

CARBON REDUCTION PLAN

CARBON REDUCTION PLAN 2023. Version 2

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CFH Docmail Ltd.

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Supplier name: **CFH Docmail Ltd**

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Commitment to achieving Net Zero

CFH Docmail Ltd 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: 2019–20

Additional Details relating to the Baseline Emissions calculations.

CFH Docmail Limited has commissioned qualified 3rd party assessors to compile its Streamlined Energy and Carbon Report. The work carried out sets up a baseline Scopes 1, 2 and 3 analysis of carbon emissions and advances the methodology to increase accuracy and transparency.

This report sets up a baseline for 1 April 2019 to 31 March 2020 data and will enable CFH Docmail Limited to compare their performance against future years (looking forward to 2026) to monitor the organisation's progress in relation to their carbon management strategy and plan ahead for future carbon emission reductions.

Qualified 3rd party assessors have been working closely with the Company's personnel to ensure the best data is used at all times. The carbon emission assessment has been partly calculated using the latest carbon conversion factors and utilises methodology based on International standards (GHG Protocol and ISO 14064 part 1).

All Scope 1 and 2 emissions sources are included along with several Scope 3 emission sources (though estimates have been used for commuting and purchasing). All of the basket of six greenhouse gases as identified in the Kyoto Protocol have been included in the assessment and the results are represented in tonnes of carbon dioxide equivalent or tCO₂ (e).

The following section of the report will, in subsequent annual iterations, track the overall Carbon trends for CFH Docmail Limited's GHG impact for the period 2019– 20 to 2024–25. In line with the

GHG Protocol, this report has calculated using respective years' data compared to 2019-20 as baseline emissions using up-to-date emissions factors.

CFH Docmail Limited use their Carbon Foot Print as a means by which it assesses its Environmental Impact. Looking forward a comparison will be made using data from successive years.

EMISSIONS REPORTING

Baseline year emissions: 2019-20	
EMISSIONS	TOTAL (tCO ₂ e)
SCOPE 1	374
SCOPE 2	1,086
SCOPE 3 (Included Sources)	9,315
Total Emissions	Gross 10,775 Net 10,678 (Reduction for Renewable Energy generated on site)
Year emissions: 2020-21	
EMISSIONS	TOTAL (tCO ₂ e)
SCOPE 1	439
SCOPE 2	869
SCOPE 3 (Included Sources)	8552

Total Emissions	Gross 9,860 Net 9,766 (Reduction for Renewable Energy generated on site)
Year emissions: 2021-22	
EMISSIONS	TOTAL (tCO ₂ e)
SCOPE 1	405
SCOPE 2	831
SCOPE 3 (Included Sources)	8,160
Total Emissions	Gross 9,396 Net 9,309 (Reduction for Renewable Energy generated on site)
Year emissions: 2022-23	
EMISSIONS	TOTAL (tCO ₂ e)
SCOPE 1	375
SCOPE 2	711
SCOPE 3 (Included Sources)	8200
Total Emissions	Gross 9,285 Net 9,207 (Reduction for Renewable Energy generated on site)

EMISSIONS REDUCTION TARGETS

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Energy Use - A full quarterly assessment of normalised energy (against the number of jobs produced) use will demonstrate a 1% on-going reduction each cycle (4% per year).

Waste - The quantity of waste generated by the business will continue to reduce with a view to reduce the normalised waste tonnages by 5% in the next 12 months.

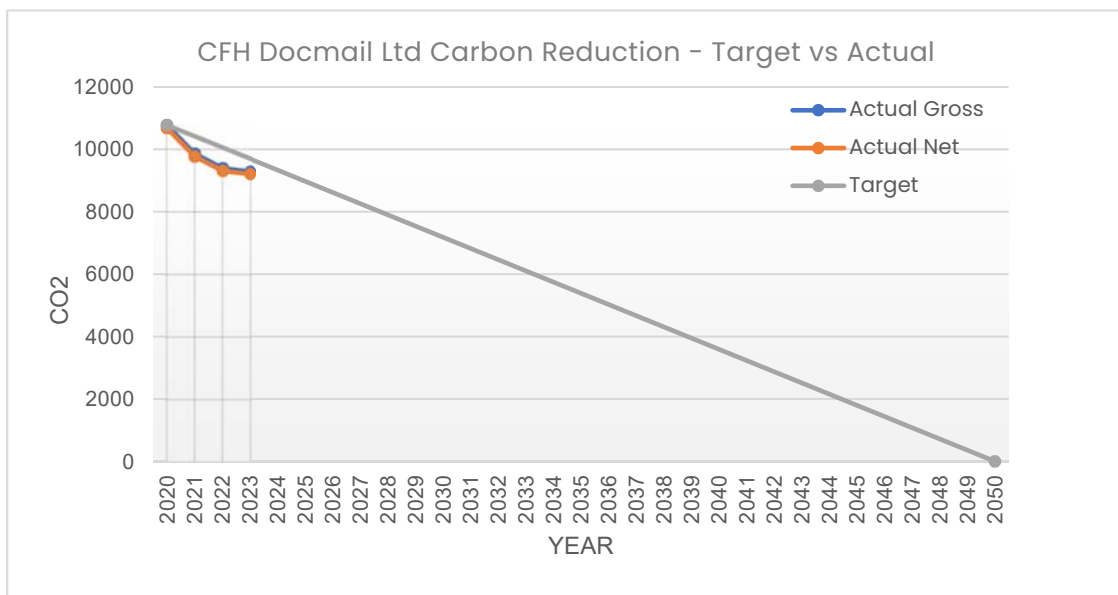
Air Emissions - Continued migration of work from lithographic print to the continuous digital inkjet printing and possible reduction of lithographic print processes to reduce solvent use/waste.

Ensure maintenance of the air conditioning units is continued to eliminate the potential emissions of ozone depleting substances and minimize global warming potential.

Manage Operations - Management of Robust Environmental Compliance and Quality Monitoring Processes.

Continued certification to ISO 14001:2015 Environmental Management system and FSC & PEFC for sustainable paper sources We project that carbon emissions will decrease over the next five years to circa 8,000 tCO₂e by 2028. This is a reduction of 25.75%

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



CARBON REDUCTION PROJECTS

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019–20 baseline. The carbon emission reduction achieved to date, by these schemes equate to 1,490 tCO₂e, a 13.8% reduction against the 2019–20 baseline and the measures will be in effect when performing the contract.

- Continued certification to ISO 14001
- Continued certification to FSC & PEFC
- 400kW of solar power
- Living wall added to building
- LED lighting throughout the site
- Motion sensor lighting in warehouse
- Zero to landfill for general waste (used to produce energy)
- Waste segregation practices according to waste hierarchy
- Company policy of fully electric/hybrid company vehicles
- Hybrid/home working to reduce commuting
- Remote meetings to reduce company travel
- Promotion of “cycle to work scheme”
- Continued investment in latest technology equipment to maximise efficiencies and reduce energy use.
- Lean manufacture methodology and Continuous Improvement initiatives
- Promotion of digital and “e solutions” to clients

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

- Increased electronic communications for clients
- Increase in digital printing and reduction/migration from lithographic printing
- Investment in print finishing equipment of higher efficiency, capability and productivity
- Investment in software to consolidate jobs to reduce changeover time and improve efficiency.
- Increased efficiencies in production to include “right first time”
- Continued Lean manufacture methodology and Continuous Improvement initiatives
- Possible “lux level” sensor lighting controls
- Roll out of additional PIR lighting controls

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) Standard³.

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:

Adam Harwood

Job Title - Managing Director, CFH Docmail Limited Radstock

Date: 4th July 2023