

# Carbon Reduction Plan

Last publication date: 16 May 2022

## Commitment to achieving Net Zero

Mason Advisory is committed to achieving Net Zero emissions by 2040.

## 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:</b> FY22 (01 March 2021 – 28 February 2022)	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Mason Advisory undertook a rapid assessment of our emissions for FY20 (01 Mar 2019 – Feb 2020) and FY21 (Mar 2020 – Feb 2021). However, these historical assessments were top-down calculations and deviate from the requirements of The Carbon Reduction Plan Template, as they primarily took into account Scope 2 and Scope 3.6 Emissions (remote energy usage and business travel). Due to the limited scope of these historical reports, Mason Advisory has chosen to take FY22 as the baseline by which to measure our progress towards our Net Zero commitments.	
<b>Baseline year emissions:</b>	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	<b>0</b> The company does not own assets or control activities that result in Scope 1 emissions, operating from a 'net carbon zero status' serviced office in White Tower, MediaCityUK, Salford.
Scope 2	<b>64.7</b> We have calculated that the energy used to power our employee's user hardware was responsible for 3.73 tCO <sub>2</sub> e across FY22 and that energy used by our SaaS services and supporting

	equipment (such as cooling) was responsible for 60.96 tCO2e across FY22.
Scope 3 (Included Sources)	<p>3.4 Upstream Transportation &amp; Distribution – <b>7.86</b></p> <p>Our emissions as a result of transporting and distributing user equipment and wellbeing items to our employees over the reporting period.</p> <p>3.5 Waste Generated in Operations – <b>0</b></p> <p>Mason Advisory follows a ‘no waste to landfill’ policy and has done since 2019. Our White Tower offices also operate a recycling system that separates our paper, plastic, glass, batteries, food waste, and cans from general waste. We contract a third party to recycle toner and printer cartridges. As of 2020 we have not disposed of user equipment, instead donating hardware to local schools to assist pupils with learning.</p> <p>3.6 Business Travel – <b>23.8</b></p> <p>Our company maintains robust activity data on business travel that enables us to calculate our business travel emissions over the period, when modelled against appropriate carbon factors.</p> <p>3.7 Employee Commuting – <b>2.78</b></p> <p>The majority of our employees are remote workers who do not routinely commute into our White Tower office, and whose travel is captured in our business travel emissions. The minority who do commute, operate a hybrid model which has been factored into our calculation.</p> <p>3.9 Downstream Transportation and Distribution – <b>0</b></p> <p>Mason Advisory does not sell physical products; as a result the company does not have emissions to report on in this category across the reporting period.</p>
Total Emissions	<b>99.14</b>

## Current Emissions Reporting

**Reporting Year:** FY22 (01 March 2021 – 28 February 2022)

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	<b>0</b>
Scope 2	<b>64.7</b>
Scope 3 (Included Sources)	3.4 – <b>7.86</b> 3.5 – <b>0</b> 3.6 – <b>23.8</b> 3.7 – <b>2.78</b> 3.9 – <b>0</b>
Total Emissions	<b>99.14</b>

## Emissions reduction targets

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

Mason Advisory commits to reducing absolute GHG emissions to Net Zero no later than 2040, and a reduction of GHG emissions per employee by at least 50% in comparison to our FY2022 baseline by 2030.

The targets covering greenhouse gas emissions from our company operations are consistent with reductions required to keep warming to 1.5°C and will be reassessed by the leadership team at least annually.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects were completed or implemented before the FY 2022 baseline was established. The carbon emission reductions achieved by these measures were previously not quantified, and as such will not factor in to our progress towards our emissions reduction commitments. These measures have resulted in Mason Advisory recording a low FY22 emissions baseline, and will continue to be in effect when performing the contract.

- We promote virtual/remote working and operations.
- We operate from a carbon neutral office.

- We're registered with the SME Climate Hub and have adopted its environmental commitments as our own.
- We've formally recognised environmental management as a strategic pillar of our organisation and embedded this consideration into our procurement practices.
- We've established a model to measure and monitor our CO<sub>2</sub>e emissions on an ongoing basis, and track our progression towards our emissions reduction targets.
- We operate a 'no waste to landfill' policy, recycle our company waste and donate our old equipment to local schools to support learning.
- We promote our environmental policy internally within our organisation, providing staff with regular training on our policies and procedures.

As well as maintaining our existing environmental measures, we hope to implement further measures in order to progress towards our Net Zero targets over the course of FY2023, such as:

- maturing and increasing automation of our CO<sub>2</sub>e emissions model and emissions reporting process, more accurately capturing our emissions across all Scope 3 areas to enable increasingly accurate and regular emissions reports
- using our CO<sub>2</sub>e emissions model to identify significant sources of emissions and identify opportunities to efficiently reduce our emissions through changed behaviour
- investigating the carbon reduction benefits of an electric vehicle car scheme
- developing a robust, internal carbon reduction process, including recommendations for 'good fit' carbon offsetting schemes with the intention of increasingly offsetting our emissions through schemes over time
- attending conferences such as SUSTxTech and SUSTxProcurement to ensure that our internal environmental management measures are based on industry best practice and take account of emerging thought leadership.

## 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>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-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<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

A handwritten signature in blue ink, appearing to read "Steve Watmough".

Steve Watmough, CEO

Date: 16 May 2022

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