

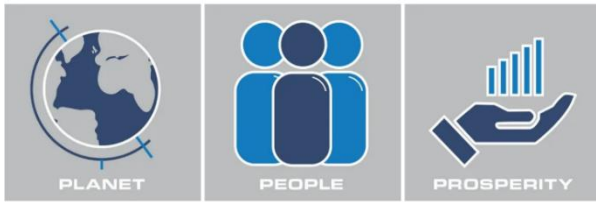
Carbon Reduction Plan

2023 - 2024

Commitment to achieving Net Zero

CJ Founds Associates is committed to achieving Net Zero emissions at the latest by 2050.

Executive Summary



Reducing our Greenhouse Gas (GHG) emissions brings significant benefits for us, our customers, suppliers and the wider community. This Carbon Reduction Plan (CRP) reinforces our **'Planet, People and Prosperity'** approach that actively seeks to reduce the impact our business has on the planet by

operating sustainably and reinforces our commitment to achieving Net Zero emissions, at the latest by 2050.

This CRP covers CJ Founds baseline year information for Financial Year (FY) 2023/24, setting clear targets for reducing GHG emissions over key timeframes with a plan of action to achieve Carbon Net Zero by 2050 at the latest, with an earlier date of Net Zero by 2040 as a stretch target. These will align with our Corporate Social Responsibility (CSR) commitments as we aim to ensure the highest levels of engagement with this CRP across our organisation.

As a professional business practice, based around a supportive home working and virtual working environment with a limited company owned electric vehicle fleet, CJ Founds already has a relatively small carbon footprint. Most of the carbon reduction targets will therefore be achieved through behavioural change.

Meeting the reporting requirements

This Carbon Reduction Plan complies with PPN 06/21, published by the Cabinet Office June 2021. The Plan will be reviewed, updated and published annually in line with the CJ Founds Annual Report and Accounts.

Carbon footprint methodology

CJ Founds is primarily an administrative entity, providing Professional and Technical Advisory Services to Local Authorities, Devolved Administrations, Central Government and Private Sector Clients. The CJ Founds carbon footprint methodology is therefore based on the assumptions of our operational model being mainly administration-based and that our workforce are mainly home based.

As such we do not run a large fleet of directly owned company vehicles, nor do we have any premises or land to use or develop on. As will be seen, due in no small part to our existing CSR commitments, we have a relatively small overall carbon footprint, but one that we will strive to reduce through action.

Baseline Carbon Emissions - April 2023 to March 2024

Baseline Year: FY April 2023 to March 2024

CJ Founds Associates does not own or run any offices as our workforce is mainly home based, basing ourselves at client offices ad-hoc. We own a limited (fully electric vehicle) company fleet for the dedicated purposes of project site inspection and supervision.

Baseline year emissions:

Emissions	Total Tonnes (t) CO₂e
Scope 1	<p>Scope 1 emissions are direct GHG emissions that occur from sources owned or controlled by CJ Founds.</p> <p>No Scope 1 data is recorded as CJ Founds do not own or run any office premises.</p> <p>We do not report gas usage from basing ourselves at client premises as this will be reported by our clients.</p>
Scope 2	<p>Scope 2 emissions are indirect GHG emissions that arise from energy that CJ Founds purchases and uses.</p> <p>CJ Founds Scope 2 data consists of emissions from our company owned fully electric vehicle fleet.</p> <p>We do not report electricity usage from basing ourselves at client premises as this will be reported by our clients.</p> <p>Electric vehicle power usage - 1.48t</p>
Scope 3 (Included Sources)	<p>Scope 3 emissions are all other indirect emissions required to run CJ Founds, in upstream activities (everything used in production).</p> <p>Our Scope 3 footprint is dominated by emissions resulting from business travel as there are a number of roles requiring travel where the majority of these emission come from. We will interrogate our data from travel to better understand if and where carbon reductions can be made.</p> <p>Upstream transport – N/A</p> <p>Waste generated in operations – 0.32t</p> <p>Business travel for business related activities – 2.05t</p> <p>Hotel stays – 0.42t</p> <p>Home working – 4.46t</p> <p>Employee commuting between homes and workspace – N/A</p> <p>Downstream transport – N/A</p>
Total Emissions	8.72t

Current Emissions Reporting – April 2023 to March 2024

For the current reporting year (FY April 2023 to March 2024) Scope 1, 2 and 3 will be the same as the baseline year reporting.

Emissions reduction targets

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

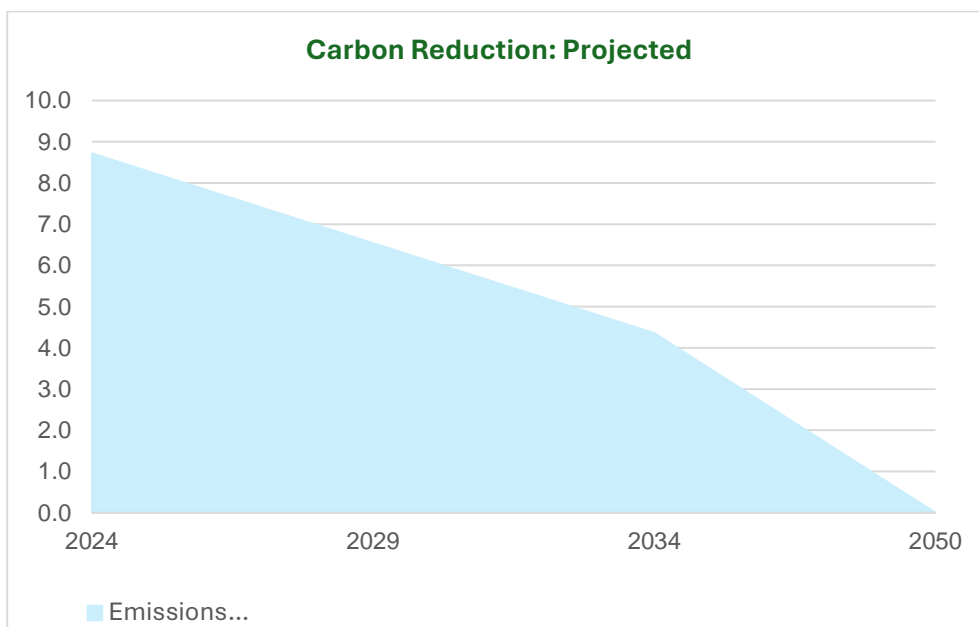
- **Next 5 years to 2029: Target of 25% Carbon reduction to 6.5t**
- **Period to 2034: Target of 50% Carbon reduction to 4.4t**
- **Period 2040 to 2050: Target of 100% Carbon reduction to Net Zero**

CJ Finds recognise the urgency in needing to reduce carbon outputs and will seek to exceed and upwardly amend these targets in later CRPs. A lot of the proposed measures in the Carbon Reduction Projects and Initiatives section can be introduced or invested in by the first milestone of 2029.

Carbon Reduction Projects and Initiatives

The carbon reduction opportunities in this section, once fully implemented, will reduce CJ Finds GHG emissions each year in line with achieving Net Zero emissions by 2050 at the latest.

The projects and initiatives listed below relate to the following graph which charts CJ Finds carbon reduction projects at three key milestone dates, 2029 (5 years ahead), 2034 (10 years ahead) and period 2040 to 2050 (our stretch target Net Zero date, 16+ years ahead).



To achieve Net Zero, CJ Founds will be required to phase out all its Scope 2 and 3 emissions.

Scope 2 Actions

- Continue to maintain a fully electric vehicle fleet
- Continue to ensure our EV fleet is modern and well maintained for maximum efficiency in energy use
- Continue to encourage virtual meetings where possible (although it is noted opportunities under this action might be limited as the purpose of our fleet is for the inspection and supervision of the physical delivery of projects)
- Ensure EV charging is sourced from green renewable energy sources wherever possible to reduce CO2 emissions further.

Scope 3 Actions

Employee learning and behaviour change including working from home:

- Continue to provide a culture of environmental awareness to our staff and supply chain associates, through training and communication including compulsory CSR training to consider the direct environmental impacts of our operations, including those of staff travel, and the procurement of materials, supplies and services with measurement and monitoring of performance and reporting back to our staff
- Continue to work with our clients to identify and mitigate the environmental impacts associated with the projects and services we deliver, such as encouraging clients to incorporate social value
- Continue to monitor and communicate (both internally and externally) the environmental performance of our activities to drive continual improvement in areas of significant risk and opportunity and discuss these as a business at company meetings and as a standing item at our company 'Together Days'
- Continue to run a paperless office to keep printing and waste to a minimum, both in the administration of the business and wherever possible in our service to clients by using for instance, electronic plans, site visit reporting and schedules
- Encourage use of green tariffs and better efficiency in working practices such as turning off office equipment when not in use/ over the weekend and not over utilising heating/ air conditioning.

Business Travel including hotels stays:

- Continue our supportive home working and virtual working environment
- Continue to reduce emissions from the delivery of our services and projects by encouraging virtual meetings, and where this is unavoidable, the use of public transport, car share or other sustainable travel options
- Aim to mandate EVs for car hire if required and where supplier capacity permits.
- Investigate the feasibility of offering staff who cover high mileage an eco-driving course to ensure that they are driving efficiently
- Look to minimise hotel stays with preference given to hotels with the highest green rating. Education and information to be provided to staff to understand how to reduce the impact of a hotel stay.

Leadership

The Directors of CJ Founds will continue to give full support to this Carbon Reduction Plan and the resources required to achieve our Net Zero ambitions.

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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

This Carbon Reduction Plan has been reviewed and signed off by the Directors of CJ Founds Associates.

Signed on behalf of the Supplier:

Chris Founds - Director

Date: 10th April 2024

DOCUMENT CONTROL

Project Name:	CJ Founds Carbon Reduction Plan
Project Number:	
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Issue	Prepared	Reviewed	Approved
v1.0	Name: Nathan Spilsted Lead Consultant Signature: N Spilsted Date: 09/04/2024	Name: Chris Founds Managing Director Signature: C Founds Date: 10/04/2024	Name: Chris Founds Director Signature: C Founds Date: 10/04/2024

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