

Carbon Reduction Plan Template

Supplier name: Codiance Limited

Publication date: 18th June 2025

Commitment to achieving Net Zero

Codiance Limited is committed to achieving Net Zero emissions by 2045.

Baseline Emissions Footprint

Baseline Year: 1st June 2024 – 1st June 2025

Additional Details relating to the Baseline Emissions calculations.

Codiance Limited is a private limited Small Medium Enterprise (SME). Owing to our size, we are not obligated to report our emissions under the Streamlined Energy and Carbon Reporting (SECR) regulations. As we have not previously reported emissions, we will be using the current reporting year (2024) as our baseline moving forward.

Our total emissions for the reporting period of 2024-2025 are 25,520 kg CO₂e.

To provide a comprehensive view of our organisation's emissions, we are reporting the emissions data associated with our office location. We are located at Millgrove House, Parc Ty Glas, Llanishen, Cardiff, CF14 5DU. In support of our robust calculations, we have also accounted for any remote working staff in our calculations.

During our baseline year, we had 20 Full-Time Equivalent (FTE) employees within our organisation.

Baseline year emissions: 1st June 2024-1st June 2025

EMISSIONS

TOTAL 25,520 kg CO₂e

Scope 1

We are registered as a business and domestic software development company. We do not produce any emissions directly from our activities through owned or controlled sources such as:

- Burning coal onsite to generate electricity
- Using diesel to power onsite generators

As well as this, we do not operate a fleet of vehicles. As a result, our scope 1 emissions are **zero**.

Scope 2

Our Scope 2 data consists of electricity usage in our office. Since we do not pay utilities directly, these have been estimated based on square footage and average UK use for office spaces. This site does not use gas for our facility, so this calculation only takes into account electricity.

	Our total Scope 2 emissions for the specified period is 14,494 kg CO₂e.
Scope 3 (Included Sources)	<p>Our scope 3 footprint is dominated by emissions resulting from business travel and employee commuting. This is reflected in the figures outlined below:</p> <p>Our total Scope 3 emissions for the 2024 period is 11,026.06 This equates to a breakdown of:</p> <ul style="list-style-type: none"> • Category 4 – upstream transportation and distribution – 0.25, this includes Courier deliveries of IT hardware and office supplies • Category 5 – waste generated in operations – 0.15. Our general office waste is extremely low due to our company being a paperless office • Category 6 – business travel – 2,594 (this includes travel by air and rail as well as hotel stays) • Category 7 – employee commuting – 8,431.66 • Category 9 – Downstream transportation and distribution - 0.00. Please note that this is not applicable as we deliver digital software services, with no physical distribution of goods <p>We have not previously monitored water usage, as this is paid for through our rent. As a result, we have calculated the figure based on square footage and the average UK use for office spaces. Moving forward, we will look to implement a more robust monitoring system for water usage and treatment. For example, this may include liaison with the Building Manager to consider sub-metering systems or a Smart Building Management System.</p>
Total Emissions	25,520 kg CO₂e

Emissions reduction targets

To continue to progress towards achieving Net Zero by 2045, we have adopted the following carbon reduction targets:

- Next 10 years to 2035: Target of 50% reduction to 12,760 kg CO₂e
- Period to 2040: Target of 75% Carbon Reduction to 6,380 kg CO₂e
- Period to 2045: Target of 100% Carbon Reduction to Net Zero

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

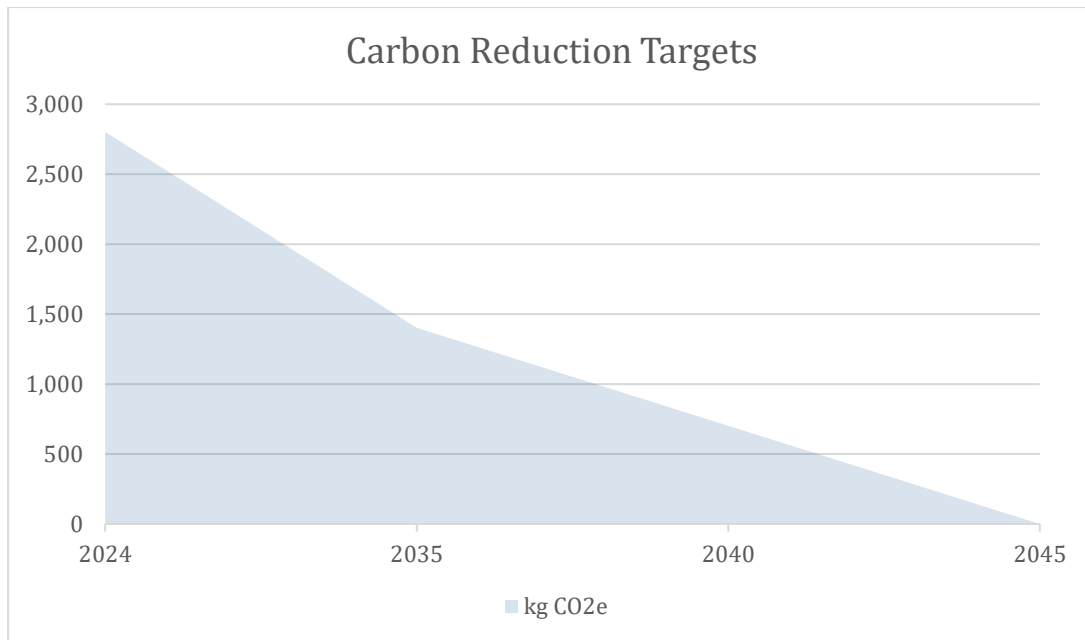


Figure 1: Our carbon reduction targets year by year

The carbon reduction opportunities outlined in this section, once fully implemented, will reduce our GHG emissions annually, aligning with our goal of achieving Net Zero emissions by 2045.

Scope 1 actions

- Should we purchase fleet vehicles in the future, we will commit to purchasing electric/hybrid vehicles

Scope 2 actions

- Transition to 100% renewable energy through our electricity supplier and by investing in solar power for our sites
- Invest in an energy management system to monitor and optimise energy use
- Introduce power management policies for hardware such as laptops, PCs, printers
- Offset any residual CO₂ emissions through the purchase of equivalent carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider

Scope 3 actions

Upstream transportation and distribution

- We will prioritise suppliers using low-carbon logistics and request their annual emissions data

Waste generated in operations

- Continue to uphold our paperless office
- Continue to repurpose out of date laptops and IT equipment
- Work with our landlord to monitor waste streams and improve recycling

Business travel (including employee commuting)

- Encourage car sharing
- Continue to maintain hybrid/homeworking
- Recruit within the local area to reduce travel needs
- Encourage the continued use of virtual meeting platforms where possible
- Continue to encourage the use of walking or public transport, particularly trains over flights
- Promote cycling to work by providing information and participating in cycle-to-work schemes
- We will interrogate our data from travel to better understand if and where carbon reductions can be made

Downstream transportation and distribution

We will continue to review this annually to ensure it remains accurate.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

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) Standard⁵.

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:



Martyn Baker – Commercial Director

Date: 18th June 2025

³ <https://ghgprotocol.org/corporate-standard>

⁴ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁵ <https://ghgprotocol.org/standards/scope-3-standard>