

# Carbon Reduction Plan

Supplier name: The Transcription Agency

Publication date: 08 December 2022

## Commitment to achieving Net Zero

The Transcription Agency 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:</b> FY2021/2022	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
No prior baseline or reporting	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>TTA Facilities:</b> we are tenants in a building managed through a lease contract <b>Company Vehicles:</b> we do not have any company vehicles, so there are no emissions from this category included in our emissions data
<b>Scope 2</b>	Purchased electricity, steam, heating and cooling for own use: we don't purchase any of the energy needed for our buildings as they are all leased and are covered by the landlord.
<b>Scope 3</b> (Included Sources)	<b>Category 4 and 9 upstream and downstream distribution</b> TTA is largely an administration-based business, we do not purchase or sell any goods, so we can't report any figures against categories 4 and 9. <b>Category 5 waste generated in operations</b> We do not have specific data on the waste generated as an organisation as this is managed through the lease of our facility as part of the building

	<p>operations, but we do generate waste through employee printing along with other marketing materials.</p> <p><b>Category 6 business travel</b></p> <p>Business travel is measured and reported in the organisation's accounting system.</p> <p><b>Category 7 employee commuting</b></p> <p>TTA has five employees that commute to the office daily. There are two additional employees that commute to the office a few times a month.</p>
<b>Total Emissions</b>	<b>232</b>

## Current Emissions Reporting

<b>Reporting Year: 2021</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>Zero, rationale detailed above</b>
<b>Scope 2</b>	<b>Zero, rationale detailed above</b>
<b>Scope 3 (Included Sources)</b>	<p><b>Category 4 Zero, rationale detailed above</b></p> <p><b>Category 5 Zero, rationale detailed above</b></p> <p><b>Category 6 22, based upon limited air and road travel of employees</b></p> <p><b>Category 7 210, based upon number of employees commuting, average round trip in the UK and based upon number of average days worked in the office</b></p> <p><b>Category 9 Zero, rationale detailed above</b></p>
<b>Total Emissions</b>	<b>232</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 to **162 tCO<sub>2</sub>e** by 2030. This is a reduction of **30%**

## Carbon Reduction Projects

The following environmental management measures and projects have been or will be completed or implemented since the 2021 baseline. The carbon emission reduction that will be achieved by these schemes equate to 162 tCO<sub>2</sub>e, a 30% reduction against the 2021 baseline and the measures will be in effect when performing the contract

TTA has changed its policies to allow more administrative staff to work remotely either full-time or in a hybrid model. Further, TTA encourages its employees to carpool or to take shared transportation. TTA supports a Cycle2Work scheme that allows staff to bike or run to work. TTA is also changing its policies encouraging less paper waste and to incorporate digital tools and content. TTA will continue to evaluate all of its policies and procedures periodically to reduce waste and emissions. Further, TTA will continue to evaluate and reduce business travel where other remote meeting methodologies are commercially feasible. Working with employees and suppliers, TTA will encourage better energy use and reduced waste.

## 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:



.....  
Date: 09 December 2022

---

<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>