Atlas Workplace Services

Carbon Reduction Plan 2024/2025

1. Commitment to Achieving Net Zero

Atlas Workplace Services Limited and its constituent companies, henceforth referred to as Atlas Workplace Services, has committed to maintaining Carbon Neutrality from 2019 via carbon offsetting. Atlas are also transforming its business activities towards a lower carbon emitting and more sustainable alternative to achieve the ambitious target of achieving Net Zero by 2050.

2. 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 year emissions are crucial for measuring the success of our emissions reduction efforts and act as a reference point for all future years.

To establish a reliable baseline for measuring future emissions reductions, Atlas Workplace Services conducted our first carbon footprint assessment in March 2020, using data from the assessment period of 2019. However, due to Covid-19 disruption to business activities the 2020 year was not completed. The baseline year for all documents is 2019 for all future assessments to be compared against.

Baseline Year: 2019
Additional Details relating to the baseline emissions calculations :
Atlas Workplace Services' 2019 ESOS and SECR carbon reporting was conducted as part of our Group Company submission via our parent company. Data contained within the baseline year comprises of all emissions associated with scope 1, 2 of Atlas Workplace Services activities only, including rail and air travel as representative of scope 3.

Breakdown of reporting scope:

Scope 1 – Combustible Fuels (transport, gas and other fuels)

Scope 2 – Electricity

Scope 3 – Employee travel (rail and air travel)

Baseline year emissions:

Emissions	Total (tCO$_2$e)
Scope 1	725
Scope 2	18
Scope 3	24
Total Emissions	**767**

Intensity Ratio – 15.64 tCO$_2$e/£m turnover**

** the intensity ratio has been calculated against scope 1 and 2 emissions only to allow for a more accurate comparison to the baseline year

3. Current Emissions Reporting

Reporting Year: 2023

Additional details relating to the current reporting year emissions calculations:

In addition to our current reporting data, Atlas have expanded the range of our scope 3 from the previous reporting year. From 2022, reporting data covered by scope 3 will now include business travel, employee commuting, waste and all supplier spend (Purchased goods and services). Downstream has been discounted as all emissions relating to our delivered services are by our own transport which are captured within the scope 1 reporting data. Scope 3 in 2023 has increased the scope to include the following Green House Gas scope 3 categories: 3.1 - Purchased goods and services, 3.2 - Capital goods and 3.3 Fuel – and energy related activities (not included in scope 1 or scope 2). These 2023 updates have not been included in the below figures as to maintain a consistent scope of assessment however allows Atlas to increase knowledge of a wider emissions from scope 3 activities.

Scope 2 figures have been calculated on a Market Based reporting method, i.e. using kWh to tCO_2e conversion factors on a per tariff basis.

Breakdown of reporting scope:

Scope 1 – Combustible Fuels (transport, gas and other fuels)

Scope 2 – Electricity

Scope 3 – Employee business travel (rail, taxi and air travel), employee commuting, waste and Purchased good and services

Reporting year emissions:

Emissions	Total (tCO_2e)
Scope 1	308
Scope 2	1
Scope 3	524
Total Emissions	**833**

Intensity Ratio – 9.74 tCO_2e/£m turnover**

** the intensity ratio has been calculated against scope 1 and 2 emissions only to allow for a more accurate comparison to the baseline year

4. Emissions Reduction Targets

In order to progress to achieve Net Zero by 2050, Atlas Workplace Services has adopted the following carbon reduction targets. We are committed to ensuring our carbon intensity ratio will decrease by at least 2.6 tCO$_2$e/£m turnover each 5-year period from baseline year of 2019.
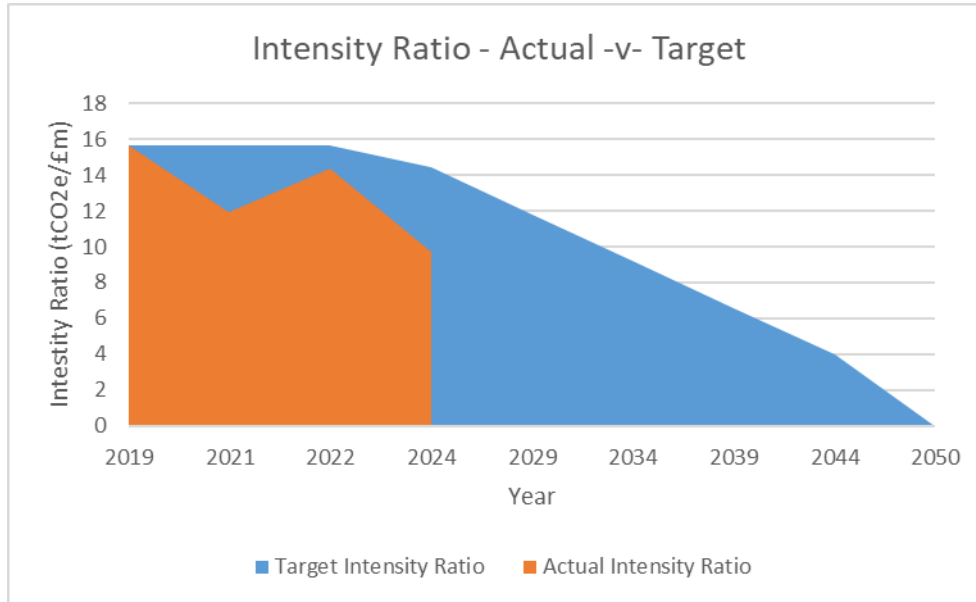
5. Emissions Reduction Projects

Project	Methodology	Target
Net Zero – VERRA Verified Carbon Standard (VCS)	**Immediately mitigate the impact of our activities on the environment through gold verification offsetting**	
	Offset 110% of Baseline Year Emissions (2021)	Complete
	Offset 110% of Year 1 Emissions (2022)	Complete
	Offset 125% of Year 2 Emissions (2023)	Complete
	Continually demonstrate carbon neutrality through PAS2060 verification (by independent 3rd party)	Ongoing
Sustainable Fleet Management	**Reduce environmental impacts through a combination of environmentally cleaner vehicles and fuels**	
	Continually assess the feasibility and effectiveness of a fully electric fleet.	Ongoing
	Introduce hybrid vehicles to at least 25% of fleet, replacing current petrol/diesel.	Q4 2024
	Complete the transition to 100% electric / hybrid fleet.	Q1 2028

Travel Management	**Reduce staff air and rail travel** Through training and policy, promote and encourage staff to select sustainable travel options and utilise technology to reduce business travel.	Ongoing

Environmental Working Group – Indirect emissions reduction	**Develop and execute an environmental action plan to improve environmental performance and reduce indirect emissions**
	
	<u>Current initiatives</u>
	
	- Sustainable Cleaning Offering
	  - Continue to work with suppliers to exceed the 30% reduction in deliveries achieved in 2021.
	  - Switch to multi use cleaning products to reduce number of products used.
	  - Trial closed loop cleaning products to reduce waste and single use plastics.
	  - Switch to ethical chemical free products.
		Current / Ongoing

	- Maintain UKAS Accredited ISO14001 Certification.	Current / Ongoing

	- Set expectation of those who work on our supply chain to demonstrate an aligned commitment to environmental sustainability.
	  - Eliminate/reduce packaging and waste
	  - Net Zero Commitments by 2050.
	  - Use of electric vehicles (deliveries).
		Current / Ongoing

	- Offer employee cycle scheme to promote and encourage cycle to work.	Current / Ongoing
	- Continue to utilise tree planting programs with supply chain – number of trees planted per £ spend on Atlas's behalf.	Current / Ongoing
	- Engage with energy suppliers with an aim to move to 100% renewable energy within Atlas property for which we have direct control.	Complete
	- Continually assess the physical feasibility of energy saving opportunities within Atlas property for which we have direct control i.e. Solar, heat pump etc.	Current / Ongoing

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 on behalf of the Group Managing Director of Atlas Workplace Services.

Andrew Lunt

Group Managing Director

04/07/2024