



# Carbon Reduction Plan

Qualyfi

14<sup>th</sup> January 2024

## 1 Executive Summary

Qualyfi is committed to achieving Net Zero emissions at the latest by 2050.

Reducing our Greenhouse Gas (GHG) emissions brings significant benefits for us, our customers, suppliers and the wider community.

This Carbon Reduction Plan (CRP) will cover Qualyfi's baseline year information (2023), setting clear targets for reducing GHG emissions over key timeframes and planned actions to achieve Carbon Net Zero by 2050 at the latest. Our aim is to ensure the highest levels of engagement with this Carbon Reduction Plan across Qualyfi Ltd.

Some of these targets will be achieved through behavioural change, others will require funding in some cases, such as building and office improvements.

As a largely administration-based business, with no permanent vehicle fleet, and shared office space, Qualyfi already has a relatively small carbon footprint. These planned actions will reduce our levels of carbon production to Net Zero by 2050 at the latest, but an earlier date of Net Zero by 2040 is achievable as a stretch target.

## 2 Meeting the reporting requirements

This Carbon Reduction Plan complies with PPN 06/21 as published by the Cabinet Office in June 2021. This document will be reviewed and updated annually.

### 3 Commitment to achieving Net Zero

Qualyfi is committed to achieving Net Zero GHG emissions by 2050. We recognise the urgent need to rapidly decarbonise the UK commercial sector, along with the whole of UK industry and global emissions.

### 4 Carbon footprint methodology

The Qualyfi carbon footprint methodology is based on the assumptions of our operational model being largely administration-based and that we conduct a series of regular operational meetings that form the basis of travel, which in turn drives the majority of our emissions.

Qualyfi is primarily an administrative entity and as such we do not own a fleet of vehicles, nor do we have any land to use or develop on. As such, as will be seen, we have a small overall carbon footprint, but one nonetheless that we will be able to reduce through action.

### 5 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.

**Baseline Year: 1st April 2022 to 31st March 2023**

**Qualyfi is a new company and 2023 is the first full year in which we have been operating, so we have chosen that as our first baseline period.**

**Baseline year emissions:**

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b> <b>Gas usage across our offices</b>	<b>0</b>
<b>Scope 2</b> <b>Electricity usage across our offices</b>	<b>0</b>
<b>Scope 3</b> <b>Business Travel and Hotel Stays</b>	Category <span style="float: right;">Tonnes CO<sub>2</sub>e</span>
	Business travel <span style="float: right;">1.48t</span>
	Total <span style="float: right;">1.48t</span>
<b>Total Emissions</b>	<b>1.48t</b>

## 6 Current reporting year: FY 1st April 2022 - 31st March 2023

For the current reporting year (FY 2022/23), Scopes 1, 2 and 3 will be the same as the baseline year reporting.

## 7 Emission Reduction Targets

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

Next 5 years to 2028: Target of 50% Carbon reduction to 0.74t

Period to 2035: Target of 78% Carbon reduction to 0.32t

Period to 2040: Target of 100% Carbon reduction to Net Zero

These are ambitious targets, with a steep initial reduction, but this ambition is deliberate as we recognise the urgency associated with the need to reduce carbon outputs.

## 8 Carbon Reduction Projects

The carbon reduction opportunities in this section, once fully implemented, will reduce Qualyfi's emissions each year in line with achieving Net Zero emissions by 2050 at the latest.

### 8.1 Scope 1 (Gas) Actions

- If we do take an office in the future then we will consider the impact of the emissions carefully in our decision making process.

### 8.2 Scope 2 (Electricity) Actions

- If we do take an office in the future then we will consider the impact of the emissions carefully in our decision making process.

### 8.3 Scope 3 Actions

#### 8.3.1 Business travel

- continue to support and encourage hybrid working, in the context of continuing development of the Smarter Working policy. Encourage the continued use of virtual meeting platforms.
- continue to encourage the use of public transport, in particular trains.

### 8.3.2 Employee commuting

We have made an estimate of the employee commuting for the purpose of this calculation.

- Four senior employees commute to London once a week on the train, taking an average of the similar distances travelled.
- 12 of the 15 placement candidates travel to an office 10 miles away by train twice a week on average.

### 8.3.3 Employee learning and behaviour change

Every role in Qalyfi has an impact on our carbon emissions, and informed and motivated employees are key to making reductions. Every worker can reduce their energy footprint simply by switching off equipment at night, separating and sorting waste and travelling as sustainably as possible.

Actions taken to reduce the impact of employee behaviours and actions will have impact primarily on Scope 2 Electricity and some parts of Scope 3 Travel:

- regularly review and update working arrangements in line with best practice and latest technology developments

## 9 Leadership

The Executive Board of Qalyfi has given, and will continue to give, its full support to this Carbon Reduction programme and the team required to achieve Qalyfi Net Zero ambitions. The Executive Board will lead by example, by including regular updates from the Carbon Net Zero team in quarterly meetings and other Exec-level meetings. The Net Zero team will continue to have Exec-level support, helping to push for and then implementing changes, along with arranging for specific sub-project funding if and when needed.

## 10 Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 GHG company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting (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.

This Carbon Reduction Plan has been reviewed and signed off by the Board.



Signed on behalf of Qualyfi: Neil Marley (CEO) 22 March 2024