PPN 06/21 Carbon Report

March 2023 - February 2024

Report Author: CBN Expert Direct

Report Date :   26-04-2024

Prepared By:

Powered By:

This report has been produced by **CBN Expert** using CBN Expert accounting platform for **Phoenix Software Ltd.**

Company Overview

Phoenix Software Ltd enables digital transformation in the workplace, empowering UK organisations to innovate and transform with cloud and hybrid infrastructures data, AI, security, and collaboration tools. By understanding the individual goals of its customers, Phoenix Software Ltd delivers remarkable, outcome-focused IT solutions and services that allow UK organisations to make a difference to the lives of their employees, service users, and communities.

Year Incorporated	1990
Industry	**Wholesale of computers, computer peripheral equipment and software**
No. of Staff	422
No. of Offices	2
No. of Production Sites	-
No. of Company Vehicles - Trucks	-
No. of Company Vehicles - Other	-

Reporting Period

March 2023 - February 2024

Benchmark Year

Scope 1 and 2: March 2020 to February 2021

Scope 3: March 2022 to February 2023

Qualification & Reporting Methodology

This report has been created using the Environmental Reporting Guidelines, including Streamlined Energy & Carbon Reporting (SECR) guidance issued by the UK Government in April 2019.

Where they exist, CBN Expert uses the UK Government published carbon conversion factors relevant to the reporting period. Where emissions, without published conversion factors have been used, these have been determined by CBN Expert in consultation with relevant stakeholders and any industry norms or standards that exist. The details of these are included in the Data Declaration section of this report.

Net Zero History

Phoenix Software Ltd Net Zero goal is aligned with the science-based targets, with their core short term focus being on reducing emissions from transport, whether that be business, commuting or from suppliers. To work towards the Net Zero target of 2040 and an interim target of 50% reduction in these areas by 2030

Net Zero Committed Date

2040

Reporting Boundary

Financial

Optional Scope

Emissions from Scope 1 and 2 have been measured in accordance with SECR requirements. The Scope 3 emissions that have been included are:

- Upstream Transportation & Distribution - Upstream T&D
- Waste Generated From Operations - Water Treatment
- Waste Generated From Operations - Waste Disposal
- Business Travel - Cars
- Business Travel - Rail
- Business Travel - Taxis
- Business Travel - Hotels
- Business Travel - Plane
- Business Travel - Hotel Stay

- Employee Commuting - Cars
- Employee Commuting - Taxis
- Employee Commuting – Bus
- Employee Commuting - Rail
- Employee Commuting - Motorbike
- Employee Commuting - Cycling
- Employee Commuting – Home Working
- Employee Commuting - Walking

Baseline Emissions Footprint

Baseline Year: 2021/22 for Scopes 1 and 2. 2022/23 for Scope 3	
Additional Details relating to the Baseline Emissions calculations.	
Phoenix Software Ltd, has a baseline year of 2020/21 for when Scopes 1 and 2 were fully reported and 2022/23 for Scope 3, as the first year that all relevant categories were calculated. Due to this, the total emissions given below are not reflective of a single reporting year.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1 (2020/21)	34.9
Scope 2 (2020/21)	61.6
Scope 3 (2022/23) This includes categories as outlined by PPN 06/21: Category 4 - Upstream Transportation and Distribution Category 5 - Waste Category 6 – Business Travel Category 7 – Employee Commuting (includes the optional homeworking category) Category 9 - Downstream transportation and distribution is considered not relevant due to the nature of the Phoenix Software Ltd business model. Any transportation and distribution emissions (category 4 and category 9) are captured in upstream.	529.7
Total Emissions	**626.2**

Current Emissions Reporting

Reporting Year: 2023/24	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	0
Scope 2	0
Scope 3 This includes categories as outlined by PPN 06/21: Category 4 - Upstream Transportation and Distribution Category 5 - Waste Category 6 – Business Travel Category 7 – Employee Commuting (includes the optional homeworking category) Category 9 - Downstream transportation and distribution is considered not relevant due to the nature of the Phoenix Software Ltd business model. Any transportation and distribution emissions (category 4 and category 9) are captured in upstream.	436.4
Total Emissions	**436.4**

Emissions reduction targets

Phoenix Software Ltd has met and exceeded its previously stated targets of a 50% reduction in Scopes 1 and 2 by 2025/26. Scope 1 target was met in 2023/24 and Scope 2 target in 2022/23. In 2023/24, Phoenix recorded zero tCO2e emissions for Scope 1 and Scope 2 (market based) and as such the targets are now to maintain those reductions at 100% from base year 2020/2021.
To reduce absolute Scope 3 GHG emissions to 50% by 2030/31 from a 2022/23 base year
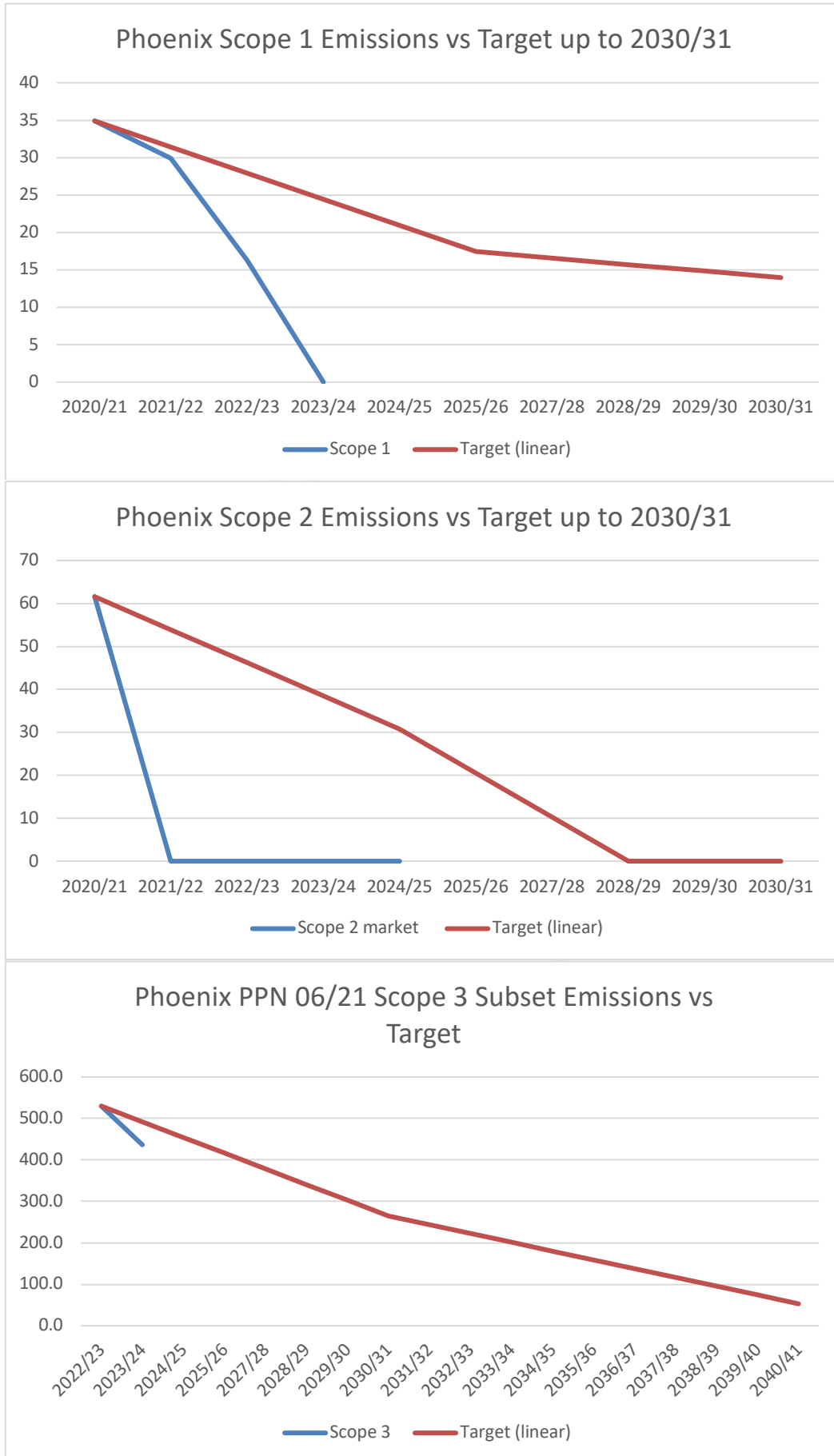To reach net-zero GHG emissions across the value chain by 2040/41

Immediate Carbon Reduction Priorities

The need for taking immediate and bold action on climate change is being increasingly recognised by businesses, government, and the general population. Phoenix Software Ltd recognises that its activities have an impact on the environment and is committed to minimising any adverse impact wherever practical.

Phoenix Software Ltd, as part of Bytes Technology Group Plc, has submitted its targets to the Science Based Targets initiative (SBTi) for validation. Carbon reduction activities are aligned to these targets and will form part of a net zero transition plan. These steps for emissions reporting and transparent declarations are key parts of Phoenix's strategy. The immediate priorities of the company to drive down its climate impact are:

- Reduce travel emissions
- Reduce waste
- Positively influence supply-chain emissions

Carbon Reduction: Projected vs. Actual

Phoenix Scope 1 Emissions vs Target up to 2030/31

Scope 1 ——— Target (linear)

Phoenix Scope 2 Emissions vs Target up to 2030/31

Scope 2 market ——— Target (linear)

Phoenix PPN 06/21 Scope 3 Subset Emissions vs Target

Scope 3 ——— Target (linear)

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management projects have been completed or implemented since the 2020/21 baseline. The carbon emission reductions achieved by these schemes are difficult to quantify as Phoenix Software Ltd continue to expand the coverage and quality of data collection activities and makes significant advancement in the number of Scope 3 categories being measured and reported.

- Scope 1 emissions have decreased 100% from 34.9 tCO_2e to 0.0 tCO_2e from the baseline year 2020/21, due to procurement of green gas at our head office.

- Scope 2 emissions have decreased 100% from 61.6 tCO_2e to 0.0 tCO_2e from the baseline year of 2020/21 due to the use of renewable electricity at our head office.

- This subset of Scope 3 emissions has decreased from the baseline year of 2022/23 by 17.6% from 529.7 tCO_2e to 436.4 tCO_2e, which is mostly due to a decrease in the employee commuting category.

Completed projects

Site	Country	Project	Emissions Impacted
Pocklington	UK	PIR sensor installation completed Q3 2023	Scope 2
Pocklington	UK	Implemented EV car scheme Q2 2023	Cat 7 Emp Commuting and Business Travel
Pocklington	UK	Removal of all aerosols from site. Replaced with gel block air fresheners in toilets and kitchens	Cat 5 Waste
Pocklington	UK	Staff allotments initiative completed Q3 2023	N/A
Pocklington	UK	LED lighting for car parks completed Q3 2023	Scope 2
Pocklington	UK	Zero waste to landfill waste management contract	Cat 5 Waste
Pocklington	UK	Removal of single use plastic bottles, replaced with cans or recyclable boxes in Q3 2023	Cat 5 Waste

In process projects

Site	Country	Project	Emissions Impacted
Pocklington	UK	"No mow May" to increase and benefit insect and plant wildlife	N/A
Pocklington	UK	Solar Panel Installation	Scope 2 Cat 3 - F&E
Pocklington	UK	Supply chain environmental survey	Cat 4 Up T&D
Pocklington	UK	Increase uptake of EV Scheme through the used car programme	Travel
Pocklington	UK	Collate data through surveying employees on homeworking emissions	Scope 7a – homeworking

Planned projects

Site	Description	Action Type	Emissions Impacted	Target	Time frame
Pocklington	Develop ISO14001 Aspect Register	Governance	NA	Improved risk management	Q2 2024
Pocklington	Develop next stage Carbon Reduction Plan - Transition plan to Net Zero	Planning	All Emissions	Model of options for emissions reduction, to be discussed and approved by senior executives	Q4 2024
Pocklington	Increase nature around the site - explore option for natural roofs	Nature	NA	Increased biodiversity	Q2 2024
Pocklington	Install vape recycling bins	Waste	Scope 3 - Cat 5 - Waste	Reduced general waste	Q1 2024
Pocklington	Staff sustainability training	Governance	NA	Increased knowledge and behaviour change	Q4 2024

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

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirement, 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.

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:

Clare Metcalfe
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Date : ....20/06/2024.................................