



## Carbon Reduction Plan 2025

Committed to a sustainable future



## Carbon Reduction Plan

Supplier name

Webpost Limited

Publication date

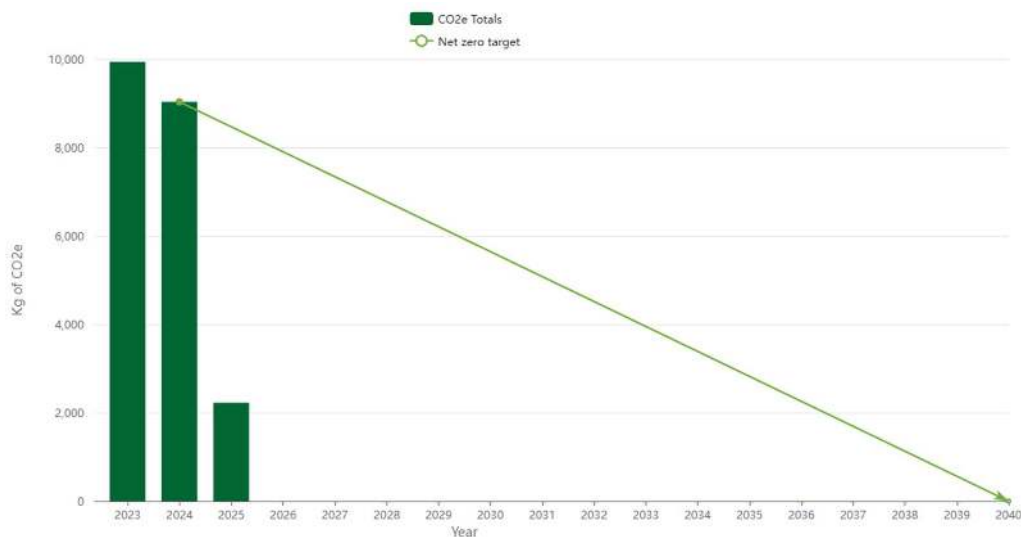
2025

### Commitment to achieving net zero

Webpost Limited is committed to achieving net zero emissions by 2040.

### Baseline emissions footprint

Baseline emissions represent the quantified levels of greenhouse gases generated before any reduction initiatives are implemented. They provide a critical reference point against which all future emission reduction efforts are measured. For Webpost, the designated baseline year is **2023**, established through a re-baselining exercise to address and close existing data gaps.



#### Baseline year: 2023

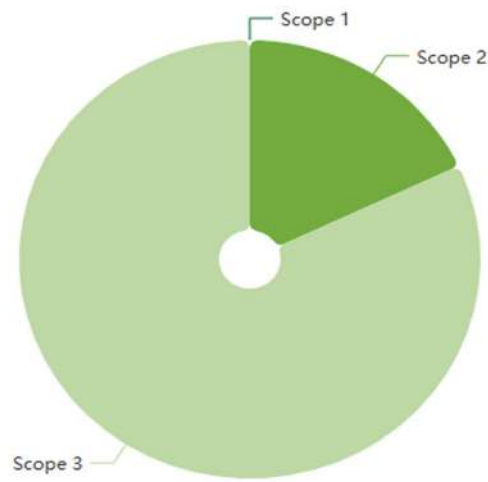
#### Additional details relating to the baseline emissions calculations:

Although we first measured and reported our carbon footprint emissions for the Calendar 2022 reporting year, this measurement used an automated calculator.

Because this year's measurement was professionally measured, the accuracy of this reporting year (Calendar 2023) has improved to incomparability.

Therefore, we will rebase our emissions to this year so that the current reporting year will serve as the baseline year for future measurements.

<b>Baseline year emissions:</b>	<b>2023</b>
<b>Emissions</b>	<b>Total (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0
<b>Scope 2</b>	1.79
<b>Scope 3 (included sources)</b>	8.15
<b>Total emissions</b>	9.94



*Figure showing base year (2023) emissions broken down by scope. As shown in the figure, 'Scope 3' takes up the most significant portion of the GHG emissions.*

The three scopes for the base year are broken into:

Scope 1

*No emissions emitted*

Scope 2

- UK Generated Electricity

Scope 3

- Electricity (WTT, T&D, Manged Asset)
- Water Supply
- Waste
- Business Mileage
- Commuting - Car
- Hotel Stay
- Commuting - Car
- Homeworking Hours

## Current emissions reporting

Reporting year: 2024	
Emissions	TOTAL (tCO <sub>2</sub> e)
Scope 1	0
Scope 2	4.05
Scope 3 (included sources)	4.98
<b>Total emissions</b>	<b>9.03</b>

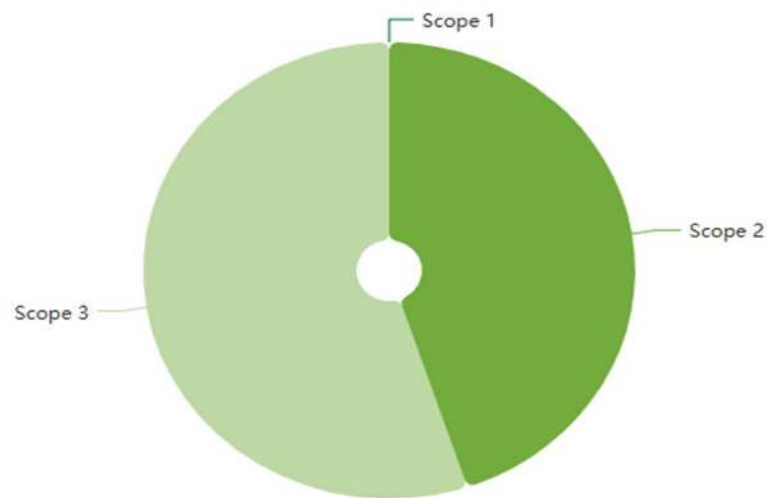


Figure showing reporting year (2024) emissions broken down by scope. As shown in the figure, 'Scope 3' takes up the most significant portion of the GHG emissions, demonstrating a similar trend to 2023. However, the proportion of 'Scope 2' emissions has increased from the previous year.

The three scopes for the reporting year are broken into:

Scope 1

*No emissions emitted*

Scope 2

- UK Generated Electricity

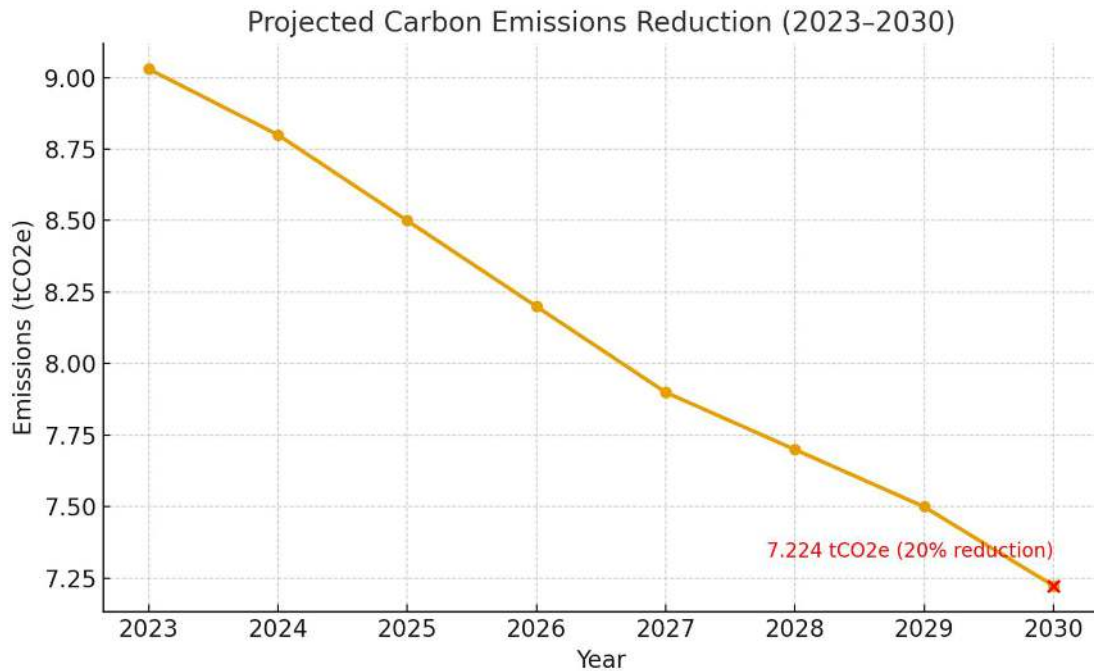
Scope 3

- Electricity (WTT, T&D, Manged Asset)
- Water Supply
- Waste
- Business Mileage
- Commuting (Car, Rail)
- Homeworking Hours

## Emissions reduction targets

We have adopted the following carbon reduction targets to continue our progress toward achieving net zero.

We project that carbon emissions will decrease over the next five years to 7.224 tCO<sub>2</sub>e by 2030. This is a reduction of 20%.



## Carbon reduction projects

### Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equates to 0.994 tCO<sub>2</sub>e, a 90% reduction against the 2023 baseline. The measures will be in effect when performing the contract.

Activity	Completion Date	Scope
<p>We are committed to measuring our business activities' carbon footprint annually to identify key emission sources and implement targeted, efficient improvements that drive meaningful reductions.</p> <p>In Year 1, we engaged Positive Planet to assist in establishing our baseline carbon footprint and to provide strategic recommendations for emissions reduction.</p>	2023	1,2,3
Adopted a 'Green Lead' to lead initiatives. This supports the rollout of initiatives and data management; this includes sharing and collaborating throughout the organisation.	2023	1,2,3
Achieving ISO 9001 certification has enabled us to implement a structured environmental management system, enhancing our ability to monitor and assess our environmental impact more precisely. This framework has established transparent processes for continuous improvement, supporting our commitment to reducing our environmental footprint.	2013	1,2,3
Business travel has been significantly reduced in response to the 'growing acceptance and effectiveness of virtual meetings. Air travel has been eliminated, and for in-person engagements that cannot be conducted online, train travel is now prioritised over car usage wherever feasible. These measures contribute to lowering our carbon emissions and support our broader sustainability objectives.	2020	3
<p>Our operations are powered entirely by 100% renewable electricity, following a strategic transition to a supplier that exclusively provides clean energy.</p> <p>Additionally, the absence of onsite gas combustion ensures that our facility operates with zero market-based emissions, reinforcing our commitment to sustainable and low-impact energy practices.</p>	2022	1,2
Local suppliers are utilised for office needs at the Ware location, minimising transportation and supporting regional procurement.	2019	3
<p>Supporting customers in reducing their own delivery footprint. As a hybrid online service, our offering has helped customers to reduce their own delivery footprint by centralising the following processes:</p> <ul style="list-style-type: none"> <li>Reduced electricity use for franking machines and printers</li> <li>Reduced deliveries for franking machine consumables, paper, envelopes and ink, meaning fewer delivery vehicles on the road.</li> <li>Reduced ink cartridge waste for printers and franking machines</li> <li>No customer visits to the post office by car to buy stamps or drop off mail - Reduced emissions from letter printing and only sends a letter if the recipient hasn't opened the email within a customer-set timeframe.</li> </ul> <p>A long-term aim is to measure the exact reductions in customer footprints made by using Webpost (as opposed to the customers doing these processes themselves).</p>		

## Future carbon reduction initiatives

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

### Reduction Plan Scope 1 & Scope 2:

Activity	Target	% Reduction Target	Category
<p>We currently have no Scope 1 or market-based Scope 2 emissions and are committed to maintaining this status. In the event of expansion or relocation, we will strive to ensure that any new site:</p> <ul style="list-style-type: none"> <li>Operates on 100% market-based renewable electricity</li> <li>Avoids gas heating or minimises its use in the short term</li> <li>Utilises energy-efficient appliances throughout</li> </ul> <p>Should the UK Grid transition to 100% renewable energy, our Scope 2 emissions—location- and market-based—will be effectively zero.</p> <p>Let me know if you'd like this tailored for a specific audience, such as investors or internal stakeholders.</p>	N/A	N/A	Stationary Combustion
<p>Location-based electricity emissions (based on the National Grid energy mix) currently stand at 4.05 tCO<sub>2</sub>e, indicating potential for energy reduction. We will implement workplace behaviour change initiatives, including clear guidance on switching off lights, monitors, computers, and other electrical equipment when not in use.</p> <p>Responsibilities will be delegated to Green Team members, and high-level energy monitoring will be conducted to identify further areas for improvement.</p>	2024-2025	Low (location-based)	Purchased Electricity
<p>Implement energy efficiency measures to reduce the overall amount of electricity consumed at sites and optimise operational procedures.</p> <p>Examples of reduction measures include:</p> <ul style="list-style-type: none"> <li>upgrading lighting to LED, where this hasn't been done yet</li> <li>installing timers on sockets/equipment to automatically turn appliances off during non-working hours</li> <li>reviewing and renewing inefficient equipment (when at end of life) and actively considering the energy efficiency of equipment when new purchases are required (e.g. laptops, fridges, dishwashers)</li> </ul>	2024-2025	Medium (location-based)	Purchased Electricity
<p>To completely reduce location-based energy emissions to zero, encourage the landlord to install on-site renewable energy generation technologies where feasible, such as solar PV panels, solar heating (following an energy audit to assess feasibility and payback periods), to generate 100% of heating and energy demand.</p> <p>If the UK Grid is 100% powered by renewable energy before this point, your Scope 2 location-based (and market-based) electricity emissions will already be zero.</p>	2030	100% (location and market based)	Stationary Combustion Purchased Electricity
<p>Currently, we do not have any company vehicles. However, if we decide to buy company vehicles in future, we shall only buy electric-powered vehicles (or if charging infrastructure is not yet mature, hybrid vehicles) and make the most effort to only power them with renewable electricity.</p>	-	-	Purchased Electricity (EVs)

## Our commitment to net zero collaborating with our production facility

Supplier name

Datagraphic Limited

Publication date

2025

## Commitment to achieving net zero

Datagraphic Limited is a registered B-Corp committed to achieving net zero emissions by 2050. Datagraphic Limited is currently carbon neutral for scope 1 and scope 2 emissions.

### Baseline emissions footprint

Baseline emissions are records of greenhouse gases produced in the past, before strategies to reduce emissions were introduced.

Baseline emissions are the reference point against which emissions reduction can be measured. For Datagraphic Limited, 2019 is the baseline year.

Baseline year emissions:	2019
Emissions	Total (tCO <sub>2</sub> e)
Scope 1	1.16
Scope 2	1.308
Scope 3 (included sources)	0.589
<b>Total emissions</b>	<b>3.057</b>

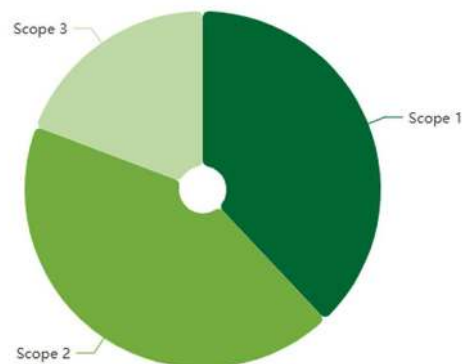


Figure showing base year (2019) emissions broken down by scope. As the figure shows, 'Scope 2' takes up the most significant portion of the GHG emissions.

The three scopes for the reporting year are broken into:

Scope 1

- Gaseous fuels

Scope 2

- UK Generated Electricity

Scope 3

- Electricity (WTT, T&D, Manged Asset)
- Water Supply
- Water Treatment
- Business Travel, Land (Rail, Car, Taxi)

Reporting year: 2024	
Emissions	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.252
Scope 2	0.72
Scope 3 (included sources)	7.244
<b>Total emissions</b>	<b>8.216</b>

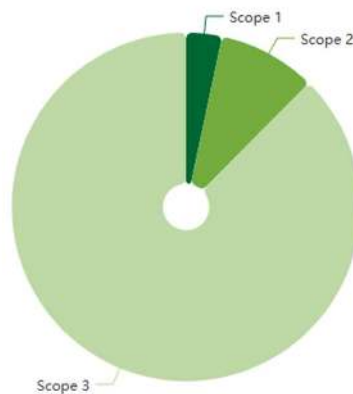


Figure showing reporting year (2024) emissions broken down by scope. As shown in the figure, 'Scope 3' takes up the most significant portion of the GHG emissions, demonstrating a different trend to 2019. However, the proportion of both 'Scope 1' and 'Scope 2' emissions has decreased significantly from the previous years.

## **Declaration and sign off**

This Carbon Reduction Plan has been completed per PPN 006 and the associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded per the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard 13, and use the appropriate government emission conversion factors for greenhouse gas company reporting.<sup>14</sup>

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), and the necessary subset of Scope 3 emissions has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>15</sup>.

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

## **Signed on behalf of the supplier:**

*Emma Binstead-Smith*

September 2025

<sup>13</sup> <https://ghgprotocol.org/corporate-standard>

<sup>14</sup> [www.gov.uk/government/collections/government-conversion-factors-for-company-reporting](http://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)

<sup>15</sup> <https://ghgprotocol.org/standards/scope-3-standard>