



Carbon Reduction Plan for 2021 Baseline Year & 2022

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1 Background

Thomson [environmental consultants](#) (“Thomson”) creates, manages, and monitors projects at the interface of human development and the natural environment. Our outputs and interventions directly impact on the sustainability of the projects we are engaged on and assist our clients in achieving their goals and commitments. During the reporting period 2021 and 2022 we operated out of 5 regional offices: Guildford (Head Office), Cardiff, Birmingham, Leeds and Manchester.

Except for Guildford, all our offices are leased with fully serviced agreements.

Reducing our carbon footprint is at the core of our Sustainability and Environmental policies. We strongly believe that reducing emissions must be the first step on this journey and will seek to offset only those emissions that cannot be avoided. To support this, we have tasked our Sustainability Committee, operating under a Terms of Reference from the Senior Leadership Team (SLT), to drive the agenda forward, educate colleagues and ensure their offices are managed in line with our company policies.

2 Commitment to achieving Net Zero

As a signatory of the [UN SME Climate Commitment](#), Thomson is **committed to achieving Net Zero emissions by 2050** at the latest and will accelerate this progress as we gain further insights into our emissions following the impact of Covid-19, our systems of data collection are refined, and the technology we wish to adopt matures.

This carbon reduction plan sets out what our emissions are for our Baseline Year of 2021 and 2022, as well as how we plan to reduce them. We are systematically identifying our emissions and putting in place measures to directly address the sources of these.

To progress towards achieving Net Zero, we **commit to halving our greenhouse gas emissions by 2030**, which means reducing our emissions from 676.7 tCO₂e in 2021 to 338.3 tCO₂e by 2030.

We also **commit to measuring and reporting** on our progress **annually**.

3 Current Emissions Reporting

This is the first Carbon Reduction Plan that we have made publicly available. Our Carbon Reduction Plans will be updated annually and made available on the Thomson website. (<https://www.thomsonec.com/>).

Reporting Period

Our reporting period is our financial year 1st November - 31st October.

Baseline Year 2021

We have gathered environmental data and implemented policies designed to reduce our impacts for a number of years, but this is the first Carbon Reduction Plan we have published. We have used 2021 CO2 emissions data as our baseline. This period provides a good starting point for our “new typical” working pattern and annual carbon footprint following the disruption to working patterns caused by the COVID 19 pandemic.

Scope 1

Thomson’s Scope 1 emissions are direct greenhouse (GHG) emissions that occur from sources that are controlled or owned by Thomson. These currently consist of emissions associated with:

- Fuel combustion for heating at Thomson offices (natural gas)
- Fuel use by company owned vehicles (used for site-based activities)
- Fugitive (accidental) GHG emissions such as losses of refrigerant gas from air conditioning systems at Thomson offices

Scope 2

Our scope 2 emissions are made up of indirect emissions from the generation of purchased electricity for our office buildings. With the exception of the Guildford office which is managed by ourselves, our other offices in the UK are leased and electricity is included within our service charges.

Scope 3

Our Scope 3 emissions reporting currently includes water, waste, employee commuting, home working, business travel by private car, travel by train and air, hotel stays, and electricity T&D losses. Emissions from travel and commuting have been identified as the most significant for our business.

We do not have any emissions associated with investments, leased assets and franchises.

A target for future years is to include car hire data. We are currently also investigating our emissions associated with the materials and products we purchase and use from our supply chain.

Third Party Verification

The 2021 and 2022 data reported in this plan has been reviewed and verified by environmental consultants Equilibria Group Ltd. This first Carbon Reduction Plan has also been developed in collaboration with Equilibria. Both the data and this plan form a strong starting point from which we can track and report our progress in future years.

4 Carbon Emissions Data Results & Reduction Initiatives

The following table presents our carbon emissions data results for 2021 and 2022 along with supporting notes and our targets to improve data quality where needed. Under each Scope we have also included the list of initiatives that we have identified and plan to implement to help deliver our ambitious reduction target.

Scope 1						
	2021		2022		2021-22	
Activity	2021 Emissions (tCO2e)	% of Total Emissions	2022 Emissions (tCO2e)	% of Total Emissions	% Change 2021-22	Notes
Natural gas	16.2	2.4%	21.1	3.5%	+31%	Currently gas data is available for Guildford only and data for the other offices is estimated based on the percentage of staff at each location. The increase in gas consumption for 2022 is due to staff returning to offices after the COVID pandemic.
Company vehicles	39.8	5.9%	63.2	10.5%	+59%	Fuel data for company owned vehicles is based on actual consumption taken from the fuel cards associated with these vehicles. The increase in fuel derived emissions for 2022 is due to more business travel using company owned vehicles.
Refrigerants	0.0	0.0%	0.0	0.0%	n/a	There were no leakages from air conditioning systems at Thomson offices in 2021 or 2022, therefore, the emissions associated with these were zero in both years.
Total Scope 1 Emissions (tCO2e)	56.0	8.3%	84.4	14.1%	+51%	The increase in Total Scope 1 emissions for 2022 reflects the increase in gas and fuel usage as detailed above.

Scope 1 Reduction Initiatives

Natural gas

- We are undertaking a **property strategy review** to ensure that the office locations that we occupy meet the needs of our business. As part of this, we will be assessing the energy efficiency and footprint of our office locations and should any new locations be selected in the future, the EPCs will be an important consideration.
- For our leased offices, we aim at getting as much office-specific data as possible from our landlords to replace the current estimates.

Company vehicles

- To address our company owned fleet emissions, we will revise our travel policy and **establish a travel hierarchy** based on the most emission efficient mode of transport.
- We will also carry out a **review of our fleet vehicles** and assess whether they are required, the right type and based at the right office.
- We will aim at **replacing our company fleet** ideally before the end of their depreciation cycle by electric vehicles (EV) where possible and hybrids where EVs are not available to fulfil the required role. As part of our property strategy review we will also assess the provision of **EV charging points** at our offices.

Scope 2						
	2021		2022		2021-22	
Activity	2021 Emissions (tCO2e)	% of Total Emissions	2022 Emissions (tCO2e)	% of Total Emissions	% Change 2021-22	Notes
Electricity	29.4	4.3%	28.2	4.7%	-4%	Electricity data is currently available for Guildford only and data for the other offices is estimated based on the percentage of staff at each location. The reduction of electricity usage for 2022 is due to energy saving measures, e.g. reducing the usage of the air con system.
Total Scope 2 Emissions (tCO2e)	29.4	4.3%	28.2	4.7%	-4%	The decrease in Total Scope 2 emissions for 2022 reflects the decrease in electricity related emissions. The higher % of Total Emissions for 2022 is due to overall emissions being reduced by 12% compared to 2021.

Scope 2 Reduction Initiatives
<p><u>Electricity</u></p> <ul style="list-style-type: none"> We are undertaking a property strategy review to ensure that our offices meet the needs of our business. As part of this, we will be assessing the energy efficiency of our office buildings and should any new locations be selected in the future, the EPCs will be an important consideration. For our leased offices, we aim at getting as much office-specific data as possible from our landlords to replace the current estimates. We are also exploring the options to switch to 100% renewable energy tariffs. Although this does not translate into zero emissions, it can contribute a 25% reduction in electricity emissions. This will complement rather than replace our demand reduction efforts

Scope 3						
	2021		2022		2021-22	
Activity	2021 Emissions (tCO2e)	% of Total Emissions	2022 Emissions (tCO2e)	% of Total Emissions	% Change 2021-22	Notes
Electricity transmission & distribution	2.6	0.4%	2.6	0.4%	-1%	The reduction in electricity consumption in 2022 is also reflected in these associated emissions. As these figures are rounded the decrease is only reflected in the %change figure.
Commercial waste	0.1	0.0%	0.2	0.0%	+33%	Waste data is currently recorded for the Guildford office. Our waste is either recycled or goes to energy recovery, none goes to landfill. Compared to other emission factors, waste is minimal, but as more staff returned to the office in 2022 after the pandemic, we noted a slight increase in these emissions.
Water supply	0.1	0.0%	0.1	0.0%	+27%	Similar to gas and electricity, water data is currently available for the Guildford office only and data for the other offices is estimated based on the percentage of staff at each location. The increase in water consumption for 2022 is due to staff returning to offices after the pandemic. Compared to other emission factors, water consumption is minimal, thus the increase is reflected only in the % change figure.
Staff commuting by car	256.9	38.0%	266.8	44.5%	+4%	Based on our 2022 staff survey, we assume that staff work on average 2 days per week in the office. Approximately 75% of staff drive to the office, with the remainder either cycling, walking, or using public transport, however the latter are currently not reflected in our calculations. The increase in emissions from commuting for 2022 is linked to higher staff numbers.

Home working	56.9	8.4%	63.2	10.5%	+11%	Data used for home working was based on the assumption that staff work on average 3 days per week at home, see above. The increase in emissions from home working for 2022 is linked to higher staff numbers.
Car travel	230.3	34.0%	123.1	20.5%	-47%	Employee business mileage is based on expense data. The exact fuel type of each vehicle is not known, so an average vehicle conversion factor has been used. The decrease in emissions for 2022 is due to a decrease in business travel using staff cars.
Air travel	0.5	0.1%	0.0	0.0%	-100%	Compared to other emission factors, air travel was minimal in 2021 and not happening in 2022.
Train travel	0.1	0.0%	0.2	0.0%	+241%	Compared to other emission factors, train travel was minimal in 2021 and increased only slightly in 2022. The absolute increase is reflected in the % change figure.
Hotel stays	43.8	6.5%	27.8	4.6%	-37%	The number of hotel stays is based on actual data provided by our travel company. The decrease in emissions for 2022 is due to a decrease in business travel needing overnight stays.
Total Scope 3 Emissions (tCO2e)	591.3	87.4%	483.9	81.2%	-18%	The overall decrease in Total Scope 3 emissions is mainly due to reduced business mileage.

Scope 3 Reduction Initiatives

Waste & Waste

- For our leased offices, we aim at getting as much office-specific data as possible from our landlords to replace the current estimates.

Staff commuting by car

- Based on our 2022 commuting survey, it is mainly cost, followed by mileage and charging infrastructure that deter staff from purchasing an EV. We aim at **improving knowledge around driving more sustainable cars such as hybrids and Evs** and we are exploring options of offering a salary sacrifice scheme for acquiring an EV. Uptake will be at staffs discretion.
- We will **promote cycling** to the office by improving our communication around **provisions for cyclists** at our offices, safer cycling and the government Cycle to Work scheme. As part of our **property strategy review** we will assess the provision of bike storage, showers and changing rooms at all offices.
- We will look at how else we can encourage staff to use **public transport or car sharing**, where these options are available.
- In addition, we will aim at **improving our data capture** on frequency of commuting and modes other than cars that staff are using for commuting to be able to report on these fully.

Business travel

Our business travel is mainly related to field work and site visits and accounted for 34% of our total monitored CO₂ emissions in 2021 (combined Scope 1 & Scope 3 factors). It is therefore imperative that we act to reduce these emissions, while protecting as far as possible our commercial operations.

- In the short-term, we will **ensure that travel policies are worded to minimise carbon-intensive travel** (e.g. using the appropriate mode of transport and reducing travel that is not strictly necessary).
- We will develop a **targeted Travel Strategy** focusing on any further opportunities to reduce our emissions associated with car use as a business. For future reporting we aim also at including emission data from car hire.

Other Scope 3 - Suppliers

- Over the next five years we plan to streamline our suppliers and work with those who are aligned with our sustainability policies and goals. We have already made efforts to gather information from suppliers to report on this in the future, and we will continue to prioritise this to ensure we can provide reporting of our downstream transportation and distribution emissions.

TOTAL COMPANY EMISSIONS					
	2021	2022	% Change 2021-22	2030 Target	Notes
Total Emissions (tCO₂e)	676.7	596.5	-12%	338.3	The decrease in Total emissions for 2022 is mainly due to reduced business travel (Scope 1 & Scope 3 factors combined).

5 Declaration

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.

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>