

Carbon Reduction Plan

Austin Elliot Consultancy Ltd - December 2024



As part of our commitment to sustainability, this Carbon Reduction Plan outlines actionable steps to reduce greenhouse gas (GHG) emissions, conserve resources, and contribute to a healthier environment. The plan is designed to be practical, cost-effective, and tailored to the scale of our operations.

Baseline Emissions Footprint

Our emissions are calculated in line with the GHG Protocol, and we include emissions from our entire business for employees and contractors. Our baseline year is FY2024/25 (with estimates for Dec-Mar) due to substantial organisation change and restructure.

Baseline / Current Emissions Reporting FY2024/25	Total (t CO ₂ e)
Scope 1	7.66
Scope 2	11.26
Scope 3	
- Purchased goods & services	1.79
- Waste disposal	0.17
- Business travel	123.03
- Employee commuting	14.42
- Downstream transportation & dist.*	0
Total Emissions	158.33
Carbon Off-Set Via Ecologi **	160.67
Total Carbon Emissions	-2.34

* We are a professional services company and do not sell, transport or distribute products

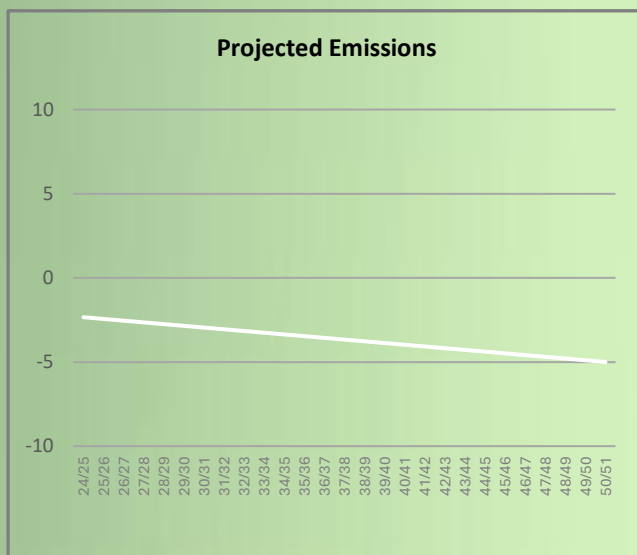
** 0.6667 tonnes CO₂e avoided per employee per month

Austin Elliot Restructure

We moved from a rental office with standard monthly utility charges, to our own premises in April 2024 therefore historical data prior to this is unavailable and inaccurate.

Emissions Reduction Targets

1. Continue to reduce carbon emissions.
2. Enhance energy efficiency across operations.
3. Promote sustainable practices among employees, contractors, suppliers, and customers.
4. Remain net-zero.



We aim to remain net zero by off-setting our carbon emissions via Ecologi projects, adjusting our monthly contribution as employee numbers increase.

When Austin Elliot took ownership of the property the energy efficiency rating was very poor, sighting inadequate roof insulation and dated night storage heaters. We have now implemented several measures to vastly improve the performance of the building.





Carbon Reduction Measures

Energy Transition:

In the current office, all energy is provided by a green energy supplier. In the future as new premises are occupied, we are committed to only using 100% renewable energy suppliers.

We will continue to replace old equipment with Energy Star-rated models and have installed programmable thermostats to optimise the heating system. Where possible we have fitted LED bulbs using motion sensors to reduce energy waste.

Sustainable Transportation:

Due to the nature of the business, there is currently no requirement for a vehicle fleet. However, we are committed to sustainable transportation and all staff members are able to lease 100% electric vehicles via the benefits portal.

We promote remote work and virtual meetings to reduce commuting. And will encourage carpooling or public transit for on-site staff and offer a cycle-to-work scheme.

Supply Chain Management:

We are alert to the environmental impact associated with the supply chain. As a direct result we are committed to prioritise suppliers that adhere to sustainable practices, have low-carbon production processes and seek to recycle/repurpose/reuse products at the end of their useable life.

Wherever possible we are committed to the implementation of a circular economy rather than a linear process. This concept will see Austin Elliot seek to reuse/recycle products at the end of their useable life (rather than dispose of them).

We will also endeavour to source materials and services locally to reduce transportation emissions.

Waste Management:

Further to existing processes (office recycling) we will eradicate the use of single-use plastics and simultaneously promote reusable and biodegradable alternatives. We will digitise documents and use e-signatures to reduce paper.

Employee Engagement

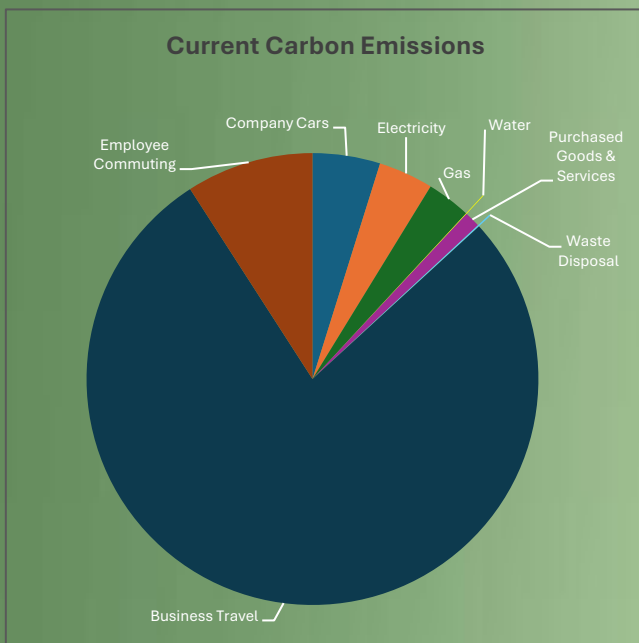
We understand that every action we take can make the difference. Consequently, we will raise awareness and educate employees about the importance of carbon reduction.

We will also encourage sustainable practices in the workplace and at home through workshops, training, and campaigns. In addition, we will establish a reward system to recognize and incentivize eco-friendly behaviours.

Monitoring and Reporting

We will continue to measure current carbon footprint using tools like the EPA Carbon Footprint Calculator and set targets to track reductions in energy consumption, waste, and emissions.

We will review our progress quarterly and adjust strategies based on performance. We will communicate our achievements and share updates with stakeholders through reports, website posts, or social media.



Carbon Reduction Projects

We work alongside Ecologi to help offset carbon emissions worldwide by donating funds on behalf of each employee per month. To date, Austin Elliot has:



We also work alongside 4Ocean to end the ocean plastic crisis and build a more sustainable future. We will continue to support our environmental partners to amplify our impact.

Future Management Measures

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

- Sustainable business travel policy
- Low carbon offices programme
- Home working energy efficiency guidance
- Electric vehicle charge points
- Purchase of renewable electricity
- Lead sustainability initiatives in the local community
- Continuously innovate and adapt to emerging low-carbon technologies
- Conduct an energy audit

Declaration

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and its associated guidance and reporting standard for Carbon Reduction Plans.

Emissions will be recorded and reported in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹. Appropriate Government emission conversion factors for greenhouse gas company reporting² have been used.

Scope 1 and Scope 2 emissions will be reported in accordance with SECR requirements, and the required subset of Scope 3 emissions will be 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.

Signed on behalf of Austin Elliot Consultancy

Thomas Shaw

Thomas Shaw
Commercial Business Partner
December 2024



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>