

Creating and Managing your Environment



Rolfe Contracting Limited

Carbon Reduction Plan



CO₂e
Assessed
Organisation



CO₂e
Reduced
Organisation

Watling House, Dunstable Road, St Albans, Herts AL3 7RG
t: +44 (0)1582 794412 www.rclservices.com



Crown
Commercial
Service
Supplier

Commitment to achieving Net Zero

Rolfe Contracting Limited is committed to achieving Net Zero on direct emissions by 2030 (Scope 1 and 2) and full emissions by 2040.

Carbon Management Policy Statement

It is the policy of Rolfe Contracting Limited to manage and reduce the emissions from our operations and responsibly promote our achievements, with the aim of being a carbon neutral business.

Rolfe Contracting Limited will do this by:

- Following international standards including the World Resource Institutes Greenhouse Gas Protocol and Defra's GHG reporting guidelines for assessing GHG emissions.
- Putting in place a carbon management plan to reduce emissions.
- Setting targets to reduce emissions.
- Assessing and reporting our carbon footprint on an annual basis.
- Offsetting our residual emissions through projects verified against the international Verified Carbon Standard (VCS), Gold Standard or Certified Emission Reductions (CERs).

Scope of Rolfe Contracting Limited’s Carbon Management Plan

The scope of Rolfe Contracting Limited’s carbon management plan is as follows:

Figure 1: Scope of carbon management plan

| Scope 1 Direct Emissions | Scope 2 Energy Indirect | Scope 3 Other Indirect |
|---|---|--|
| <u>Fuel combustion</u> Natural Gas | <u>Consumption of purchased electricity, heat steam and cooling</u> Electricity | <u>Purchased Goods and Services</u> Paper, water, hotel stays |
| <u>Owned Transport</u> Company car travel, owned vans | | <u>Transport related activities</u> Car and rail travel, commuting (and homeworking) |
| <u>Process emissions</u> None | | <u>Waste disposal</u> Waste Generated in Operations |
| <u>Fugitive Emissions</u> Refrigerants | | <u>Leased assets, outsourcing and franchising</u> None |
| | | <u>Sold goods and services</u> None |

Key:

| | |
|---|--|
| Within the scope of this carbon management plan | Outside the scope of this carbon management plan |
|---|--|

The areas not within the scope of the carbon management plan have not been covered for the following reasons:

- No refrigerant top-ups were required over the assessment period; hence, the associated emissions are negligible and therefore there is little need to manage them.
- Embodied computing emissions have not been assessed due to difficulty in obtaining data relating to the purchases over 2022 – the use phase emissions have been included within site electricity consumption and homeworking emissions. This is in relation to Scope 3 Category 2 – capital goods.
- Scope 3 categories 11. Use of sold products and 12. End-of-life treatment of sold products have been excluded as it is not currently technically or financially feasible to assess this due to the nature of Rolfe Contracting’s business operations. We will look to include these emission sources when reliable, accurate data becomes available.
- Scope 3 categories 8. Upstream leased assets, 9. Downstream transportation and distribution, 10. Processing of sold products, 13. Downstream leased assets, 14. Franchises, and 15. Investments have been deemed not applicable to Rolfe Contracting’s business activities and are therefore not within the scope of the Carbon Management Plan.

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: FY 21 | |
|---|--|
| RCL (Rolfe Contracting Limited) baseline reporting year for GHG emissions is FY 21, 1 st June 2020 to 31 st May 2021. | |
| The data collected from multiple sources has been assessed by Carbon Footprint Ltd for the GHG emissions resulting from the energy consumption at RCL's office and its business transport activities. | |
| RCL has accounted for all quantified GHG emissions and/or removals from facilities over which it has financial control. | |
| EMISSIONS | TOTAL (tCO₂e) |
| Scope 1 | 129.43 |
| Scope 2 | 21.98 |
| Scope 3 (Included Sources) | 122.99 Categories 3,5,6,7 (Waste, business travel, employee commuting) |
| Total Emissions | 274.4 |

Current Emissions Reporting

| Reporting Year: FY 22 | |
|---|---|
| RCL (Rolfe Contracting Limited) baseline reporting year for GHG emissions is FY 22, 1 st June 2021 to 31 st May 2022. | |
| The data collected from multiple sources has been assessed by Carbon Footprint Ltd for the GHG emissions resulting from the energy consumption at RCL's office and its business transport activities. | |
| RCL has accounted for all quantified GHG emissions and/or removals from facilities over which it has financial control. | |
| EMISSIONS | TOTAL (tCO₂e) |
| Scope 1 | 64.89 |
| Scope 2 | 17.99 |
| Scope 3 (Included Sources) | 96.60 Categories 3,5,6,7 (Waste, business travel, employee commuting) |
| Total Emissions | 179.48 |

Emissions reduction targets

RCL has formed a Carbon Net Zero team, comprised of representatives from each functional primary department to identify initiatives that will continue our progress to achieving Net Zero. The team is tasked to report bi annually, or by exception to the leadership team. RCL have adopted the following carbon reduction targets.

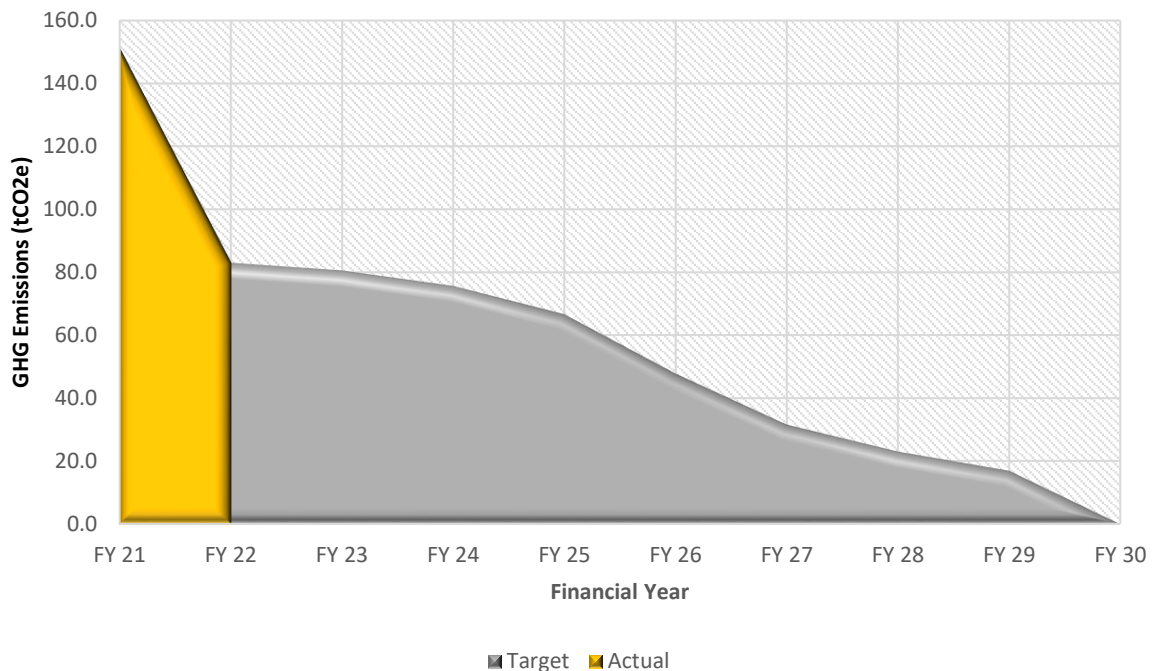
In the short term RCL is committed to achieving Net Zero on direct emissions, Scope 1 & 2, by 2030. These will decrease over the next five years to 29.1 tCO₂e by 2027. This is a reduction of 81% against our FY21 baseline year.

In the longer term, RCL is committed to achieving net Zero on total emissions by 2040

RCL has experienced a significant decrease in carbon emissions between FY21 and FY22, which can be partially attributed to Covid-19 pandemic. It is expected that as we transition to a new normal the rate of decline will reduce.

Progress against these targets can be seen in the graph below:

Carbon Reduction: Target vs Actual (Scope 1 & 2)



Carbon Reduction Projects

Since our FY21 baseline, RCL has commenced or completed a number of initiatives and projects to reduce emissions and impact on the environment. An overview of some of these initiatives and projects are outlined.

Completed Carbon Reduction Initiatives

Following environmental management measures and projects completed or implemented the carbon emission reduction achieved equates to 98.2 tCO₂e, a 36% reduction against the 2021 baseline.

Certification & Accreditation

RCL has the following ISO management standards which form the basis of our governance and management systems.

ISO 9001: Quality Management

ISO 14001: Environmental Management

ISO 45001: Occupational Health & Safety.

We also are accredited Gold Construction Line and CHAS.

Reduction in Commuting and Business Travel

RCL has reduced emissions from business travel by encouraging the adoption of video conferencing wherever possible, primarily using Microsoft teams.

If travel is necessary for a customer meeting then wherever possible greener modes of transport like trains are used.

Energy Efficiency through LED / PIR installations

RCL have at our head office replaced all fluorescent lighting with new LEDs and PIR control.

Energy Management Survey / Audit

RCL & TR Controls have entered a strategic partnership to introduce building utilisation studies. Installation of IoT monitoring enables us to understand the building operation and utilisation. The captured data can be easily reviewed on a simplistic platform and validate effectiveness of energy reduction initiatives taken.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 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) Standard¹⁵.

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:

A handwritten signature in black ink, appearing to be 'RE', is positioned above the name 'Rob East'.

Rob East

Technical Director

Date: 01/08/23

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

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> ¹⁵
<https://ghgprotocol.org/standards/scope-3-standard>