

Net Zero Carbon Reduction Plan

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Net Zero Carbon Reduction Plan

Supplier Name: Unifiedpost Limited ("Unifiedpost Group")

Publication Date: February 2023

Commitment to achieving Net Zero

Unifiedpost Group acknowledge the Climate Emergency and the importance of reaching Carbon Net Zero as a business.

With that in mind it is the businesses aim to be Carbon Net Zero by 2030.

Unifiedpost Group is increasingly determined to have a positive effect on the environment and to avoid any unintended consequences through its actions and is committed to accelerate and support the wider UK Government in its ambition to become the world's first Net Zero country.

The business has revised its corporate Environment Policy to strengthen its environmental commitments and taken steps to improve the Environmental Management Systems by obtaining ISO 14001.

Unifiedpost Group adopt the UN Climate Neutral Now definition of Net Zero as "the state where a balance between anthropogenic greenhouse gas (GHG) emissions and removals is achieved", by taking the following actions:

1. Measure 100% of the organisation's GHG emissions
2. Reduce GHG emissions as far as possible; and
3. Offset remaining emissions through projects that remove carbon from the atmosphere in the long term

Baseline and Current 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.

The baseline emissions are from the calendar year 2021 and the reporting year is the calendar year 2022.

Scope	Factor	Description	Emissions (tCO ₂ e)	
			2021 Baseline	2022 Reporting
1	Fuels	Natural gases used in boilers	27.71	60.10
1	Passenger vehicles	Two vehicles owned and operated by Unifiedpost Group	1.46	3.82
2	UK Electricity	Electricity used at sites owned by Unifiedpost Group to carry out its day to day duties	22.77	19.25
3	Transmission and distribution	Energy loss from the supply of energy to Unifiedpost Group	2.04	1.78
3	Water supply	Water supplied to Unifiedpost Group site	0.02	0.02
3	Water treatment	Water treatment for supply returned	0.05	0.04
3	Material use	Materials procured and used in the production of printed mail	153.75	94.00

3	Waste disposal	Waste figures for recyclable and non-recyclable materials	0.21	0.09
3	Business travel (air, sea and land)	Journeys made for company business	7.68	7.26
3	Hotel stays	Associated hotel stays for business travel	0.28	1.05
Annual Total			215.97	187.50

****Insert graph to show progress from baseline to current and projected****

Emissions Excluded from Assessment and Reporting

For complete transparency, the business has identified in the table below the factors not required for assessment or reporting and the reasons.

Scope	Factor	Reason for exclusion
1	Bioenergy	Not used by Unifiedpost Group
1	Refrigerant & Other	Not used by Unifiedpost Group
1	SECR kWh pass & delivery vehs	No applicable to Unifiedpost Group, due to company size
2	UK electricity for EVs	EV charging not used on site
2	SECR kWh UK electricity for EVs	No applicable to Unifiedpost Group, due to company size
3	UK electricity T&D for EVs	EV charging not used on site
3	Freighting goods	Transporting of goods is outside the operational control of Unifiedpost Group
3	Managed assets- vehicles	No managed asset vehicles owned or operated by Unifiedpost Group

Emission Reduction Targets

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

- 20% reduction in material use by the end of 2025 as a result of supporting our customers in switching to a digital document solution (30.75 tCO₂e).
- 50% reduction in business travel by 2025 (3.84 tCO₂e).

We project that our GHG emissions will decrease to zero by 2030, a reduction of 100%. This will include offsetting of any remaining unavoidable emissions.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

ISO 14001

Unifiedpost Group maintains and continually improves its Environmental Management System, which is externally certified to the ISO 14001:2015 standard. It also holds regular meetings with management and colleagues to continually assess the environmental effects of the organisations activities. This gives all employees the opportunity to raise concerns and suggestions for improvement which can be addressed as soon as possible.

Recycling Materials and Equipment

Unifiedpost Group is committed to looking at ways it can move to carbon neutrality and will continually highlight and implement initiatives in this area to contribute to this objective. With this in mind, the Manchester operation recycles:

- All paper waste, including cardboard.
- All confidential waste (shredded on site and taken for recycling).
- All paper, cardboard, ink and toner from the office areas.
- All end-of-life electrical equipment (office computers, production machines etc).
- Only 0.7% of our overall waste goes to Landfill.

By recycling all its paper waste, Unifiedpost Group ensure a more sustainable closed-loop paper is entered back into circulation. This is of great benefit, as no deforestation takes place to provide the fibre in the paper and it requires 83% less water and 72% less energy – resulting in 53% less CO₂ emissions being produced.

Renewable Energy

Following the conclusion of the last energy tariff, Unifiedpost Group switched energy tariff to a 100% natural renewable gas and electricity option with our energy supplier.

This is backed by Renewable Energy Guarantee of Origin certificates (electricity) and Renewable Gas Guarantee of Origin and carbon offset certificates.

Business Travel and Company Vehicles

Following the issues faced during the peak of COVID-19, Unifiedpost Group has continued to adopt the approach that business meetings with internal/external stakeholders default to being completed remotely, over video or audio conference. This has continued to minimise the requirement to travel for business needs.

On the rare occasions business travel is required, the business has swapped it's standard petrol company vehicle for an electric hybrid model instead.

On-going Carbon Reduction Initiatives

Environmental Management

In line with overall Carbon Reduction goals, Unifiedpost Group has a 'Reduce-Reuse-Recycle' policy. This includes, but is not restricted to, energy and water consumption, waste materials and paper use.

Ways in which the company strives to achieve this includes the following:

Reduce

Reducing energy consumption by:

- Switching off lights, air conditioning units, printers, PCs, screens etc when not in use.
- Using energy saving light bulbs.
- Using screen savers.
- Only boiling the required amount of water in kettles.
- Car sharing for business trips.

Reducing water consumption by:

- Turning off taps fully.
- Using water saving devices such as cistern bags to reduce water used in toilet flushes.
- Regularly checking for leaks in bathrooms and kitchens and fixing immediately.

Reducing paper usage by:

- Cancelling junk mail and unwanted publications.
- Using only internal envelopes for internal mail.
- Photocopying and printing documents two-sided where possible.
- Only printing the required pages of a document, not the whole document.
- Sending electronic documents and emails instead of hard copies and memos where possible.
- Promoting the use of e-delivery as a service we provide to our clients.
- Avoiding overproduction of marketing and publicity materials by reviewing and updating distribution lists regularly.
- Proof reading documents before going to print or copying them.
- Cancelling runs of photocopies and printing if there is a problem.

Reducing waste and pollution by:

- Selling empty toner and ink cartridges to a collections firm.
- Using solar-powered rather than battery-operated calculators.
- Compacting waste (e.g. flattening milk cartons) to reduce volume and collections.

Re-use

- Using glasses, mugs, crockery and metal cutlery instead of disposable plastic or paper cups, plates, cutlery etc.
- Using paper printed on one side for draft printing or scrap note pads.

Recycle

Using recycled products or products with a high recycled or reconditioned content where possible, such as:

- Office paper.
- Toilet rolls.
- Remanufactured toner cartridges.

Collecting items for recycling such as:

- Using office paper recycling bins for paper collection.
- Recycling Pallets.
- Returning toner cartridges for remanufacture.
- Donating items such as old office furniture to charities instead of disposing of them.

Future Carbon Reduction Initiatives

The Carbon Reduction Plan, as part of our Carbon Net Zero 2030 initiative is a key component of our wider Sustainability programme. This programme integrates our ISO14001 certified Environmental Management

System with our growling desire to transition our customer base to a digital solution. This will eliminate the entire need for stock materials to be purchased, printing equipment to be running daily and distribution via road and air, which adds a large part to the carbon emission problem.

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:



Mark Hetem
Managing Director – Unifiedpost Limited

Date: 23/04/2023