Carbon Reduction Plan
For Portland Training

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Created by: Sean Barry

Portland
Training Company

positive
planet

Our Commitment

Portland Training is committed to achieving Net Zero emissions by 2040.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations, they are defined as "science-based" when they align with the scale of reductions required to limit global temperature increases to 1.5°C compared to pre-industrial temperatures. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year.

SBTi recommends that organisations commit to near-term targets (that cover a minimum of 5 years/maximum of 10 years from the baseline year), as well as long-term targets.

Our near-term targets:

-   Reduce scope 1 and 2 emissions to zero by 2030.
-   To procure 80% renewable electricity by 2025 and 100% by 2030.
-   Reduce measured Scope 3 emissions by 42% by 2030.
-   Measure all scope 3 categories by 2025.

Our long-term targets:

-   Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
-   Neutralise any residual emissions using verified carbon offsets.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the combustion of fuels in on-site boilers, furnaces, or vehicles.

Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.

Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation's value chain, including emissions from upstream and downstream activities.

Our Carbon Footprint

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. We have chosen to set our baseline year as 1 August 2022 – 31 July 2023.

| Baseline Year: 2022-23 |
| --- |
| Additional details relating to the Baseline Emissions calculations:

 The current reporting year (1 August 2022 – 31 July 2023) is the first year that we have measured and reported our carbon footprint and will serve as the baseline year for future measurements. |

Positive Planet Eco Technology Ltd.
Bonded Warehouse, Lower Byrom Street, Manchester, England, M3 4AP
0161 7688 555 | enquiries@positiveplanet.uk

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Current Emissions Reporting

Current Reporting Year: 2022-23	
Emissions	**Total (tonnes CO$_2$e)**
Scope 1	5.0
Scope 2*	Market-based: 15.8 Location-based: 15.8
Scope 3 including: - Fuel & Energy Related Services - Business Travel - Transportation & Distribution (Upstream & Downstream) - Employee Commuting & Homeworking - Operational Waste & Water	92.8
Total Emissions*	**Market-based: 113.6** **Location-based: 113.6**

Our total emissions equate to a Carbon Intensity Metric of **3.3 tCO$_2$e per full-time employee equivalent (FTE)** based on 34.2 FTEs during the measurement period (using market-based emissions).

Carbon Emissions Breakdown

Emissions by Category (tCO2e)
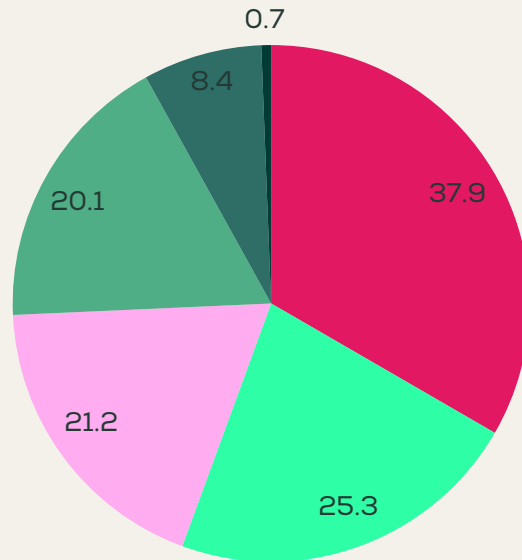
Legend:
- Employee Commuting
- Business Travel
- Indirect Energy Emissions
- Office Utilities
- Waste
- Company Cars

Values shown: 37.9, 25.3, 21.2, 20.1, 8.4, 0.7

Carbon Reduction

Our Net Zero targets

Portland Training is committed to achieving Net Zero by 2040. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year. To keep us on track, we have also set the following near-term targets to 2030.

Our near-term targets:

-   Reduce scope 1 and 2 emissions to zero by 2030.
-   To procure 80% renewable electricity by 2025 and 100% by 2030.
-   Reduce Scope 3 emissions by 42% by 2030.
-   Measure all scope 3 categories by 2025.

Our long-term targets:

-   Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
-   Neutralise any residual emissions using verified carbon offsets.

Progress

There are no previous existing carbon emission reduction targets against which to report progress.

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented.

Activity	Completion Date	Scope
Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2024	1,2,3
Created a Green Team (internally called the Social Value Champions) to lead initiatives. This team has been made up of members from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.	2023	1,2,3
Electrification of the company fleet, which was completed before. We are proud to have also removed our remaining fossil fuel cars from the fleet.	2023	1,2,3
We have drastically reduced our paper use, replacing this with soft copies. We are also currently making an effort to replace remaining external paper communications with digital solutions.	2022	3
Replaced our bottled water fountain system with a mains-fed system, which has reduced emissions from deliveries, as well as waste emissions from disposal of water bottles.	2023	3
We purchase virtually all our furniture from a local supplier of secondhand and refurbished furniture, which has the benefit of having zero emissions apart from any refurbishing and further transportation processes.	-	3
We increased our work from home policy from one day a week to two days a week, which will have the benefit of less commuting emissions. We shall also continue to monitor our homeworking emissions.	2023	3

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Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

Reduction Plans – Scope 1 & Scope 2				
Activity No.	**Activity**	**Target Date**	**% Reduction Target**	**Category**
1	For our head office, consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets. Consider planning for larger cost management (where appropriate) such as an efficient boiler system. Consider moving to premises without gas heating for 100% reduction is stationary combustion emissions for those sites.	2024	6%	Stationary Combustion
2	Procure (or ask the landlord to procure for sites which we do not own) a 100% renewable electricity tariff. This change will reduce **market-based** emissions (from chosen tariff) from the office (common areas) to 0 tCO2e.	2024	100% (market-based)	Purchased Electricity
3	Total **location-based** electricity emissions (National Grid energy mix) are still 15.8 tCO_2e so there is an opportunity to reduce energy use. We will implement behaviour change initiatives within the workplace for reduction of emissions, including clear messaging for turning off lights, monitors, computers, and other electrical appliances where appropriate. We will assign roles and responsibilities to Social Value Champion members.	2024	20% (location-based)	Purchased Electricity

	High-level monitoring of energy use is key to understanding further pinch points.				
4	Implement energy efficiency measures to reduce the overall amount of electricity consumed at sites, and optimise operational procedures. Examples of reduction measures include: - upgrading lighting and introducing more sensor lighting, and aligning sensor times to usage patterns (eg 3 minutes for corridors, 20 minutes for working spaces) - installing timers on sockets/equipment - reviewing and renewing inefficient equipment (when at end of life), and actively consider the energy efficiency of equipment when new purchases are required (eg laptops, fridges, dishwashers) Invite colleagues from different sites to openly explore challenges and barriers to collaboratively find solutions for reduction.	2024-2025	10% (location-based)	Purchased Electricity
5	To completely reduce market and location-based energy emissions to zero, install on-site renewable energy generation technologies such as solar PV panels, solar heating, heat pumps (following an energy audit to assess feasibility and payback periods), to generate 100% of heating and energy demand. Consider removing on-site stationary combustion (gas) heating. If the UK Grid is 100% powered by renewable energy before this point, your Scope 2 location-based (and market-based) electricity emissions will already be zero. You would still need to consider	2030	100% (location and market-based)	Stationary Combustion Purchased Electricity

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	gas emissions unless removed (or better technology is available).			
6	Prioritise electric vehicle charging points that use 100% renewable electricity when charging offsite. When the national charging infrastructure is mature enough, we will be able to mandate only using electric vehicle charging points using 100% renewable electricity.	2024-2030	50%, then 100%	Purchased Electricity (EVs)

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to **0 tCO₂e** by 2030.

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We also aim to implement the further initiatives below to reduce Scope 3 emissions:

Reduction Plans – Scope 3				
Activity No.	Activity	Target Date	% Reduction Target	Category
1	Commit to measuring the remaining Scope 3 categories, meaning that year's carbon emissions measurement will be a full picture of Portland Training's carbon impact. Currently, the largest missing categories are purchased goods and services, capital goods, and upstream leased assets, meaning that once these are measured, more specific reduction activities targeted at these categories will be able to be created.	2024	-	Purchased goods & services Capital goods Upstream Leased Assets
2	Consider training and engagement for the Social Value Champions, leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals where appropriate. On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.	2024	2.5 - 7.5%	Commuting & Home Working Business Travel
3	Develop and implement a Sustainable Travel Policy to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate. Commit to offering support to workforce with options for active travel schemes, such as bike to work or car sharing opportunities. Utilise the emissions travel hierarchy: - Digital communication - Walking and cycling	2024-2027	50%	Business Travel Commuting

	- Public and shared transport - EV's and car sharing/clubs - ICE vehicles and car sharing/clubs As our travel primarily consists of going to construction sites with limited public transport access, we have traditionally had to rely on cars to travel. We may consider procuring more electric pool cars in future to avoid staff having to use their own fossil fuel cars to travel for business. Consider creative ways to engage and support the workforce to influence change. Examples include setting an internal organisation carbon credit scheme (limit that to a number of tCO_2e per year), extra holiday days for low emission travel choice, bonuses, subsidised travel, equal mileage payments for diesel/petrol/EVs/cycling.			
4	Although we estimate we have relatively little procurement emissions, we shall commit to a Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts, and monitoring reporting mechanisms. We shall consider to a Sustainability Audit or Survey to request further information regarding credentials – Plan to send these to the top 10/20 suppliers by spend. This data collection will support reduction journey by gathering important data for future measurement & encourage supply chain integration towards Net Zero. Complete this audit within two phases: 1. Identify suppliers for engagement 2. Formulate and collect data (survey/scoring) Once completed prioritise suppliers with lower carbon footprints as part of the	2024 – 2027	20%	Purchased Goods & Services

| above phased approach. This may also involve continuing to purchase second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items. | | | |
| Develop and monitor procurement policy for all new suppliers to align to Net Zero goals. | | | |

Based upon the above completed and planned initiatives, it is projected that (as a minimum) measured Scope 3 carbon emissions will further decrease over the next seven years from the current normalised measurement of 92.8 tCO_2e to 53.8 tCO_2e by 2030. This is a **reduction of 42%** and will keep us on track to Net Zero.

Reduction Targets to 2030 for measured emissions
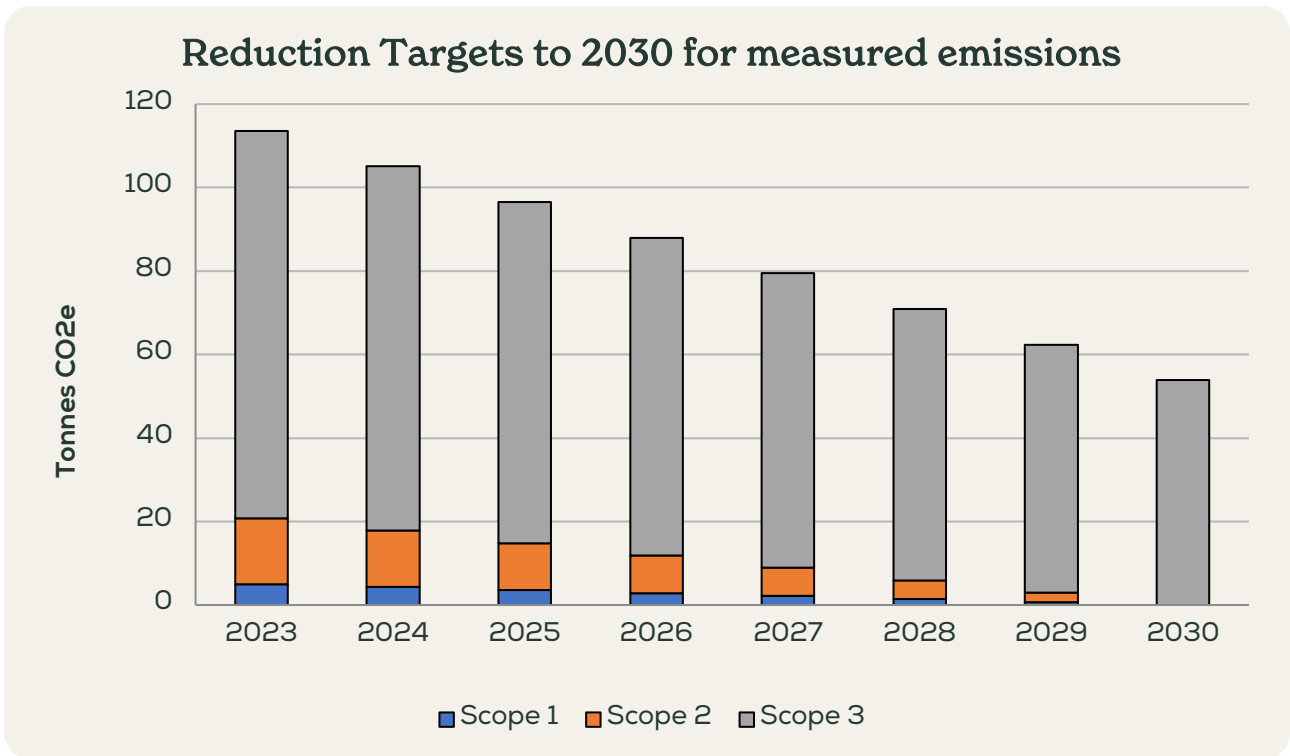
Declaration and Sign Off

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

This Carbon Management Plan has been reviewed and approved by Portland Training Executive Team.

Signed on behalf of Portland Training:

Name: Craig Shaw

Position: Head of Marketing

Date: 08/04/2024