

Carbon Reduction Plan

Last publication date: 18 August 2023

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.

Baseline Year: FY22 (01 March 2021 – 28 February 2022)	
Additional Details relating to the Baseline Emissions calculations.	
Mason Advisory had previously undertaken carbon emissions assessments, but 2022 was the first year that we completed a full Carbon Reduction Plan, using the previous financial year's data (FY22) as our Baseline.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 The company was in a net carbon zero status serviced office at the time of the baseline data capture.
Scope 2	64.7
Scope 3 (Included sources)	3.4 Upstream transportation and distribution – 7.86 3.5 Waste generated in operations – 0 3.6 Business Travel – 23.8 3.7 Employee Commuting – 2.78 3.9 Downstream transportation and distribution – 0
Total Emissions	99.14

Current emissions reporting

Reporting Year: FY23 (01 March 2022 – 28 February 2023)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	<p>0</p> <p>The company does not own assets or control activities that result in Scope 1 emissions. We operate in a service managed office in Landmark, Manchester city centre, which is undertaking activities towards reducing carbon emissions. We have recently expanded our office space and will add this calculation before the end of FY24.</p>
Scope 2	<p>18.77</p> <p>Our emissions for Scope 2 are significantly lower this year than our baseline year. This is due to an error in our formulae in our baseline year, which we have now corrected.</p> <p>This scope covers the energy used to power our employees' user hardware and the used by our SaaS services and supporting equipment (such as cooling).</p>
Scope 3 (Included sources)	<p>3.4 – 6.18</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 – 0</p> <p>Mason Advisory follows a 'no waste to landfill' policy and has done since 2019. Our Landmark offices also operate a recycling system that separates our paper, plastic, glass, batteries, food waste, and cans from general waste. Landmark contracts a third party to recycle toner and printer cartridges. As of 2020 we have not disposed of user equipment, instead donating hardware to non-profit organisations, and local schools and to assist pupils with learning.</p> <p>3.6 – 75.6</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 – 3.92</p> <p>The majority of our employees are remote workers who do not routinely commute into our Landmark 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 – 0</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	104.47

Emissions reduction targets

To facilitate our progress in achieving Net Zero, we have adopted the following carbon reduction targets:

- Mason Advisory commits to reducing 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 FY22 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 FY22 baseline was established. The carbon emission reductions achieved by these measures were previously not quantified, and as such will not factor into our progress towards our emissions reduction commitments. These measures have resulted in Mason Advisory recording a low FY2022 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 CO₂e 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.
- We introduced an electric vehicle car scheme, which is available to all employees.

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 FY24, such as:

- maturing and increasing automation of our CO₂e 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 CO₂e emissions model to identify significant sources of emissions and identify opportunities to efficiently reduce our emissions through changed behaviour
- 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.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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

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

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

accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

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:

Paul Pugh, CEO



Date: 18 August 2023

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