Carbon Reduction Plan

Spiral Communications Limited

Publication date: April 2024

Commitment to achieving Net Zero

Spiral Communications Limited is committed to achieving Net Zero emissions by 2050 at the latest.

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.

Baseline Year: July 2022 to June 2023
Additional Details relating to the Baseline Emissions calculations.
Spiral Communications Limited Baseline Emissions for Scope 1 / Scope 2 & Scope 3 have not been previously reported therefore our newly created baseline is determined by 2022-2023 usage, with a plan to annually evaluate and decrease our emissions over the next five years. The Carbon Footprint Calculator SME Carbon Footprint Calculator | The Carbon Trust and the Greenhouse gas reporting: conversion factors 2021 - GOV.UK (www.gov.uk) were used to measure our corporate emission footprint following GHG Protocol Guidance. Baseline reporting period: 01/07/2022 to 30/06/2023 Current Reporting: 01/07/2022 to 30/06/2023 Next Annual reporting period: 01/07/2023 to 30/06/2024
Baseline year emissions:

EMISSIONS	TOTAL (tCO_2e)
Scope 1	10
Scope 2	8.62
Scope 3 (Included Sources)	26.1
Total Emissions	44.7

Current Emissions Reporting

Reporting Year: July 2022 to June 2023	
EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	10
Scope 2	8.62
Scope 3 (Included Sources)	26.1
Total Emissions	44.7

Emissions reduction targets

This is our first baseline report and we have no previous emissions reductions targets.

In order to begin our progress to achieving Net Zero, we have adopted the following carbon reduction target.

- To reduce our rented office space by 50%. Due to increased hybrid working, we will adopt a more agile workspace resulting in less employees being present in the office at any one time.
- Reconfigure office areas to accommodate more virtual meetings in place of in-person meetings, to reduce the need for travelling.

We project to decrease our Scope 1 emissions by 3.79 tCO$_2$e and our Scope 2 emissions by 30%. This gives us a projected total emissions of 36.6 tCO$_2$e. This is an overall reduction of 18%. Our aim is to increase this reduction to 25% by 2029.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. As this is our first baseline report, we are

unable to calculate the reduction in tCO_2e these projects have yet equated to as we have no previous emissions reductions targets for comparison.

- Implemented a comprehensive Environmental and Sustainability Policy
- All internal and external lights have been changed to LEDs
- All company vehicles have been replaced with EVs
- We operate a flexible office policy, including hybrid office/home working, and will continue to encourage our employees to drive less, walk, take public transportation, carpool, rideshare or bike to the office destination when possible. This not only reduces CO_2 emissions, it lessens traffic congestion and the idling of engines that accompanies it.
- We are working towards being a completely paperless office and are already using the latest cloud based technologies in our organisation to progress with this.
- We actively supply our clients with alternative solutions that use digital media or environmentally friendly products.
- Draft proofing of all doors and windows. Re-align main external entrance door for improved weather-seal.
- Fit soft-closers to all doors to improve heating efficiency.
- Energy saving and waste reduction signage in all toilets.
- Send direct educational messages to all staff when a wasteful action is identified - use it as an example of what not to do.
- Carry out an end-of-day inspection of all office space, turn off lights and electrical equipment, close any open windows and turn down heating or ventilation so it's not running during closed periods.
- Add on/off timers to all possible servers to build in down time during every 24 hour period.
- Purchase any new equipment based on energy usage and environmental impact.

We are committed to reducing the greenhouse gas emissions from our operations in a way which supports national government strategies and in line with our commitment to our customers to provide safe, efficient and quality services.

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

- We will look to offset our carbon emissions by working with local councils and our landlord, recycling as many materials as possible in our office spaces and encouraging employees to recycle.
- Reduce business travel by air, rail, and road through effective measurement and encouraging digital working and collaboration across our organisation.
- We will continue to work closely with our landlord to conduct an annual trend analysis of our organisational Carbon Footprint.

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 (or equivalent management body).

Signed for and on behalf of **Spiral Communications Limited**:

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Simon Turner | Managing Director

Date: 22/04/2024

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[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