

# Post Office – Carbon Reduction Plan

## 2021-22

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# Post Office Carbon Reduction Plan

## Commitment to achieving Net Zero

Post Office 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.

<b>Baseline Year: 2019/20</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
We have reported full Scope 1 & 2 emissions for three years in line with our obligations under SECR. In addition, we have provided Scope 3 emissions for Business Travel. Other Scope 3 emissions data is not available for our baseline year.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	5,942.50
Scope 2	3,534.03
Scope 3 (Included Sources)	256.87 (business travel - grey fleet)
<b>Total Emissions</b>	<b>9,733.40</b>

## Current Emissions Reporting

<b>Reporting Year: 2021/22</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	4,727.79
Scope 2	2,154.99

<b>Scope 3<sup>1</sup> (Included Sources)</b>	315.65 (Upstream transport, waste generated in operations, business travel - grey fleet, employee commuting, downstream transportation and distribution)
<b>Total Emissions</b>	7,198.43

### Emissions reduction targets

In order to continue our progress to achieving Net Zero, Post Office Limited is committed to year-on-year improvements in their operational energy efficiency.

### Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019/20 baseline. We aren't able to isolate the emissions reductions which can be apportioned to these schemes.

### Staff Engagement Programme

With staff returning to offices throughout the portfolio through the reporting year, the staff engagement programme has been maintained, with increased emphasis on ensuring the efficient operation of equipment through the properties when occupied. This has included training sessions for staff, and additional visual aids to encourage efficient habits to be formed.

### Equipment Replacement Policy

Post Office Limited have in place replacement policies that ensure that when heating and lighting plant is of the most efficient standard. This includes the replacement of fluorescent lighting with LED equivalents, in addition to efficiency standards of replacement boiler plant when this is required by the business. Lighting controls such as motion sensors are also installed throughout the main office spaces for Post Office Limited, ensuring that lighting is only operational when spaces are occupied.

### Renewable Procurement Policy

Post Office Limited have in place a renewable electricity procurement policy, ensuring that where they have the responsibility of directly purchasing electricity, this is through a renewable generation source. This supports the business goals of overall carbon reduction, and will be continued in future energy purchasing for the business.

### Driver Engagement Programme

Following the maintained focus on increased telemetry throughout the vehicle fleet of the business, Post Office Limited have been reviewing data collected and including driver scoring on periodic reporting for the business. This data reviews driver habits (braking, idling time etc.), and identifies areas in which driver training reviews may be required in order to maintain good practices in operation of the vehicle fleet. These installations have been shown to have positively impacted the business over the years since installation, and will continue to be maintained and utilised by Post Office Limited.

### Electric and Hybrid Vehicle Implementation

Through the reporting year, Post Office Limited has increased the numbers of electric and hybrid vehicles in the company car fleet and have removed pure internal combustion engine (ICE) vehicles from the vehicle choice options. Approximately 70% of company cars ordered by staff have been an electric vehicle, and the business will continue to encourage the uptake of electric options. There have also been a small number of electric vehicles within the grey fleet for the business also on board in the reporting year. The business looks to further increase the numbers of hybrid and electric vehicles in the fleet to further work towards the decarbonising of the fleet.

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<sup>1</sup> Includes a wider range of sources compares to baseline year

The Cash In Transit (CIT) fleet have also seen an increase in the number of vehicles of a Euro 6 standard through the reporting year, increasing the proportion of vehicles of this standard in the fleet to 32%. It is expected in 2022/23 that this percentage will increase with the addition of Euro 6 standard vehicles to 34%.

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

#### Office Space Consolidation

Throughout the 2021/22 reporting year, office space requirements have been evaluated by Post Office Limited. As a result of a change to working habits following the pandemic, it has been determined that a smaller office space would be suitable to house the office operations of the business. To this end, in 2022/23, Post Office Limited will be relocating the operations of one of the larger office spaces to a smaller space. It is expected that this will positively impact on the resulting emissions from office operations.

#### Maintenance Visit Policy

Post Office Limited aim to work with their outsourced maintenance teams for the portfolio moving forwards in order to reduce the travel required to conduct a number of maintenance visits at a single site. Through combining a number of maintenance tasks required at a single site, and conducting these in a single visit, this will have a positive impact on the emissions associated with these journeys in the supply chain of Post Office Limited.

#### Supply Chain Review

Post Office Limited through 2022/23 look to undertake a full review of their supply chain, and the associated emissions of those operations. This exercise will support a full carbon footprint for the business, enabling Post Office Limited to demonstrate the results of efforts to reduce emissions across all operations. The increase in scope of emissions reporting for the business will also support the Net Zero goals for Post Office Limited, and impending additional reporting requirements such as the Task Force on Climate Related Financial Disclosures (TCFD).

## 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>2</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>3</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>4</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the Group Executive.

#### **Signed on behalf of the Supplier:**

Mark Cazaly

Head of Corporate Responsibility

Date: 19/6/23

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<sup>2</sup><https://ghgprotocol.org/corporate-standard>

<sup>3</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>4</sup><https://ghgprotocol.org/standards/scope-3-standard>

