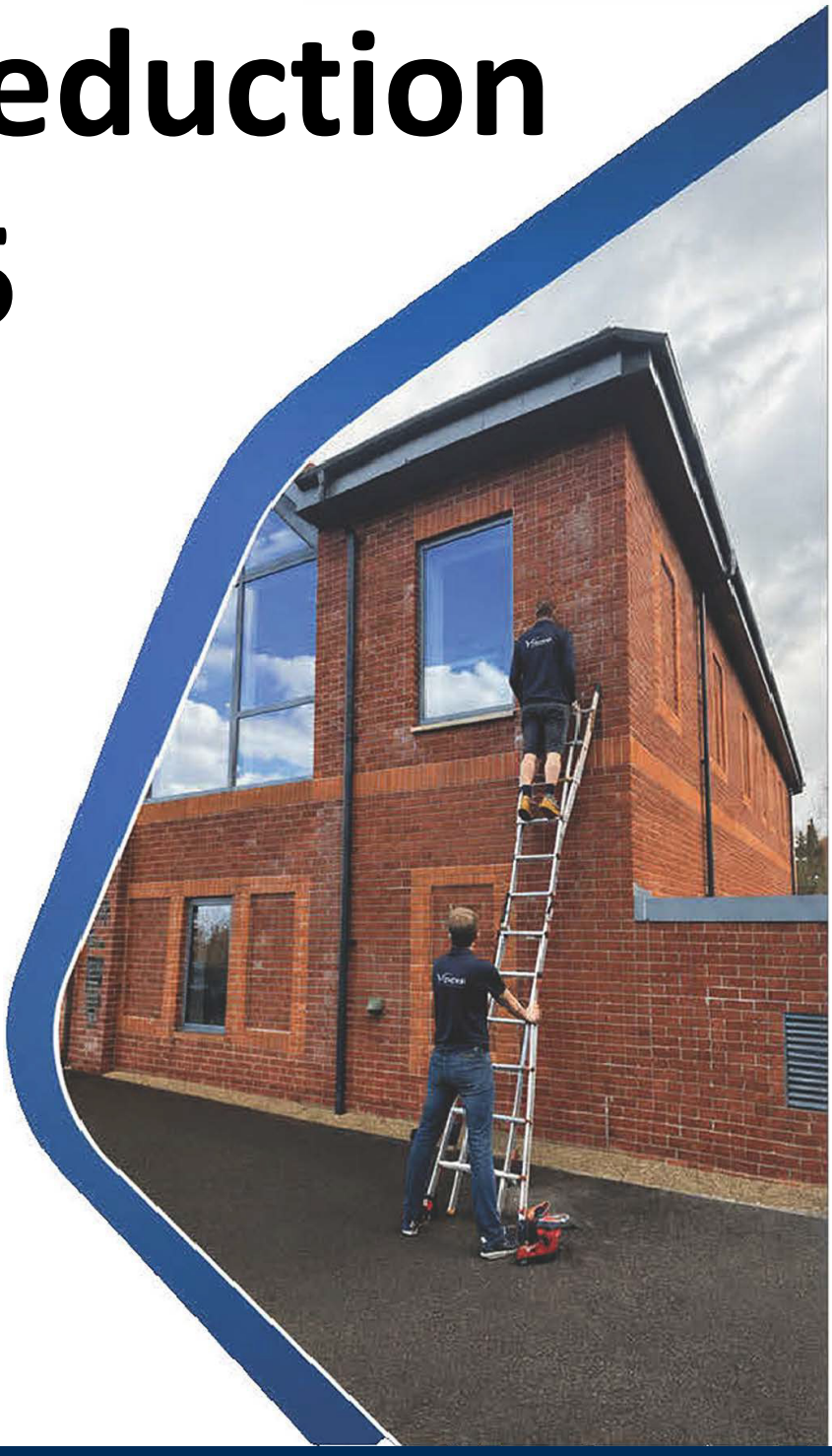
Carbon Reduction Plan 2025

Our Commitment to Net Zero and Carbon Reduction



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Supplier name: Vocosa Limited

Company Registration Number: 07387729

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Commitment to achieving Net Zero

Vocosa is committed to achieving Net Zero 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.

We have been measuring our emissions with Positive Planet for three years and our first year of measurement was 1st Oct 2022 – 30th September 2023. During the latest measurement period (2024-2025) we expanded the scope of our emissions inventory to include Scope 3 Purchased Goods and Services and Capital Goods which include purchased goods for resale. As such, we cannot make meaningful comparisons between the current reporting year and previous reporting years which did not include this category. Therefore, we have chosen to realign our base year to be 1st October 2024 – 30th September 2025. This is not deemed to be a negative decision; rather it reflects the ambition and commitment of Vocosa as we are expanded our emissions inventory to be more representative of our footprint whilst maintaining our Net Zero by 2045 target.

Previous Baseline Year: 2022-2023	
The baseline measurement will be updated in line with updates to emissions accounting methodologies, relevant emission factors or other influencing factors to ensure future measurements are comparable. The base year measurement will be restated if a revision to emission factors used occurs, major methodological updates are published, improved data becomes available or organisational change causes a significant change in base emissions (+/- 5%).	
Baseline year emissions: 1st October 2022-30th September 2023	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1 - heating oil and company vehicles	11.9
Scope 2 - electricity	Market-based: 0.6 Location-based: 0.6
Scope 3 - including: ● Purchased Goods & Services ● Capital Goods ● Fuel & Energy Related Services ● Business Travel ● Transportation & Distribution (Upstream & Downstream) ● Employee Commuting & Homeworking ● Operational Waste & Water ● Leased Assets (Upstream & Downstream) ● Franchises & Investments	450.5
Total Emissions	**Market-based:** 462.9 **Location-based:** 462.9

Our total emissions equate to a Carbon Intensity Metric of **38.6 tCO_2e per full-time employee equivalent** (FTE) based on **12.0** FTEs during the baseline period (using market-based emissions).

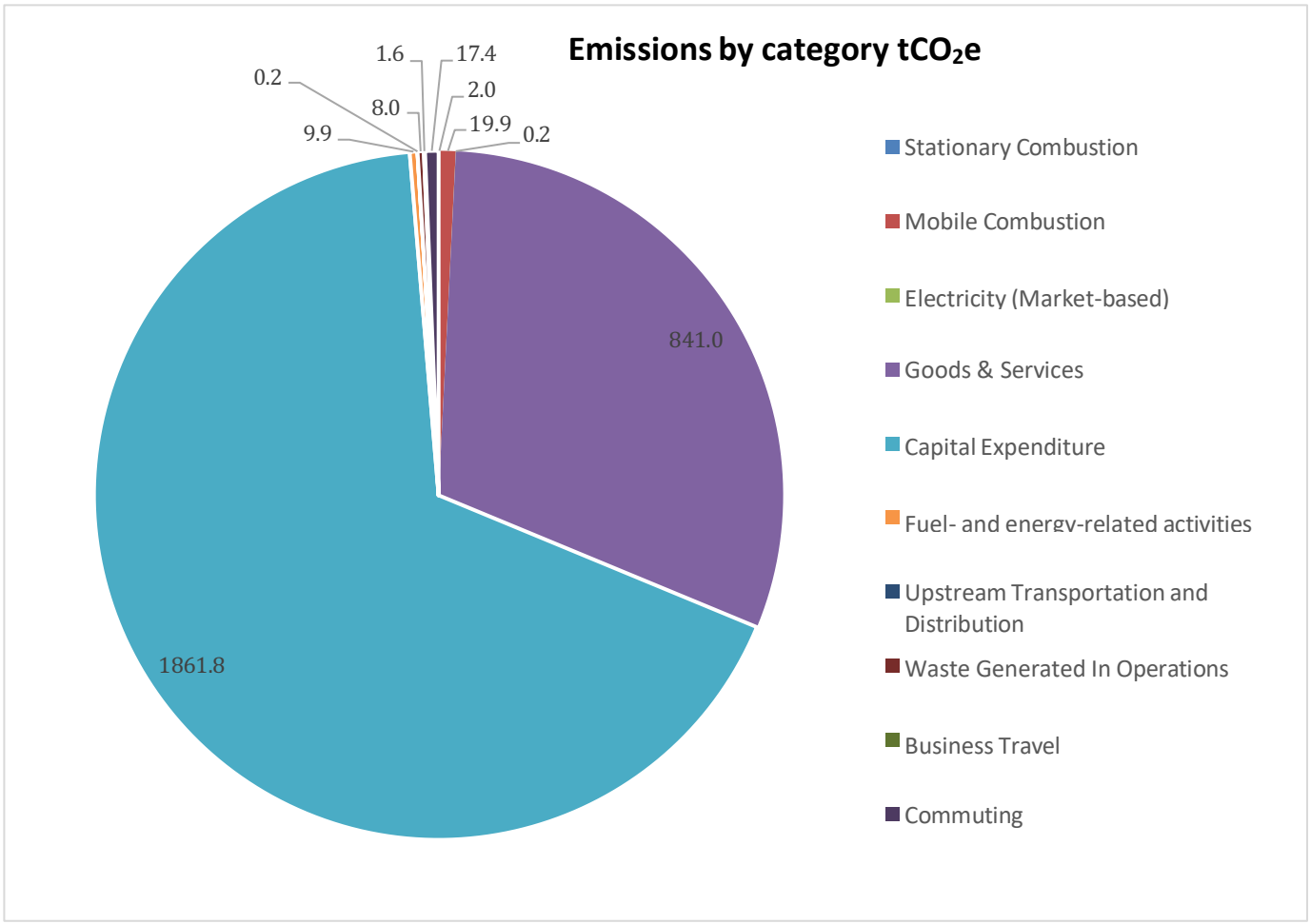
Year: 2022-2023	Carbon intensity metric
Employees (tCO_2e per FTE)	38.6
Revenue (tCO_2e per £m)	1.8

**Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.*

New Base line Year: 2024-2025	
Year emissions: 1st October 2024- 30th September 2025	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1 - heating oil and company vehicles	21.9
Scope 2 -Electricity	Market-based: 0.2 Location-based: 0.5
Scope 3 including: ● Purchased Goods & Services (including purchases for resale) ● Capital Goods ● Fuel & Energy Related Services ● Business Travel ● Transportation & Distribution (Upstream & Downstream) ● Employee Commuting & Homeworking ● Operational Waste & Water ● Leased Assets (Upstream & Downstream)	2739.8
Total Emissions	**Market-based:** 2761.9 **Location-based:** 2762.2

Our total emissions equate to a Carbon Intensity Metric of **212.5. tCO_2e per full-time employee equivalent** (FTE) based on **13** FTEs during the 2024/2025 measurement period.

Year: 2024-2025	Carbon intensity metric
Employees (tCO_2e per FTE)	212.5
Revenue (tCO_2e per £m)	1,227.5



Of the measured categories, Capital Expenditure was the largest contributor to our overall emissions footprint, accounting for 1861.8 $tC0_2e$. This includes emissions associated with the purchasing of laptops and electrical items, a vehicle and office furniture. This was followed by Good and Services which contributed 841.0 tCO2e of the overall emissions. This category includes emissions from a variety of physical goods and services required to run our businesses, such as office space management, insurance and employee training. The third largest category was Mobile Combustion, which amounted to 19.9 tCO2e and relates to the emissions from the company vehicles.

Emissions reduction targets

Vocosa Limited is committed to achieving Net Zero by 2045.

To achieve Net Zero we will need to reduce our absolute emissions by 90% from our baseline year and offset any residual emissions. To track our progress towards our long-term Net Zero target, we have also set some near-term targets to 2030.

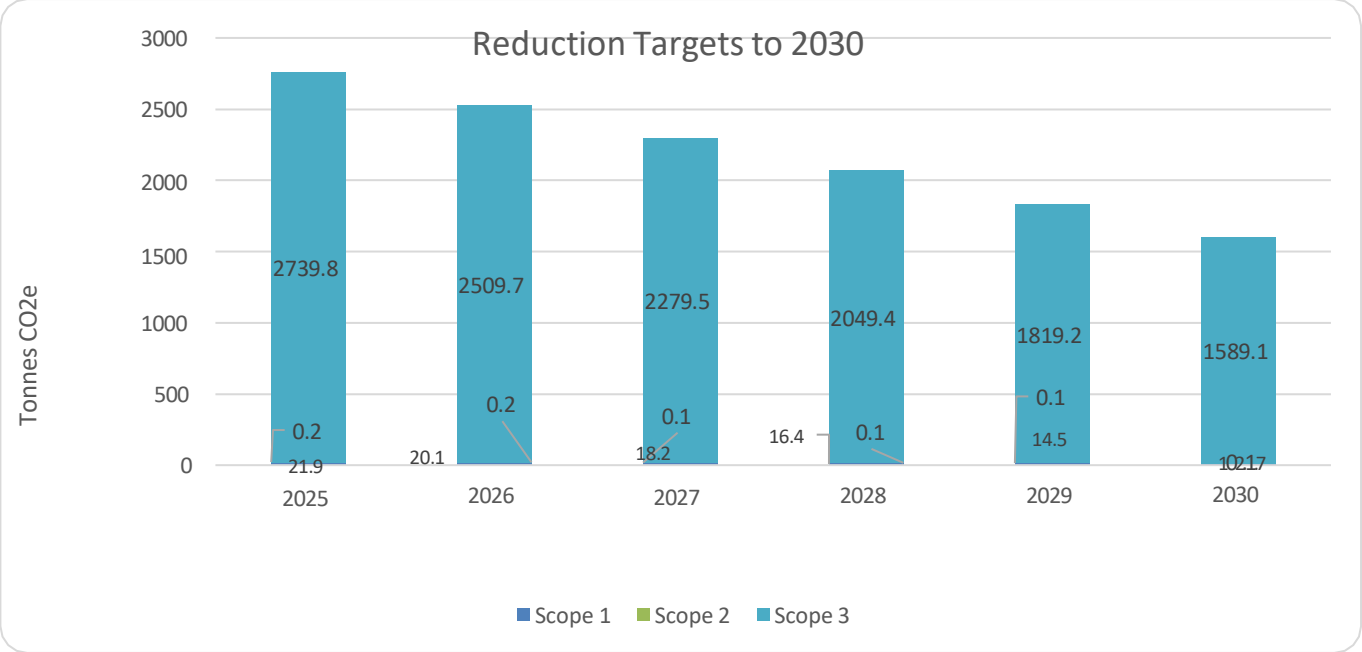
Our near-term targets:

- Reduce Scope 1 and Scope 2 emissions by 42% by 2030.
- Reduce measured scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories by 2027 including downstream scope 3.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2045.
- Neutralise any residual emissions using verified carbon offsets.

Expected progress towards near-term targets can be seen in the graph below:



In order to achieve our near-term targets, we will need to reduce our scope 1, market-based scope 2 and scope 3 emissions by 8.4% each year. This is an annual scope 1 reduction of 1.84 tCO_2e, a location-based scope 2 reduction of 0.01 tCO_2e and a scope 3 reduction of 230.15 tCO_2e. We are not necessarily aiming for a linear reduction for our market-based scope 2 target; here, we are just aiming to switch all electricity tariffs to 100% renewable tariff which will reduce our scope 2 market based to zero emissions.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented and will be in effect when performing the contract.

Activity	Completion Year	Scope
Vocosa separates all waste to better enable responsible disposal by the local waste disposal service. Alongside this, total waste generated has reduced by over half, in recent years.	2023	3
Vocosa discusses sustainability initiatives and environmental topics with its clients. This action spreads further environmental awareness and should see a reduction in Downstream Scope 3 *Product* emissions, which are not currently measured in Vocosa's carbon footprint assessment.	2023	3
Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2024	1,2,3
Created a Green Team to lead initiatives. This team has been made up of members from across the team to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.	2024	1,2,3
Implement a Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts, and monitoring reporting mechanisms.	2025	1,23
Improved driver efficiency through a planned approach to scheduling jobs and engineers' travel, reducing the distance travelled in a single day by attending jobs at the most efficient times.	2025	1,2,3
Started the process of supplier engagement by conducting desk based research into supplier emissions of the top 5-10 suppliers.	2025	3

Future Carbon Reduction Plans

In the future we intend to implement further scope 1 and scope 2 measures including:

Activity No.	Activity	Target Date	Category
1	Update the existing Procurement Policy to include measures that will protect the current scope 1 and scope 2 emissions inventory of Vocosa Limited. Within this, authorise that: • Any future vehicle purchase shall review the feasibility of Plug-In Hybrid or Battery-Electric alternatives. • All future sites occupied by Vocosa Limited shall be either - Powered by a 100% renewable electricity tariff, with no stationary combustion (diesel generator or gas plumbing) and limited opportunity for fugitive emissions	2028	Stationary Combustion Mobile Combustion Fugitive Emissions Purchased Electricity
2	Procure a 100% renewable electricity tariff at the point of contract renewal, or by 2028 – whichever is sooner. Currently you are on an 87% renewable energy tariff once this is moved to 100% the market emissions for electricity will be zero.	2026	Purchased Electricity
4	Consider energy efficiency improvements around the site. Look into replacing oil fuel with sustainable alternatives. Consider installing renewable energy generation technologies such as solar PV panels at the site or installing a heat source pump. This action will reduce the total procured energy emissions.	2026 - 2030	Stationary Combustion Purchased electricity
5	Continue to maintain the high quality of data for Stationary Combustion company vehicles by providing mileage data for the full reporting year and keeping track of this throughout the year.	2026	Stationary Combustion

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will reduce to **7.2 tCO_2e** by 2030.

We also aim to implement the further initiatives below to reduce scope 3 emissions:

Activity No.	Activity	Target Date	Category
1	Commit to sustainability training and engagement for the leadership, the wider employee base and some of our customers. As the organisation grows, seek to include role-specific sustainability training within this programme. Including and not limited to: • Creating spaces for environmental conversations • Certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals staff in schools where appropriate Certified Carbon Literate learners typically reduce their carbon footprints by 5-15%, of which ~50% are work-related emissions. Vocosa Limited will seek to achieve Carbon Literate Organisation as a demonstration of its commitment to sustainability engagement by working with schools and colleges.	2025 - 2027	All Categories
2	Build on the sustainability audit of existing suppliers started this year. Continue the work started to engage directly with the top 5 -10 list of suppliers to obtain their emissions data and start to build a database of supplier information. Commit to an annual Sustainability Audit or Survey to request further information regarding credentials – plan to capture specific emissions data from the top 60% of suppliers by spend by 2028. This data collection will support the reduction journey by gathering important data for future measurements & will encourage supply chain integration towards Net Zero. Complete this audit within two phases:	2025-2027	Purchased Goods & Services

	1. Identify suppliers for engagement 2. Formulate and collect data (survey/scoring) Once completed, a supplier ranking programme can be followed whereby suppliers with lower carbon footprints are prioritised. The Sustainable Procurement Policy may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items.		
3	Develop and implement a Sustainable Travel Policy to support the environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where available and appropriate. Monitor and consider alternatives to air-based travel as a priority (when this arises) and commit to offering support to the workforce with options for lower-carbon travel schemes where appropriate; such as cycle-to-work, used-EV schemes, or car sharing opportunities. Utilise the emissions travel hierarchy: ● Digital communication ● Walking and cycling ● Public and shared transport ● EV's and car sharing/clubs ● ICE vehicles and car sharing/clubs ● Air travel While Vocosa Limited currently follows the principles of the low-emissions travel hierarchy, codifying the policy protects those behaviours into the organisation's future. Consider creative ways to engage and support the workforce to influence change.	2024	Business Travel Commuting

	Examples include setting an internal organisation carbon budget (limit that to a number of tCO_2e per project or per year), extra holiday days for low emission travel choices, bonuses, subsidised travel, and equal or enhanced mileage payments for BEVs vs ICEVs.		
4	Commit to improving the quality of data year on year. Next year also include an asset list of electronic items bought by Vocosa which includes the model, make and manufacturer. This will allow us to reduce the amount of spend data used in the footprint, increasing the accuracy. In the 2024– 2025 reporting year, emissions relating to the purchase of electronic assets were calculated as 7.2 tCO2e using spend data. Using our asset list and available environmental report data, the accuracy of this figure could be improved significantly.	2026	Scopes 1, 2 and 3
5	Work to **embed sustainability into the company culture** to encourage employees to make sustainable choices when it comes to the decisions they make at work as well as when travelling for business or commuting. This will include actions such as: - Reviewing our company policies to ensure alignment with carbon reduction goals. - Outlining responsibilities with regard to sustainability in all job descriptions. - Train our staff in Carbon Literacy and consider other training opportunities e.g. Couch to Carbon Zero. - Introduce sustainability into our recruitment process - We will do a staff survey or focus group to find out how we can effectively support staff in reducing emissions and to inform them of our commitment to reducing emissions.		

Based upon the above completed and planned initiatives, it is projected that Scope 3 carbon emissions will further decrease over the next six years from the current normalised measurement and we are on track to meet our targets.

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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) Standard[3].

This Carbon Management Plan has been reviewed and approved by the Vocosa Limited Executive Team.

Signed on behalf of Vocosa Limited:

LMills

Name: Leah Mills

Position: Director

Date: 10.02.2026

1 https://ghgprotocol.org/corporate-standard

2 https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

3 https://ghgprotocol.org/corporate-value-chain-scope-3-standard