



Carbon Reduction Plan For Addison Project PLC

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Net Zero Commitment

Addison Group is committed to achieving Net Zero emissions by 2050. In support of this commitment, this document details Addison Project's emission reduction targets, progress against targets, and plans to address emissions hotspots.

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 limit global temperature increases to 1.5°C compared to pre-industrial temperatures. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our base year.

SBTi recommends that organisations commit to near-term targets (that cover a minimum of 5 years/maximum of 10 years from the base year), as well as long-term targets.

Our near-term targets:

- Reduce scope 1 emissions by at least 90% by 2030.
- Reduce market-based scope 2 emissions by 100% by 2030.
- Reduce location-based scope 2 emissions by 42% by 2030.
- Reduce scope 3 emissions by 42% by 2030.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2050.
- Neutralise any residual emissions using verified carbon offsets.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the 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.

Methodology

Calculating our emissions

Positive Planet has calculated Addison Project's greenhouse gas (GHG) emissions in line with the GHG Protocol, the globally recognised standard for carbon reporting. Emissions are categorised into Scope 1 (direct), Scope 2 (energy-related), and upstream Scope 3 (indirect) emissions. Results are reported in tonnes of carbon dioxide equivalent (tCO₂e), which standardises the impact of seven key greenhouse gases.

Calculations are based on data provided by Addison Project applied to UK Government issued emission factors, with spend data adjusted for inflation where needed. Where available activity-based data (e.g. energy consumption/distance travelled) has been prioritised; otherwise, a spend-based approach has been applied. Data reported to Positive Planet have undergone a high-level review but has not been completely verified to source.

Our emissions inventory

As Addison Project is comprised of three sites and is also a constituent of Addison Group, it was necessary to strictly define the extent of our organisational boundary when compiling our footprint. We used an operational control-based approach to account for our emissions, meaning the scope of emissions included in our footprint is limited to those that arise from operations over which we have the authority to introduce and implement operating policies.

We sorted our business activities into the scopes and categories outlined by the GHG Protocol and reported all direct and upstream emissions. While some variation in data formats has occurred between the FYE 2023 measurement and the measurements completed concurrently for FYE 2024 and 2025, these are not deemed to have had material impacts on overall comparability. The following methodologies have been applied for our latest measurements:

Scope 1

- Stationary Combustion - We have gas boilers across all three of our occupied sites. Monthly kWh data has been used to calculate emissions.
- Mobile Combustion - Our fleet includes a mix of combustion engine vehicles and electric vehicles. We were able to provide engine details and miles travelled for our vehicles - our electric vehicles are charged on-site so the emissions associated with our EVs are included in the Scope 2 'Electricity' category.

Scope 2

- Purchased Electricity - As with gas consumption monthly kWh data was used to calculate emissions across all three occupied sites.
 - Market-based calculations have been based off energy providers FY24/25 Fuel Mix Disclosures.
 - Purchased Electricity emissions figures include energy used in charging the company fleet.

Scope 3

- Purchased Goods & Services - A spend-based approach has been applied to this category. In order to ensure comprehensive cover of all relevant activities and prevent potential double counting Positive Planet processed Addison Project's annual financial data, allocating spending to appropriate Standard Industrial Classification codes before applying corresponding UK Government issued spend-based emission factors.
 - In calculating Addison Project's emissions materials and subcontractor services procured on behalf of clients have been excluded from the emissions inventory.
- Capital Goods – As with Purchased Goods & Services, a spend-based approach has been applied utilising relevant classification codes and spend-based emission factors.
- Upstream Transportation & Distribution – Spend-based emission factors associated with postal and courier services have been applied to Addison Project's annual spend data on said services.
- Waste Generated in Operations – Our waste emissions were calculated using the weight and destination (i.e. combustion, landfill, recycled) of waste materials, whilst our water use emissions were calculated using annual spend data.
- Business Travel – Our Business Travel emissions were calculated using a combination of mileage data for employee vehicle mileage and spend-based data for all other modes (air, rail, land). Similarly, the emissions associated with hotel stays were calculated using annual spend data and relevant spend-based emissions factors.
- Employee Commuting & Homeworking – Calculated using results of previously undertaken employee surveying scaled in line with measurement period FTE.

Restating historic emissions

Carbon accounting guidance and emission factors provided by external bodies such as DESNZ and the GHG Protocol may be subject to periodic change due to improvements in data availability, calculation methods, and industry best practices. These changes are outside our control; however, we may need to remeasure and restate previous emissions occasionally to ensure comparability and alignment with current standards, maintaining the accuracy of reported emissions and the integrity of Net Zero targets. This may also be necessary when significant organisational changes occur that impact our emissions (+/-5%).

Our base year emissions have been restated as part of 2025 reporting to ensure comparability between measured years. The following updates to base year emissions calculations have been made following review of historic data submissions with FYE 2024 and 2025 data:

- Stationary Combustion - Volumetric (m³) gas supply data was mistakenly submitted as kWh; this has been corrected using m³ emission factors.
- Electricity consumption at Hillhouse has been updated to more accurately apportion between Project, Precision and Project.

- Employee Commuting - Contractor travel emissions have been removed from the inventory as emissions from contractor services are already accounted for using spend-based data in Purchased Goods & Services.
- Investments - Pension contribution emissions have been reallocated into Purchased Goods & Services.

Restated FYE 2023 emissions figures also reflect updated emission factors following changes in methodologies used by the UK Government to produce spend- and (some) activity-based emission factors. Should restatement be necessary in the future, our approach will be to remeasure the base and penultimate year alongside the current reporting period.

GHG Emissions Footprint

Base year Emissions Footprint

Base year 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. Base year emissions are the reference point against which emissions reduction can be measured. We have chosen to set our base year as April 2022 – March 2023.

Base Year: FYE 2023	
Addison Project's base year emissions have been restated in this disclosure due to improved data availability along with retrospective amendments to the methodology of published emission factors applied in the assessment (see pages 5-6 for more details).	
Emission Scopes	Total (tonnes CO ₂ e)
Scope 1	81.8
Scope 2*	Market-based: 13.0 Location-based: 19.3
Scope 3 including: <ul style="list-style-type: none"> • Purchased Goods & Services • Capital Goods • Fuel & Energy Related Services • Business Travel • Transportation & Distribution (Upstream & Downstream) • Employee Commuting & Homeworking • Operational Waste & Water • Upstream Leased Assets 	334.2
Total Emissions*	Market-based: 429.4 Location-based: 435.7

*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. test has chosen to use a market-based approach for Net Zero targets.

Carbon Intensity Metrics

Based upon full-time employee equivalents and company revenue for the FYE 2023 measurement period. We are using market-based emissions to calculate our intensity metrics.

Intensity Metric	Tonnes CO _{2e} / Metric Unit
Employees (per FTE)	9.5
Revenue (per £million)	26.0

Current GHG Emissions

The current reporting period covers April 2024 – March 2025. Emissions are a reflection of current company activity as well as any reduction initiatives which have been implemented since the base year reporting period.

Current Reporting Year: FYE 2025	
Emission Scopes	Total (tonnes CO ₂ e)
Scope 1	44.6
Scope 2*	Market-based: 14.9 Location-based: 16.6
Scope 3 including: <ul style="list-style-type: none"> • Purchased Goods & Services • Capital Goods • Fuel & Energy Related Services • Business Travel • Transportation & Distribution (Upstream & Downstream) • Employee Commuting & Homeworking • Operational Waste & Water • Upstream Leased Assets 	422.8
Total Emissions*	Market-based: 482.2 Location-based: 484.0

*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. test has chosen to use a market-based approach for Net Zero targets.

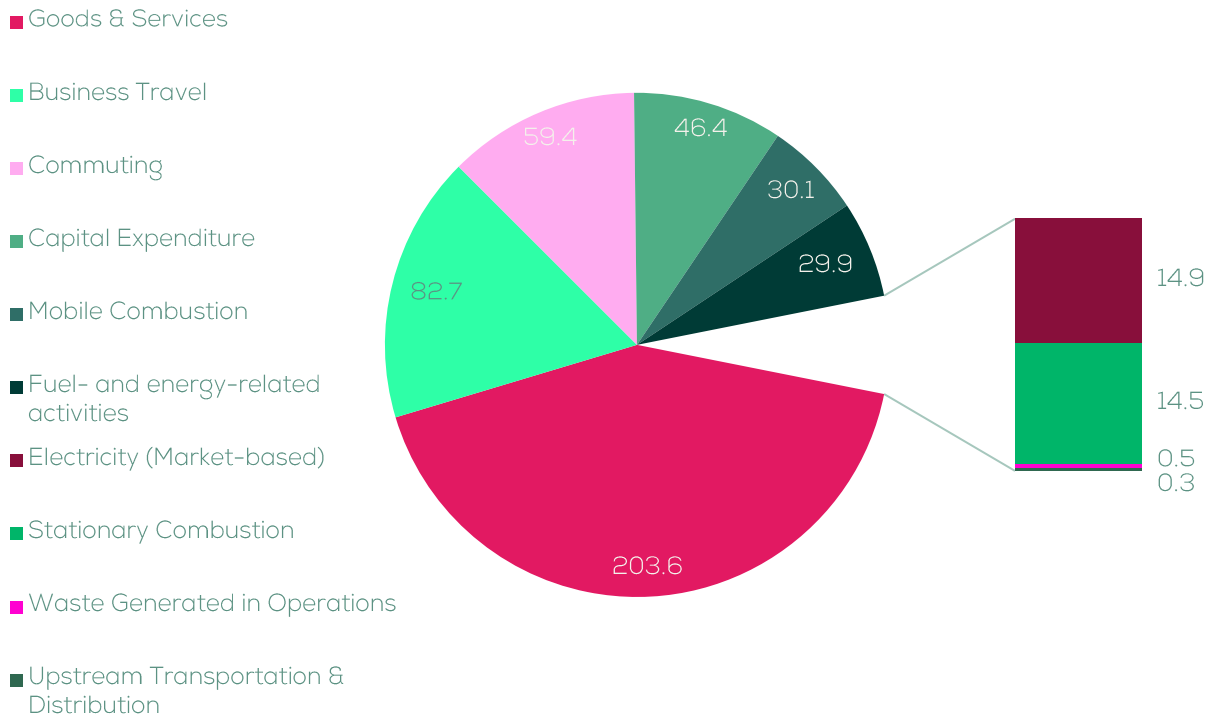
Carbon Intensity Metrics

Based upon full-time employee equivalents and company revenue for the FYE 2025 measurement period. We are using market-based emissions to calculate our intensity metrics.

Intensity Metric	Tonnes CO ₂ e / Metric Unit
Employees (per FTE)	7.2
Revenue (per £million)	26.1

Current GHG Emissions Breakdown

FYE 2025 Emissions by Category (tCO₂e)



Carbon Reduction Planning

Progress against Base Year Emissions

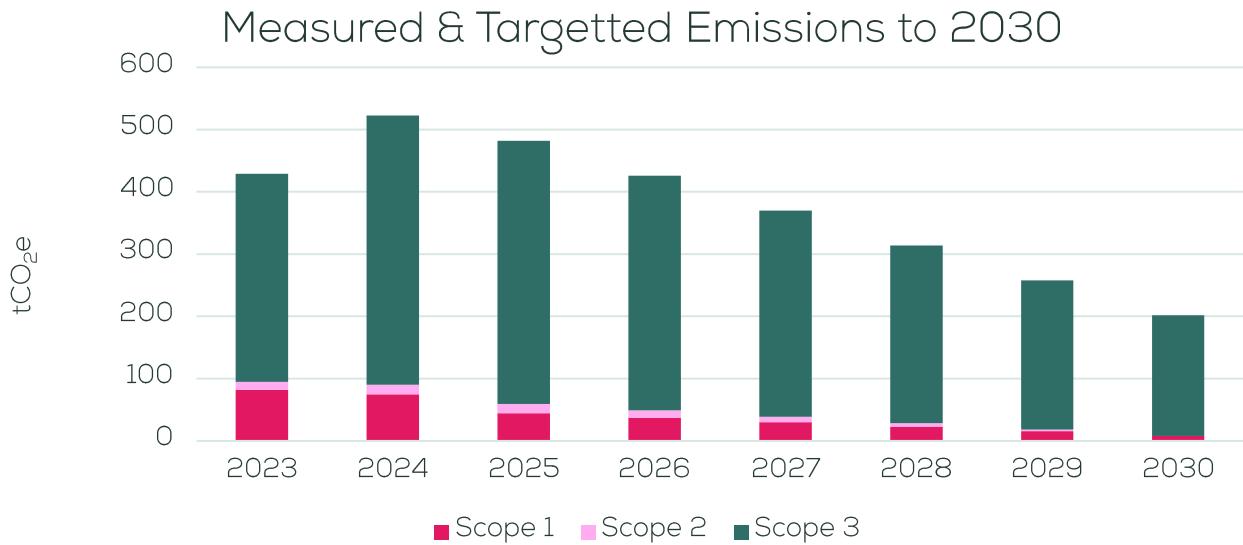
Emission Scopes	Absolute Carbon Emissions (tonnes CO ₂ e)		% Change
	Base year: FYE 2023	Current year: FYE 2025	
Scope 1	81.8	44.6	-45.5
Scope 2 (Market-based)	13.0	14.9	+14.6
Scope 3	334.2	422.8	+26.5
Total emissions	429.4	482.2	+12.3

Intensity Metric	Tonnes CO ₂ e / Metric Unit		% Change
	Base year: FYE 2023	Current year: FYE 2025	
Employees (per FTE)	9.5	7.2	-24.2
Revenue (per £million)	26.0	26.1	+0.4

We have made significant progress in Scope 1 reductions with emissions falling by 45.5% from the base year, meaning we are on track to hit our 2030 reduction target of at least 90%. This is driven primarily by the continued electrification of our company fleet and fugitive emissions falling to zero in the years following our base year measurement. Fugitive emissions spiked in the base reporting year and are not expected to show similar levels in the future as air conditioning units will remain well maintained.

Whilst Scope 2 & 3 emissions have increased from the base year, this has coincided with organic business growth. The employee and revenue intensity metrics illustrate that despite this growth, emissions per FTE and per £ of revenue have either decreased or remained stable. Furthermore, emissions from both Scope 2 & 3 sources have decreased from 2023 – 2024 levels, meaning that we remain on track to hit our Scope 2 & 3 reduction targets of 100% and 42%, respectively.

Taking our most recent reporting year into consideration, the graph below shows the rate of reduction required to keep us on track with our near-term targets.



Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented since engaging with Positive Planet.

Activity	Completion Date	Scope
<p>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.</p> <p>Appointed Positive Planet to support with calculating base year carbon footprint and reduction recommendations.</p>	2022	1, 2, 3
<p>Committed to purchase electricity for all relevant sites through a 100% renewable energy tariff or power purchase agreements (PPAs) as soon as financially feasible, such as when current tariffs come up for renewal. This will reduce market-based emissions for Purchased Electricity to zero.</p>	2026	2
<p>Committed to replacing all remaining internal combustion engine (ICE) vehicles in the company fleet with electric alternatives by 2030. Switching the fleet from ICE to EV will reduce overall emissions, despite shifting some emissions from Scope 1 Mobile Combustion to Scope 2 Purchased Electricity. This is because EVs can benefit from sources of renewable electricity for power and, even where they rely on fossil-fuel powered grids, are still 4x more energy efficient than ICE cars.</p> <p>Our fleet currently comprises:</p> <ul style="list-style-type: none"> • 7 battery electric vehicles; • 2 hybrid vehicles; • 6 ICE vehicles. 	Ongoing	1, 2
<p>To date we have installed charging capacity for 6 electric/hybrid vehicles across our sites.</p> <p>EV chargers at Addison Project's sites are available for use by all employees, which facilitates staff decisions around opting for electric/hybrid personal vehicles and will enable further emissions reductions to be achieved via the adoption of renewable energy tariffs.</p>	As at Jan' 2026	1, 2, 3

<p>To date we have installed solar PV generation capacity across our Teeside, Lancashire and Cheshire sites amounting to 628kWp generation capacity. This includes the solar wall installed during 2025 which added 78kWp to our existing capacity.</p>	<p>As at Jan' 2026</p>	<p>2</p>
<p>Implemented energy efficiency measures to reduce the overall amount of electricity consumed at operational sites. This reduces energy demand, reducing the volume of electricity that needs to be sourced from renewables. Implemented measures include:</p> <ul style="list-style-type: none"> • Introduction of energy-efficient LED & LUX lighting; • Installation of PIR sensor lighting; • Conducting quarterly energy audits; • Rendering buildings to reduce heat loss; • Printers replaced across all sites with fully recycled efficient printers. 	<p>As at Jan' 2026</p>	<p>2</p>
<p>As part of ongoing efforts to reduce heating related emissions a new boiler system with improved energy efficiency has been installed in our Lancashire site.</p>	<p>2025</p>	<p>1</p>
<p>Further initiatives implemented across our operations since our previous reporting period include:</p> <ul style="list-style-type: none"> • The use of power saving modes across printers; • Energy efficient IT hardware where replacements were necessary; • The use of laptops, which consume considerably less energy, over desktops where possible. 	<p>2024-2025</p>	<p>2</p>

Future Carbon Reduction Initiatives

Based on the current measurement, Positive Planet recommends the following actions to begin addressing and reducing emissions:

Overarching Reduction Initiatives					
No.	Activity	Target Date	Cost	Impact	Category
0.1	Consider providing sustainability training for employees, such as elearning and Carbon Literacy Training to increase engagement and skills across the team. Certified Carbon Literate learners typically reduce emissions by 5-15%, with 50% of these reductions typically relating to the workplace.	2026 & ongoing	Low/ Medium	Medium	All
0.2	Set up a Green Team made of members from different departments to lead on projects and initiatives across the organisation. Members of the Green Team will be tasked with key responsibilities such as contributing to and executing carbon reduction plans, managing data, and providing information to colleagues.	2026	Low	Medium	All

Scope 1 Reduction Initiatives

No.	Activity	Target Date	Cost	Impact	Category
1.1	<p>Implement low-cost energy efficiency measures to reduce the overall amount of energy for heating consumed at all operational sites. Examples of reduction measures include:</p> <ul style="list-style-type: none"> • Adding heat & solar control reflective window sheets; • Optimising boiler configuration to reduce gas consumption, such as reducing the boiler temperature; • Reviewing building operations to ensure efficient use of space and operational hours; • Investigating the automation of building controls; • Implementing a leak detection and repair program for boilers and heating equipment. 	2026	Low	Medium	Stationary Combustion
1.2	<p>Conduct a site energy efficiency audit with the aim of further minimising consumption of energy where possible. This can be completed via an external consultant or in-house using tools such as Business Energy Scotland's energy audit checklist.</p> <p>Following the audit, investigate the viability of larger cost investment (where appropriate) such as:</p> <ul style="list-style-type: none"> • Replacement of gas boilers with electric alternatives including heat pumps, electric boilers, or HVAC systems; • Installation of insulation; • For hot water needs, options include under-sink heating or solar water heating systems. <p>Alternatively, where high-cost investment is not viable, consider upgrading existing systems (e.g. to condensing boilers) to increase efficiency while actively exploring cost-effective replacements.</p>	2027-2030	Medium/High	High	Stationary Combustion

1.3	<p>Until non-EVs have been phased out of the fleet, efforts should be focussed on fuel-use reduction. Such options include:</p> <ul style="list-style-type: none"> • Regularly reviewing vehicles to ensure operation at maximum efficiency i.e. ensuring tyres are consistently at optimal inflation pressure and wheels are correctly aligned; • Provide driver-efficiency training courses for company vehicle users to increase fuel efficiency and reduce emissions; • Consider ways to reduce car use for travel between offices by consolidating trips or implementing remote work policies. <p><i>N.B. Scope 2 Purchased Electricity emissions can be reduced by applying efficiency measures to EVs.</i></p>	Ongoing	Low/No Cost	High	Mobile Combustion
1.4	<p>To support with fleet electrification costs the Government Plug-in Van and Truck Grant (31/03/26 deadline) may be appropriate. Future iterations of such support are likely and should be investigated on an ongoing basis to ensure all opportunities available are taken.</p>	2026 & ongoing	Low	High	Mobile Combustion

1.5	<p>Addison Project may consider the Government grants outlined below to support with costs around expanding fleet charging capacity in line with projections for fleet electrification:</p> <ul style="list-style-type: none"> • Electric vehicle infrastructure grant for staff and fleets (31/03/26 deadline). • Electric vehicle chargepoint and infrastructure grants for landlords (31/03/26 deadline). <p>The deadline for applications to the Depot Charging Scheme has now lapsed, however, it is recommended to monitor Government websites for scheme renewals or similar schemes.</p>	2026 & ongoing	Low	Medium	Mobile Combustion
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Scope 2 Reduction Initiatives

No.	Activity	Target Date	Cost	Impact	Category
2.1	<p>While securing renewable energy will bring market-based emissions to zero, efforts to reduce actual electricity consumption should be implemented wherever possible. Such measures include:</p> <ul style="list-style-type: none"> • Encouraging energy-saving behaviours amongst staff to reduce electricity demand through implementing behaviour change initiatives within the workplace (i.e. clear messaging to turn off lights/monitors/machinery where appropriate); • Installing timers on sockets/equipment to align with operating periods and reduce passive (standby) energy use; • Upgrading to smart metering for real-time (half-hourly) monitoring of energy use; • Reviewing and renewing inefficient equipment (when at end of life), and actively considering the energy efficiency of equipment when new purchases are required (i.e. laptops, fridges, dishwashers). <p>Consider inviting colleagues from the Green Team and across the business to openly explore challenges and barriers to collaboratively find solutions for reduction.</p>	Ongoing	Low	Medium	Purchased Electricity

2.2	Addison Group has already committed to the installation of solar PV panels and wind turbines at the Lancashire office. It is therefore recommended that the viability of similar larger cost investments (where appropriate) in on-site renewable energy generation at Addison Project's other occupied sites is investigated.	Near-term	High	High	Purchased Electricity
2.3	During the installation of solar and/or wind generation capabilities consideration should be given to the installation of high-capacity power storage batteries. This will allow Addison Project to store excess electricity generated on-site and utilise it during low generation periods. Installing this capacity alongside solar panels early is recommended to begin benefitting from stored energy, however, budgetary are recognised as a key decision factor.	Near-term	High	High	Purchased Electricity
2.4	In the future it is likely that electric/hybrid fleet vehicles will be charged away from Addison Project's premises. In this instance tracking electricity demand may require telematic systems with EV supportive capabilities. These systems have the primary benefit of allowing improved oversight of vehicle battery capacity, range and other key indicators that can inform fleet optimisation reviews in the long run. Investigation around commercially available solutions is the first step in ensuring robust and comprehensive data capture in the future.	2027	Low/ Medium	Enabler	Purchased Electricity

Scope 3 Reduction Initiatives

No.	Activity	Target Date	Cost	Impact	Category
3.1	<p>Emissions associated with Purchased Goods & Services make up 42% of Addison Project's scope 3 emissions, therefore it is a key area in which to focus reduction efforts.</p> <p>Purchased Goods & Services emissions have been calculated using spend-based data. To move away from a spend-based approach to estimating emissions, supplier-specific emissions data will be required, as will information regarding suppliers' own decarbonisation strategies. This will enable the evaluation of suppliers against Addison Project's goals and further development of emissions reduction programmes.</p> <p>Addison Project will continue to work closely with its supply chain to obtain supplier-specific emissions data, supporting improved visibility of emissions across purchased goods and services. Begin with the integration of sustainability and energy-related criteria into existing procurement policies and processes. This will require ongoing engagement with relevant purchasing teams and key stakeholders to ensure organisational understanding and buy-in. The scope, long-term objectives and implementation timeline of this approach will be defined through continued collaboration and discussions with Positive Planet.</p>	2027	Medium	Enabler	Purchased Goods & Services

3.2	<p>Following the integration of sustainability criteria into internal processes, communication of Addison Project's intentions and goals to new and existing suppliers should be carried out. Possible mechanisms include:</p> <ul style="list-style-type: none"> • Engaging suppliers by sharing this Carbon Reduction Plan, communicating net zero targets, and asking for suppliers' information in return; • Introducing/increasing sustainability weighting in tender processes/contracts; • Adding sustainability criteria to all purchasing decisions, focusing on lifespan and efficiency; • Increasing supplier monitoring/reporting requirements including provision of supplier-specific data; • Partnering with sustainable suppliers and vendors for events and other business requirements. 	2027 & Onward	Low	Enabler	Purchased Goods & Services
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3.3	<p>As part of the sustainability programme, and following the communication of goals to the supply chain, annual audits will be required to monitor emissions. A staggered approach to audit roll-out is recommended, with top suppliers by spend/intensity/industry engaged first.</p> <p>This and the above processes will support the reduction journey by:</p> <ul style="list-style-type: none"> • Improving the accuracy of carbon footprint measurements through collecting supplier-specific data; • Allowing the positive impacts from reduction actions to be captured; • Identifying business risks in the supply chain; • Encouraging supply chain integration towards Net Zero. 	2028 & Onward	Medium	Medium/High	Purchased Goods & Services
3.4	<p>Common Capital Goods include vehicles and IT equipment. When making these purchases, consider the energy/fuel efficiency and carbon footprint of said goods. For one-off purchases, it may be possible to obtain embodied carbon emissions data for purchased products to enable accurate tracking and comparison against similar products.</p>	Ongoing	Low	Low	Capital Goods

3.5	<p>Consider initiatives to reduce the need to purchase new Capital Goods:</p> <ul style="list-style-type: none"> • Implement minimum lifespan requirements for all acquired goods; • Explore options for shared or collaborative use of capital goods with other organisations to improve resource efficiency; • Carry out regular maintenance checks, upgrades, and repairs to enhance operational/energy efficiency and extend lifespan of goods; • Work towards achieving a culture of longevity and circular economy within procurement, prioritising reuse (repurpose, refurbish, remanufacture) over recycling to retain value. and purchasing second-hand/refurbished goods (e.g. furniture, IT equipment) wherever possible. 	Ongoing	Savings	High	Capital Goods
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3.6	<p>Develop and implement a Sustainable Travel Policy to lower the environmental impact of choices when travelling, staying in hotels, and commuting. Colleagues should be encouraged to utilise the low emissions travel hierarchy and opt for active travel where appropriate:</p> <ol style="list-style-type: none"> 1. Digital communication; 2. Walking and cycling; 3. Public and shared transport; 4. EVs (car sharing/clubs, then individual use); 5. ICE (internal combustion engine) vehicles (car sharing/clubs, then individual use); 6. Air travel. <p>Other policy points to consider alongside this hierarchy include:</p> <ul style="list-style-type: none"> • Make virtual meetings the default for interactions that do not require physical presence; • Assess the need for in-person business meetings and reviewing where trips can be consolidated/coordinated amongst employees. • Reducing fossil-fuel based travel, especially air travel, is a priority. Where air travel is unavoidable, opt for economy class to reduce emissions per passenger; • Ensure the sustainable commitments of hotels are considered when booking employee stays; • Any vehicle hired by the company should be battery electric (BEV) as a priority, followed by plug-in hybrid and hybrid. 	2026 & Onward	No Cost	High	Business Travel
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3.7	<p>Explore schemes and incentives that will support staff members to opt for low-carbon commuting methods. Whilst Addison Project does not have direct control of employee commuting choices, it is possible to support employees to make sustainable travel choices and therefore reduce emissions for the company associated with commuting. There will be some overlap here with initiatives to reduce Business Travel emissions, for example where an employee is supported to switch to an EV which they use for both commuting and business travel purposes. Examples include:</p> <ul style="list-style-type: none"> • EV Salary Sacrifice Scheme; • Cycle-to-Work Scheme; • Providing secure bike storage and changing facilities at the workplace; • Implementing flexible working hours to promote use of public transport outside of peak times; • Organise cycling training days to build employee confidence and skills in commuting by bicycle. <p>Positive Planet’s Commuting & WFH Survey can be used to help guide decisions, as an indicator of current commuting patterns and an opportunity to ask employees about helpful commuting initiatives.</p>	2027	Low	High	Commuting
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3.8	<p>Data quality – Current Business Travel emissions have been calculated using primarily low-quality, spend-based data. Providing higher quality data such as fuel litreage or mileage and specific vehicle type for transport and location and duration of stay for hotels will enhance the accuracy of this category significantly.</p> <p>Commuting emissions have been calculated by scaling base year employee survey responses to factor in changes to FTE between measurement periods. Annual surveying to ensure up to date data is captured is recommended for future reporting. A completion rate of 80%+ is considered represent high-quality data.</p>	2026	No Cost	Medium	Business Travel, Commuting
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3.9	<p>Waste & Water emissions represent less than 1% of Addison Project's carbon footprint. Nevertheless, emissions reductions can still be achieved by:</p> <ul style="list-style-type: none"> • Liaising with key suppliers to see whether they can ship with the minimal amount of packaging needed to secure the product. Where packaging remains necessary, engage with suppliers to shift to recycled/recyclable materials for packaging as part of the Sustainable Procurement Policy; • Implementing a no single use plastics policy in the office; • Improving access to mixed waste and recycling bins across all sites to encourage proper disposal practices – this can include introducing composting and food waste disposal where appropriate; • Introducing employee awareness initiatives on proper waste disposal and recycling practices. Assign roles to members of the Green Team to identify reduction opportunities and implement targeted reduction plans; • Switching to a waste provider with strong recycling and waste-to-energy capabilities; <p>Developing a water reduction plan which could include performing a water audit, installing water-efficient equipment and fixtures to reduce water consumption (such as low flow taps and economic flushing systems) as well as employee engagement about water saving behaviours.</p>	2027	Low	Medium	Waste, Water
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3.6	<p>Develop and implement a Sustainable Travel Policy to lower the environmental impact of choices when travelling, staying in hotels, and commuting. Colleagues should be encouraged to utilise the low emissions travel hierarchy and opt for active travel where appropriate:</p> <ol style="list-style-type: none"> 7. Digital communication; 8. Walking and cycling; 9. Public and shared transport; 10. EVs (car sharing/clubs, then individual use); 11. ICE (internal combustion engine) vehicles (car sharing/clubs, then individual use); 12. Air travel. <p>Other policy points to consider alongside this hierarchy include:</p> <ul style="list-style-type: none"> • Make virtual meetings the default for interactions that do not require physical presence; • Assess the need for in-person business meetings and reviewing where trips can be consolidated/coordinated amongst employees. • Reducing fossil-fuel based travel, especially air travel, is a priority. Where air travel is unavoidable, opt for economy class to reduce emissions per passenger; • Ensure the sustainable commitments of hotels are considered when booking employee stays; • Any vehicle hired by the company should be battery electric (BEV) as a priority, followed by plug-in hybrid and hybrid. 	2026 & Onward	No Cost	High	Business Travel
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3.7	<p>Explore schemes and incentives that will support staff members to opt for low-carbon commuting methods. Whilst Addison Project does not have direct control of employee commuting choices, it is possible to support employees to make sustainable travel choices and therefore reduce emissions for the company associated with commuting. There will be some overlap here with initiatives to reduce Business Travel emissions, for example where an employee is supported to switch to an EV which they use for both commuting and business travel purposes. Examples include:</p> <ul style="list-style-type: none"> • EV Salary Sacrifice Scheme; • Cycle-to-Work Scheme; • Providing secure bike storage and changing facilities at the workplace; • Implementing flexible working hours to promote use of public transport outside of peak times; • Organise cycling training days to build employee confidence and skills in commuting by bicycle. <p>Positive Planet’s Commuting & WFH Survey can be used to help guide decisions, as an indicator of current commuting patterns and an opportunity to ask employees about helpful commuting initiatives.</p>	2027	Low	High	Commuting
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3.8	<p>Data quality – Current Business Travel emissions have been calculated using primarily low-quality, spend-based data. Providing higher quality data such as fuel litreage or mileage and specific vehicle type for transport and location and duration of stay for hotels (if supplier-specific data is unavailable) will enhance the accuracy of this category significantly.</p> <p>Commuting emissions have been calculated by scaling base year employee survey responses to factor in changes to FTE between measurement periods. Annual surveying to ensure up to date data is captured is recommended for future reporting. A completion rate of 80%+ is considered represent high-quality data.</p>	2026	No Cost	Medium	Business Travel, Commuting
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3.9	<p>Waste & Water emissions represent less than 1% of Addison Project's carbon footprint. Nevertheless, emissions reductions can still be achieved by:</p> <ul style="list-style-type: none"> • Liaising with key suppliers to see whether they can ship with the minimal amount of packaging needed to secure the product. Where packaging remains necessary, engage with suppliers to shift to recycled/recyclable materials for packaging as part of the Sustainable Procurement Policy; • Implementing a no single use plastics policy in the office; • Improving access to mixed waste and recycling bins across all sites to encourage proper disposal practices – this can include introducing composting and food waste disposal where appropriate; • Introducing employee awareness initiatives on proper waste disposal and recycling practices. Assign roles to members of the Green Team to identify reduction opportunities and implement targeted reduction plans; • Switching to a waste provider with strong recycling and waste-to-energy capabilities; • Developing a water reduction plan which could include performing a water audit, installing water-efficient equipment and fixtures to reduce water consumption (such as low flow taps and economic flushing systems) as well as employee engagement about water saving behaviours. 	2027	Low	Medium	Waste, Water
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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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

This Carbon Reduction Plan has been reviewed and approved by the Executive Team at Addison Project PLC.

Signed on behalf of Addison Project PLC:

Name:

Position:

Date:

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

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