

PRIMELOCUMS

Primelocums Group Ltd

Carbon Reporting and Reduction Plan

Baseline year July 23 to June 24.

Current reporting year July 23 to June 24.

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1. Introduction

Primelocums Group Ltd has committed to reducing its carbon emission to Net Zero by 2035, using as far as possible direct reduction, and offsetting the remainder.

We do this because we are conscious of the environmental, social and economic imperative to act on climate change.

The UK Government amended the Climate Change Act 2008 in 2019 by introducing a target of at least 100% reduction in the net UK carbon account (i.e. a reduction of greenhouse gas emissions when compared to 1990 levels) by 2050. As a result, Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are required to ensure that suppliers to contracts with an annual value of in excess of £5 million (excluding VAT) per year are committed to achieving “Net Zero by 2050” for all procurements after 30th September 2022.

This has led to PPN 06/22 which applies to all new procurements from this date and this includes framework call-offs and Dynamic Purchasing Systems where the anticipated individual value of the call-off or DPS is £5 million (excluding VAT) per annum or more. To demonstrate compliance, we have set out our environmental management measures in our Carbon Reduction Plan which includes:

- Confirming our commitment to achieving Net Zero by 2050 for our UK operations.
- Details of our carbon footprint/current emissions for the sources included in Scope 1 and 2 of the GHG Protocol and a defined subset of Scope 3 emissions.
- Providing emissions reporting of the CO₂e (Carbon Dioxide Equivalent) for the greenhouse gases covered by the Kyoto Protocol (predominantly carbon dioxide, methane and nitrous oxide).
- Setting out the environmental management measures we have adopted including specific carbon reduction measures.
- Publication of our Carbon Reduction Plan on our website.

2. Scope 1, 2 and 3 Emissions Definitions

Scope 1 Direct Emissions - these are direct greenhouse gas emissions that occur from sources that are controlled or owned by us (e.g. emissions from boilers, vehicles etc).

Scope 2 Energy Indirect Emissions - these are indirect greenhouse gas emissions associated from the purchase of electricity, heating or cooling and are measured and reported in alignment with our energy use.

Scope 3 Other Indirect Emissions - these fall into 15 categories and include all sources not specified within Scopes 1 and 2 above. The Scope 3 emissions that we are required to report on are:

- **“Upstream” transportation and distribution** of products purchased by us from Tier 1 suppliers (e.g. paper, computers, office consumables).
- **Disposal and treatment of waste** generated in facilities not owned or controlled by us.
- **Transportation of employees for business related activities** in vehicles not owned or operated by us.
- **Transportation of employees between home and work** in vehicles not owned or operated by us including in their own vehicles.
- **“Downstream” transportation and distribution** of products sold by us including retail and storage. This category is not applicable as Primelocums Group Ltd is a service business and does not produce, transport or distribute products.

3. Carbon impact for the baseline year 23-24

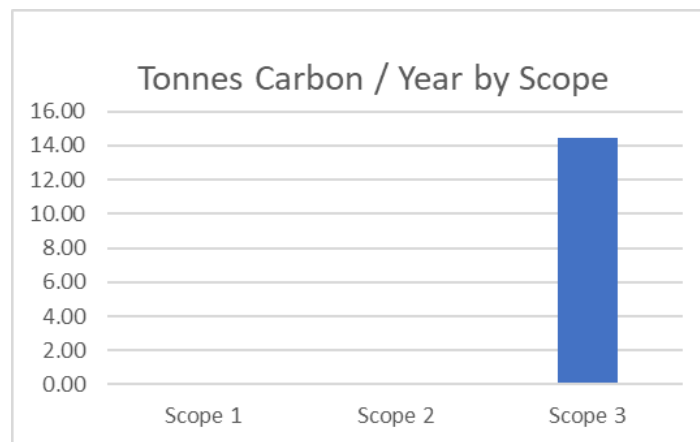
The tables below show our carbon footprint in our baseline year July 2023 – June 2024 when we first started measuring our emissions.

Baseline Year:	July 2023 to June 2024
Baseline Emissions Calculations:	All Scope – tonnes CO ₂ e/ year
Scope 1 CO ₂ e:	0t
Scope 2 CO ₂ e:	0t
Scope 3 CO ₂ e (included sources):	14.460 t
Total Emissions:	14.460 t

3.1 Carbon Emission by Source

	Tonnes Carbon / Year by source
Electricity	0.00
Gas	n/a
Water	0.07
Waste	0.21
Business Travel	0.00
Consumables	0.59
Commuting	13.59
TOTAL	14.46

3.2 Carbon Emission by Scope

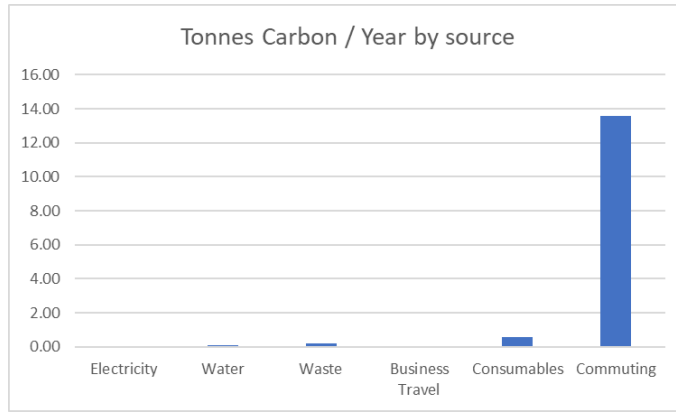


4. Carbon impact for the current reporting year 23-24

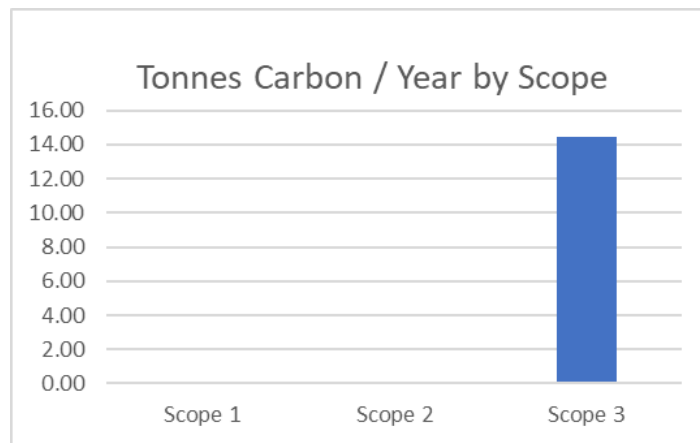
4.1 Carbon Emission by Source

The tables below show our carbon footprint in our current reporting year July 2023 – June 2024 when we first started measuring our emissions.

Current Year:	July 2023 to June 2024
Baseline Emissions Calculations:	All Scope – tonnes CO ₂ e/ year
Scope 1 CO ₂ e:	0t
Scope 2 CO ₂ e:	0t
Scope 3 CO ₂ e (included sources):	14.460 t
Total Emissions:	14.460 t



4.2 Carbon Emission by Scope



5. Carbon Assessment Observations

Primelocums Group Ltd operates from one office in London. The following observations were made by an external assessor on September 21st 2024.

- The office uses electricity for heating, so there are no Scope 1 emissions associated with burning fuel on site.
- The electricity supply for the office is from 100% zero carbon sources, so there is no emission associated.
- The company does not operate any vehicles.

6. Carbon Reduction Commitments /Actions

Primelocums Group Ltd is committed to achieving Net Zero by 2035 and as part of this commitment, has an interim target of reducing emissions by 2026. This plan is reviewed annually by the Directors to check progress and establish if changes should be made to the actions, we have in place to maximise our reduction in carbon emissions.

The basis of our Carbon strategy is one of **Measure – Priorities – Act – Measure – Repeat**.

7. Measurement

We report on the sources of environmental impact over which we have operational control and calculate our carbon footprint monthly, in accordance with the Greenhouse Gas (GHG) Protocols Corporate Standard and report against the Kyoto Protocol greenhouse gasses in terms of:

- Actual targets – absolute reduction targets which compare actual figures in the target year to those in the base year.
- Intensity targets – based on a normalizing factor.

We subscribe to a third-party service to manage our data inputs, conduct the required calculations, set and record our intensity metrics, and provide monthly carbon reporting. The data that sits behind this is the UK Government Greenhouse Gas reporting database, updated when appropriate.

This provides us with our emissions by source, and total emissions by month, sets our intensity metrics and shows how we are tracking month-on-month. Our chosen intensity metrics are kg/CO2 per employee.

For the baseline year therefore, our Carbon Intensity is are:

		Intensity tonne CO2 net
Employees	4	0.482 t / employee

Our base year for all measurements is July 23 to June 24. This will not change unless there is a significant change to our company structure (e.g. a merger or acquisition) or a change in the company's ownership, in which case the base year may move to the reporting year following the structural change.

Specific inputs and output used to calculate figures quoted in our Carbon Reduction Plan include:

- Electricity
- Water
- Solid waste
- Employee commuter mileage by type – walk / cycle / motorcycle / car / bus / train
- Business travel by private car / bus / rail
- Office consumables

Conversion Factors

The conversion factors used throughout are the '2021 UK Government Greenhouse Gas Conversion Factors for Company Reporting.

8. Priorities

Our monthly carbon calculation has enabled us to identify the largest sources of GHG emissions, and to focus our areas of impact. That does not imply however that we are not implementing actions across the board. We have been able to identify quick and easy wins which relate to relatively low impact areas whilst also implementing longer term multi-facet strategies for the larger emission areas.

9. Action Plan

9.1 Communication

We have successfully communicated our Net Zero ambitions across our workforce, and have formed an employee task force. This task force is charged with identifying where our staff can affect carbon reductions through behaviour change.

We will report our carbon emissions and progress against target to our employees monthly, via a display at both our offices.

We have developed a communication plan which describes our ambitions and commitments to our key customers and suppliers, and in our general communications.

9.2 Electricity

Whilst we have no emissions arising from electricity use (we have a 100% renewable energy tariff) we still wish to reduce our electricity consumption as a cost saving measure.

Lighting use – For both offices, conduct an ongoing campaign to encourage users to turn off lights when not required or rooms are not in use. Otherwise, install further proximity controls or timers to lighting.

Lighting type – Make it policy to only replace failed units with the lowest energy types available, currently LED.

IT equipment - make it policy that all IT equipment is turned off (not stand-by) when not in use – lunchbreaks, meetings and out of hours. Otherwise, configure the technology to do this automatically. Noted that some software platforms may not be compatible at present with this policy.

Heating Use and Controls – ensure that the provision of heat optimised to where it is needed most, that timers and thermostats are set to only provide heat when needed, reduce the overall level of heating whilst maintaining comfort

9.3 Water

Emissions from incoming water and disposal are minimal. Nevertheless, it is a business cost which can be reduced through a behaviour change programme to minimise wastage, and where applicable, through technology i.e. using low flush toilet cisterns if not already in use.

9.4 Waste

This is another low impact area, which will arise primarily from waste paper and card. A behaviour change programme to reuse paper, print on both sides, only print when necessary, will not only reduce the waste disposal emission, but the external emission associates with paper production and printing.

9.5 Commuting

How employees travel to work is Scope 3 emission, meaning that it is outside the direct control of the business. Scope 3 emission reporting is mandatory under the new Government Agency procurement requirements.

For Primelocums Group Ltd, commuting represents by far the greatest carbon impact, even considering the that on average, employees work at home for three days out of five.

1. Implement a Cycle-to-Work scheme. This is a tax incentive for employees to purchase new bicycles for commuting purposes. The cycles are bought and owned by the business, and their cost is offset against the employees Gross pay. Safety equipment, luggage carriers and wet weather clothing can also be included. Commuting by bike is perfectly safe, and easily achievable for journeys up to ten miles. The company will need to consider the provision of safe and secure cycle storage, and maybe the provision of showers and changing facilities.
2. Active travel – cycling or walking - has multiple physical and mental health benefits. Regular active travel commuters are more productive, happier, and have fewer absences. The company should promote these health benefits, and establish an active travel culture amongst employees. Establishing peer support where, for example, established riders support new riders, have optional competitive elements– fastest average walking or cycling speed, or most miles travelling in a week, the setting of personal targets etc all help embed the culture.
3. Car Sharing – The establishment of a car sharing scheme, whilst it can be time consuming to establish, will yield significant reductions in overall car travel. There can be reluctance, but even of only a few employees partake, combined with these other elements, significant carbon emissions can be achieved.

9.6 Office Consumables

We have considered paper and printer cartridges here as the primary measurable consumables for the type of activity conducted at Primelocums.

1. Use only recycled paper, and ask employees to only print when absolutely necessary, to print on two sides.
2. Ink cartridges have a surprisingly high carbon footprint. Their impact can be minimised by ensuring that empty cartridges are returned to a specialist recycler, rather than disposed into general waste, and that trials be run to assess whether third party second use cartridges may be suitable. Note that their performance and compatibility can be patchy, but that the market is well served.

10. Carbon Reduction Trajectory

We have set emission reduction target by source as percentage reductions against the baseline year for 2026 as an interim, and 2035 as achieving Net Zero (with offsetting in place).

	2024	2026	2035
Electricity	0.000	0.000	0.000
Water	0.069	0.069	0.069
Waste	0.210	0.189	0.170
Business Travel	0.000	0.000	0.000
Consumables	0.592	0.532	0.479
Commuting	13.590	10.872	8.6976
TOTAL	14.461	11.662	9.416

By 2026, we will make 10% reductions in our use of water, consumables and waste and a 20% reduction on our commuting emissions. By 2035, we have made further 10% reductions (from 2026 figures) in our use of water, consumables and waste and a 20% reduction on our commuting emissions

Therefore, by 2035, according to this trajectory, we have made carbon reductions of 35% , with the remaining Carbon footprint to offset 9.416 t/year to achieve Net Zero Carbon.

11. Audit

Whilst not compulsory, we have committed to an annual audit of our carbon data reporting by an independent third party.

12. Offsetting

Offsetting the emissions that we can't mitigate will become part of our strategy, but only at the point that we've implemented all of the possible behavioral, process and technology changes.

Carbon offsetting is an unregulated market, and has suffered some negative publicity due to exaggerated claims on carbon savings. We also note that the UK market has little capacity at present.

We will take expert guidance to identify a credible and verifiable carbon offsetting scheme, that may be UK or Overseas based.

13. Declaration

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans, the GHG Reporting Protocol Corporate Standard and we use 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.

We confirm this Carbon Reduction Plan is reviewed and signed off at board level on an annual basis and is available on the home page of our website.

Signature:



Name: MD MIJANUR RAHMAN CHOWDHURY

Job Title/Designation (must be a director or equivalent):

Director

Date: 10/12/2024