 2025/26

Carbon Emissions Reduction Plan

CARBON Emissions reduction plan

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# Introduction

SCARF is a socially responsible organisation that supports the Sustainable Development Goals (SDGs) set forward by the United Nations. We aim to reduce our carbon emissions in line with the Science-Based Target initiatives (SBTi) and become Net Zero by 2045 as determined by the Scottish Government.

SCARF owns two (2) locations, one in Aberdeen and the other in Dundee. We have 79 personnel; 52 are based in the office or work from home, and 27 are mobile, travelling around Scotland on business. As part of our goal to reduce our **Scope 1 and 2 emissions** over the next financial year reporting period 01/04/2025 – 31/03/2026, we have implemented this **Carbon Emissions Reduction Plan** covering both locations.

During the implementation of the Carbon Emissions Reduction Plan, SCARF began forecasting our business activities for 2025/26, which highlighted potential risks to a reduction in income, the differing policies with changing governments regarding climate change, and the age of SCARF’s current premises. The FY 2025/26 forecast estimates a carbon emissions reduction of **12.5%**. SCARF’s Co-CEO, David Mackay, will oversee the Carbon Emissions Reduction Plan.

SCARF’s journey towards Net Zero began in 2024, with the first year 01/04/2024 – 31/03/2025 data recorded as a baseline. Scope 1 & 2 CO2e figures were finalised and calculated with CO2 emissions for the reporting period, totalling **26.452 tCO2e**. While we support projects aligned with the United Nations' sustainable development goals (SDGs), we have chosen not to offset our CO2e at this time. We will make a concerted effort to reduce emissions consistently on our journey to become a Net Zero emissions organisation with an initial objective of meeting the SBTi target of 50% emissions reduction by 2030.

For the reporting period, FY 01/04/2025 – 31/03/2026, we aim to implement the following initiatives throughout 2025 and will monitor this through the measurement methodology utilised as part of SCARF’s Net Zero process. In addition, SCARF intends to monitor and report carbon emissions and reductions for each project.

Within this plan, we have included some reduction schemes that fall into Scope 3 emissions. Although SCARF is not currently declaring Scope 3 emissions, a decision was taken to try to make improvements to our emissions regardless of the scope. SCARF wants to ensure that the importance of improving carbon emissions is also understood by our suppliers, and will encourage them, wherever possible, to make reductions. SCARF is committed to declaring Scope 3 in 2026/27 when we have a baseline of all data required.

# Scope 1 Emissions

Scope 1 emissions are direct emissions from owned or controlled sources.

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| **Scope 1 emission** | **Baseline year** | **Reduction Method** | **Reporting Method** | **FY 2025/26**  **Reduction Aim %** | **FY 2025/26 Estimated**  **Total CO2e** |
| Fuel Emissions  (Natural Gas) | FY 2024/25 | * We will look into renewable energy/green tariffs when our current contract ends in 2026. * We aim to replace the gas boiler with a ground heat pump (GHP) by 20XX. * We encourage our staff to turn down the heating by a degree or two when working from the office. It will help reduce our energy bills and benefit SCARF and HES. * Add timers to radiators where possible | Fuel bills | 12.5% | **Current (2024/25)**  16,369.00 kg  16.369 tonnes  **Estimated (2025/26)**  14,322.5 kg  14.325 tonnes |
| Passenger Vehicles  (One full EV, company-owned) | FY 2024/25 | * We will encourage our staff to change their driving style by avoiding unnecessary braking and acceleration; on longer journeys, use the cruise control. * Route Planning before travelling is to be introduced to allow optimisation of the routes. It will help avoid congested areas and allow uninterrupted travel to the location. Note: idling is not an issue with full EVs. | Mileage recorded by SCARF and HES personnel  (*to be considered fully for 2025/26)* | 0.0% | **Current (2024/25)**  0.00 kg  0.000 tonnes  **Estimated (2025/26)**  0.00 kg  0.000 tonnes |

# Scope 2 Emissions

Scope 2 emissions are indirect emissions from the generation of purchased energy.

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| **Scope 2 emission** | **Baseline year** | **Reduction Method** | **Reporting Method** | **FY 2025/26 Reduction Aim %** | **FY 2025/26 Estimated**  **Total CO2e** |
| UK Electricity Emissions | FY 2024/25 | * We will look into renewable energy/green tariffs when our current contract comes to an end. * We aim to replace the gas boiler with a ground heat pump (GHP) by 20XX. * We encourage our staff to turn down the heating by a degree or two when working from the office. It will help reduce our energy bills and benefit SCARF and HES. * Add timers to electric heaters. * We ensure all monitors and accessories (mouse/keyboards) are switched off at night to reduce “vampire power”. * We only charge equipment when necessary and do not continue to use charges when there is plenty of power in the batteries. * We ensure chargers are unplugged when not in use. * We will skip screen savers and reduce the time monitors are active. * We will review sustainable web hosting and consider the change to an eco-friendly option. * We will support remote/hybrid and flexible working where possible (saves fuel, both travel (petrol/diesel) and energy (heating). * Enable energy-saving or battery-saving modes on all PC and mobile devices. * We will encourage our staff to use natural ventilation (opening windows) instead of electric fans. * We will review our ‘digital carbon footprint’ and reduce our power usage with some simple adjustments, e.g., emptying the mailbox to reduce storage, etc. * We will opt for energy-efficient light bulbs (LED) and add motion sensor lighting wherever possible. * We will introduce solar chargers for our devices. * When we reinsulate our premises, we will look at biobased insulation materials such as wood fibre, hemp, etc. | Electricity bills | 12.5% | **Current (2024/25)**  10,083.02 kg  10.083 tonnes  **Estimated (2025/26)**  8,822.625 kg  8.823 tonnes |

# Scope 3 Emissions

Scope 3 emissions are all indirect emissions (not included in scope 2) that occur in the value chain of the reporting company, including both upstream and downstream emissions.

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| **Scope 3 emissions** | **Baseline year** | **Reduction Method** | **Reporting Method** | **FY 2025/26**  **Reduction Aim %** | **FY 2025/26 Estimated**  **Total CO2e** |
| Water Consumption  (Water Supply) | FY 2024/25 | * We will consider installing a water harvesting system to use for tasks such as vehicle washing, which will reduce usage from the mains supply. * We can help conserve water by reporting dripping taps or other sources of waste and encouraging others to do the same. * We will consider replacing our current kettles with the energy-efficient ‘hot taps’ or kettles to make tea and coffee. * We will not leave taps running when washing our hands and dishes. * We aim to install low-volume or two-flush toilets in our buildings. * Where in place, we will only turn on the dishwasher when it is full. | Water Bills | N/A | **Current (2024/25)**  0.00 kg  0.000 tonnes  **Estimated (2025/26)**  0.00 kg  0.000 tonnes |
| Water Consumption  (Water Treatment) | FY 2024/25 | * We will use biodegradable cleaning products (look for those that are ecologically certified) and chemicals and encourage our cleaning contractor to do the same (or consider moving to a different contractor who already does). | Water Bills | N/A | **Current (2024/25)**  0.00 kg  0.000 tonnes  **Estimated (2025/26)**  0.00 kg  0.000 tonnes |
| Material Use  (Paper, etc.) | FY 2024/25 | * We will obtain materials responsibly and work with sustainable and fair-trade suppliers wherever possible. * We will source locally when and where possible, making sure the end result is in line with our sustainability and business strategies. * With post-consumer waste (PCW) paper, paper products, and packaging, we will look for a recycling symbol. | Cost (UK£ Sterling) | 12.5% | **Current (2024/25)**  4,976.94 kg  4.976 tonnes  **Estimated (2025/26)**  4,379.71 kg  4.379 tonnes |
| Waste Disposal  (General Waste) | FY 2024/25 | * We will use the appropriate waste bins designated by our landlord and encourage visitors and contractors to do the same. * We will encourage staff to either bring their food and drinks to work in reusable containers or wash out recycled packaging and dispose of it in the correct bins. | Waste Management Bills | 12.5% | **Current (2024/25)**  85,052.34 kg  85.052 tonnes  **Estimated (2025/26)**  74,421 kg  74.421 tonnes |
| Waste Disposal  (Dry Mixed Recycling) | FY 2024/25 | * We will use the appropriate waste bins designated by SCARF and encourage visitors and contractors to do the same. * We will encourage staff to either bring their food and drinks to work in reusable containers or wash out recycled packaging and dispose of it in the correct bins. * When buying materials from Amazon, we will adjust our settings to opt for less packaging and fewer deliveries. | Waste Management Bills | 12.5% | **Current (2024/25)**  57,999 kg  57.999 tonnes  **Estimated (2025/26)**  51,039 kg  51.039 tonnes |
| WTT Business Travel - Land  (Buses, Taxis, Trains, Personal vehicles) | FY 2024/25 | The nature of SCARF’s business necessitates travel to and from the client’s premises by some personnel. We can, however,   * Introduce more meetings, consulting, and training through teleconferencing or Teams calls. * Where rail travel is necessary, we aim to travel on direct routes whenever possible with minimum stops. * We will organise our journeys so that more than one client or potential client(s) can be visited in a single location and road or rail travel is minimised. * We will ensure our vehicles are properly maintained and tyres are inflated to the correct pressure. * Route planning before travelling is to be introduced to allow optimisation of the routes. It will help avoid congested areas, time spent in traffic idling, and allow uninterrupted travel to the location. * We will encourage our staff to change their driving style by avoiding unnecessary braking and acceleration; on longer journeys, use the cruise control. * We will encourage our staff to utilise the company-owned full EV wherever possible. * We will support remote/hybrid and flexible working where possible (saves fuel, both travel (petrol/diesel) and energy (heating). | Mileage recorded by SCARF and HES personnel  Fuel Card bills  (*to be considered for 2025/26)* | N/A | **Current (2024/25)**  0.00 kg  0.000 tonnes  **Estimated (2025/26)**  0.00 kg  0.000 tonnes |
| WTT Commuting - Land  (Buses, Taxis, Trains, Personal vehicles) | FY 2024/25 | * Route planning before travelling is to be introduced to allow optimisation of the routes. It will help avoid congested areas, time spent in traffic idling, and allow uninterrupted travel to the location. * We will ensure our vehicles are properly maintained and tyres are inflated to the correct pressure. * We will consider the introduction of different start and finish times to minimise time spent in traffic. * We encourage personnel to use public transport and car sharing whenever possible. * We will introduce walking and cycling to work schemes. * We implement a “salary sacrifice” scheme to encourage personnel to buy an electric vehicle. * We will encourage our staff to change their driving style by avoiding unnecessary braking and acceleration; on longer journeys, use the cruise control. * We will support remote/hybrid and flexible working where possible (saves fuel both travel (petrol/diesel) and energy (heating). | Mileage recorded by SCARF and HES personnel  Fuel Card bills  (*to be considered for 2025/26)* | N/A | **Current (2024/25)**  0.00 kg  0.000 tonnes  **Estimated (2025/26)**  0.00 kg  0.000 tonnes |
| Hotel Stays  (No. of nights, by country) | FY 2024/25 | The nature of SCARF’s business (the provision of consultancy, advisory, and training services) necessitates travel to and from the Client’s premises, which may involve overnight stays in locations away from home. We can, however,   * introduce more meetings, consulting, and training through teleconferencing or Teams calls. | Invoices from the hotel | 12.5% | **Current (2024/25)**  270.40 kg  0.270 tonnes  **Estimated (2025/26)**  237.95 kg  0.238 tonnes |
| Managed Assets – Vehicles  (leased cars) | FY 2024/25 | * All managed asset vehicles are hybrid (petrol/electric). * Route planning before travelling is to be introduced to allow optimisation of the routes. It will help avoid congested areas, time spent in traffic idling, and allow uninterrupted travel to the location. * We will aim to replace the hybrid leased vehicles with full electric by 20XX. | Mileage recorded by SCARF and HES personnel  Fuel Card bills  (*to be considered for 2025/26)* | N/A | **Current (2024/25)**  0.00 kg  0.000 tonnes  **Estimated (2025/26)**  0.00 kg  0.000 tonnes |
| Home working | FY 2024/25 | We will encourage our personnel to   * ensure all monitors and accessories (mouse/keyboards) are switched off at night to reduce “vampire power”. * ensure chargers are unplugged when not in use. * only charge equipment when necessary and do not continue to use charges when there is plenty of power in the batteries. * skip screen savers and reduce the time monitors are active. * turn down their electricity and/or gas boiler by a degree or two when working from home. It will help reduce our employees’ energy bills and benefit SCARF and HES. | Working from home days recorded by SCARF and HES personnel | 12.5% | **Current (2024/25)**  42848.02 kg  42.848 tonnes  **Estimated (2025/26)**  37,492.02 kg  37.492 tonnes |

# Conclusion

SCARF is committed to reviewing our progress regularly and publishing annual updates, and carbon and financial savings from all our actions on our website, company reports, and social media platforms as applicable. We will adjust our strategy to meet our targets and aim to learn from successes and challenges. This aligns with our Integrated Management System (IMS) monitoring and measurement requirements. Our IMS is certified to ISO 9001:2015 and ISO 14001:2015 by a UKAS-accredited certification body.

Our Carbon Emissions are recorded in our **Carbon Footprint Register** (SCA-IMS-050), which is regularly updated and reviewed. Data measuring the progress of the Carbon Emissions Reductions Plan will be collected monthly by the **CO2e Data Coordinator** and presented to the Net Zero Committee quarterly.

Our organization is committed to reducing our carbon emissions by 50% by 2030. Through the development of our Carbon Emissions Reduction Plan and Net Zero Strategy, communicating our goals openly and transparently, and training and encouraging our workforce, we believe this projection is achievable.

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