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COLES

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## **P108 – CARBON REDUCTION PLAN**

|          |          |                |          |                       |            |
|----------|----------|----------------|----------|-----------------------|------------|
| Author   | R Piercy | Classification | Official | Date of First Issue   | 22/03/2023 |
| Owner    | WCLLP    | Issue Status   | FINAL    | Date of Last Re-Issue | 08/08/2025 |
| Version  | 4.0      | Page           | 1 of 7   | Date approved         | 06/02/2026 |
| Reviewer | SC / CRN | H&S Advisor    | N/A      | Date of next review   | 08/08/2026 |

| Date       | Issue No. | Revision Details  |
|------------|-----------|---|
| 22/03/2023 | 1.0       | First issue   |
| 10/07/2024 | 2.0       | Baseline updated to 2019. 2023 figures and targets updated. Graph summarised. |
| 08/08/2025 | 3.0       | 2024 figures and targets, graphs and measurements updated                     |
| 06/02/2026 | 4.0       | 2025 figures and targets, graphs and measurements updated                     |
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## Commitment to achieving Net Zero

Woodley Coles LLP 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.

|  |   | Total (tCO <sub>2</sub> e) |            |            |              |              |              |             |
|--|---|----------------------------|------------|------------|--------------|--------------|--------------|-------------|
|  |   | 2019<br>(Baseline)         | 2020       | 2021       | 2022         | 2023         | 2024         | 2025        |
| Emissions  |   | Tonnes                     |            |            |              |              |              |             |
| <b>Scope 1</b><br>(Company Vehicles)   |   | N/A                        | N/A        | N/A        | N/A          | N/A          | N/A          | N/A         |
| <b>Scope 2</b><br>(emissions from purchased or acquired electricity, steam, heat, and cooling) | Electricity                                       | 2.97                       | N/A        | 2.2        | 4.2          | 3.26         | 1            | 0           |
|  | Gas   | 2.02                       | N/A        | 2.71       | 3.83         | 2.42         | 1.77         | 0           |
| <b>Scope 3</b> (Included Sources, Vehicles)  | All business, incl. travel to/from Office mileage | 9.92                       | 3.5        | 3.69       | 3.99         | 9.93         | 9.8          | 8.57        |
| <b>Total Emissions</b>   |   | <b>14.91</b>               | <b>3.5</b> | <b>8.6</b> | <b>12.02</b> | <b>15.61</b> | <b>12.57</b> | <b>8.57</b> |

### Emissions Reduction Targets

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

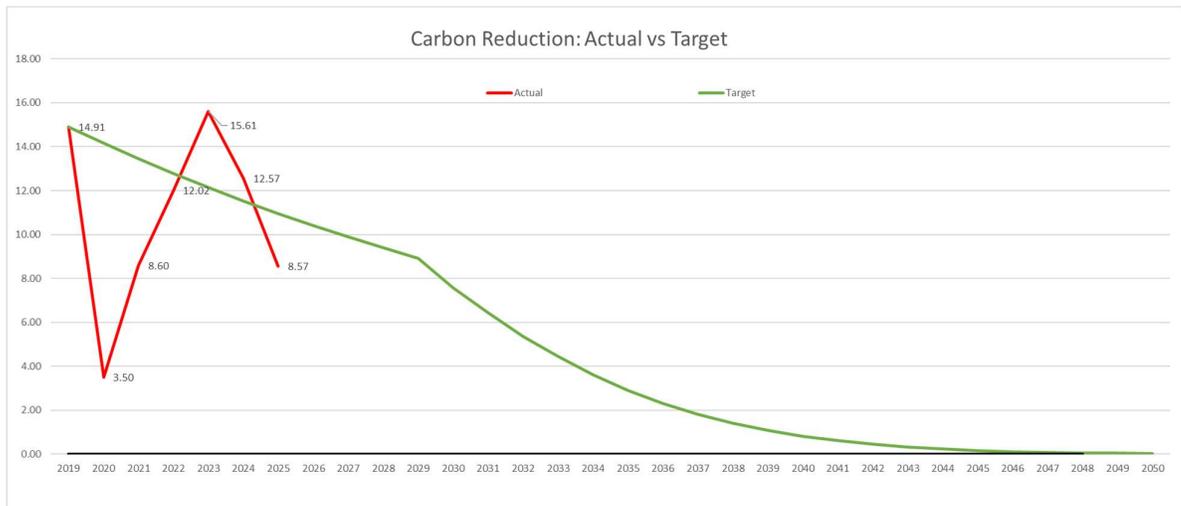
- We project that carbon emissions will decrease over the next four years to 7.59 tCO<sub>2</sub>e by 2030.

This is based on a gradual reduction of 5% per year between 2019 and 2029.

Giving consideration to the future Government bans regarding fossil fuels, as a business, we have taken the decision to reconsider our targets. We have increased our target where our aim by 2030 will then be to have a reduction of 15% in tCO<sub>2</sub>e.

Our reduction target thereafter, will be based on new government legislation as and when they come into effect.

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



## Summary

In conclusion, there was a decline in tCO<sub>2e</sub> after our baseline of 2019, this was due to covid restrictions and the inability to travel.

During 2021-22, business began to resume where travel was still suffering an impact from covid.

In 2023, business had resumed as normal, as this is shown with our figures mirroring those of 2019 with the business in full operation.

In 2024, we reduced our emissions from the previous year in line with our original 1% target. Following on from last year, we have decided to increase this to a targeted reduction of 5% going forward. This we will monitor and aim to achieve by:

- Encouraging employees to reduce mileage, where possible.
  - Car sharing
  - Public transport
- Encouraging employees to consider EV's
- Encouraging employees on Car Insurance renewals to select the option of Carbon Emission Offset
- Where it is not possible to achieve our 5% reduction year on year, we will invest into offsetting our carbon emissions through a proactive approach to environmental action, by registering with certified organisations

Throughout 2025 the business outperformed its carbon reduction target of 5% year on year, with a carbon output of 8.57 tCO<sub>2</sub>e in comparison to the target of 10.96 tCO<sub>2</sub>e. This is a welcome reduction and something the business looks to build upon in 2026 with the continued support and efforts of our employees.

## **Carbon Reduction Projects**

### **Completed Carbon Reduction Initiatives**

The following environmental management measures and projects have been completed or implemented since the 2019 baseline;

Woodley Coles LLP continues to uphold the standards of ISO 14001, following our certification since 2023. This is incorporated into our BMS manual which is audited externally each year.

Our Environmental Management System sets out the following objectives;

- **Reduce reliance on vehicles / lower emissions** - Increase use of video conferencing technology / encourage greater car sharing etc, where possible.
- **Seek/Implement Carbon Offsetting Initiatives** – We will endeavour to achieve our target reduction each year. However, where it has not been achieved, we will look into investing into offsetting our carbon emissions.
- **Paperless working** - increase use of electronic means in lieu of hard copy documents.
- **Lessen usage of printer** – Continue to promote paperless working
- **Explore BCorp Certification** – enquiries into benefits of certification for the business
- **Donate/Recycle Redundant IT Equipment to Local Causes** – when IT equipment is no longer fit for business purposes, we will donate where possible as priority over recycling, to aid in reducing waste.

As part our certification in ISO 14001 Woodley Coles LLP closely monitor and review policy documents:

- Environmental Policy
- Single Use Plastic (SUP) Policy
- Sustainable Travel Policy

As part of our induction procedure, all employees are introduced to these policies early on and are kept informed of any updates. These documents are subsumed into our BMS manual.

## **Construction Projects**

In support of our ongoing commitment to carbon reduction, we at Woodley Coles LLP strive to work with organisations who share the same vision.

Below are a list of projects we have been a part of to support this:

- **The Launchpad:**
  - EPC Rating - A
  - BREEAM - Outstanding accreditation
  
- **Gateway Building, Innovation Park Medway**
  - Net Zero Carbon Building
  
- **Streatham and Clapham High School**
  - Utilised a full CLT Structure
  
- **Barking and Dagenham College – D Block**
  - BREEAM - Excellent accreditation
  
- **Rosherville Primary School (Cable Wharf)**
  - BREEAM accreditation
  - Net Zero Carbon Building
  
- **Great Yarmouth Winter Gardens**
  - Targeting – BREEAM – Very Good accreditation

## **Future Measures**

Looking to the future, Woodley Coles LLP hope to implement further measures such as:

- Promoting electrical vehicles
- Volunteering and investing in the environment

## **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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

|                 |   |  |
|-----------------|---|--|
| <b>Signed</b>   |  |  |
| <b>Name</b>     | Steve Coles   | Chris Norris   |
| <b>Position</b> | Partner   | Partner  |
| <b>Date</b>     | 06/02/2026  | 06/02/2026   |

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

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

<sup>3</sup> <https://ghgprotocol.org/standards/scope-3-standard>