

Carbon Reduction Plan

Supplier name: Buro Four Project Services Limited (t/a Buro Four)

Publication date: October 2025

Commitment to achieving Net Zero

Buro Four is committed to achieving Net Zero emissions by 2030.

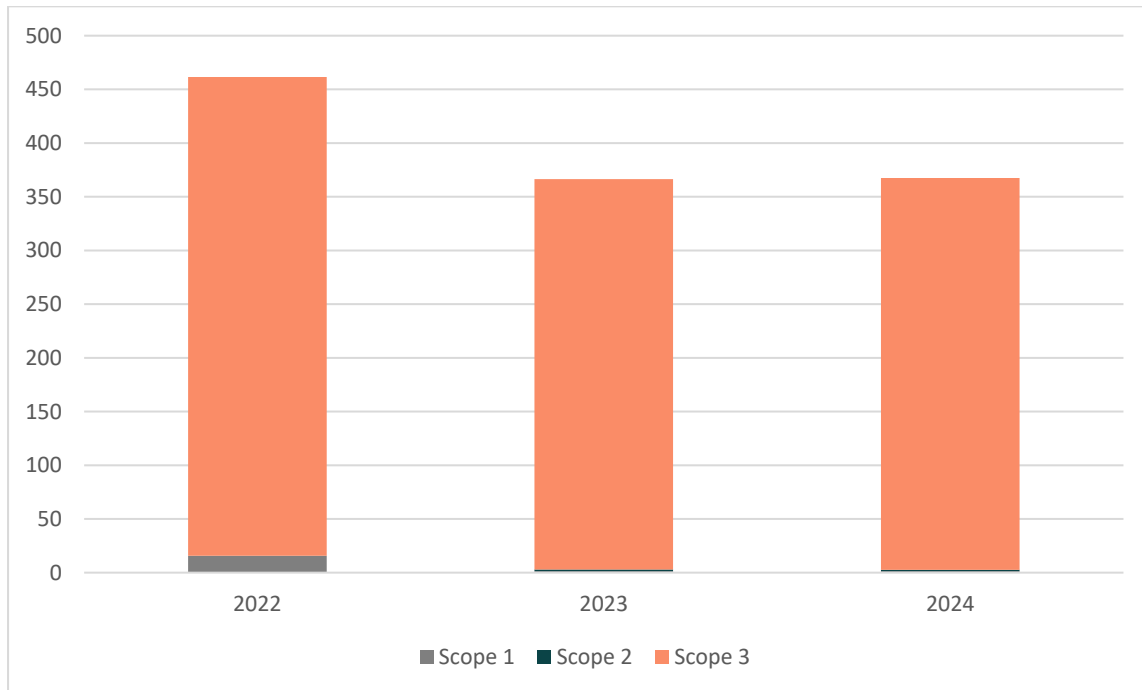
Baseline Emissions Footprint

Baseline Year: 2022		
Baseline year emissions:		
EMISSIONS	TOTAL (tCO ₂ e)	
Scope 1	15.74	
Scope 2	1.48	
Scope 3	445.76	
	Included Sources	
	Purchased Goods & Services	285.29
	Capital Goods	11.19
	Fuel & Energy Related Activities	2.82
	Waste Generated in Operations	0.46
	Water Supply and Treatment	0.14
	Business Travel	43.30
	Employee Commuting	27.43
	Upstream Leased Assets	4.12
	Downstream Leased Assets	71.02
	Upstream Transportation & Distribution	0 - consultancy only - no goods transported or distributed
	Downstream Transportation & Distribution	0 - consultancy only - no goods transported or distributed
Total Emissions	462.97	

Current Emissions Reporting

Reporting Year: 2024		
EMISSIONS	TOTAL (tCO ₂ e)	
Scope 1	1.26	
Scope 2	1.40	
Scope 3 (Included Sources)	364.83	
	Included Sources	
	Purchased Goods & Services	281.27
	Capital Goods	4.19
	Fuel & Energy Related Activities	0.33
	Waste Generated in Operations	0.36
	Water Supply and Treatment	0.04
	Business Travel	34.29
	Employee Commuting	33.99
	Upstream Leased Assets	Information not available due to change of landlords.
	Downstream Leased Assets	10.33
	Upstream Transportation & Distribution	0 - consultancy only - no goods transported or distributed
	Downstream Transportation & Distribution	0 - consultancy only - no goods transported or distributed
Total Emissions	367.49	

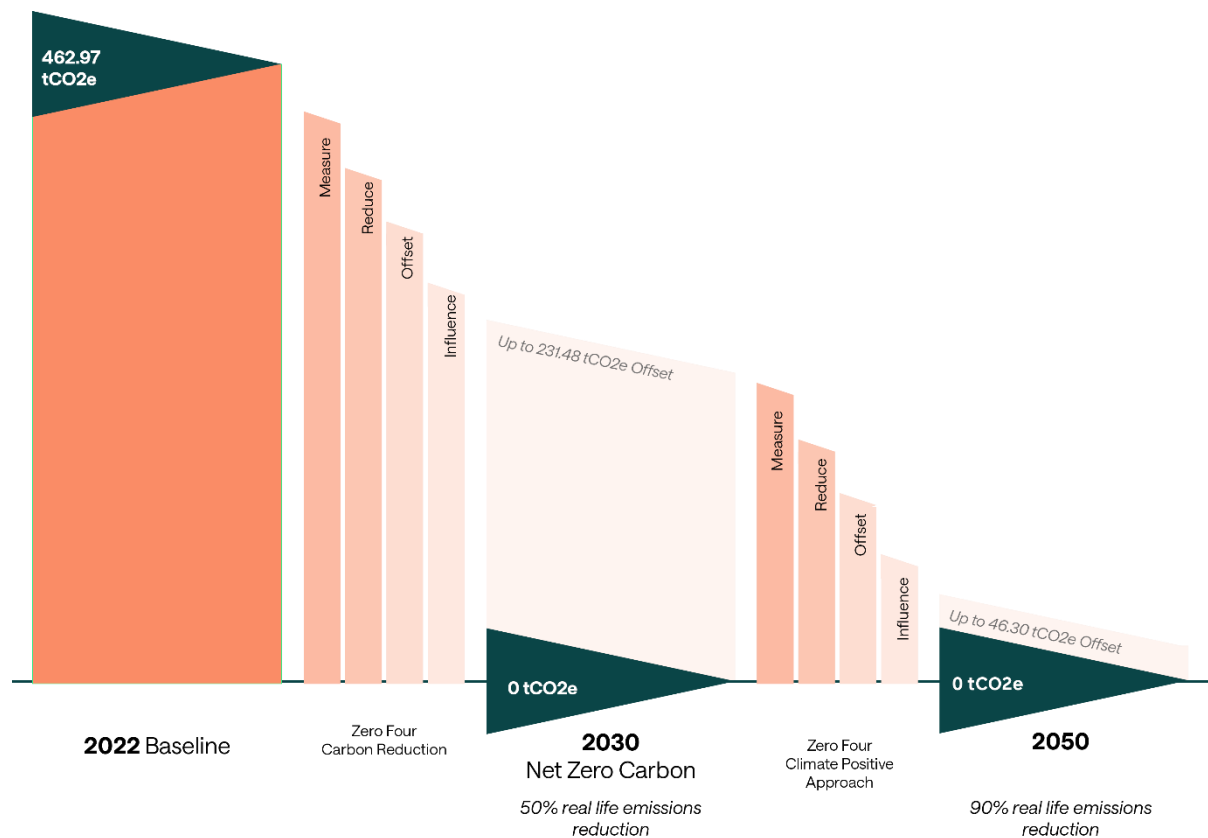
Buro Four Emissions: Year on year progress against baseline



Emissions Reduction Targets

2030 net zero: reduce our carbon emissions by at least 231.48tCO₂e, 50%, and use carbon offsetting to eliminate any residual carbon.

2050 net zero maintained: reduce our carbon emissions by at least 416.67tCO₂e, 90%; any remaining carbon offset.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the start of our journey towards net zero carbon in 2019.

Since our 2022 baseline, the carbon emission reduction achieved by these schemes equates to 94.01 tCO₂e, a 20% reduction and the measures will be in effect when performing the contract.

- Partnering with green energy suppliers in our offices – all energy now from sustainable sources
- Work From Home initiative, encouraging our staff to work from home approximately 2 days per week – reducing our travel and also consumption of energy and other resources within the office
- Business Travel improvement: we are part of the Cycle to Work Scheme, cover the cost of Santander Bicycle Subscriptions for all employees, and have partnered with Octopus for electric vehicles, making them more affordable for staff via a Salary Sacrifice process. This has improved the carbon footprint on some parts of our employee commutes, as well as benefitting our staff's personal footprints.
- Purchasing the majority of our food locally

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

- Moving offices to a new, more efficient building
- Carbon Offsetting from 2030 onwards. Offset projects are to be decided based on our direct supply chain.
- Using sustainable stationery.
- Reducing office printing.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 reporting](https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)².

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:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above the name James Foreman.

James Foreman, Director

Date: 24th October 2025

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>