

Carbon Management Policy

1. Policy Statement

Cutlass Group recognises that climate change presents a significant global challenge and acknowledges the responsibility of organisations to manage and reduce greenhouse gas emissions.

We are committed to measuring, managing, and reducing our carbon footprint across all business activities and supporting the transition to a low-carbon economy.

This policy establishes the framework through which Cutlass Group will identify, calculate, monitor, and reduce carbon emissions associated with its operations.

2. Scope

This policy applies to all operations undertaken by Cutlass Group, including:

- Corporate offices and facilities
- Energy consumption and utilities
- Business travel and company vehicles
- Procurement and supply chain activities
- Waste generation and disposal

The policy applies to all employees, contractors, suppliers, and partners working on behalf of Cutlass Group.

3. Carbon Management Principles

Cutlass Group will adopt the following principles when managing carbon emissions:

- Measure greenhouse gas emissions across operations
- Monitor energy consumption and environmental performance
- Reduce emissions through operational improvements
- Promote efficient resource use
- Work with suppliers and partners to reduce supply chain emissions
- Continuously improve environmental performance

4. Carbon Emissions Measurement and Calculation

Cutlass Group will calculate its greenhouse gas emissions in accordance with internationally recognised standards including:

- The **Greenhouse Gas Protocol**
- Environmental reporting guidance from the **UK Department for Environment, Food & Rural Affairs**

Carbon emissions will be measured across the following categories:

Scope 1 – Direct Emissions

Emissions generated directly from sources owned or controlled by Cutlass Group, including:

- Fuel used in company vehicles
- Natural gas used in buildings
- Fuel used in equipment or machinery

Scope 2 – Indirect Energy Emissions

Emissions resulting from the generation of purchased electricity, heating, or cooling used by the organisation.

Scope 3 – Other Indirect Emissions

Where possible, Cutlass Group will also measure indirect emissions associated with:

- Business travel
- Employee commuting
- Waste disposal
- Purchased goods and services
- Transport and logistics activities

5. Carbon Calculation Methodology

Carbon emissions will be calculated using the following standard formula:

$$\text{Carbon Emissions (kgCO}_2\text{e)} = \text{Activity Data} \times \text{Emission Factor}$$

Examples include:

Activity	Example Data	Calculation Method
Diesel vehicle fuel	Litres of fuel used	Litres × DEFRA emission factor
Electricity use	kWh consumed	kWh × electricity emission factor
Business travel	Distance travelled	Distance × transport emission factor
Waste disposal	Tonnes of waste	Tonnes × waste emission factor

Emission factors will be sourced annually from recognised authorities such as the **UK Department for Environment, Food & Rural Affairs**.

6. Carbon Reduction Approach

Cutlass Group will work to reduce carbon emissions through:

Energy Efficiency

- Monitoring and reducing energy consumption
- Implementing energy-efficient equipment and lighting
- Encouraging responsible energy use

Transport and Fleet Management

- Reducing unnecessary travel
- Promoting remote meetings where appropriate
- Transitioning to lower-emission vehicles where feasible

Sustainable Procurement

- Working with suppliers that demonstrate environmental responsibility
- Considering environmental impact when selecting suppliers and materials

Waste Reduction

- Reducing waste generation
- Promoting recycling and responsible disposal practices

7. Monitoring and Reporting

Cutlass Group will:

- Record and monitor carbon emissions annually
- Maintain accurate records of energy use, fuel consumption, and travel
- Review carbon performance regularly
- Report emissions where required for regulatory compliance, tenders, or stakeholder reporting

Carbon reporting will align with recognised standards including the **Greenhouse Gas Protocol**.

8. Roles and Responsibilities

Senior management is responsible for ensuring this policy is implemented across the organisation.



Managers are responsible for monitoring operational activities that contribute to carbon emissions and identifying reduction opportunities.

All employees are expected to support this policy by adopting environmentally responsible practices in their daily work.

9. Net Zero Commitment

Cutlass Group supports the UK Government’s legally binding climate targets under the **Climate Change Act 2008**.

We are committed to working toward **Net Zero greenhouse gas emissions by 2050**, through continuous improvements in energy efficiency, operational practices, and sustainable procurement.

10. Policy Review

This policy will be reviewed annually to ensure it remains effective and aligned with regulatory requirements, industry best practices, and organisational objectives.

Signed:		Review Date:	17.08.2027
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