Tech City Teams
Carbon Reduction Plan
2022-23

CARBON REDUCTION PLAN

Prepared By:

Tech City Teams

5a Frascati Way,

Maidenhead,

Berkshire,

England,

SL6 4UY

Tel: 07939 088082

Email: rebecca@techcityteams.com

Ref: TCTSAP_carbon_2022

Date: 22 November 2022

Table of Contents

Carbon Reduction Plan Policy Statement

Recognising that Climate Change poses a direct threat to the future of the planet, **Tech City Teams** is committed to reducing our carbon emissions to Net Zero 2025.

Our statement of general policy is:

- To provide control of carbon emissions arising from our work activities.

- To consult with our employees on matters affecting carbon emissions.

- To maintain and purchase energy efficient plant and equipment.

- To monitor, measure, track and reduce carbon emissions in line with our 2025 target of Net Zero Carbon.

- To provide information, instruction and supervision for employees and our supply chain.

- To influence our clients in carbon reduction measures.

- To ensure all employees are given training on reducing carbon.

- To offset any carbon we cannot eliminate.

- To review and revise this policy as necessary at regular intervals.

Signed

Rebecca Halifax
Commercial and Operations Director

Date: 22 November 2022
Review Date: 23 November 2023

Commitment to achieving Net Zero

Tech City Teams is a software, digital engineering and IT support company. Staff have home offices in the UK, with two employees based in Europe. As we are a home-based organisation, our emissions come under Scope 3 only. We are committed to achieving Net Zero emissions by 2025.

Baseline Emissions Footprint

Baseline Year: 2022	
Tech City Teams has used Ecologi's online carbon calculator to establish our baseline emissions figures. We have input information from our company, including staff working arrangements, staff commuting, and purchased goods and services.	
Baseline year emissions: 2022	
Emissions	Total (tCO2e)
Scope 1	0
Scope 2	0
Scope 3	168
Total emissions	168

Current Emissions Reporting

Emissions	Total (tCO2e)
Scope 1	0
Scope 2	0
Scope 3	161
Total emissions	161

Emissions reduction targets

Tech City Teams have set a target of reducing or offsetting our carbon to achieve Net Zero emissions by 2025.

Carbon Reduction Projects

As a virtual organisation, Tech City Teams will primarily achieve net zero emissions by carbon offsetting in the first instance. However, we are committed to putting additional programmes in place to reduce the carbon emissions associated with our business activities. These measures would include:

Staff behavioural change programmes

- Reducing home energy use and waste by providing information and tips (switching off equipment, lighting and appliances when not in use, only printing documents and information when necessary)
- Encouraging staff to switch to Green Energy Suppliers
- Holding staff and client meetings via Teams/Zoom when there is no requirement to be on-site
- Where face to face client meetings can't be done via e-conferencing, using public transport.
- Encouraging staff to purchase electric vehicles.
- Encouraging staff to invest in renewable energy generation and home improvements (solar panels, air source heat pumps, improved insulation and glazing)

Purchasing

Developing a strategic purchasing policy designed to streamline purchasing decisions and ensure we are supporting local suppliers and those who have demonstrable carbon reduction policies or are publicly committed to achieving Net Zero emissions. This would include:

- Having an approved suppliers' list based on research into their policies, commitments and demonstrable carbon reduction actions
- Sourcing physical products from local suppliers to reduce mileage on deliveries
- Buying downloaded software wherever possible rather than deliveries
- Purchasing paper and other products with minimal packaging/recyclable packaging and with a recycled content
- Seeking energy efficient appliances and equipment for business use.

Reducing waste

- Repairing and maintenance for hardware rather than replacement
- Safe deletion of files from redundant hardware and donation to charities or school projects to elongate the life of manufactured equipment
- Purchasing refurbished equipment where possible to reduce emissions associated with manufacturing

- Using IT recycling companies for unrepairable/unusable hardware
- Recycling all paper, cardboard, plastic and metal waste.

Carbon Offsetting

Tech City Teams is committed to being Net Zero in as short a time as possible. As we are home-based workers, we have no direct control over our employees' home circumstances but can encourage and influence employees and suppliers to take action to reduce carbon. We are currently working with Ecologi to support renewable energy projects worldwide, tree planting in the UK and worldwide, biochar, nature-based projects and community-based projects to offset our emissions. To date, we have planted 10 Trees with The Future Forest Company in the UK, and invested in a small-scale onshore wind turbine in Sri Lanka, which generates an energy output of 27 GWh per year avoiding 12 tCO2e a year for Tech City Teams.

Data Capture Improvement

While we have used Ecologi's database to provide calculated estimates for our emissions based on information from our accounting system and details about our workforce, we are aware that we have work to do to improve our data capture to reflect our actual emissions. This will be a work in progress for several years as we work with employees and suppliers to improve how we measure our emissions.

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 standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas 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) Standard[3].

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Rebecca Halifax

Date: 22 November 2022

---

[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

Contact Details

For any questions or queries, please contact:

Name: Rebecca Halifax
Email: rebecca@techcityteams.com
Phone number: 07939 088 082