

Carbon Reduction Plan

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

Publication date: May 2023

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 (tCO₂e)
Scope 1	16 (15,737 KgCO ₂ e)
Scope 2	1 (1,477 KgCO ₂ e)
Scope 3 (Included Sources)	446 (445,760 KgCO ₂ e) Included sources: Purchased Goods & Services, Capital Goods, Waste Generated in Operations, Business Travel, Employee Commuting, Upstream Leased Assets, Downstream Leased Assets, Water supply and wastewater.
Total Emissions	463 tCO₂e (462,974 KgCO ₂ e)

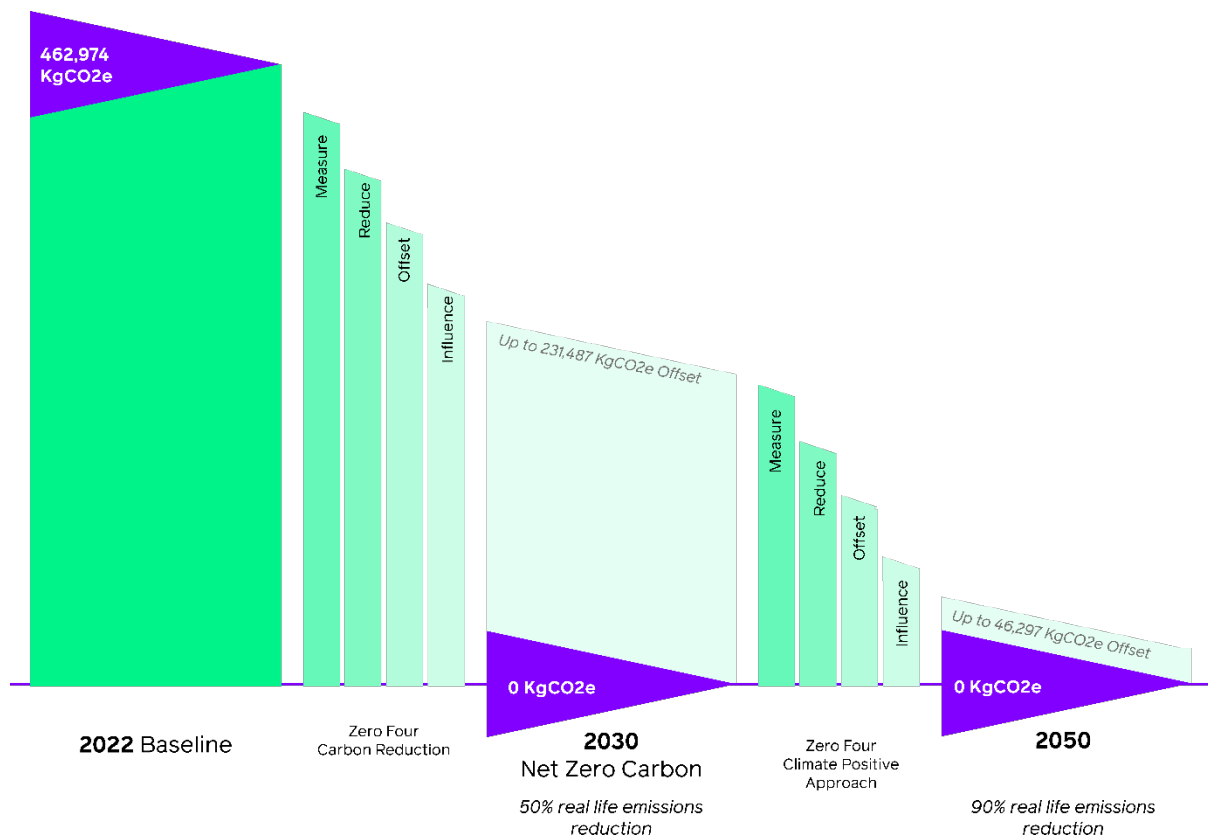
Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	16 (15,737 KgCO ₂ e)
Scope 2	1 (1,477 KgCO ₂ e)
Scope 3 (Included Sources)	446 (445,760 KgCO ₂ e) Included sources: Purchased Goods & Services, Capital Goods, Waste Generated in Operations, Business Travel, Employee Commuting, Upstream Leased Assets, Downstream Leased Assets, Water supply and wastewater.
Total Emissions	463 tCO₂e (462,974 KgCO ₂ e)

Emissions Reduction Targets

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

2050 net zero maintained: 90% or more reduction in emissions: any remaining carbon offset.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Although our formal baseline year is 2022, we have been on the path towards net zero carbon since 2019. In this time, we have managed to reduce our emissions against both Scope 2 and Scope 3, through:

- 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.

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

- Installing heat pumps in our London office
- Introducing new energy saving measures in our offices, as yet to be finalised
- Purchasing all our paper products from recycled sources
- Implementing local plant based catering – encouraging the majority of our food to be plant based and purchased locally. This has already reduced our meat consumption, and is an ongoing initiative.
- Carbon Offsetting from 2030 onwards. Offset projects are to be decided based on our direct supply chain.

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:



David Boles, Director

Date: 19th May 2023

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>