

# Carbon Reduction Plan



Spiral Communications Limited

Publication date: July 2025

# 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.

<b>Baseline Year:</b> July 2022 to June 2023	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>Spiral Communications Limited Baseline Emissions for Scope 1 / Scope 2 &amp; 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.</p> <p>The Carbon Footprint Calculator <a href="#">SME Carbon Footprint Calculator   The Carbon Trust</a> and the <a href="#">Greenhouse Gas Reporting: Conversion Factors 2021 - GOV.UK</a> were used to measure our corporate emission footprint following GHG Protocol Guidance.</p> <p>Baseline reporting period: 01/07/2022 to 30/06/2023 Current Reporting: 01/07/2024 to 30/06/2025 Next Annual reporting period: 01/07/2025 to 30/06/2026</p>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	10
Scope 2	8.62
Scope 3 (Included Sources)	26.1
<b>Total Emissions</b>	44.7

## Current Emissions Reporting

<b>Current Year:</b> July 2024 to June 2025	
<b>Additional Details relating to the Current Emissions calculations.</b>	
<p>Spiral Communications Limited Current Emissions for Scope 1 / Scope 2 &amp; Scope 3 have been calculated using <a href="#">The Small Business Carbon Calculator   SME Climate HUB</a> and the <a href="#">Greenhouse Gas Reporting: Conversion Factors 2024 - GOV.UK</a> were used to measure our corporate emission footprint following GHG Protocol Guidance.</p> <p>Baseline reporting period: 01/07/2022 to 30/06/2023 Current Reporting: 01/07/2024 to 30/06/2025 Next Annual reporting period: 01/07/2025 to 30/06/2026</p>	
<b>Current year emissions:</b>	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	8.54
Scope 2	1.63
Scope 3 (Included Sources)	40.89
<b>Total Emissions</b>	51.06

## Emissions Reduction Targets

To continue our progress in achieving Net Zero by 2050, we have adopted the following carbon reduction targets:

- To reduce our rented office space by 50%. Due to increased hybrid working, we will adopt a more agile workspace resulting in fewer employees being present in the office at any one time.
- To reduce our overall rate of printing both internally and externally, limiting our consumption and transportation of paper, stationery and print consumables, use of office equipment and any related energy costs.

We project to decrease our Scope 1 emissions by 35% and our Scope 3 emissions by 15%. This gives us projected total emissions of 43.99 tCO<sub>2</sub>e by July 2026, which is an overall reduction of 14%. 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.

- 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 and instead walk, take public transportation, carpool, rideshare or bike to the office destination when possible. This not only reduces CO<sub>2</sub> emissions but also lessens traffic congestion and the idling of engines that accompany it.
- We are working towards becoming 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.
- Fitted 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.
- Only purchase any new equipment based on energy usage and environmental impact.
- Committed to downgrading any office machinery in line with current company needs/use, ie sourcing a smaller printer due to a decrease in internal printing rates.
- Worked with the office landlord to switch to a Green Energy supplier for electricity supply.
- 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 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.

## Future Reduction Projects

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

- We will continue to work closely with our landlord to conduct an annual trend analysis of our organisational Carbon Footprint.
- We will engage more frequently with local volunteer projects and initiatives that help off-set our overall carbon emissions, such as Tree-Planting Away Days and Corporate Environmental Seminars.
- We will assess the environmental conduct of all suppliers across the business and switch to greener options where possible.

## 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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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: 10/07/2025

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup><https://ghgprotocol.org/standards/scope-3-standard>