

CARBON REDUCTION PLAN

PUBLICATION: 1st April 2025

COMMITMENT

Hillswood Services LTD (HS) is committed to achieving net zero emissions by 2050 or sooner.

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.

Hillswood Services selected the baseline year of 01.04.20-31.03.21 as this runs in line with our financial year and the first year of tracking our emissions. We note that this period was impacted by the effects of COVID19 All information provided for Scopes 1, 2 and 3 have been collected from recorded business data.

METHODOLOGY

- **Company vehicles** – the mileage of the company vehicles has been based on fuel card reporting and mileage trackers.
- **Gas and electricity purchased** - Emissions related to gas and electricity were quantified with consumptions of gas and electricity based on our teams working from home, a customer location or head office which is a shared office space.
- **Business Travel**-Car mileage was estimated from mileage claims / fuel cards & mileage trackers.
- **Waste**- GHG emissions from waste were calculated based on the company's records of waste produced in the different waste streams. DEFRA emissions factors were used.
- **Employee Commuting** – we have included an average figure for employee commuting by using the average data method as published in GGP: Technical Guidance for Calculating Scope 3 Emissions; Category 7. A survey to capture typical commuting types, car, bus, rail, other and this information it has been included in the current year emissions reporting.

Baseline year emission: 1 st April 2020 – 31 st March 2021	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1 - Direct impact e.g., gas consumption, transport fleet/leased	25.55
Scope 2 - Direct impact e.g., electricity consumption	0.1928
Scope 3 - Indirect Impact (Included Sources)	188.661 Employee passenger travel: 2.455 Waste disposal: 186.206
Total Emissions	214.4038 tCO ₂ e

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CURRENT EMISSIONS REPORTING

Current reporting year: 01.04.2024-01.03.2025 (financial year).

All information provided from Scopes 1, 2 and 3 have been collected from recorded business data. The current emissions reporting has benefited from better data collection procedures with regards to collecting data from customer sites. However, it was still not possible to collect data, in particular electricity consumption as our team work on customer locations who are responsible for data collection of their sites.

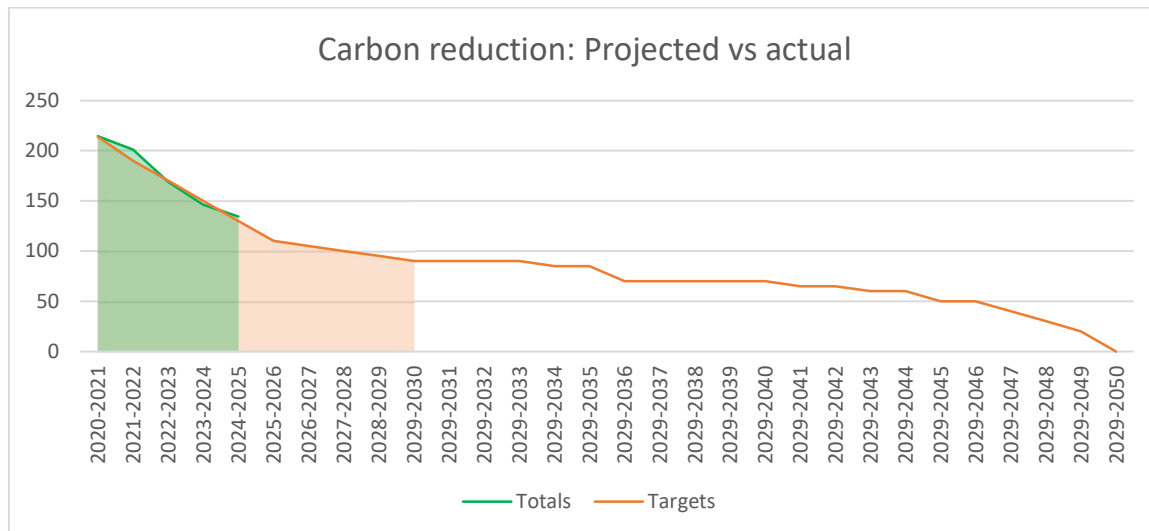
METHODOLOGY

- **Company vehicles** – the mileage of the company vehicles has been recorded monthly and was used as activity data for the GHG emissions calculation. DEFRA emission factors were used.
- **Gas and electricity purchased** - Emissions related to gas and electricity were quantified with consumptions of gas and electricity for the head office and home working.
- **Business Travel**- Car mileage used in the GHG inventory was estimated from mileage claims, fuel cards and DEFRA Emissions factors were used. In this reporting year site travel to/from projector customer sites (traveling in non-company vehicles) was included in this category.
- **Waste**- GHG emissions from waste were calculated based on the company's records of waste produced in the different waste streams at the office and project's sites. Again, many of our waste streams are managed and calculated on customer locations other than specific projects. DEFRA emissions factors were used.
- **Employee Commuting** - A survey to the company's employees was undertaken to collect the different modes of transport and distances travelled (mileage) for commuting to site/office. This activity data and DEFRA emissions factors were used for calculating the GHG emissions from this category.

Reporting Year: 1 st April 2024 – 31 st March 2025	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1 - Direct impact e.g., gas consumption, transport fleet/leased	32.5356
Scope 2 - Direct impact e.g., electricity consumption	0.9111
Scope 3 - Indirect Impact (Included Sources)	101.1816 Employee passenger travel: 0.9778 Waste disposal: 100.2038
Total Emissions	134.6283 tCO ₂ e

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Progress against these targets can be seen in the graph below



With the improvements made in the company with regards to scope 3 with the benefits of our head office location moving closer to the senior management's home addresses however our business has organically grown since base year and changes have been made with company vehicles. However, to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets from our baseline year:

CARBON REDUCTION PROJECTS & COMPLETED INITIATIVES

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. We are working to develop and then implement further measures in the future such as:

- Improve our data collection, measurement, analysis and reporting around our Scope 3 carbon emissions fully utilising our SBTi commitment to influence for better carbon management policies and processes.
- Green Fleet Strategy formally implemented to transition all company cars and vans to plug-in hybrid or hydrogen by 2035, phasing out carbon emissions associated with petrol and diesel vehicles by 2040.
- Further green fleet strategy related activities, including roll out of driver training to inform on the carbon impact of driving behaviours to support behavioural and cultural changes.
- Further targeted promotion in energy-saving measures at or customer premises, such as passive-infra red lighting sensors, LED lighting, BMS technology, and other low cost/no cost improvements to their Building Energy Management System.
- Review and investment in other specific Net Zero management initiatives which will further reduce operational-related emission burden for both HS and our customers, such as paperless technologies and new conference/meeting management initiatives.
- Continue to refurbish our current IT equipment, including laptops and phones, instead of purchasing new.

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DECLARATION & 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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting². 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) Standard³. This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body) and is reviewed annually in line with ISO 14001.

A handwritten signature in black ink, appearing to read 'Megan O'Brien', is positioned above the signature details.

Signed
Name: Megan O'Brien
Role: Operations Director
Date: 01 April 2025
Operations Director

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