



2021-2022 Carbon Reduction Plan

Carbon Reduction Plan

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Carbon Reduction Plan

Supplier name: Cleaver Fulton Rankin

Publication date: September 2022

Commitment to achieving Net Zero

Cleaver Fulton Rankin is committed to achieving Net Zero emissions by 2050.

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.

| Baseline Year: 2019 | |
|--|--|
| Additional Details relating to the Baseline Emissions calculations. | |
| Scope 1 emissions relate to r410a refrigerant top ups required for six air conditioning units during 2019. | |
| Scope 2 emissions relate to mains electricity Killowatt-hour, kWh. | |
| Scope 3 emissions not included | |
| Baseline year emissions: | |
| EMISSIONS | TOTAL |
| Scope 1 | 52.20 tCO ₂ e |
| Scope 2 | 44.51 tCO ₂ e |
| Scope 3 (Included Sources) | No scope 3 emissions due to the lack of supporting information available, including upstream/downstream & waste. |
| Total Emissions | 96.71 tCO₂e |

Current Emissions Reporting

| Reporting Year: 2021/2022 | |
|-------------------------------|-------------------------------|
| EMISSIONS | TOTAL (tCO ₂ e) |
| Scope 1 | 41.76 tCO ₂ e |
| Scope 2 | 25.15 tCO ₂ e |
| Scope 3 (Included Sources) | 9.97 tCO ₂ e |
| Total Emissions | 76.88 tCO₂e |

Scope 3 Sources

Upstream transportation & distribution

| Post | Letters 26g CO ₂ e | Parcels 205g CO ₂ e | Total |
|-------------------|-------------------------------|--------------------------------|-----------------------------|
| Daily Average | 20 | 3 | |
| Annually | 5200 | 780 | |
| CO ₂ e | 135k CO ₂ e | 160k CO ₂ e | 295k CO₂e |

*Based on average 260 working days per year – 26g per letter/205g per parcel

| Outbound emails | |
|-------------------|-------------------------|
| Daily Average | 4500 |
| Annually | 1,170,000 |
| CO ₂ e | 1.17 tCO ₂ e |

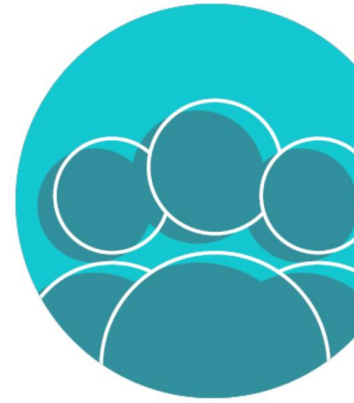
*Based on 1g CO₂e per email



Waste Generated In Operations

1 kg of non-recycled waste generates 700 g of CO₂

| 2021 | General waste (kg) |
|------------------------------|-----------------------------|
| Jan | 137 |
| Feb | 140 |
| Mar | 150 |
| Apr | 188 |
| May | 91 |
| Jun | 99 |
| Jul | 80 |
| Aug | 107 |
| Sep | 112 |
| Oct | 133 |
| Nov | 86 |
| Dec | 73 |
| Total | 1396 |
| Total CO₂e | 977k CO₂e |



Business travel

Monthly average of 111 miles claimed per month.

Average CO₂ emissions per mile based on data from the Department for Transport (221g per mile).

| Annual Mileage | CO ₂ |
|----------------|------------------------|
| 1332 | 294k CO ₂ e |

Employee Commuting

The below figure is based on staff questionnaire responses relating to staff commute.

CO₂ calculation based on annual average staff car commute by average attendance with flexible working. CO₂ emissions per mile based on data from the Department for Transport (221g per mile).

| Car | Public Transport | Walk |
|--------------------------|------------------|------|
| 54% | 39% | 7% |
| 31876 miles | - | - |
| 7.044 tCO ₂ e | - | - |

Downstream Transportation

| Mail into CFR | Letters 13g CO ₂ e | Parcels 102g CO ₂ e | Total |
|------------------------|-------------------------------|--------------------------------|-----------------------------|
| Daily Average | 35 | 3 | |
| Annually | 9100 | 780 | |
| CO₂e | 118k CO₂e | 79k CO₂e | 197k CO₂e |

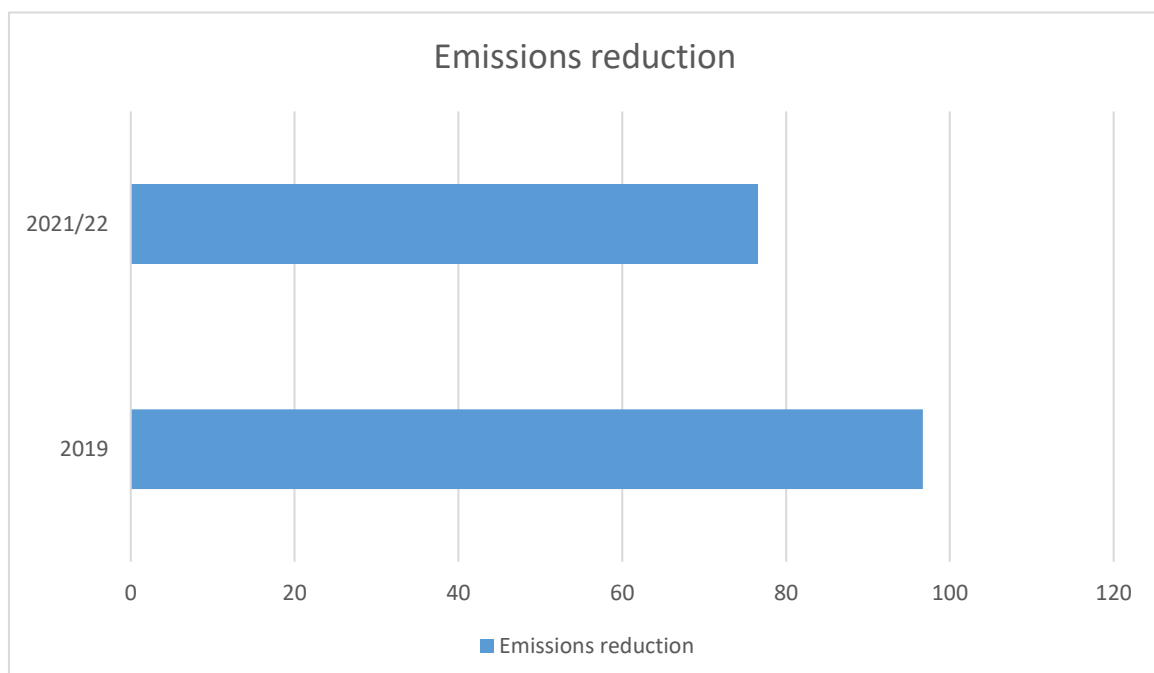
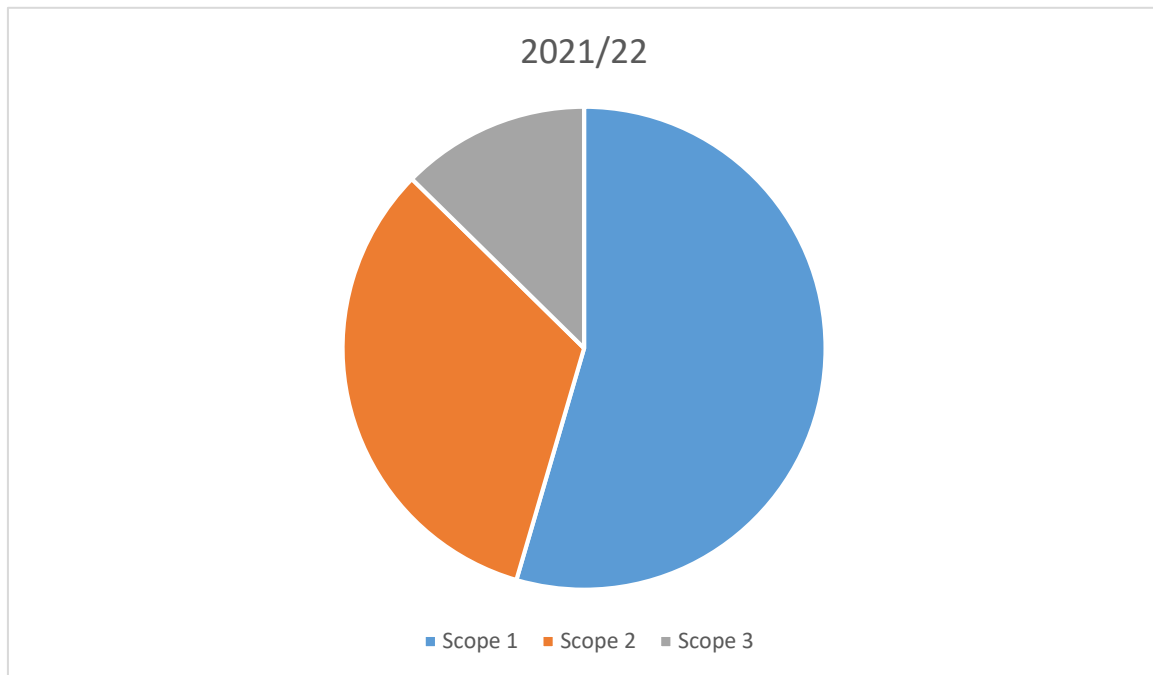
Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Cleaver Fulton Rankin has signed the Business in the Community NI Climate Action Pledge, making a commitment to reducing our carbon footprint and setting ambitious targets to enhance our sustainability. A commitment to achieving a 50% reduction in Greenhouse Gas (GHG) Emissions by 2030, in order to positively contribute towards the path to net zero.

We project that carbon emissions will decrease over the next five years to 50 tCO₂e by 2028. This is a reduction of 48% from baseline year.

Progress against these targets can be seen in the graphs below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 20.1 tCO₂e, a 20.8% reduction against the 2019 baseline and the measures will be in effect when performing the contract.

2021-22 Highlights

Carbon footprint:

Our team received Carbon Literacy Certification, which allowed us to take positive steps towards addressing and measuring our company's carbon footprint. We are actively working in collaboration with businesses across Northern Ireland to address the climate emergency through the pledge. Some of our initiatives have been highlighted below.

- We launched an annual Carbon Footprint Questionnaire which aims to measure our carbon impact and increase accountability
- Our team are reducing the impact of their carbon footprint through setting up a walking group on Treekly. The challenge sets a goal of walking 5,000 steps per day for 5 days a week. If this target is met, Treekly will plant 1 mangrove tree on behalf of each team member every week. We have currently planted 575 trees in 2022
- We are seeking to reduce our overall emissions with a business funded carbon offsetting programme. This will track travel and contribute a fee to counterbalance our climate pollution through investing in an environmentally friendly project
- We support the Cycle to Work Scheme, which encourages our team to cycle to and from work, whilst taking steps to reduce their carbon footprint. The scheme promotes cycling as a sustainable, eco-friendly mode of transport, which helps to support health and well-being, and reduce environmental pollution
- We have a Hybrid Working Policy in place, reducing the scope 3 travel commute and scope 2 electricity usage. Scope 1 R410A reduction also possible due to reduced air conditioning needs

Energy Management System:

Digital transformation:

As part of a wider digital transformation programme, we have fostered an environment which combines technology with traditional working practices to facilitate a more economical consumption of paper. By using the following innovative solutions, we have reduced our environmental impact and wastage of paper:

- Engaged Right Digital Solutions to help us move to a managed print solution. As a result, we are now able to reduce our Co₂ emissions by an estimated 57% and have reduced our paper waste by 10-20%
 - Our first report details a saving of 6800 sheets of paper in 3 months
 - Reduction of power consumption by 5.3kW
 - 81% reduction in electricity consumed
- Utilise an electronic signature package called Signable, enabling documents to be signed electronically
- Use document bundling software called Bundeldocs to effortlessly create electronic bundles and legal briefs for court
- Utilise digital brochures and newsletters

Employee engagement:

We have set up an Employee Engagement Group to drive forward our environmental initiatives. We have participated in awareness days, training and events to encourage engagement in our responsible business activities, to raise awareness of key global issues and to develop a sense of community around sustainability.

We encourage our team to consider their carbon footprint when travelling, promoting greener commuting where possible. Our investment in technology has enhanced communications and encouraged our team to consider their environmental impact.

Power Saving

To reduce our energy consumption:

- Laptops are set up to go into sleep mode after seven minutes and turn off after two hours
- We have sensor lighting in areas that are not in constant use to save electricity (such as meeting rooms, toilets, offices etc.)
- Radiators and air conditioning units are on a timer and have set degree limits
- Hot water taps are switched off every evening and over the weekend
- We use LED light bulbs to save electricity and help minimise greenhouse gas emissions
- We have transitioned multiple business critical services from local to cloud based servers. This has allowed for the removal of several physical servers from the building, significantly reducing our power consumption

Recycling & Waste Management

As a sustainable business, we are committed to responsibly managing our waste throughout our direct operations and our supply chain. We take steps to reduce the amount of waste we produce and divert the waste we generate through recycling, composting, and donations.

- **Mixed Recycling:** All recycling is collected weekly and taken to a facility to be sorted into separate material streams such as plastic, metal and glass, ready to be used in re-manufacturing
- **Plastics:** Our plastics are transformed into pipes for the agricultural, civil engineering and construction industries by Cherry Plastics at their sites in Crumlin, Lurgan and Dungannon
- **Glass:** Our glass is re-purposed to make new bottles for local products such as Bushmills and Baileys by Encirc in Fermanagh
- **Confidential Paper Recycling:** The confidential paper is shredded on-site by 'Shred-Bank' and taken to its accredited facility. Here it is shredded and pulped before being processed into new, closed-loop office paper
- **Confidential Data:** Confidential data stored on hard drives, USB sticks etc. are also shredded and then incinerated to produce energy
- **Electrical Waste:** Assets are reused wherever possible and where assets are beyond economical repair, they are recycled in accordance with the Waste Electrical and Electronic Equipment Directive (WEEE). Through this, our printer cartridges are collected and then taken by 'Clover Imaging' who remanufacture and recycle them

In the future we hope to implement further measures such as:

Cleaver Fulton Rankin is committed to developing and introducing further sustainable measures to improve our carbon footprint.

In particular, as a responsible business we are committed to reducing our carbon footprint, embracing new technology, developing employee engagement, responsible supply chain management and supporting clients with their sustainable business goals.

We have specific carbon reduction projects in the pipeline, including upgrading air conditioning units to remove the hydrofluorocarbon refrigerant R410a, and replacing with R32 (which has a global warming potential of two thirds less than other refrigerant gases).

Declaration and Sign Off

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



Patrick Fleming, Director

Date: 30/09/22

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

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

³<https://ghgprotocol.org/standards/scope-3-standard>



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