



Carbon Reduction Plan

Achieving Net Zero by 2043

Calculated and
produced by **GovData**

COMMITMENT TO ACHIEVING NET ZERO

Document Logistix Limited is committed to achieving Net Zero emissions by 2043.

BASELINE EMISSIONS FOOTPRINT

Baseline Year: 2023 (1/01/2023 – 31/12/2023)

The Carbon Reduction Plan has been completed in compliance with PPN 06/21. Our Carbon Emissions in 2023 were measured in line with GHG Protocol and include the greenhouse gases stated in the Kyoto Protocol.

Baseline year emissions: 2023		
EMISSIONS	TOTAL (tCO ₂ e)	
Scope 1	0.00	
Scope 2	20.25	
Scope 3	15.60	
Included Sources	Business Travel	9.87
	Employee Commuting	5.73
	Upstream transportation and distribution	0.00
	Downstream transportation and distribution	0.00
	Waste generated in operations	0.00
Total Emissions	35.85	

CURRENT EMISSIONS REPORTING

Reporting Year: 2023 (1/01/2023 – 31/12/2023)

The Carbon Reduction Plan has been completed in compliance with PPN 06/21. Our Carbon Emissions in 2023 were measured in line with GHG Protocol and include the greenhouse gases stated in the Kyoto Protocol.

Reporting year emissions: 2023		
EMISSIONS	TOTAL (tCO ₂ e)	
Scope 1	0.00	
Scope 2	20.25	
Scope 3	15.60	
Included Sources	Business Travel	9.87
	Employee Commuting	5.73
	Upstream transportation and distribution	0.00
	Downstream transportation and distribution	0.00
	Waste generated in operations	0.00
Total Emissions	35.85	

REPORTING PERIOD

Document Logistix Limited will publish a Carbon Reduction Plan on a yearly basis detailing emissions released from UK Operations from 1st January to 31st December.

BASELINE YEAR & CURRENT REPORTING YEAR

Due to 2023 being the first year we have measured our CO₂e emissions, the report for the Baseline Year and Current Reporting year contains the same figures. Due to this, the explanations below apply to both sets of data:

SCOPE 1

Scope 1 is reported as 0.00 tCO₂e in 2023 due to **Document Logistix Limited** having no boilers, on-site manufacturing, a fleet or f-gases to report emissions on.

SCOPE 2

Within Scope 2, we have measured the emissions released from working from home and the consumption of purchased gas and electricity in office. With Document Logistix Limited employees making the most of hybrid working, we have calculated 3 out of 5 days as spent working from home and the other 2 from the office. Heating, lighting and computer consumption have all been taken into account to calculate emissions released due to working from home.

SCOPE 3

BUSINESS TRAVEL

The emissions resulting from business travel, have been calculated. This includes travel by Rail, Bus, rental cars, flights and employee-owned vehicles for business purposes, excluding the commute to and from work.

EMPLOYEE COMMUTING

The emissions resulting from employee commuting have been calculated at 5.73 tCO₂e, considering factors such as the distance travelled, mode of transportation, and average fuel consumption.

UPSTREAM AND DOWNSTREAM TRANSPORTATION

The Upstream and Downstream Transportation Subset in Scope 3 is reported as 0 tCO₂e in 2023 as **Document Logistix Limited** does not directly engage in upstream and downstream transportation meaning we are unable to quantify the emissions associated with those activities.

WASTE GENERATED IN OPERATIONS

We have requested the CO₂e released from our waste removal provider, however, they don't currently have this data available. We have been assured that this is something they are looking to be able to provide for the next reporting year and will include this in our report for 2024 onwards.

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 five years to 26.89 tCO₂e by 2029. This is a reduction of 25%.

CARBON REDUCTION PROJECTS

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline.

Include the following here:

- Document Logistix Limited only purchase local products and produce where possible.
- We have an Anti-Waste Policy within the office which reduces the potential of wasted energy.
- In office lights utilize motion sensors, reducing potentials waste.
- We encourage carpooling with staff, reducing the emissions generated by waste

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 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.

Signed on behalf of the Supplier:



Name:

Dan Wajzner

Title:

Managing Director

Date:

01/12/2024

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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