



Carbon Neutral Policy

DISTRIBUTION

This Carbon Neutral Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

REVISION HISTORY

Issue Number	Review Date	Changes	Signed
01	07/06/2022	Original version (draft)	MD
01	07/06/2022	Signed off	MD
02	07/06/2023	Review	MD



Carbon Neutral Policy

Introduction

ZAM FM LTD is committed to reducing its carbon footprint both directly and through those we conduct our business to or provide our services to. Our commitments are outlined as part of our Corporate Social Responsibility Policy however in this policy, we aim to clarify in detail where are now in terms of becoming carbon neutral and our plans towards achieving goals of achieving Net Zero Carbon Emissions by 2050 in line with Cabinet Office targets in line with the Climate Change Act 2008 that will make a difference to the environment and to the generations of the future.

Scope

This policy sets out to define our Carbon Reduction Plan or CRP to achieve our Carbon Neutral status which will include how we measure our partners commitments to this.

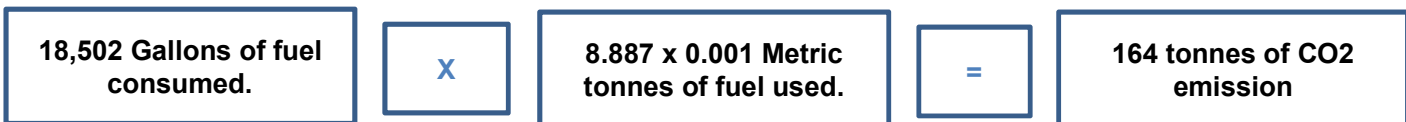
How Our Carbon Footprint is Calculated

Carbon footprint is measured by multiplying the unit of business operation, for example gallons of fuel with specific emission factors, this basic measure is equivalent to 8,887 multiplied by 0.001 metric tonnes of CO₂/gallons of fuel.

Formula for Calculation



Example of Calculation



Carbon Emissions Assessment

Experts have broken down assessment for the measure of a company's carbon emissions into three main areas, referred to as scopes of which there are three. The three scopes as defined by the Cabinet Office are as follows: -

Scope 1 – Direct Emissions from a Company's own resources.

Reference No: P--28 Issue No: 2	Page 2 of 10 Issue Date: 7/06/2023
Address: 1B FIRST FLOOR, BANK HOUSE THE PADDOCK, HANDFORTH, , WILMSLOW, England, SK9 3HQ	



Carbon Neutral Policy

These include Fuel used by company vehicles, direct emissions and removals as a consequence of running your premises (eg waste disposal), and Chemical leakages.

- your main contributor to Scope 1 is likely to be your use of Company-owned/leased vehicles.
- Suppliers are unlikely to generate significant amounts of waste compared against other business sectors and industries, but it would be prudent to feature recycling initiatives within the CRP.

Scope 2 – Indirect Emissions from purchased energy (ie heating, lighting etc).

These can be calculated from Electricity and Gas kW/hr figures, and the majority of bills now include a breakdown to indicate how these translate into CO₂ emission values.

- For suppliers operating from Serviced offices/Business Park etc, it is essential that they contact their landlord to ascertain what their Scope 2 assessment is and how your use of offices and shared facilities impacts on this.
- The company's Carbon Neutral Plan or CRP should promote any energy-saving initiatives you may have in place (or plan to adopt) eg Solar panels, led lighting, insulation, timer switches etc.

Scope 3 – Indirect Value Chain emissions.

These are emissions outside of your immediate control that occur upstream or downstream of your immediate operation as a consequence of the business you operate. Examples would be the carbon footprint 'journey' of stock that you buy in and the purchase/disposal of office equipment.

- Most importantly for you, Scope 3 (Section 7) features candidate travel to and from their place of work. This is likely to be the main contributing factor across your emissions assessment and is an area you should focus on reducing within your CRP by encouraging candidates to think about their journeys.
- You should also consider your stock flow. For example, can you obtain what you need from more local or more environmentally 'ethical' sources? Can you recycle or donate any end-of-life equipment so that it can be re-used?

ZAM FM LTD's Scope 1 Explanation

ZAM FM LTD's Directors are very aware of the effects that carbon emissions have on the environment. It is for this reason that our London contract went all electric in early _____ and *write name of vehicle* have been bought for Wiltshire.

Reference No: P--28 Issue No: 2	Page 3 of 10 Issue Date: 7/06/2023
Address: 1B FIRST FLOOR, BANK HOUSE THE PADDOCK, HANDFORTH, , WILMSLOW, England, SK9 3HQ	



Carbon Neutral Policy

Write the details of E-vehicle

We aim to employ people who are local to our places of work to minimise their own travel times, costs and contributions to emissions. We devise logistical approaches to key holding and mobile patrols and encourage staff to be conscious of making unnecessary journeys in their own vehicles as part of our own internal awareness of being environmentally friendly.

Below is a breakdown of our current Scope 1 emissions: -

Scope 1	Total	0.00	
		Carbon emmision KgCO2e	Carbon emmision tCO2e
STATIONARY COMBUSTION (BOILERS)			
MOBILE COMBUSTION (FLEET)			
PROCESS EMISSIONS (ON-SITE MANUFACTURING)			
FUGITIVE EMISSIONS (F-GASES)			

ZAM FM LTD's Scope 2 Explanation

Our shared offices operate with light sensors that switch off when activity is not detected as an energy saving mechanism. Employees and visitors are encouraged to switch lights, heating or air conditioning when not required to minimise consumption and to maintain cost effectiveness in operating our offices. Energy-saving lighting has been installed throughout our offices and units or terminals not in use are switched off.

Below is a breakdown of our current Scope 2 emissions: -

Scope 2	Total	23.10	
		Carbon emmision KgCO2e	Carbon emmision tCO2e
Electricity			
Gas			
Work from Home			



Carbon Neutral Policy

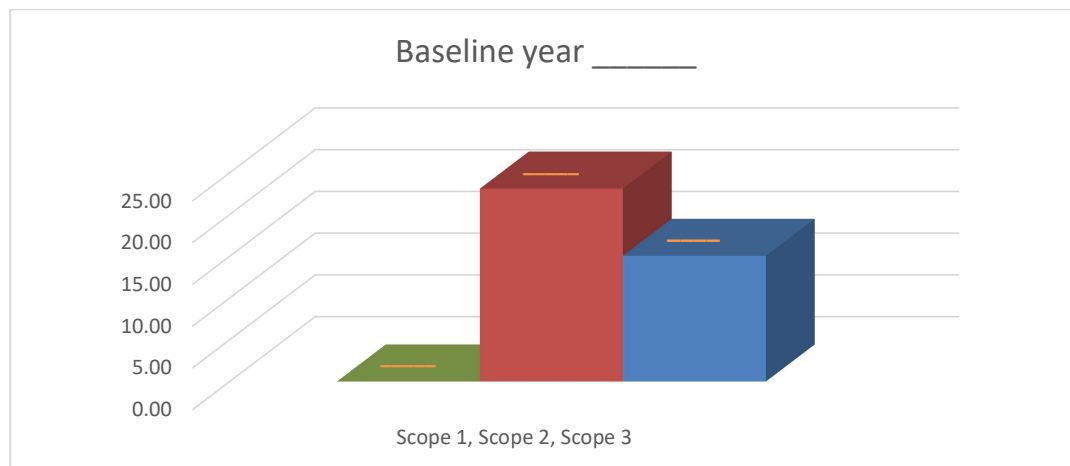
We will continue to look for energy efficient sources of power and innovations that help businesses and indeed their employees to reduce emissions not just in work but outside of it. Our contributions today pave the way for the futures of the coming generations that we need to protect.

ZAM FM LTD's Scope 3 Explanation

We have been strategic in sourcing our approved suppliers, we measure them on a range of elements including their commitments to ethical sourcing, sustainability and location. Our main suppliers are local to us and in most cases, we are able to collect our orders with our electric vehicles for our own peace of mind.

Below is a breakdown of our current Scope 3 emissions: -

Scope 3	Total	15.05	
		Carbon emmision KgCO2e	Carbon emmision tCO2e
Waste Generated in operations			
Upstream transportation and distribution			
Downstream transportation and distribution			
Business Travel			
Commuting			





Carbon Neutral Policy

ZAM FM LTD's Overall Emissions Rating

Baseline Year: _____		
Additional Details relating to the Baseline Emissions calculations.		
Baseline year emissions:		
EMISSIONS		
Scope 1	Total	
Scope 2	Total	
Scope 3	Total	
Included Sources	Business Travel	
	Employee Commuting	
	Waste Generated in operations	
	Upstream transportation and distribution	
	Downstream transportation and distribution	
Total Emissions		

Useful Links

- [Carbon Neutral Britain - Become Carbon Neutral](#)
- [Carbon Net Zero - CCS \(crowncommercial.gov.uk\)](#)
- [How to calculate your carbon footprint \(sustain.life\)](#)



Carbon Neutral Policy

CARBON REDUCTION PLAN GUIDANCE

ZAM FM LTD Carbon Reduction Plan 2023

Commitment to achieving Net Zero

ZAM FM LTD is committed to achieving Net Zero emissions by year _____.

Scope	Current Emissions
Scope 1	
Scope 2	
Scope 3	
Total Emissions	

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 _____ years to _____ tCO₂e by _____ Year. This is a reduction of 20%.

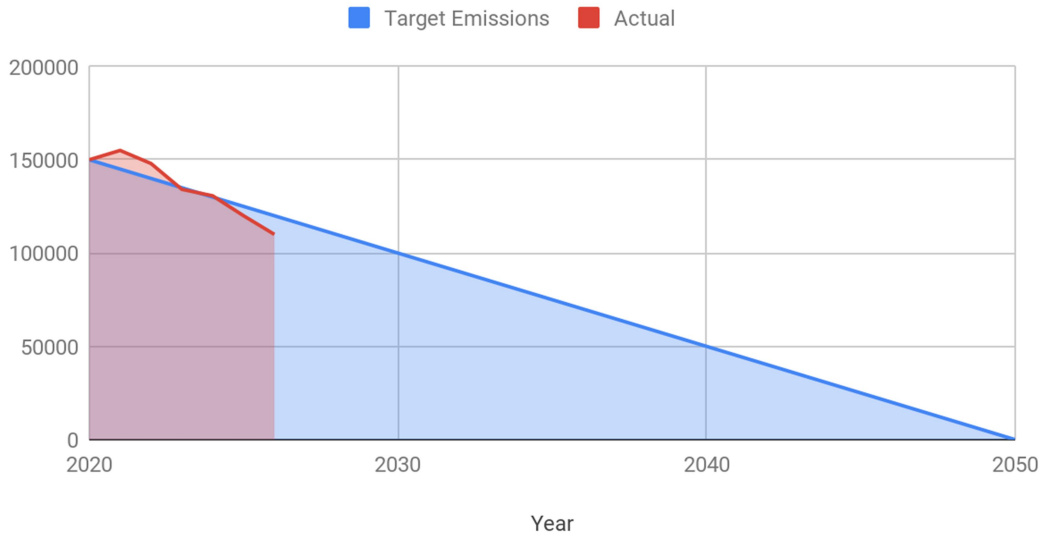
Progress against these targets can be seen in the graph below:

Reference No: P--28 Issue No: 2	Page 7 of 10 Issue Date: 7/06/2023
Address: 1B FIRST FLOOR, BANK HOUSE THE PADDOCK, HANDFORTH, , WILMSLOW, England, SK9 3HQ	



Carbon Neutral Policy

Carbon Reduction: Projected vs. Actual



ZAM FM LTD Contributions to Carbon Reduction Initiatives

We are working on becoming compliant with ISO 14001 in addition to our current certification and envisage that we will be on board with this Standard by the autumn of 2023.

- 1) The company has changed the way that we operate such as dispensing with leased copier and scanning machines and instead moving towards a paperless office. Staff are encouraged to read procedures with cloud-based access instead of in hard copy.
- 2) We have invested in reporting software for employees to file reports, again electronically submitted to management and directly to the client, reducing the need for hard copies.
- 3) ZAM FM LTD has invested in high quality electric vehicles. The reason that our Scope 1 emissions currently stand at 0.00. Service and maintenance records are managed to ensure that our vehicles and devices are well maintained to minimise disruption and costly repairs adding to emissions. The advantage for us as a business is that electric vehicles are exempt from paying congestion charges and ULEZ charges within the capital as our business grows.
- 4) Our offices operate a recycling initiative including confidential waste which is sent for recycling by the confidential waste contractors. We are also looking at staff initiatives for us to contribute to local groups involved in cleaning up shorelines, riverbanks and nature parks affected by littering and fly tipping. We hope to be proactive changing

Reference No: P--28 Issue No: 2	Page 8 of 10 Issue Date: 7/06/2023
Address: 1B FIRST FLOOR, BANK HOUSE THE PADDOCK, HANDFORTH, , WILMSLOW, England, SK9 3HQ	



Carbon Neutral Policy

trends with regard to extending the message to a wider audience on the importance of being environmentally friendly by physically helping where we can. Currently, we recycle plastic, tin, cardboard and glass in our offices. We have refrained from using plastic cups and some crockery within the office are made from recycled glass as examples of steps we have taken already.

- 5) Our approved suppliers are selected based on their ability to offer quality whilst respecting our policies surrounding sustainability and carbon neutrality and we have sourced local suppliers to minimise travel time and often we collect our orders in our own electric vehicles as part of this process.
- 6) Meetings with existing clients are now done online at least 90% of the time unless there is an absolute need to meet in person, this saves time and unnecessary time in using our vehicles even if they re electric, this still reduces wear and tear and the need to re-charge the vehicles.
- 7) Recruitment is conducted with locals being invited to interviews, this is advantageous because their own travel time is kept to a minimum and they can be encouraged to use public transport instead of driving in to work.
- 8) The organisation has invested in energy saving equipment that possess energy saving modes when not in use including LED lighting and low energy light bulbs.
- 9) The Directors are now investigating the potential to back up its corporate social responsibility policy by investing in schemes that facilitate carbon offsetting. This will benefit us in terms of using our money to support new eco-friendly projects and technologies to reduce carbon emissions. We are also supportive of protecting our green belt areas to avoid landfill and intend for our money to be also used in planting trees to help with the balance of nature and to replace those trees being cut down.
- 10) We have asked our staff to invest in bags for life and to refrain from using plastic carrier bags wherever possible when at home. In addition, we encourage them to purchase items that employ less packaging and to boycott products or manufacturers that are causing harm to the environment, or which have a disregard for reducing their carbon footprint.
- 11) We shall endorse and publicise Earth Day awareness campaigns and to contribute where possible in the hope that this awareness will spread not just throughout the organisation but also beyond it.

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.

Reference No: P--28 Issue No: 2	Page 9 of 10 Issue Date: 7/06/2023
Address: 1B FIRST FLOOR, BANK HOUSE THE PADDOCK, HANDFORTH, , WILMSLOW, England, SK9 3HQ	



Carbon Neutral Policy

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 greenhouse gas company reporting.

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.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Managing Director

Danish

Dated: 07/06/2023

Reference No: P--28 Issue No: 2	Page 10 of 10 Issue Date: 7/06/2023
Address: 1B FIRST FLOOR, BANK HOUSE THE PADDOCK, HANDFORTH, , WILMSLOW, England, SK9 3HQ	