

<b>Document ID</b> MG-1-016-01	<b>Title</b> Carbon Reduction Plan	
<b>Effective Date</b> 20/08/2024	<b>Reviewed by</b> Michael Norton	<b>Date Reviewed</b> 16/05/2025
	<b>Approved by</b> Paul David Munnelly	<b>Date Approved</b> 16/05/2025



# Carbon Reduction Plan

<b>Published</b>	<b>July 2025</b>
------------------	------------------

**Commitment to achieving Net Zero**  
Munnelly Group Ltd is committed to achieving Net Zero emissions by 2050.

**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 - April 2023 – March 2024		Reporting Year - April 2024 – March 2025	
Additional Details relating to the Baseline Emissions Calculations.			
Scope 3 emission data has not previously been collected; figures are based on guidance that up to 80% of organisations emissions are scope 3 source guidance from: PRN 0621 Technical standard for the Completion of Carbon Reduction Plans 2.			
EMISSIONS	TOTAL (tCO2e)	EMISSIONS	TOTAL (tCO2e)
Scope 1	3,814	Scope 1	3,650
Scope 2	9,980	Scope 2	9,800
Scope 3	55,176	Scope 3	53,256
Total Emissions	68,970	Total Emissions	68,970

**Emissions reduction targets**  
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 26,910 tCO2e by 2027. This is a reduction of more than 50%. As the carbon reduction plan proceeds over time there may need to be some consideration given to carbon offsetting to help achieve zero carbon.

<b>Document ID</b> MG-1-016-01	<b>Title</b> Carbon Reduction Plan	
<b>Effective Date</b> 20/08/2024	<b>Reviewed by</b> Michael Norton	<b>Date Reviewed</b> 16/05/2025
	<b>Approved by</b> Paul David Munnelly	<b>Date Approved</b> 16/05/2025

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 - 2024 baseline.

#### People – Encouraging our people to adopt carbon reducing behaviours:

- Cycle to work: Promoting government recognised cycle to work schemes (for example [www.Bike2workscheme.co.uk](http://www.Bike2workscheme.co.uk)) and installing bike racks at our offices.
- Carpooling: Encouraging staff and site members that live locally to car share.
- Training: Undertaking in-house training with our staff to educate them on the impact of carbon and carbon creating activities. We also cover mitigation actions.
- Remote working: We have embraced remote working for our office staff to limit the amount of travel into our offices.
- Policies – Internally we have strict “turn-off policies” on all equipment whilst it is not being used.

#### Planet – How we are contributing to protecting our planet:

- Paperless office: Promoting and adopting a paperless office environment.
- Video conferencing: Undertaking meetings via video call to reduce the amount of travel.
- Energy saving office equipment: Procuring energy saving office and IT equipment.
- Renewable energy providers: Reviewing our energy providers to ensure they only provide us with renewable energy. Currently 80.4 % of our electricity used is generated from renewable and nuclear.
- Office recycling: Ensuring all offices are actively recycling.
- Recycling of food waste generated at office locations.

#### Processes – How we will implement carbon-saving:

- Environmental Management: Maintaining our ISO14001 Environmental Management System and accreditation.
- Energy Audits: Identifying future areas for energy savings via external energy audits.

#### Project – How we are contributing towards sustainable construction:

- Local employment: Ensuring we recruit locally to prevent unnecessary travel.
- Local procurement: Ensuring we procure locally to reduce delivery travel.
- Reduced deliveries – Condense and reduce the number of deliveries we make on our projects to save on CO<sub>2</sub> emissions.
- Delivery times: Ensure our deliveries are undertaken outside of peak hours to prevent congestion and unnecessary emissions.
- Collaboration with on-site suppliers: Work with our supply chain to drive out unnecessary packaging and adopt reuse schemes.
- Technology: Innovating and creating digital technologies that promote efficiencies, reduce carbon and promote project best practice. e.g., Enviro360.

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

- Electric vehicles and charging points: Looking to invest in electric vehicles and charging points for our internal fleet. An electric van trial is due to commence Sept / Oct 2024 depending on delivery time scales.
- LED lights: Future investment in LED lighting across all offices, as bulbs need to be replaced preference will be given to LED equipment upgrades.
- Plastic: Eliminate the use of plastic across our office.
- E-Learning: Produce more carbon-saving e-learning training. When booking training for personnel consider online course.

<b>Document ID</b> MG-1-016-01	<b>Title</b> Carbon Reduction Plan	
<b>Effective Date</b> 20/08/2024	<b>Reviewed by</b> Michael Norton	<b>Date Reviewed</b> 16/05/2025
	<b>Approved by</b> Paul David Munnelly	<b>Date Approved</b> 16/05/2025

### 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 board of directors (or equivalent management body).

Signed:



Paul David Munnelly, CEO