Carbon Reduction Plan

Published June 2026

Committed to a sustainable future

Carbon Reduction Plan

Supplier name	**Webpost**
Publication date	**June 2026**

Commitment to achieving net zero

Webpost is committed to achieving net zero emissions by 2040.

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.

Baseline year: 2023
Additional details relating to the baseline emissions calculations:

Water consumption has been excluded from this Carbon Reduction Plan for the reporting period 01 January 2025 to 31 December 2025. The premises at Sucklings Yard, Church Street, Ware, Hertfordshire, SG12 9EN are not fitted with a water meter; charges from Castle Water (Account No. 2377366) are calculated on an unmeasured Rateable Value (RV) basis and do not reflect actual volumetric consumption. In the absence of metered data, no sufficiently robust consumption figure can be derived or estimated for formal reporting purposes.

Under the GHG Protocol Corporate Standard, water consumption falls within Scope 3, Category 1 (Purchased Goods and Services) for water supply and Category 5 (Waste Generated in Operations) for wastewater discharge. Both categories remain unreported for the 2025 Reporting Year. It is recommended that a water meter installation be requested from Castle Water at the earliest opportunity, at which point water consumption will be incorporated into subsequent Carbon Reduction Plan reporting.

Baseline year emissions:	
Emissions	Total (tCO_2e)
Scope 1	**0.00**
Scope 2	**1.79**
Scope 3 (included sources)	**4.81**
Category 1 – Purchased Goods and Services	0.04
Category 3 – Fuel and Energy Related Activities	1.44
Category 5 – Waste Generated in Operations	0.05
Category 6 – Business Travel	0.02
Category 7 – Employee Commuting	3.26
Total emissions	**6.60**

Current emissions reporting

Reporting year: 2025	
Emissions	Total (tCO2e)
Scope 1	**0.00**
Scope 2	**1.97**
Scope 3 (included sources)	**4.97**
Category 3 – Fuel and Energy Related Activities	1.82
Category 5 – Waste Generated in Operations	0.03
Category 6 – Business Travel	0.62
Category 7 – Employee Commuting	2.50
Total emissions	**6.94**

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 5.11 tCO_2e by 2030. This is a reduction of 26.4%. This is based of the assumption that Category 7 Employee Commuting will fall at a steady continued rate, as shown between the base year and reporting year.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. At the time of writing, the precise carbon emission reductions attributable to individual initiatives cannot yet be quantified in isolation; however, these measures are active and ongoing and will aim to be in effect when performing the contract. Emissions will continue to be measured annually, and the impact of these initiatives will be reported in future Carbon Reduction Plans as data matures.

Activity	Completion Date	Scope
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. In Year 1, we engaged Positive Planet to assist in establishing our baseline carbon footprint and to provide strategic recommendations for emissions reduction.	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
Our operations are powered entirely by 100% renewable electricity, following a strategic transition to a supplier that exclusively provides clean energy. 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.	2022	1,2
Local suppliers are utilised for office needs at the Ware location, minimising transportation and supporting regional procurement.	2019	3

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: • Reduced electricity uses for franking machines and printers • Reduced deliveries for franking machine consumables, paper, envelopes and ink, meaning fewer delivery vehicles on the road. • Reduced ink cartridge waste for printers and franking machines • 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. 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).		

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
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: • Operates on 100% market-based renewable electricity • Avoids gas heating or minimises its use in the short term • Utilises energy-efficient appliances throughout Should the UK Grid transition to 100% renewable energy, our Scope 2 emissions—location- and market-based—will be effectively zero. Let me know if you'd like this tailored for a specific audience, such as investors or internal stakeholders.	N/A	N/A	Stationary Combustion
Location-based electricity emissions (based on the National Grid energy mix) currently stand at 4.05 tCO_2e, 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. Responsibilities will be delegated to Green Team members, and high-level energy monitoring will be conducted to identify further areas for improvement.	2024- 2025	Low (location-based)	Purchased Electricity
Implement energy efficiency measures to reduce the overall amount of electricity consumed at sites and optimise operational procedures. Examples of reduction measures include: • upgrading lighting to LED, where this hasn't been done yet • installing timers on sockets/equipment to automatically turn appliances off during non-working hours • 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)	2024-2025	Medium (location-based)	Purchased Electricity
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. 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.	2030	100% (location and market based	Stationary Combustion Purchased Electricity
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.	-	-	Purchased Electricity (EVs)

Our production facilities commitment to achieving net zero

Supplier name	**Datagraphic Ltd**
Publication date	**June 2026**

Commitment to achieving net zero

Datagraphic is committed to achieving net zero emissions by 2050.

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.

Baseline year: 2019 (Scope 1 &2), 2023 (Scope 3)
Additional details relating to the baseline emissions calculations:

The baseline year for Scope 1 and Scope 2 emissions is 2019. Due to data availability, the baseline year for Scope 3 emissions is 2023, which represents the earliest year for which sufficiently complete and reliable Scope 3 data could be obtained.

Baseline year emissions:	
Emissions	Total (tCO_2e)
Scope 1	**106.29**
Scope 2	**129.53**
Scope 3 (included sources)	**856.36**
Category 3 – Fuel and Energy Related Activities	39.98
Category 4 – Upstream Transportation and Distribution	5.16
Category 5 – Waste Generated in Operations	1.91
Category 6 – Business Travel	10.53
Category 7 – Employee Commuting	57.25
Category 9 – Downstream Transportation and Distribution	741.53
Total emissions	**1,092.18**

Current emissions reporting

Reporting year: 2025	
Emissions	Total (tCO2e)
Scope 1	**46.71**
Scope 2	**89.68**
Scope 3 (included sources)	**141.72**
Category 3 – Fuel and Energy Related Activities	**39.94**
Category 4 – Upstream Transportation and Distribution	**6.39**
Category 5 – Waste Generated in Operations	**0.65**
Category 6 – Business Travel	**3.60**
Category 7 – Employee Commuting	**8.04**
Category 9 – Downstream Transportation and Distribution	**83.10**
Total emissions	**278.11**
Purchase of carbon credits from Climate Impact Partners	**-280**
Total emissions after offsetting	**-1.89**

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard[13] and uses the appropriate government emission conversion factors for greenhouse gas company reporting.[14]

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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) Standard.[15]

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

Date: 28/06/2026

[13] https://ghgprotocol.org/corporate-standard

[14] www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[15] https://ghgprotocol.org/standards/scope-3-standard