

Carbon Reduction Plan and Net Zero Commitment for Toffeln Ltd

Supplier name: Toffeln Ltd

Publication date: 13/03/2025

Last Revised: 25/06/2025

Commitment to achieving Net Zero Carbon

Toffeln Ltd is committed to achieving Net Zero carbon emissions by 2045.

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. Although 2020 was supposed to be the company's Baseline year, due to it being a very 'abnormal' year, the Baseline year was changed to 2021.

Baseline Year: 2021		
Baseline year emissions:		
EMISSIONS	TOTAL (tCO ₂ e)	
Scope 1	1.31	
Scope 2	13.8	
Scope 3 (Included Sources)	37.73	
Usage of Water	0.06	
Office-based Materials	Our procurement systems in 2021 did not have the necessary data capture mechanisms to accurately quantify emissions from office consumables as this was minimal. We have since implemented enhanced supplier data collection processes to ensure accurate reporting from 2022 onwards.	

Waste generated in operations - waste generated in office and warehouses	Due to this being a small amount, it was not initially considered relevant so data was not collected for 2021 but has been tracked since 2023
Business Travel This relates to emissions generated from business travel including transport and hotel stays. This is based on information gathered from invoices and company records.	8.02
Employee Commuting This relates to emissions generated from employees getting to the office.	In 2021, we were still operating under some hybrid working arrangements due to COVID-19 restrictions, with reduced office attendance making commuting patterns unrepresentative of normal operations. Additionally, our HR systems did not capture employee vehicle data at that time. From 2023, we recorded the relevant employee data as normal commuting patterns were re-established and workplace operations stabilized.
Upstream transportation and distribution (transport or deliveries to Toffeln office(s))	This was not included within the baseline year reporting as the emission source was not within our initial reporting boundary but is now included to align with the mandatory Scope 3 categories specified in PPN06/21
Downstream transportation and distribution - transport from Toffeln office to client or other sites	29.65
Total Emissions	52.84 tCO ₂ e

Current Emissions Reporting

Reporting Year: 2024	
Reporting year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	1.10
Scope 2	7.94
Scope 3 (Included Sources)	<ul style="list-style-type: none"> Gross Scope 3 emissions: 177.42 tCO₂e Carbon offsetting applied: 52.00 tCO₂e Net Scope 3 emissions: 125.42 tCO₂e

	<p>Toffeln Ltd purchased a total of 52 tonnes of CO2e carbon credits relating to a certified project through Gold Standard to offset our operational emissions. The certified project chosen (of which Toffeln has bought previous credits) is the 'Uganda Gender Responsive Safe Water Project' in the Lango region of northern Uganda, which provides clean water access to over 40,000 people while eliminating the need to boil water for purification. This project not only reduces carbon emissions by preventing burning wood but also delivers significant social benefits, including reducing domestic violence incidents related to water collection (from 35% to zero), improving school attendance, and supporting women and children who previously spent hours daily collecting and treating water. The project received Gold Standard's first-ever Gender Responsive certification in 2020, reflecting our commitment to supporting high-quality offset projects that deliver measurable environmental and social co-benefits.</p> <p>The breakdown of individual Scope 3 categories is detailed below:</p>
Usage of Water	0.05
Office-based Materials	0.01
Waste generated in operations - waste generated in offices and warehouses	<p>0.14</p> <p>This figure is low due to the high percentage of our waste being segregated for recycling (43%) and the fact our Waste processor sends a fraction of waste to landfill due to incineration of the majority of this.</p>
Business Travel This relates to emissions generated from business travel including transport and hotel stays. This is based on information gathered from invoices and company records.	23.31
Employee Commuting This relates to emissions generated from employees getting to the office. This information is collated through undertaking employee surveys.	16.99

Upstream transportation and distribution (transport or deliveries to Toffeln warehouses)	107.47
Downstream transportation and distribution - transport from Toffeln warehouses to client or other sites	29.45
Total Emissions	134.46 tCO ₂ e For comparison, if only the sources included in the Base Year are totalled for 2024 and the Carbon Offsetting is allowed for, this would equal 26.85 tCO ₂ e

Emissions reduction targets

As stated in our Commitment above, the company will reach Net Zero Carbon by 2045 through a number of initiatives which have been laid out in the section below as well as Carbon Offsetting where necessary.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 17.2 tCO₂e, a 32.6% reduction against the 2021 baseline and the measures will be in effect when performing the contract.

In 2021, a significant changeover to LED lighting was made. Since then, the majority of lighting has been changed to occupancy controlled. Electric Vehicle Charging Points have been installed as well as electric vehicles purchased. In addition, many employees have made the switch to either fully electric or hybrid for their personal vehicles taking advantage of the charging points and reducing the carbon footprint from commuting mileage. We have now also joined a 'Cycle to work' scheme meaning staff can purchase new bikes in a tax efficient way, again reducing 'commuting carbon'.

Between 2021 and 2024, Scope 1 figures have dropped by 16%. This was mainly due careful use of Gas Heating. Due to changing to LED and increase of PIR controlled lighting, increased use of renewable energy and careful management, electricity usage reduced by 43%. If the electricity consumed for vehicle charging was taken out of the 2024 figures, this would improve to over 65%.

In the future we hope to implement further measures such as:

Continuing to provide the incentive to staff of free electric car charging, whether a company vehicle or their own. We will be making changes to the areas most heated to further reduce heat loss and change insulation where relevant to help in both winter and summer. Additionally, we are working to find a way to introduce solar panels with integrated battery systems on top of the buildings that will provide sufficient amounts of green energy by working with local grant authorities to find a viable option.

Declaration and Sign Off

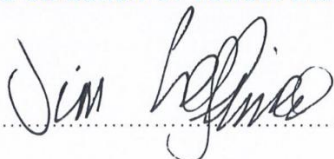
This Carbon Reduction Plan has been completed in accordance with PPN06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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).

Signed on behalf of Toffeln Ltd:

A handwritten signature in black ink, appearing to read 'Jim Toffeln', is written over a horizontal dotted line.

Date: 13/03/2025

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>