

## LACE Partners HR Consulting:

### Carbon Reduction Plan

**Objective:** To achieve net zero carbon emissions by 2045, aligning with ISO 14001 standards and utilising PAS 2060 for carbon neutrality. This plan will benchmark initial emissions using averages and progressively improve emission measurement and controls through iterations.

### Phase 1: Initial Assessment and Benchmarking (2024-2025)

#### 1. Establish a Carbon Management Team

- Form a dedicated team responsible for overseeing the carbon reduction strategy, ensuring alignment with ISO 14001 and PAS 2060.

#### 2. Develop an Environmental Policy

- Create an environmental policy that includes commitments to carbon reduction, continuous improvement, and compliance with legal and other requirements.

#### 3. Initial Carbon Footprint Calculation

- Calculate the baseline carbon footprint using average emissions data for similar businesses in the HR consultancy sector. This will include:
  - Scope 1: Direct emissions (company vehicles, on-site fuel combustion)
  - Scope 2: Indirect emissions from electricity use
  - Scope 3: Other indirect emissions (business travel, employee commuting, outsourced activities)

#### 4. Implement an Environmental Management System (EMS)

- Develop and implement an EMS in accordance with ISO 14001 standards to manage environmental impacts.

#### 5. Set Initial Targets and Objectives

- Establish short-term (2025), medium-term (2030), and long-term (2045) carbon reduction targets based on the initial benchmarking data.

### Phase 2: Measurement Improvement and Early Action (2025-2030)

#### 1. Enhance Data Accuracy

- Transition from average emissions data to actual measured data by improving data collection methods, including smart meters and more accurate travel and logistics tracking.

#### 2. Energy Efficiency Programs

- Implement energy-saving measures in offices (LED lighting, energy-efficient HVAC systems).
  - Promote remote work and virtual meetings to reduce travel emissions.
- 3. Sustainable Procurement**
- Source office supplies and services from environmentally responsible vendors.
  - Integrate sustainability criteria into supplier selection and evaluation.
- 4. Employee Engagement and Training**
- Conduct training programs to raise awareness about carbon reduction.
  - Encourage employees to participate in sustainability initiatives (carpooling, cycling schemes, etc.).
- 5. Carbon Offset Initiatives**
- Begin small-scale carbon offset projects to compensate for unavoidable emissions (tree planting, renewable energy projects).

## Phase 3: Advanced Emission Controls and Mid-Term Goals (2030-2040)

- 1. Implement Advanced Technologies**
- Invest in renewable energy sources (solar panels for offices, renewable energy contracts).
  - Explore innovative technologies such as carbon capture and storage (CCS) and energy storage solutions.
- 2. Optimised Transportation and Logistics**
- Transition to electric or hybrid company vehicles.
  - Optimise logistics to reduce emissions from transportation.
- 3. Enhanced Waste Management**
- Implement comprehensive recycling and waste reduction programs.
  - Adopt circular economy principles to minimise waste generation.
- 4. Continuous Improvement and Monitoring**
- Regularly review and update the EMS to ensure continuous improvement in carbon management.
  - Use real-time data analytics to monitor progress and identify areas for further improvement.
- 5. Mid-Term Targets Achievement**
- Achieve a significant reduction in carbon emissions (e.g., 50% reduction from the baseline by 2030).

## Phase 4: Final Steps to Net Zero (2040-2045)

- 1. Achieve Carbon Neutrality**
- Use PAS 2060 framework to verify and declare carbon neutrality.

- Invest in high-quality carbon offset projects to balance any remaining emissions.
- 2. Sustainability Integration in Core Business**
  - Embed sustainability into all aspects of business strategy and operations.
  - Continue to innovate and lead in sustainable HR consultancy practices.
- 3. Client and Community Engagement**
  - Engage clients in sustainability initiatives, offering them sustainable HR solutions.
  - Participate in community projects that promote environmental sustainability.
- 4. Final Net Zero Achievement**
  - Achieve net zero carbon emissions by 2045, ensuring all direct and indirect emissions are offset or mitigated.
  - Publish a comprehensive report detailing the journey to net zero, including lessons learned and future sustainability plans.

### **Monitoring and Reporting**

- **Annual Sustainability Report**
  - Publish an annual report detailing progress towards carbon reduction targets, including achievements, challenges, and future plans.
- **Third-Party Verification**
  - Use independent auditors to verify carbon footprint calculations and reductions, ensuring transparency and credibility.
- **Stakeholder Engagement**
  - Regularly engage with stakeholders, including employees, clients, and the community, to gather feedback and enhance the carbon reduction strategy.

## **Conclusion**

LACE HR Consulting is committed to achieving net zero carbon emissions by 2045. By following the outlined plan, aligning with ISO 14001 standards, and utilising PAS 2060 for carbon neutrality, we will progressively reduce our carbon footprint, enhance sustainability efforts, and lead by example in the HR consultancy sector. This plan not only aims to mitigate environmental impact but also fosters a culture of sustainability and continuous improvement, ensuring long-term success and compliance with global environmental standards.

### **Detailed Timeline**

#### **2024-2025: Foundation and Initial Benchmarking**

- **Q1 2024:** Establish the Carbon Management Team and develop an Environmental Policy.
- **Q2 2024:** Conduct initial carbon footprint calculation using average data.
- **Q3 2024:** Implement the Environmental Management System (EMS).
- **Q4 2024:** Set initial carbon reduction targets and develop early action plans.

**2025-2030: Measurement and Early Action**

- **2025:** Enhance data collection methods and improve measurement accuracy.
- **2026:** Launch energy efficiency programs and promote remote work.
- **2027:** Implement sustainable procurement policies and employee engagement initiatives.
- **2028:** Begin small-scale carbon offset projects.
- **2029:** Review and refine EMS, incorporating advanced data analytics.
- **2030:** Achieve a 25% reduction in carbon emissions from the baseline.

**2030-2040: Advanced Emission Controls**

- **2031:** Invest in renewable energy sources and advanced technologies.
- **2032:** Transition to electric or hybrid vehicles.
- **2033:** Optimise logistics and enhance waste management programs.
- **2034:** Regularly review and update EMS for continuous improvement.
- **2035:** Achieve a 50% reduction in carbon emissions from the baseline.
- **2036-2039:** Continue implementing advanced sustainability measures and engage clients in sustainability initiatives.

**2040-2045: Final Steps to Net Zero**

- **2040:** Begin final preparations for achieving carbon neutrality under PAS 2060.
- **2041-2042:** Invest in high-quality carbon offset projects.
- **2043:** Fully integrate sustainability into business strategy and operations.
- **2044:** Engage in comprehensive client and community sustainability projects.
- **2045:** Achieve net zero carbon emissions and publish a detailed report on the journey and future plans.

**Key Performance Indicators (KPIs)**

- **Carbon Emissions Reduction:** Measured annually, aiming for incremental reductions towards the 2045 goal.
- **Energy Efficiency Improvements:** Tracking reductions in energy consumption and increases in renewable energy use.
- **Employee Engagement:** Participation rates in sustainability training and initiatives.
- **Sustainable Procurement:** Percentage of supplies sourced from environmentally responsible vendors.
- **Waste Reduction:** Decrease in waste generated and increase in recycling rates.

By adhering to this comprehensive carbon reduction plan, LACE HR Consulting will achieve net zero emissions by 2045, demonstrating leadership in sustainability and commitment to environmental stewardship in the HR consultancy industry.

## **Baseline Year Jan – Dec 2023**

Scopes and categories	Metric tons CO <sub>2</sub> e
<b>Scope 1:</b> Direct emissions from owned/controlled operations	0.00
<b>Scope 2:</b> Indirect emissions from the use of purchased electricity, steam, heating, and cooling	11.5236
<b>Scope 3 Emissions Categories Breakdown</b>	
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2) Water Supply	0.1113
Category 4: Upstream transportation and distribution	0.00
Category 5: Waste generated in operations	0.00
Category 6: Business travel	0.00
Category 7: Employee commuting	1.3725
Category 7: Work From Home	3.5219
Category 9: Downstream transportation and distribution	0.00
Scopes	
<b>Scope 1</b>	0.00
<b>Scope 2</b>	11.5236
<b>Scope 3</b>	5.0057
<b>Total Emissions</b>	16.5293

### Scope – 1

*Given our constrained business operations and processes, and the absence of any owned vehicles, LACE HR Consulting registers **zero emissions within scope 1**. Nevertheless, we maintain a vigilant stance, committed to promptly reporting any emissions should our circumstances evolve in the future.*

### Scope – 3 Upstream & Downstream transportation & Distribution

*Given our constrained business operations and processes, we do not have any emissions in Category 4 & 9 Upstream & Downstream, we maintain a vigilant stance, committed to promptly reporting any emissions should our circumstances evolve in the future.*

## Submission Year Jan – Dec 2023

Scopes and categories	Metric tons CO <sub>2</sub> e
<b>Scope 1:</b> Direct emissions from owned/controlled operations	0.00
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## 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 LACE HR Consulting:***



Date: ..... 11.07.24 .....

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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>