



Carbon Reduction Plan For Situ



SITU

**positive
planet**

Our Commitment

Situ is committed to achieving Net Zero emissions by 2040.

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 baseline year.

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.

Our near-term targets:

- Maintain Scope 1 emissions as 0 and reduce 2 emissions to zero by 2030.
- To procure 100% renewable electricity by 2030.
- Reduce Scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories, including downstream emissions by 2030.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- 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.

Our 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. We have chosen to set our baseline year as April 2019 – March 2020.

Baseline Year: April 2019- March 2020	
Our baseline year was measured by Carbon Footprint Limited previously.	
Emissions	Total (tonnes CO ₂ e)
Scope 1	0
Scope 2*	Market-based: 9.59 Location-based: 13.78
Scope 3 including: <ul style="list-style-type: none">- Fuel & Energy Related Services- Business Travel- Employee Commuting & Homeworking- Waste & Water	12.46
Total Emissions*	Market-based: 22.06 Location-based: 26.24

Our total emissions equate to a Carbon Intensity Metric of 0.54 tCO₂e per full-time employee equivalent (FTE).

*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.

Previous Emissions Reporting

Year 2

Previous Reporting Year: April 2020 – March 2021 <i>Our year was measured by Carbon Footprint Limited previously.</i>	
Emissions	Total (tonnes CO ₂ e)
Scope 1	0
Scope 2*	Market-based: 10.69 Location-based: 8.42
Scope 3 including: <ul style="list-style-type: none">- Fuel & Energy Related Services- Business Travel- Employee Commuting & Homeworking	4.51
Total Emissions*	Market-based: 15.20 Location-based: 12.93

Our total emissions equate to a Carbon Intensity Metric of 0.32 tCO₂e per full-time employee equivalent (FTE) .

Year 3

Previous Reporting Year: April 2021 – March 2022 <i>Our year was measured by Carbon Footprint Limited previously.</i>	
Emissions	Total (tonnes CO ₂ e)
Scope 1	0
Scope 2*	Market-based: 13.77 Location-based: 8.81
Scope 3 including: <ul style="list-style-type: none">- Fuel & Energy Related Services	23.17

<ul style="list-style-type: none"> - Business Travel - Employee Commuting & Homeworking - Electric vehicles 	
Total Emissions*	Market-based: 36.94 Location-based: 31.98

Our total emissions equate to a Carbon Intensity Metric of 0.24 tCO₂e per full-time employee equivalent (FTE) based on 60 employees.

Year 4

Previous Reporting Year: April 2022 – March 2023 <i>Our year was measured by Carbon Footprint Limited previously.</i>	
Emissions	Total (tonnes CO ₂ e)
Scope 1	0
Scope 2*	Market-based: 16.98 Location-based: 9.05
Scope 3 including: <ul style="list-style-type: none"> - Fuel & Energy Related Services - Business Travel - Employee Commuting & Homeworking - Electric vehicles 	174.88
Total Emissions*	Market-based: 191.86 Location-based: 183.93

Our total emissions equate to a Carbon Intensity Metric of 0.24 tCO₂e per full-time employee equivalent (FTE) based on 60 employees.

Current Emissions Reporting

Our current year has been measured by Positive Planet, our Net Zero advisory partner.

Current Reporting Year: April 2023 – March 2024	
Emissions	Total (tonnes CO ₂ e)
Scope 1	0
Scope 2*	Market-based: 14,661 Location-based: 16,297
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 All categories highlighted have been included in our current reporting period.	525.8
Total Emissions*	Market-based: 540.5 Location-based: 542.1

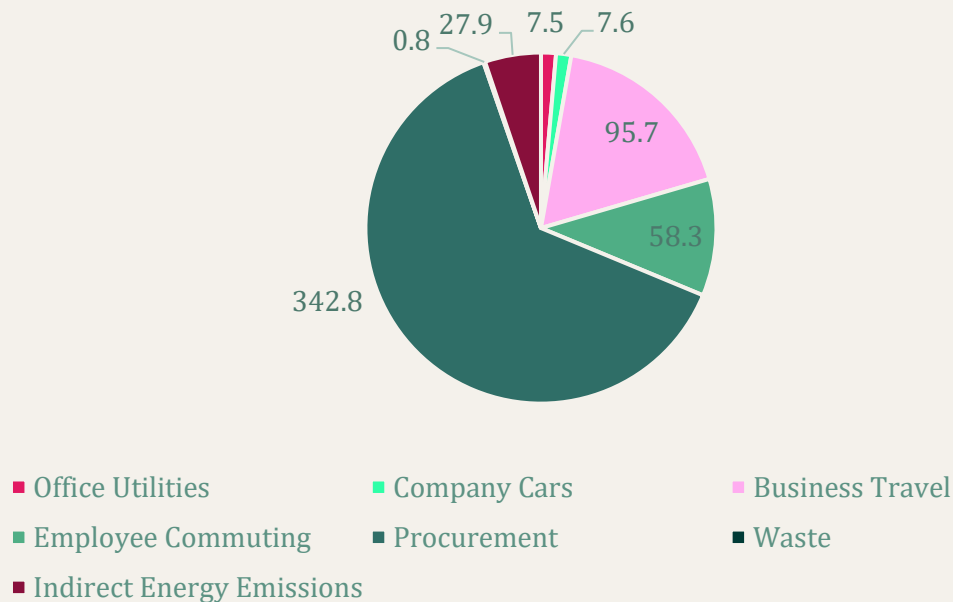
Carbon Intensity Metrics

Current year: 2023–2024	Carbon Intensity Metric (tonnes CO ₂ e / unit)
Employees	8.3
Turnover (£)	61.9

Based upon 65 employees, and a £8.73 million turnover during the measurement period. We are using market-based emissions to calculate our intensity metrics.

Carbon Emissions Breakdown

Emissions by Category (tCO₂e)



By Scope	kg	tonnes
Scope 1	0.0	0.0
Scope 2 (Location-based)	16,297.5	16.3
Scope 2 (Market-based)	14,661.9	14.7
Scope 3	525,828.1	525.8
By Source		
Direct	0.0	0.0
Upstream	540,489.9	540.5
Downstream	0.0	0.0
By Category		
Office Utilities	7,452.4	7.5
Company Cars	7,555.4	7.6
Business Travel	95,690.9	95.7
Employee Commuting	58,259.2	58.3
Procurement	342,806.5	342.8
Distribution	0.0	0.0
Waste	796.2	0.8
Indirect Energy Emissions	27,929.3	27.9
Downstream Product Emissions	0.0	0.0
Assets & Investments	0.0	0.0
Total		
Location-based	542,125.6	542.1
Market-based	540,489.9	540.5

Progress

To stay aligned with our Net Zero trajectory, we are committed to tracking and reducing our emissions with greater precision – particularly in high-impact areas like procurement, which currently accounts for approximately 63% of our total carbon footprint.

Moving forward, we will enhance the accuracy and transparency of our emissions reporting, with a strong focus on supplier engagement, low-carbon procurement strategies, and year-on-year progress monitoring. We have outlined our prioritised actions below.

This data-driven approach will allow us to measure the effectiveness of our interventions and ensure we remain accountable to our Net Zero commitments. By prioritising consistent tracking and open reporting, we aim not only to reduce our emissions but also to foster a culture of continuous improvement across our operations and supply chain.

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented.

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. Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2019	PPN compliant categories
Created a Green Team to lead initiatives. This team has been 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.	Ongoing	1,2,3
Installed EV charging points for employee vehicles across our site.	2023	Purchased electricity
Consider training and engagement for the Green Team, 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	Ongoing	Commuting & Home Working Business Travel

carbon footprints by 5-15%, of which ~50% are work-related.		
<p>Conduct a review of company vehicles to outline a strategy for company vehicle electrification:</p> <ul style="list-style-type: none"> - determine which vehicles to electrify first, dependent on which vehicles are used most, which vehicles are most polluting, and which vehicles are oldest. - determine if fleet size can be reduced by using active transport (such as using e-bikes or e-cargo tricycles for shorter use cases). <p>determine a timeframe for vehicle electrification and commit to this.</p>	Completed	Mobile Combustion Purchased Electricity (EVs)

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	% Reduction Target	Category
1	Encourage the facilities management company at the office to procure a 100% renewable electricity tariff. This change will reduce market-based emissions (from chosen tariff) from the office (common areas) to 0 tCO ₂ e.	2030	100% (market-based)	Purchased Electricity
2	Total location-based electricity emissions (National Grid energy mix) are still 16.29 tCO ₂ e so there is an opportunity to reduce energy use. 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.	2030	20% (location-based)	Purchased Electricity

	<p>We will assign roles and responsibilities to Green Team members.</p> <p>High-level monitoring of energy use is key to understanding further pinch points.</p>			
3	<p>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).</p> <p>Examples of reduction measures include:</p> <ul style="list-style-type: none"> - upgrading lighting and introducing more sensor lighting, and aligning sensor times to usage patterns (eg 3 minutes for corridors, 20 minutes for working spaces) - installing timers on 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 (eg laptops, fridges, dishwashers) <p>Invite colleagues from different sites to openly explore challenges and barriers to collaboratively find solutions for reduction.</p>	2030	10% (location-based)	Purchased Electricity
4	<p>To completely reduce market and location-based energy emissions to zero, install on-site renewable energy generation technologies such as solar PV panels, solar heating, heat pumps (following an energy audit to assess feasibility and payback periods), to generate 100% of heating and energy demand. Consider removing on-site stationary combustion (gas) heating.</p>	2030	100% (location and market-based)	Stationary Combustion Purchased Electricity

	<p>Alternatively, encourage the landlord to do the above or consider moving site.</p> <p>If the UK Grid is 100% powered by renewable energy before this point, your Scope 2 location-based (and market-based) electricity emissions will already be zero. You would still need to consider gas emissions unless removed (or better technology is available).</p>			
5	Consider driver-efficiency training for company car users – this should demonstrate a reduction in total fuel/electricity use.	2028	10%	Mobile Combustion Purchased Electricity (EVs)

Based upon the above completed and planned initiatives, it is projected that Scope 2 carbon emissions will decrease to **0 tCO₂e** by 2030.

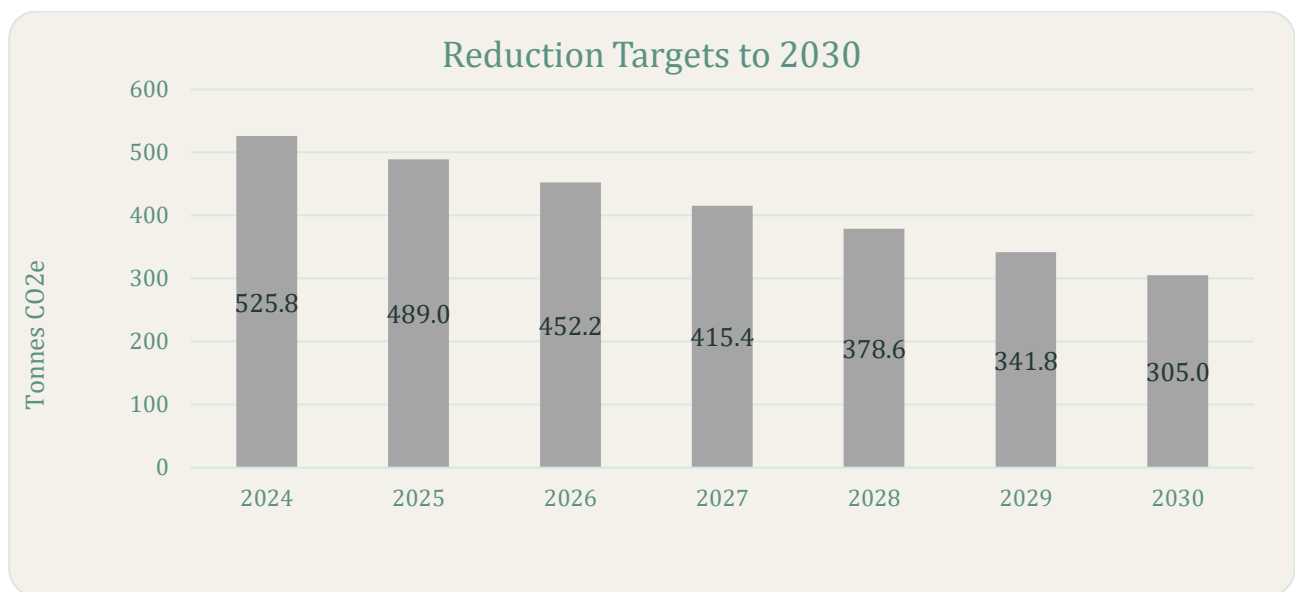
We also aim to implement the further initiatives below to reduce Scope 3 emissions:

Reduction Plans – Scope 3				
Activity No.	Activity	Target Date	% Reduction Target	Category
1	<p>Commit to measuring the remaining downstream Scope 3 categories, meaning that year's carbon emissions measurement will be a full picture of Situ's carbon impact.</p> <p>Currently, the largest missing categories are our accommodation serviced emissions, meaning that once these are measured, reduction activities targeted at these categories will be able to be created.</p>	2024	-	Downstream Leased Assets
2	<p>Implement a Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts, and monitoring reporting mechanisms.</p> <p>Commit to a Sustainability Audit or Survey to request further information regarding credentials – Plan to send these to the top 10/20 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.</p> <p>Complete this audit within two phases:</p> <ol style="list-style-type: none"> 1. Identify suppliers for engagement 2. Formulate and collect data (survey/scoring) <p>Once completed prioritise suppliers with lower carbon footprints as part of the</p>	2025-2028	20%	Purchased Goods & Services

	<p>above phased approach. This may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items.</p> <p>Develop and monitor procurement policy for all new suppliers to align to Net Zero goals.</p>			
3	<p>Review logistics partners/couriers and utilise the above Sustainable Procurement Policy. Work with providers to gather their emissions data, and/or switch to lower-carbon providers.</p> <p>Prioritise purchasing from local suppliers to limit delivery mileage.</p>	2025-2028	20%	Upstream Distribution Downstream Distribution
4	<p>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.</p> <p>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.</p> <p>Utilise the emissions travel hierarchy:</p> <ul style="list-style-type: none"> - Digital communication - Walking and cycling - Public and shared transport - EV's and car sharing/clubs - ICE vehicles and car sharing/clubs - Air travel <p>Consider creative ways to engage and support the workforce to influence change.</p> <p>Examples include setting an internal organisation carbon credit scheme (limit that to a number of tCO₂e per year), extra holiday days for low emission</p>	Ongoing, but can be refined.	15%	Business Travel Commuting

	travel choice, bonuses, subsidised travel, equal mileage payments for diesel/petrol/EVs/cycling.			
5	<ul style="list-style-type: none"> - Green Travel Incentives: Reward staff who choose trains over flights. - Preferred Vendor Agreements: Work with airlines offering SAF (Sustainable Aviation Fuel) or carbon offset partnerships. - Carbon Budgeting: Allocate team-level carbon travel budgets to create accountability. 			Business Travel Commuting
6	<ul style="list-style-type: none"> - Circular Systems: Implement closed-loop systems for linens, uniforms, and toiletries and purchase responsibly based on our procurement policies. - Food Waste Reduction: Smart kitchen tech to track spoilage, portion sizes, and leftovers. - Digital Receipts & Communication: Minimise paper use across guest and admin services. 			Waste Purchased Goods & Services
7	Improve on our data quality annually to improve the accuracy and representation of our operational activities at Situ.	2026	-	All

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 seven years from the current normalised measurement of 525.8 tCO₂e to 305 tCO₂e by 2030. This is a **reduction of 42%** 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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

This Carbon Management Plan has been reviewed and approved by Situ Executive Team.

Signed on behalf of Situ:

Name:

Position:

Date:

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

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