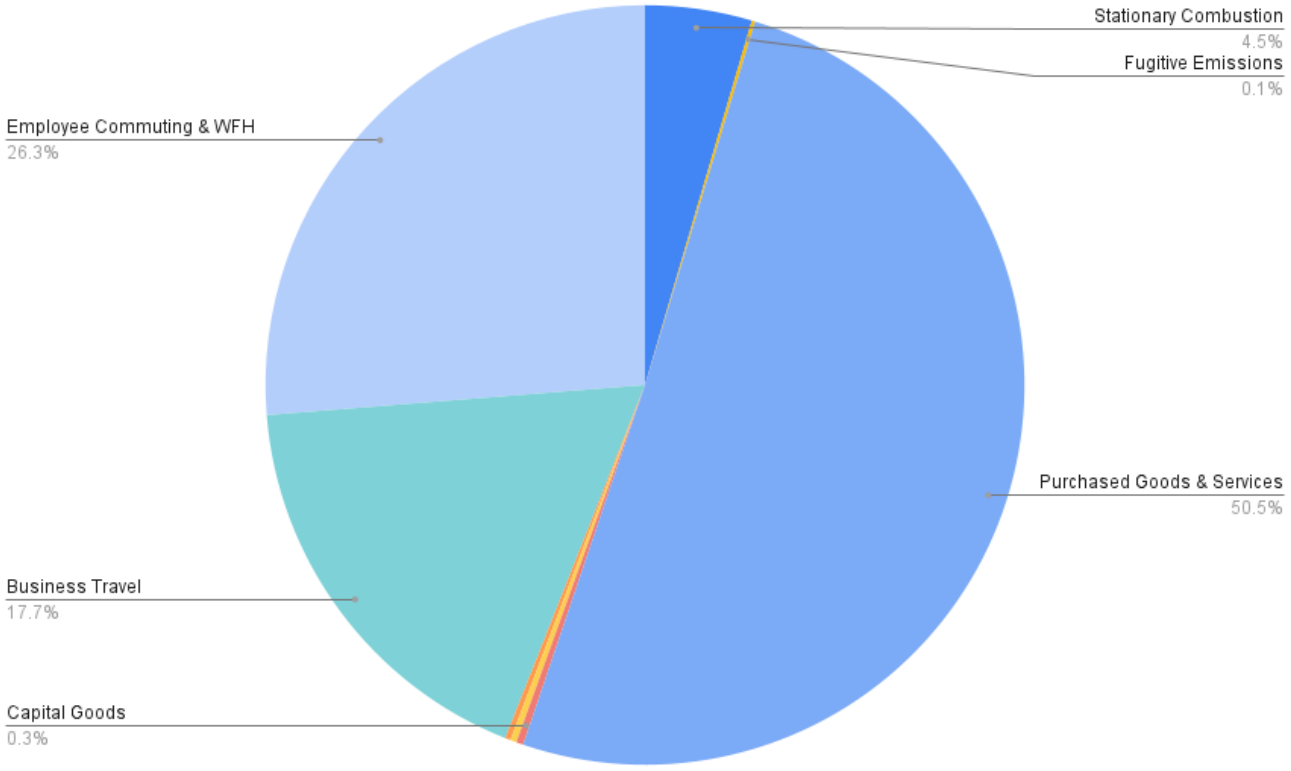
Baseline Year: 2022	
What has been included in the carbon footprint? All Scope 1 & 2 emissions have been measured, plus the following Scope 3 Emissions: • Purchased Goods & Services • Capital Goods • Fuel & Energy Related Services • Business Travel • Employee Commuting & Home Working • Operational Waste & Water	
EMISSIONS	TOTAL (tonnes CO_2e)
Scope 1	4.322
Scope 2	Market-based: 0.000 Location-based: 4.488
Scope 3	87.904
Total Emissions	Market-based: 92.226 Location-based: 96.714

Carbon Intensity Metrics

Baseline year: 2022	CARBON INTENSITY METRIC (tonnes CO_2e / unit)
Employees	3.294

Based upon 28 employees during the measurement period. We are using market-based emissions to calculate our intensity metrics.

Baseline Year (2022) Carbon Emissions Breakdown



Carbon Reduction.

Our Net Zero targets

4Sight Communications is committed to achieving Net Zero by 2030. To do this, we will need to reduce our absolute carbon emissions by at least 90% from our baseline year or achieve (and maintain) a carbon intensity metric of <1 tonne CO_2e per employee, whichever comes soonest.

We have set the following near-term targets to 2030 to keep ourselves on track with our ultimate Net Zero goal. Targets for the remaining period will be set as we progress closer to 2030.

- Reduce our Scope 1 & 2 emissions to zero by 2030.
- Reduce our Scope 3 emissions by 30% from our baseline year by 2025.
- Reduce our Scope 3 emissions by 60% from our baseline year by 2030.

Progress

EMISSIONS	TOTAL CARBON FOOTPRINT (tonnes CO_2e)		% CHANGE
	Baseline year: 2022	Current year: 2022	
Scope 1	4.322	4.322	-
Scope 2	0.000	0.000	-
Scope 3	87.904	87.904	-
Total emissions	92.226	92.226	-

EMISSIONS	CARBON INTENSITY METRIC (tonnes CO_2e / unit)		% CHANGE
	Baseline year: 2022	Current year: 2022	
Employees	3.294	3.294	-

We have realigned our baseline year to 2022 as this represents a more accurate and complete portrayal of our emissions for a normal operating year, as such there are no reductions to report. We believe we are on track to hit our near-term goals as we have identified the main Categories which require attention to bring about rapid reductions, these are discussed below.

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented since we started working on carbon monitoring in 2021.

Activity	Completion Date	Scope
Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2022	1, 2, 3
ISO 9001 certification. As part of this management system, the organisation recognises that the following sustainable development goals are aligned.	2022	1, 2, 3
Commit to explore memberships such as SME Climate Hub	2023	1, 2, 3

Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

REDUCTION PLANS – Scope 1 & Scope 2			
Activity No.	**Activity**	**Target Date**	**Category**
1	Ask the landlord to consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets. Consider enquiring about larger cost management (where appropriate) such as an efficient boiler system. Consider moving to premises without gas heating for 100% reduction in Scope 1 stationary combustion emissions.	2030	Stationary Combustion
2	Total location-based electricity emissions (National Grid energy mix) are still 4.488 tCO2e so there is an opportunity to reduce energy use and the transmission related waste associated with it (0.249 tCO2e). Where possible implement, or encourage the landlord to implement, energy efficiency measures to reduce the overall amount of electricity consumed at sites. Optimise operational procedures and implement energy management systems (such as ISO 14001). Examples of reduction measures include upgrading lighting to LED's, introducing more sensor lighting, installing timers on sockets/equipment. Also review and renew inefficient equipment (when at end of life), and actively consider the energy efficiency of equipment when new purchases are required (e.g. laptops, handsets).	2025	Purchased Electricity

	Invite colleagues from different teams to openly explore challenges and barriers to collaboratively find solutions for reduction.		
3	Fugitive emissions include aircon emissions. Encourage the landlord to consider changing over any standard air-con gas for low carbon alternative (R449A/R454A)	2025	Fugitive Emissions

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to **0 tCO_2e by 2030**.

REDUCTION PLANS – Scope 3			
Activity No.	**Activity**	**Target Date**	**Category**
1	Create a Green Team to lead initiatives. This team should be made up of members from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.	2023	All
2	Review the efficiency of our IT equipment / technology with a view to reducing energy consumption and/or switching to sustainable partners where possible. Continue to explore cloud-based options to reduce use of outdated technology and/or data servers.	2023	Purchased Goods & Services
3	Review our marketing activity with a view to reducing emissions through waste (physical and digital). Engage with external marketing partners to measure their footprint and ascertain their sustainability goals and achievements. This will allow us to track reduced emissions rather than using spend-based emissions factors, with	2024	Operational Waste, Purchased Goods & Services

	which it is not possible to track the reduction activities of partners.		
4	Communicate our sustainability goals with employees and encourage them to choose a 100% renewable energy provider at home to reduce home-working emissions.	2023	Home Working
5	We will implement behaviour change initiatives within the workplace for reduction of emissions, including clear messaging for turning off lights, monitors, computers, and other electrical appliances where appropriate. Once established we will assign roles and responsibilities to Green Team members. High-level monitoring of energy use is key to understanding further pinch points.	2023	Purchased Electricity
6	Consider training and engagement for the Green Team (once established), leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals where appropriate. On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.	2023	Commuting, Home Working, Business Travel
7	Communicate our sustainability goals and achievements with providers of professional services, including consultants, and perform a review of their own credentials Implement a Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement,	2024 - 2027	Purchased Goods & Services

	procurement policies and contracts, and monitoring reporting mechanisms. Commit to a Sustainability Audit or Survey to request further information regarding credentials – Plan to send these to the Top 5/10 suppliers by spend. This data collection will support reduction journey by gathering important data for year two measurement & encourage supply chain integration towards Net Zero. Complete this audit within Two Phases – 1. Identify suppliers for engagement. 2. Formulate and collect data (survey/scoring) Once completed prioritise suppliers with lower carbon footprints as part of the above phased approach. This may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items. Develop and monitor procurement policy for all new suppliers to align to Net Zero goals.		
8	Develop and implement a Sustainable Travel Policy to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate. Monitor and consider alternatives to air-based travel as a priority and commit to offering support to workforce with options for active travel schemes; such as bike to work or car sharing opportunities. Utilise the emissions travel hierarchy: Digital communication Walking & wellbeing	2024	Business Travel Commuting

	Cycling Public and shared transport Public and shared EV's and car sharing ICE vehicles and car sharing Air Travel Consider creative ways to engage and support the workforce to influence change. Examples include setting an internal organisation carbon credit scheme (limit that to a number of tCO2e per year), extra holiday days for low emission travel choice, bonuses, subsidised travel, equal mileage payments for diesel/petrol/EVs/cycling.		

Based upon the above completed and planned initiatives, it is projected that (as a minimum) Scope 3 carbon emissions will further decrease over the next two years from our baseline year measurement of 87.904 tCO_2e to 61.533 tCO_2e by 2025. This is a reduction of 30% and will keep us on track to Net Zero.

Declaration and Sign Off.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

This Carbon Management Plan has been reviewed and approved by 4Sight Communication's Executive Team.

Signed on behalf of 4Sight Communications:

Simon Turner

Name: Simon Turner

Position Managing Director

Date: 24/08/2023

1 https://ghgprotocol.org/corporate-standard

2 https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting