

# Carbon Reduction Plan

Caja - 2025

Supplier name: Caja Ltd

Publication date: 12<sup>th</sup> January 2015

## Commitment to achieving Net Zero

Caja Ltd 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.

### Baseline Year: 2021

#### Additional Details relating to the Baseline Emissions calculations.

Since our inception, Caja has been committed to good environmental practice, behaving responsibly and limiting any waste produced by our organisation, enforced through our Environmental Policy.

The Caja Head Office is located in serviced office accommodation at Keele University in Staffordshire who are committed to a Green Campus, sustainability research, supporting local businesses become more sustainable and environmental awareness and education. The campus has its own onsite Low Carbon Energy Generation Park that supplies a significant amount of the campus energy needs through solar and wind technologies. The campus aims to be carbon neutral by 2030.

Additionally, as a business we are growing with an increasing employee and client base; however, we take actions to minimise and reduce our carbon footprint and have additionally taken action through offsetting our 2020 Carbon Footprint and have paid for trees to be planted in the West Midlands.

We support hybrid working from home, providing all resources with the virtual tools to support this and explore with clients where appropriate, virtual working to minimise business travel. All company cars are EVs, employees regularly opt to use public transport for business travel where possible.

**Note:** *Our baseline was calculated in 2021; however, this was skewed by the impact of the Covid-19 pandemic which virtually eliminated business mileage. Since 2022 when business operations returned back to more normal patterns, we continually look to minimise business travel where possible.*

Baseline year emissions: 2021		
EMISSIONS	TOTAL (tCO <sub>2</sub> e)	
Scope 1	0	
Scope 2	0	
Scope 3 (Included Sources)	7.5 Tons	
	Upstream Transportation and Distribution.	2.0Tons
	Waste Generated in Operations.	0Tons
	Business Travel	2.9Tons
	Staff Commuting	2.6Tons
	Downstream Transportation and Distribution	0Tons
<b>Total Emissions</b>	7.5 Tons	

## Current Emissions Reporting

Reporting Year: 2024		
EMISSIONS	TOTAL (tCO <sub>2</sub> e)	
Scope 1	0	
Scope 2	0.6 Tons	
Scope 3 (Included Sources)	47.1 Tons	
	Upstream Transportation and Distribution	3.8Tons
	Waste Generated in Operations.	0Tons
	Business Travel	3.8Tons
	Staff Commuting	39.5Tons
	Downstream Transportation and Distribution	0Tons
<b>Total Emissions</b>	47.7 Tons	

## Carbon Reduction Projects

As a growing SME we operate a continuous improvement culture regarding our environmental footprint and Carbon Reduction.

Since the reporting baseline created in 2021, (skewed by the impact of Covid 19) Caja has doubled its headcount, and grown its client base across the UK. To support our sustainability values, whilst growing the business we have invested in a number of projects: -

- Transitioning staff qualifying for a company car to Electric Vehicles (two electric vehicles)
- Develop e-learning materials to enable us where appropriate to transition from F2F training to online training and development (One Academy programme developed)
- Encourage employees to transition to electric vehicles (ongoing)
- Move to newer more energy efficient offices on Keele University Science Park. (Accommodation charge includes gas/electric). Keele is looking to be energy self-sufficient by 2030.

## 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 13 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

14 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.

15 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:



**Role:** Managing Director

**Date:** 5<sup>th</sup> February 2025