

## Carbon Reduction Plan

Supplier name: **Switchshop Limited**

Publication date: **28 November 2025**

### **Commitment to achieving Net Zero**

Switchshop Limited is committed to achieving Net Zero emissions by 2035.

### **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: 2018</b>                                                   |                                                                                                                                                                                                                                                                                                     |
| <b>Additional Details relating to the Baseline Emissions calculations.</b>   |                                                                                                                                                                                                                                                                                                     |
| The figures below are for our financial year 2018 (1 June 2017- 31 May 2018) |                                                                                                                                                                                                                                                                                                     |
| <b>Baseline year emissions:</b>                                              |                                                                                                                                                                                                                                                                                                     |
| <b>EMISSIONS</b>                                                             | <b>TOTAL (tCO<sub>2</sub>e)</b>                                                                                                                                                                                                                                                                     |
| <b>Scope 1</b>                                                               | <b>38.49</b>                                                                                                                                                                                                                                                                                        |
| <b>Scope 2</b>                                                               | <b>22.47</b>                                                                                                                                                                                                                                                                                        |
| <b>Scope 3<br/>(Included Sources)</b>                                        | Upstream transportation and distribution – 24.83<br>Waste generated in operations – 0.67<br>Business Travel – 11.07<br>Employee Commuting – 16.92<br>Downstream transportation and distribution – 0 (all transportation and distribution emissions categorised as upstream)<br><b>Total – 53.49</b> |
| <b>Total Emissions</b>                                                       | <b>114.45</b>                                                                                                                                                                                                                                                                                       |

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### Current Emissions Reporting

**Reporting Year: 2024** (1 June 2024 - 31 May 2025)

| EMISSIONS                     | TOTAL (tCO <sub>2</sub> e)                                                                                                                                                                                                                                                                                                           |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scope 1                       | 18.01                                                                                                                                                                                                                                                                                                                                |
| Scope 2                       | 17.02                                                                                                                                                                                                                                                                                                                                |
| Scope 3<br>(Included Sources) | Upstream transportation and distribution – <b>36.53</b><br>Waste generated in operations – <b>0.16</b><br>Business Travel – <b>56.86</b><br>Employee Commuting – <b>20.62</b><br>Downstream transportation and distribution – 0 (all transportation and distribution emissions categorised as upstream)<br><br><b>Total – 114.17</b> |
| <b>Total Emissions</b>        | <b>149.20</b>                                                                                                                                                                                                                                                                                                                        |

### Emissions reduction targets

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

We project that carbon emissions will decrease over the next 3 years to 95.05 tCO<sub>2</sub>e by 2028. This is a reduction of 36% against our 2025 emissions.

### Progress

The carbon emission reduction achieved by our carbon reduction initiatives have allowed us to restrict the increase in our overall emissions to 34.75 tCO<sub>2</sub>e, a 30.3% increase against the 2018 baseline despite significant growth within Switchshop Limited during that period (with a 373% increase in headcount and 319% increase in turnover during the same period).

### Emissions intensity

The following table shows emissions intensity by headcount and revenue.

| Year                                         | 2018      | 2025      | Reduction since 2018 |
|----------------------------------------------|-----------|-----------|----------------------|
| Emissions per head (tCO <sub>2</sub> e)      | 5.20      | 1.82      | 65%                  |
| Emissions per £ revenue (tCO <sub>2</sub> e) | 1.209E-05 | 4.938E-06 | 59%                  |

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018 baseline.

#### Environmental management system, environmental policies and staff training

We have had an environmental management system (certified against the ISO14001 standard) in place since 2014.

Policies in relation to recycling and energy efficiency best practice are in place and signage is displayed throughout our offices as a reminder of policy

All staff receive regular training on the environmental management system and related policies.

#### Electrification of company vehicles and free charging points

We have moved to electrify our fleet of company vehicles (all of our company cars are now fully electric).

We also offer free charging for EVs for staff and visitors at our offices.

#### Hybrid working

We have moved to a hybrid working model with staff working from home more frequently.

#### Paper free office policy

Printing is discouraged and documents are only produced in hard copy if absolutely necessary. All files are kept electronically.

#### Building upgrades

We have invested in our offices to improve energy efficiency including improved insulation and reflective films on windows to reduce heating and cooling requirements. We have replaced older toilets with new, low water units.

#### Incentives for staff to switch to electric vehicles

We have put in place incentives for staff to switch their personal vehicles to EV including subsidies and a salary sacrifice scheme.

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

#### Review of suppliers

We intend to switch to renewable energy providers at the end of our current fixed term contract and we will be reviewing our distribution providers to understand if our carbon footprint from transportation and distribution can be reduced further.

### **Implement schemes to offset remaining emissions**

Where we feel that particular emissions cannot be reduced further we will look to offset these emissions using appropriate schemes.

### **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>.

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:**



Tom Glinka  
Director

Date:

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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>

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