



Carbon Reduction Plan For PayStream

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Our Commitment

PayStream is committed to achieving Net Zero emissions by 2045.

What does Net Zero mean in practice?

To achieve Net Zero companies should 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, PayStream will need to reduce absolute emissions by 90% from the baseline measurement.

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

Near-term targets:

- Reduce scope 1 emissions by 42% by 2030.
- Reduce scope 2 market-based emissions to zero by 2030
- Reduce scope 3 emissions by 42% by 2030.

Long-term targets:

- Reduce total market-based emissions (scope 1, 2 and 3) by at least 90% by 2045.
- 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.

PayStream's Carbon Footprint

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. The first measurement will act as Paystream's baseline year, this covers April 2023 - March 2024.

Baseline Year: FYE 2024	
<p>The current reporting year is the first year that PayStream have measured and reported emissions and will serve as the baseline year against which future measurements and reduction targets will be compared.</p> <p>The baseline measurement will be updated in line with updates to emissions accounting methodologies, relevant emission factors or other influencing factors to ensure future measurements are comparable. The baseline measurement may also be adjusted where a significant organisational change occurs.</p>	
Emissions	Total (tonnes CO ₂ e)
Scope 1	71.71
Scope 2*	Market-based: 10.79 Location-based: 23.42
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- Leased Assets (Upstream)	20,728.77
Total Emissions*	Market-based: 20,811.27 Location-based: 20,823.90

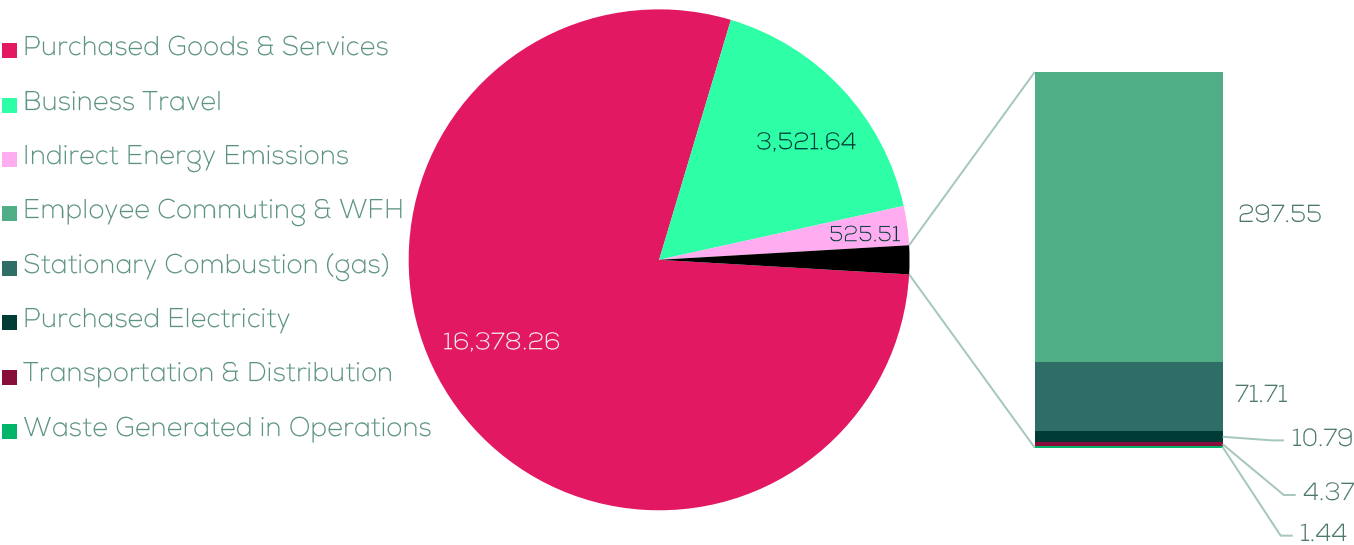
*Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. Net Zero targets and reported emissions figures are based off a market-based approach.

Carbon Intensity Metrics

Baseline year: FYE 2024	Intensity Figures
Employees (tCO ₂ e per FTE)	59.63
Revenue (kgCO ₂ e per £)	0.75

Based upon 349 FTEs (full-time employee equivalents), and £27.648 million revenue during the measurement period. Market-based emissions to calculate intensity metrics.

Emissions by Category (tCO₂e)



Measurement Results		
By Scope	tonnes	% of total
Scope 1	71.71	0.34
Scope 2 (<i>Location-based</i>)	23.42	-
Scope 2 (<i>Market-based</i>)	10.79	0.05
Scope 3	20,728.77	99.60
By Source		
Direct	71.71	0.34
Upstream	20,739.56	99.66
Downstream	0.00	0.00
By Category		
Office Utilities	82.50	0.40
Company Cars	0.00	0.00
Business Travel	3,521.64	16.92
Employee Commuting & Homeworking	297.55	1.43
Purchased Goods & Services	16,378.26	78.70
Transportation & Distribution	4.37	0.02
Waste Generated in Operations	1.44	0.01
Indirect Energy Emissions	525.51	2.53
Total		
Location-based	20,823.90	-
Market-based	20,811.27	100

Carbon Reduction

Progress

There are no previous existing carbon emission reduction targets against which to report progress as this reporting period is PayStream's first measurement of scope 3 categories and as such there are no comparable previous measurements. Future reporting will assess progress against reduction targets, explore trends by category and identify any notable changes to data used to measure emissions.

Completed Carbon Reduction Initiatives

Prior to engaging with Positive Planet PayStream established an ESG steering committee to lead on initiatives. This team is made up of Directors, Managers and representatives from various departments to support the management of data, roll out of initiatives and communication throughout the organisation. To date the company has committed to work with the landlord at the managed office to address energy efficiency (adopting where possible ESOS recommendations) and waste reduction and management. Additionally, the Cycle to Work Scheme is actively promoted within teams and digital communications are favoured for external meetings.

PayStream is now committed to measuring business emissions annually to gain an understanding of pinch points and regularly be making efficient and direct improvements to address and reduce emissions, to this end Positive Planet have been appointed to support with calculating, tracking and reducing emissions.

The below activities have been completed following the establishment of PayStream's baseline emissions.

Activity	Completion Date	Scope
Secured 100% REGO backed energy renewable energy for electricity supplier to PayStream's occupied office space.	2024	2

Future Carbon Reduction Plans

Positive Planet recommends the following actions to begin addressing and reducing emissions. Recommendations are based on the current information available and may be required before further suggestions can be made, especially where engagement with a third party is needed before timelines for implementation of actions can be confidently established.

Action Plan – scope 1 & scope 2			
Activity No.	Activity	Target Date	Category
1	<p>Continue to liaise with the landlord, aiming to understand their intentions around, and encourage the implementation of, low-cost heating efficiency options such as reducing thermostat temperatures, adding heat & solar control reflective window sheets and improving heat retention throughout the building.</p> <p>While engaging with the landlord regarding lower cost measures also enquire about longer term, higher cost solutions to gas heating systems and reliance on grid electricity - initially suggesting an energy audit to assess feasibility and payback periods. Examples for consideration include electric boilers (if feasible), on-site renewable solar PV panels, solar heating or heat pumps.</p> <p>While PayStream is the majority occupier within the managed office, other companies within the building may be interested in discussing the above and joining an informal meeting around building decarbonisation.</p> <p><i>The initial target date is aimed at engaging the landlord and understanding ambitions around decarbonisation of the managed office space.</i></p>	2026	Stationary Combustion, Purchased Electricity

2	<p>While engaging with the landlord aim to ascertain plans to reduce energy consumption within the office and communal spaces (and associated location-based emissions). This will include understanding energy efficiency measures already in place and any plans for further development of energy management systems, such as ISO 14001.</p> <p>Examples of measures the landlord can take to reduce energy consumption include:</p> <ul style="list-style-type: none"> - introducing PIR sensor lighting, and aligning sensor times to usage patterns (e.g. 3 minutes for corridors, 20 minutes for working spaces) - installing timers on communal sockets/equipment - reviewing and renewing inefficient equipment (when at end of life), and actively consider the energy efficiency of equipment when new purchases are required (e.g. printers, fridges, dishwashers) <p><i>The initial target date is aimed at engaging the landlord and understanding ambitions around decarbonisation of the managed office space.</i></p>	2026	Purchased Electricity
3	<p>PayStream has secured 100% REGO back renewable energy for spaces within the building controlled by the company, meaning only energy supplied to the communal areas, and controlled by the landlord, remain to address.</p> <p>Establish when current energy contracts controlled by the landlord reach maturity to allow forecasting for the procurement of 100% renewable electricity.</p> <p>The procurement of 100% renewable energy will reduce market-based scope 2 emissions for the relevant areas to 0 tCO₂e.</p> <p><i>The initial target date is aimed at establishing when current contracts mature to allow accurate target setting for the procurement of renewable energy.</i></p>	2025	Purchased Electricity

4	<p>While continuing to procure renewable energy, PayStream should continue to encourage behavioural initiatives within the workplace for reduction of emissions, including clear messaging for turning off lights, monitors, computers and other electrical appliances where appropriate.</p> <p>PayStream can further contribute to reducing energy demand within the office by actively considering the energy efficiency of new equipment such as printers, monitors and laptops.</p>	2025 & onward	Purchased Electricity
5	In spaces in which PayStream is the sole occupant it is recommended to install timers at wall sockets linked to plug banks and align these with work patterns to reduce passive energy consumption by devices left on standby.	2025	Purchased Electricity

Based upon the above completed and planned initiatives, it is projected that scope 1 & 2 carbon emissions will decrease to 41.59 tCO₂e by 2030.

Action Plan – scope 3			
Activity No.	Activity	Target Date	Category
1	<p>Carbon Awareness Training for the ESG steering committee and wider employee base is currently scheduled to go ahead with Positive Planet's training team on 24/03/25. This will equip attendees with the ability to discuss sustainability related topics with increased confidence and encourage open communication regarding barriers and potential solutions.</p> <p>Further training and opportunities to engage employees should be continually reviewed to ensure alignment and continued buy in.</p>	March 2025	All
2	<p>Develop a Sustainable Procurement Policy and adopt into existing procurement processes. The policy should outline PayStream's commitment to Net Zero and outline how suppliers are expected to support this by reporting / developing their own emissions measurements and reduction strategies.</p> <p>The policy should also outline how and when PayStream intends to begin requesting emissions data by building emissions reporting mechanisms into existing relationships, contracts and supplier management processes.</p>	2026	Purchased Goods and Services

3	<p>Implement the above Sustainable Procurement Policy. Initially it is recommended to identify priority suppliers (likely by top spend) and request emissions information from them, expanding the scope of outreach annually while developing engagement practises.</p> <p>This data collection will support PayStream's reduction journey by gathering primary data, allowing a move away from spend-based estimation, for future measurements & allowing tracking of supply chain integration towards Net Zero.</p>	2027	Purchased Goods and Services
4	Engage courier service providers to obtain primary reports regarding shipping emissions. Where emissions reporting maturity is not established consider alternative suppliers or liaise with existing providers to communicate the ambitions of the Sustainable Procurement Policy and understand their own decarbonisation roadmap.	2026 & onward	Upstream Distribution
5	<p>Currently activity-based measurement of travel is viable for a subset of employee and contractor car travel (expensed mileage) and air travel (partially processed by Positive Planet). Details regarding car size and engine type as well as haul and flight class allow for granular tracking of these activities. However, 24% of travel emissions, and 99% of hotel emissions, are estimated via a spend-based approach.</p> <p>To track the impact of sustainable choices when travelling a move to activity-based data is required. A review of internal systems used to book employee travel will be undertaken in 2026, while timelines for review of processes to capture contractor travel activity will likely take place at a later date due to internal resources being allocated to another project.</p>	<p>employee travel 2026</p> <p>contractor travel 2027</p>	Business Travel
6	<p>While working to improve data quality the development and implementation of a Sustainable Travel Policy will facilitate sustainable travel choices when travelling for business or commuting. The priorities within this policy should support active and low emission travel options where feasible, with choices such as opting for economy over business class being encouraged where high emission modes are unavoidable.</p> <p>Utilise the emissions travel hierarchy when developing the policy:</p> <ol style="list-style-type: none"> 1. Digital communication 2. Walking and cycling 3. Public and shared transport 4. EV's and car sharing/clubs 5. ICE vehicles and car sharing/clubs 6. Air travel 	<p>development 2025</p> <p>employee roll-out 2026</p> <p>contractor roll-out 2027</p>	Business Travel, Commuting

7	Review available EV lease schemes to identify the best option for Paystream's employees and support personal choices regarding moving away from fossil fuelled vehicles.	2026	Business Travel, Commuting
8	<p>To address home working emissions PayStream should communicate the options for employees around renewable domestic energy tariffs and heating the person (with infra-red heaters) or the room (with space heaters) rather than relying on central heating.</p> <p>In order to quantify and account for the impact of the above and wider homeworking, more thorough employee surveying should be considered to gather increasing detail around home working set-ups and behaviours. It is however recommended that increased detail be implemented once response rates are increased. Currently employee survey response is at 48%, with a number of fake and/or inflated answers identified and excluded.</p>	2026	Home Working
9	Continue communicating with the landlord to identify opportunities for reductions in waste production and water consumption. Targets for the implementation of agreed schemes will be updated following commitment from the landlord.	<i>ongoing</i>	Waste

Near-Term Reduction Projections (scope 3)

Based upon the above completed and planned initiatives, it is projected that scope 3 carbon emissions will decrease from the baseline measurement of 20,728.77 tCO₂e to 12,022.67 tCO₂e by 2030. This is a reduction of 42% and will keep us on track to achieve 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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

This Carbon Management Plan has been reviewed and approved by Paystream's Executive Team.

Signed on behalf of PayStream:



Name: Jayne Stirrup

Position: CFO

Date: 11/03/2025

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

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