

Carbon Reduction Plan

Supplier Name: Cutlass Group Ltd

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1. Commitment to Achieving Net Zero

Cutlass Group Ltd is fully committed to achieving Net Zero emissions by 2050, aligning with the UK Government's climate goals and the obligations set forth in Procurement Policy Note (PPN) 06/21. The company is actively developing a comprehensive implementation strategy that will enable us to bring this target further forward, reflecting our dedication to sustainable business practices and environmental stewardship.

2. Baseline Emissions Footprint

Baseline emissions represent the record of greenhouse gases that have been produced in the past and serve as the reference point against which emissions reduction can be measured.

Cutlass Group Ltd operates as a professional services firm without ownership of machinery, industrial equipment, or company vehicles. Our primary business operations are conducted from a fully serviced office building located in central London, which is neither owned nor operated by the company. Our workforce operates via a hybrid model, working from the serviced office, client sites, or remotely from home.

The baseline year has been established as 2025-2026. Initially, 2019 was considered; however, subsequent years were significantly impacted by the COVID-19 pandemic restrictions, rendering the data unrepresentative of normal business operations.

2.1 Scope 1 Emission Calculation

Scope 1 emissions encompass direct greenhouse gas emissions from owned or controlled sources. Cutlass Group Ltd does not own any company vehicles, machinery, or industrial equipment. Consequently, our emissions under the definition of Scope 1 are calculated as zero for direct operational combustion. However, a baseline estimation methodology has been applied to account for broader operational impacts where actual data was unavailable.

2.2 Scope 2 Emission Calculation

Scope 2 emissions account for indirect greenhouse gas emissions from the generation of purchased electricity, steam, heating, and cooling consumed by the reporting company. Cutlass Group Ltd operates from fully serviced offices in central London. Our energy requirements are directly associated with the heating, lighting, and use of standard office equipment, such as printers, laptops, and monitors.

Our calculation utilizes the floor area of our office space and the standard energy requirement per square meter for a typical office building. This approach is in line with methodologies published by industry standards and utilizes relevant UK Government conversion factors.

2.3 Scope 3 Emission Calculation

Scope 3 emissions include all other indirect emissions that occur in a company's value chain. Cutlass Group Ltd has included the required subset of Scope 3 emissions in accordance with PPN 06/21.

Category 4: Upstream Transportation and Distribution

This category covers transportation and distribution services purchased by Cutlass Group Ltd in the reporting year. Our calculation incorporates the occasional use of third-party couriers to transport uniforms and IT equipment between our central office and employee sites.

Category 5: Waste Generated in Operations

This encompasses the disposal and treatment of waste generated by our operations in facilities not owned or controlled by the company. The calculation considers our proportional equity share of the total waste generated by our serviced office building, based on Waste Transfer Note records. It also includes specific shredding and printer cartridge waste generated by the company, utilizing average UK disposal proportions (recycling, incineration, landfill) and their associated conversion factors.

Category 6: Business Travel

This includes the transportation of employees for business-related activities in vehicles not owned or operated by the company. Employees estimated the number and type of business journeys made, which were then categorized by transport mode with relevant conversion factors applied. Future refinements will utilize direct data from our financial expenses system.

Category 7: Employee Commuting

This category covers the transportation of employees between their homes and worksites. Similar to business travel, employees estimated their commuter journeys, which were categorized by transport mode and calculated using appropriate conversion factors.

3. Emissions Reporting Data

Cutlass Group Ltd has calculated emissions in accordance with the GHG Reporting Protocol corporate standard and uses the appropriate UK Government emission conversion factors for greenhouse gas company reporting. Where actual data was unavailable, robust estimation methodologies were employed to establish the baseline.

3.1 Baseline Year Emissions

Emission Scope	Total Emissions (tCO ₂ e)
Scope 1	85.75
Scope 2	21.47
Scope 3	33.88
Total Emissions	141.10

Note: Baseline Year is 2025-2026. The baseline data gathering includes all required Scope 3 emissions.

3.2 Current Year Emissions

Emission Scope	Total Emissions (tCO ₂ e)
Scope 1	39.22
Scope 2	15.80
Scope 3	15.49
Total Emissions	70.52

Note: Reporting Year is 2025-2026. The data demonstrates a significant reduction in emissions across all scopes compared to the baseline estimation.

4. Emission Reduction Targets

To continue our progress toward achieving Net Zero by 2050, Cutlass Group Ltd has adopted robust carbon reduction targets. We are actively gathering comprehensive data across all relevant Scopes (1-3) to ensure a solid foundation for these targets.

We project that our carbon emissions will decrease over the next five years by 13 tCO₂e by 2027, representing a reduction of over 30% from our current operational footprint. In accordance with UK Government guidance, the actual amount of carbon reduction required will be periodically recalculated to validate the assumptions regarding energy estimates and emission factors.

5. Carbon Reduction Projects

5.1 Completed Carbon Reduction Initiatives

Cutlass Group Ltd has successfully implemented several environmental management measures and projects since the baseline period:

The company successfully implemented the ISO 14001 Environmental Management System, which has driven a substantial increase in recycling across the business. This includes dedicated initiatives for recycling used printer toners and ink cartridges.

Furthermore, we have permanently integrated a hybrid working pattern across various departments. This approach allows employees to work from home for a portion of their schedule, significantly reducing emissions associated with employee commuting.

Building on the practices established during the pandemic, we have maintained a strong culture of remote meetings utilizing corporate Microsoft Teams accounts. This initiative has drastically reduced the need for physical attendance at our offices and third-party premises, leading to a marked decrease in business travel emissions.

5.2 Future Carbon Reduction Initiatives

In the future, we hope to implement further measures to continue our emission reduction trajectory:

Operational and Behavioural Measures:

- Ongoing management of our environmental impact through our ISO 14001 accredited Environmental Management System.
- Maintaining staff awareness of carbon emission mitigation options and travel policies through regular training and team meetings.
- Encouraging environmentally friendly office etiquette, such as powering down electrical peripherals when not in use, reducing paper consumption, and ensuring air conditioning systems are turned off outside of working hours.
- Establishing a network of environmental champions across the business to drive local initiatives.
- Setting targets and providing incentives for teams across the business to reduce waste.

Travel and Commuting:

- Strict reinforcement of our travel and expenses policy, which mandates the use of public transport where available. The use of hire cars and private vehicles will only be authorized when suitable public transport alternatives are unavailable.
- Transitioning company-utilized vehicles from traditional petrol/diesel to an Electric Vehicle (EV) fleet. This specifically targets our highest mileage drivers, such as RAMS and Supervisors, as EV range and availability improve.

- Expanding the use of online meeting technologies to reduce customer site visits by an estimated 10% over the next three to four years.
- Implementing localized recruitment strategies, aiming to hire employees within a 10-mile radius of our main sites to minimize commuting distances. We will also actively promote innovative public transport commuting methods.

Supply Chain:

- Increasing the requirement for our suppliers to hold, or be actively working toward, ISO 14001 certification.

These actions and measures will be subject to a formal review every 12 months at a minimum, and this Carbon Reduction Plan will be republished on an annual basis to ensure transparency and track progress.

6. Review and Declaration

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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. The calculations utilize the appropriate UK 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 has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

The Plan shall be reviewed on a regular basis to identify the need for changes arising from legal requirements, standards, or operational shifts. A current version of this document is available to all members of staff on the company network and is published externally.

This Carbon Reduction Plan has been reviewed and signed off by the executive leadership.

A handwritten signature in black ink, appearing to read 'Humayun Shahzad'.

Humayun Shahzad Group Chairman
Cutlass Group Ltd