Carbon Reduction Plan

Supplier name: Buchan + Associates Limited

Publication date: 17th December 2025

Commitment to achieving Net Zero

Buchan + Associates Limited 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
Additional Details relating to the Baseline Emissions calculations.
Baseline submissions are calculated using the year 2019. This year has been selected as it is the first year in which the organisation undertook in-depth recording of factors impacting carbon emissions and categorised them into Scopes 1, 2 and 3

Baseline year emissions (2019)	
EMISSIONS	**TOTAL tCO2e**
Scope 1	7.8
Scope 2	NIL (see below – Note to reader)
Scope 3 **(Included Sources)**	3.12 Business travel; Waste generated in operations
Total Emissions	10.92

Current Emissions Reporting

Reporting Year: 2025	
EMISSIONS	**TOTAL tCO2e**
Scope 1	1.05
Scope 2	NIL (see below – Note to reader)
Scope 3 (Included Sources)	1.81 Business travel; Waste generated in operations
Total Emissions	2.86

Note to reader:

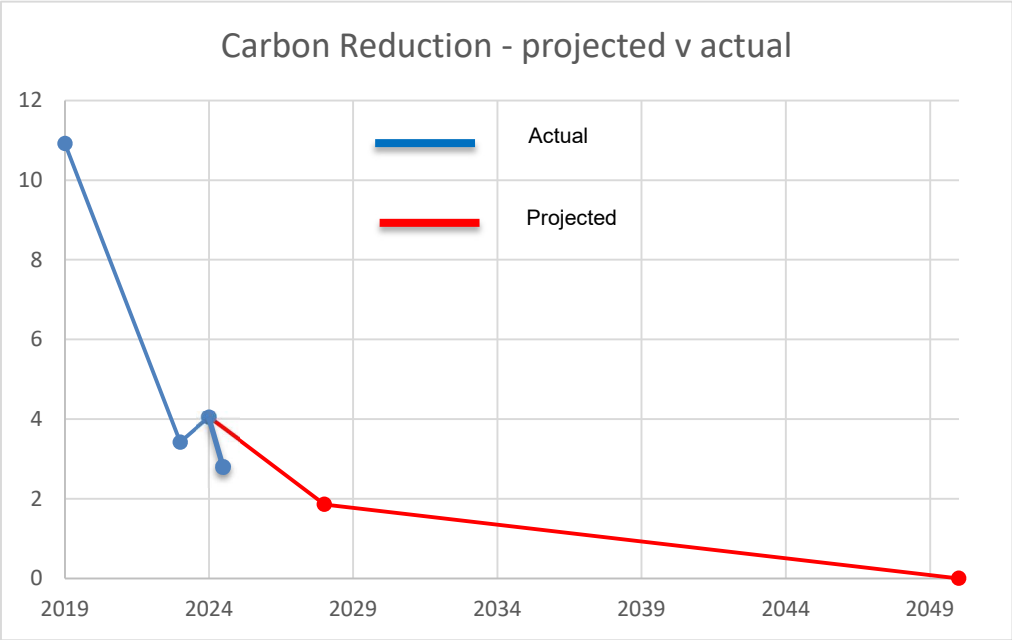
Scope 2 on both the baseline period and current reporting period are both NIL as the organisation has no central office space/building/premises.

All staff members are home-based 100% of the time (unless attending clients' premises) and, as per the guidance on completion of the CRP, these emissions are recorded within Scope 3

Emissions reduction targets

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 1.86 tCO2e by 2028. This would equate to a reduction of 54% on the latest assessment



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equates to 6.87 tCO2e, a 63% reduction against the 2019 baseline and the measures will be in effect when performing the contract

Since the 2019 baseline measurement, we have significantly reduced the number of car miles travelled by our staff team. Moving to a format of virtual meetings whenever possible has allowed the organisation to significantly reduce carbon emissions.

Virtual client meetings are now the default position for the organisation; only when it is project-critical, or of it is the preference of the client, will a meeting take place face-to-face. When face-to-face meetings do need to take place, employees will endeavour to use the most carbon-efficient method that is available to them.

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

Carbon reduction in business operations

As part of our ongoing commitment to reducing our carbon footprint, we have reviewed and refined our carbon reduction strategy to incorporate more applied examples of carbon-saving measures. These initiatives align with best practices in sustainability while maintaining efficiency and operational effectiveness.

Strategic IT asset sourcing and management

To reduce the environmental impact of frequent hardware replacement cycles, we are implementing a strategic approach to it asset procurement:

- **Extended hardware lifecycles**: we will transition to longer-lasting IT assets where possible, such as utilising MacBooks with a six-year replacement cycle, rather than conventional laptops requiring replacement every three years. Similarly, we will move to iPhones with four-year contracts rather than shorter two- to three-year cycles, reducing the frequency of electronic waste.
- **Responsible disposal and recycling**: all it assets will be responsibly disposed of through certified e-waste recycling partners to ensure materials are repurposed effectively.

Reduction of digital carbon footprint

- **Optimised digital collaboration**: the increased use of digital collaboration tools such as Microsoft teams chat, embedded reactions in outlook, and SharePoint collaboration tools will be encouraged to reduce the volume of emails sent. This is particularly important for minimising the transmission of large attachments, which contribute to unnecessary data centre energy consumption.
- **Cloud-based document storage**: where possible, documents will be shared and accessed via cloud-based platforms rather than being emailed as attachments, further reducing digital emissions.

Sustainable business travel and transportation

- **Encouraging low-emission vehicles**: employees will be encouraged to transition to **fully electric or hybrid vehicles** for business-related travel, supporting a shift away from fossil-fuel-powered transport.
- **Prioritising public transport**: whenever feasible, public transport will be prioritised over private vehicle use for business travel to reduce emissions.
- **Remote and hybrid working**: we will continue to support flexible and remote working arrangements, reducing the need for regular commuting and travel to physical office locations.

Energy efficiency in the workplace

- **Device power management**: employees will be encouraged to put devices into standby mode during breaks and to fully shut down computers and other electronic devices overnight to conserve energy.
- Employees will be encouraged to consider the energy suppliers they use and to look for providers with the lowest carbon footprint, generating more energy from renewable sources and less from fossil fuels.

Carbon offsetting initiatives

While our primary focus remains on direct carbon reduction measures, we recognise that some emissions are unavoidable. We are actively exploring options for carbon offsetting initiatives to neutralise the remaining low levels of emissions generated by our day-to-day business activities. These initiatives may include investing in reforestation projects, renewable energy credits, or carbon capture technologies.

Future commitments and continuous improvement

We will continue to assess emerging opportunities for carbon reduction that require minimal cost while providing tangible sustainability benefits. This includes engaging employees in sustainability awareness initiatives, optimising procurement policies for environmentally friendly products, and leveraging technology to further reduce our operational carbon footprint.

Through these measures, we aim to drive meaningful carbon reductions across our operations while maintaining efficiency and business continuity.

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 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, 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:

Iain Buchan, Managing Director

Date: 17th November 2025

[13] https://ghgprotocol.org/corporate-standard
[14] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[15] https://ghgprotocol.org/standards/scope-3-standard