



## **Business Impact assessment Carbon Footprint Reduction Plan**

Business impact assessment completed as first stage

### **Scope 1**

Company Facilities: we are tenants in buildings managed by Lower Richmond Properties (LRP) , this data will be reported by the Landlord in their annual reports and will be excluded from this to avoid double reporting.

Company Vehicles: we do not have any company vehicles, so there are no emissions from this category included in our emissions data

### **Scope 2**

Purchased electricity, steam, heating, and cooling for own use: we do not purchase any of the energy needed for our buildings as they are all leased and are covered by the landlord.

### **Scope 3**

#### **Category 4 and 9 upstream and downstream distribution**

As Phoenix Resourcing Services Ltd is an administration-based business, we do not purchase or sell any goods, so we cannot report any figures against categories 4 and 9.

#### **Category 5 waste generated in operations**

We do not have specific data on the waste generated as an organisation as this is managed through the lease arrangements as part of the building operations, but we do generate waste through employee printing and other materials. Waste includes plastic non-recyclable cups and can even include lunch-time related rubbish.

#### **Category 6 business travel**

Business travel is kept to a minimum as the majority of meetings are carried out via Teams. Any business travel that does take place does so via public transport, namely overground trains and London Underground.

#### **Category 7 employee commuting**

For 2024/2025 employees used public transport to get to work.



### **3.6 Current year: FY 2025/2026**

#### **Additional details about the baseline emissions calculations**

For the current reporting year FY 2025/2026 Scopes 1, 2 and 3 will be the same as the baseline year reporting.

#### **Category 6 business travel**

Business travel isn't tracked but does all take place via public transport.

#### **Category 7 employee commuting**

For the current reporting year of 2025/2026, employees used public transport to get to work.

### **4. Strategies for carbon reduction**

The areas for concentrated reduction strategies are as follows:

#### **4.1 Business travel**

Evaluate and, where possible, adopt means of reducing business travel, including continued use of video conferencing, to achieve sustainable long-term reduction of emissions that will be reported annually.

#### **4.2 Employee commuting**

We will continue to maintain a Smarter Working culture for all employees to reduce the amount of business travel and commuting for our colleagues.

From 2025/2026

"Smarter Working supported by the Home working Strategy will future proof PRS offices whilst enabling our employees to make the right decisions about where and how they work whilst making the best use of our workplaces and technology. It improves productivity through a focus on outputs rather than presenteeism and supports the reduction of our carbon footprint by reducing unnecessary travel".

#### **4.3 Communication**

We will work with key partners and other stakeholders to achieve a better understanding of our emission contributions in the energy usage and waste emission categories. Even with these categories being out of our direct control, we will apply pressure to the contracting authorities to push towards emission reductions, including directly with our building landlords.



#### **4.4 Employee learning and behaviour change**

Working with all employees, we will encourage better energy use and reduced waste.

Since April 2020, the PRS team has taken considerable steps to reduce the amount of paper-based literature used at both internal and external correspondence this include using Teams Web applications with a shared drive for paper storage.

#### **4.5 Leadership**

The Board of PRS has given, and will continue to give, its full support to this carbon reduction programme and the team required to achieve PRS Net Zero ambitions.

The Board will lead by example, by modelling best practice behaviours in carbon reduction wherever possible, by helping to push for and then implementing changes, along with arranging for specific sub-project funding if and when needed.

#### **4.6 Declaration and sign off**

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards for Carbon Reduction Plans.

Emissions have been recorded in accordance with the standard for Carbon Reduction Plans GHG Protocol corporate standard and uses the appropriate government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been recorded.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Name: Mr. Richard Snarey

Position: Director

Signed:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Date: 20<sup>th</sup> August 2025

Signed on behalf of Phoenix Resourcing Services Ltd:

PRS