

# Carbon Reduction Plan

Supplier name: Third City Limited

Publication date: 30 September 2024

## Commitment to achieving Net Zero

Third City is committed to achieving Net Zero emissions by 2030.

## 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: 1 July 2021 – 30 June 2022</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>Third City is B-corp certified company, providing knowledge-based PR and comms services to its clients. It is an SME business with 25 full time employees during this period.</p> <p>Third City's first year of reporting ran from 1 July 2021 – 30 June 2022. It is important to note that during the baseline year, staff were hybrid working. The reporting period started just as Covid restrictions were lifted (end of June 2021) and the return to our physical office was very gradual with most staff working from home the majority of the week with only one day in the office (on average). Emissions are therefore low and we expected to see these rise when staff were back 3 days a week by the end of 2022.</p> <p>Scope 1, 2 and 3 emissions have been calculated using Greenhouse Gas Protocol guidance and methodologies.</p>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	<b>Zero</b> Third City is a service provider and does not control or own any sources that produce these types of emissions e.g., associated with fuel combustion in boilers, furnaces, vehicles.
Scope 2	<b>Zero</b>

	<p>6,432.4 kWh of renewable electricity was consumed in 12 months for heating and lighting in our office. Third City does not consume any other purchased energy.</p>
<p><b>Scope 3</b> (Included Sources)</p>	<p><b>Upstream transportation and distribution</b>  <b>0.77 tCO<sub>2</sub>e</b>  Using spend-based method</p> <p><b>Waste generated in operations</b>  <b>0.045 tCO<sub>2</sub>e</b>  Using Average-data method</p> <p><b>Business travel</b>  <b>0.437 tCO<sub>2</sub>e</b>  Using Spend-based method</p> <p><b>Employee commuting</b>  <b>13.0 tCO<sub>2</sub>e</b>  Using Average-data method - based on an average of travelling into the office one day a week due to hybrid working (47.5 weeks excl. holidays).</p> <p><b>Downstream transportation and distribution</b>  <b>Zero</b>  Third City is a services company and does not sell, transport or distribute any physical products.</p>
<p><b>Total Emissions</b></p>	<p><b>14.25 tCO<sub>2</sub>e</b></p> <p>Equivalent to 0.57 tCO<sub>2</sub>e per staff member and 5.28 gCO<sub>2</sub>e per £1 revenue</p>

# Current Emissions Reporting

Reporting Year: 1 July 2023 – 30 June 2024	
Additional Details relating to the Emissions calculations.	
<p>For the entire reporting period Third City has been in its permanent home at St John's House, 53-54 St John's Square, London. EC1V 4JL, with 23 permanent staff. Full time staff have been hybrid-working with 3 days in the office and 2 days from home. Part-time staff work fewer days in the office, on a pro-rata basis.</p> <p>In contrast to previous years, when the company was in between permanent offices and working more from home, staff have been consistently commuting into the office for 12 months. As such we expect our staff commuting emissions to be much higher than the baseline and previous reporting years, therefore significantly increasing our total emissions.</p> <p>Scope 1, 2 and 3 emissions have been calculated using Greenhouse Gas Protocol guidance and methodologies.</p>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<p><b>Zero</b></p> <p>Third City is a service provider and does not control or own any sources that produce these types of emissions e.g., associated with fuel combustion in boilers, furnaces, vehicles.</p>
<b>Scope 2</b>	<p><b>Zero</b></p> <p>It is estimated that 9,650 kWh of renewable electricity was consumed in 12 months for heating and lighting in our office. Third City does not consume any other purchased energy.</p>
<b>Scope 3 (Included Sources)</b>	<p><b>Upstream transportation and distribution</b>  <b>0.0986 tCO<sub>2</sub>e</b>            Using Spend-based method</p> <p><b>Waste generated in operations</b>  <b>0.0507 tCO<sub>2</sub>e</b>            Using Average-data method</p> <p><b>Business travel</b>  <b>0.409 tCO<sub>2</sub>e</b>            Using Spend-based method</p> <p><b>Employee commuting</b>  <b>28.44 tCO<sub>2</sub>e</b>            Using Average-data method - based on full time staff travelling into the office 3 days a week + variations for part time staff.</p>

	<p><b>Downstream transportation and distribution</b></p> <p><b>Zero</b></p> <p>Third City is a services company and does not sell, transport or distribute any physical products.</p>
<b>Total Emissions</b>	<p><b>29.0 tCO<sub>2</sub>e</b></p> <p><b>Equivalent to 1.26 tCO<sub>2</sub>e per staff member and 10.97 gCO<sub>2</sub>e per £1 revenue</b></p>

## Emissions reduction targets

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

- Third City commits to maintaining a Zero level of Scope 1 and Scope 2 GHG emissions
- Third City commits to reducing and offsetting absolute Scope 3 GHG emissions by 100% from a 2024 baseline by 2030

The targets covering greenhouse gas emissions from company operations (scope 1 and 2) are consistent with reductions required to keep warming to 1.5%.

Due to Covid and Third City changing premises, 2023/24 is the first year we have calculated emissions based on all full-time staff working a stable routine from our permanent office of 3 days a week, and part-time staff around 2 days a week. This is in fact more representative of the baseline from which we need to set targets to reduce emissions. We will therefore use the 2023/24 reporting year as the baseline going forward.

The company has ambitious growth targets and a subsequent increase in staff will increase our net Scope 3 emissions over the next 5 years - but we are committed to reducing emissions per staff head and £ revenue to the absolute minimum.

As a small business in the services sector with a minimal carbon footprint, we expect there to be a cap on our ability to decarbonise totally. At this point, and as a last resort, we therefore commit to investing in carbon reduction projects to offset our remaining low-level emissions.

## Carbon Reduction Initiatives

Over the next reporting period and beyond, we commit to implementing the following measures:

- Best practice management of our use of energy, transportation, material consumption, water use, waste, and emissions
- Continue with our renewable energy supplier, monitor energy use and set absolute reduction targets
- Keep waste to a minimum by doing everything we reasonably can to prevent, reuse, recycle or recover waste. We will continue to monitor and record our waste production by weighing landfill waste and recycling daily
- Ensure adherence to our established environmental management process through periodic internal reviews and report progress on objectives and targets – including an annual review of performance by the Board
- Raise employee awareness and support employee creativity and enthusiasm with respect to implementing our environmental policies, guidelines, programmes, and initiatives. We will also conduct annual training to remind everyone of our policies and annual targets
- Discourage use of plastic in the office during lunchtime i.e. staff are asked to only bring in food into the office that has environmentally-friendly or reusable packaging, encouraged to purchase food from retailers with environmentally-friendly packaging, and avoid plastic cutlery / use the cutlery provided by Third City. We provide a list of recommended local sustainable food outlets
- Encourage staff to walk, cycle or take public transport where possible and keep taxi use to a minimum – but where necessary, use Ubers and other hybrid/electric car services
- Offer staff the Cycle to Work scheme
- Monitor and reduce printing - individual targets will be evaluated and discussed at every employee's annual review
- Source and purchase products as locally as possible to reduce impact on upstream transportation

## 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>13</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>14</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>15</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:



Susanna Francis

Partner, Third City

**Date:** 30 September 2024

