



Carbon Reduction Plan Latcham Direct Ltd

Company Name: Latcham Direct Limited

Company Number: 06695717

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positive
planet

Our Commitment

Latcham Direct Limited (t/a Latcham) is committed to achieving Net Zero emissions by 2040.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations, they are defined as "science-based" when they align with the scale of reductions required to limit global temperature increases to 1.5°C compared to pre-industrial temperatures. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year.

SBTi recommends that organisations commit to near-term targets (that cover a minimum of 5 years/maximum of 10 years from the baseline year), as well as long-term targets.

Our near-term targets:

- Reduce scope 1 and 2 emissions by 42% by 2030.
- To procure 100% renewable electricity by 2030.
- Reduce Scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories by 2027.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the combustion of fuels in on-site boilers, furnaces, or vehicles.

Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.

Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation's value chain, including emissions from upstream and downstream activities.

Our Carbon Footprint

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 chosen to set our baseline year as January 2021 - December 2021.

| Baseline Year: January - December 2021 | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <p>The baseline year was impacted by COVID-19 and as such some emissions may be lower than in a typical year.</p> <p>Scope 2 market-based emissions are reported as 0 due the procurement of a 100% renewable energy tariff.</p> | |
| Emissions | Total (tonnes CO ₂ e) |
| Scope 1 | 68.2 |
| Scope 2* | Market-based: 0.0 Location-based: 172.3 |
| <p>Scope 3 including:</p> <ul style="list-style-type: none"> - 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 | 1,233.6 |
| Total Emissions* | Market-based: 1,301.8 Location-based: 1,474.1 |

Our total emissions equate to a Carbon Intensity Metric of 10.8 tCO₂e per full-time employee equivalent (FTE) based on 120 FTEs during the baseline period (using market-based emissions).

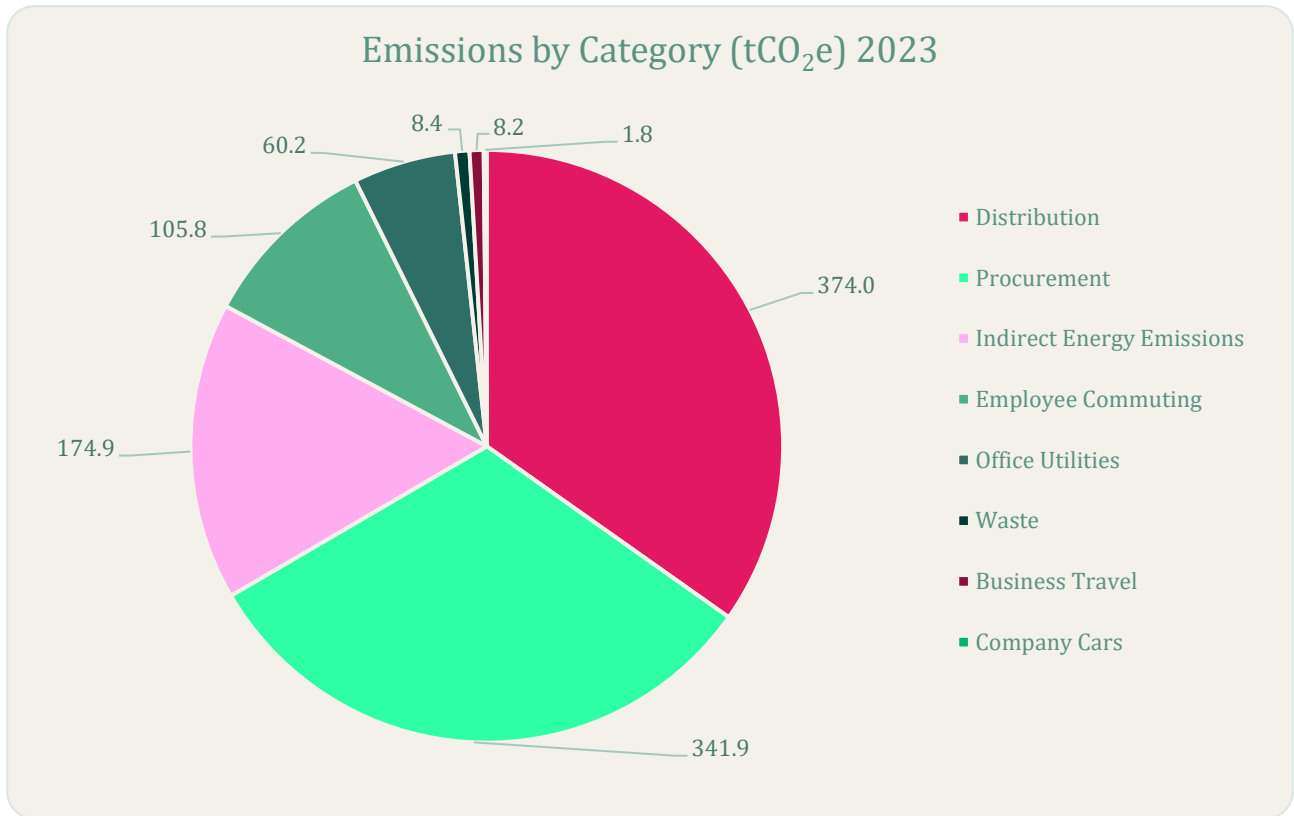
***Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully 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.**

Current Emissions Reporting

| Current Reporting Year: January - December 2023 | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Emissions | Total (tonnes CO ₂ e) |
| Scope 1 | 32.8 |
| Scope 2* | Market-based: 29.1 Location-based: 165.0 |
| Scope 3 including: <ul style="list-style-type: none"> - 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 | 1,013.2 |
| Total Emissions* | Market-based: 1,075.1 Location-based: 1,211.0 |

Our total emissions equate to a Carbon Intensity Metric of 11.3 tCO₂e per full-time employee equivalent (FTE) based on 95 FTEs during the measurement period (using market-based emissions).

Carbon Emissions Breakdown



Carbon Reduction

Our Net Zero targets

Latcham is committed to achieving Net Zero by 2040. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year. To keep us on track, we have also set the following near-term targets to 2030.

Our near-term targets:

- Reduce scope 1 and 2 emissions by 42% by 2030.
- To procure 100% renewable electricity by 2030.
- Reduce Scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories by 2027.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

Progress

| Emissions | Total Carbon Footprint (tonnes CO ₂ e) | | % Change |
|-----------------|---------------------------------------------------|--------------------|----------|
| | Baseline year: 2021 | Current year: 2023 | |
| Scope 1 | 78.3 | 32.8 | - 58.2 |
| Scope 2 | 0.0 | 29.1 | + 2,910 |
| Scope 3 | 1,233.6 | 1,013.2 | - 17.9 |
| Total emissions | 1,301.8 | 1,075.1 | - 17.5 |

| Emissions | Carbon Intensity Metric (tonnes CO ₂ e / unit) | | % CHANGE |
|-----------|-----------------------------------------------------------|--------------------|----------|
| | Baseline year: 2021 | Current year: 2023 | |
| Employees | 10.8 | 11.3 | +4.6 |

We are on track to achieve our near-term targets and will therefore accelerate our progress.

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented.

| Activity | Completion Date | Scope |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------|
| <p>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.</p> <p>Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.</p> | 2022 | 1,2,3 |
| <p>Created a Green Team to lead initiatives. This team has been made up of members from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.</p> | 2023 | 1,2,3 |
| <p>Environmental management measures Including ISO14001 Alongside this:</p> <ul style="list-style-type: none"> - Segregation and recycling of paper-based waste - Recycling of toners and Inkjet heads | 2023 | 1,2,3 |
| <p>Staff awareness and engagement around waste management and recycling. Within this, employees use resources efficiently and have access to recycled materials as the norm, alongside the provision of recycling receptacles around site.</p> | 2023 | 3 |

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|
| Supplier ranking to ensure preference is given to those suppliers who also comply with ISO14001 | 2023 | 3 |
| Latcham supports its employees to reduce their commuting emissions by providing 10 x EV charging points on-site, and has subscribed to a Cycle-to-Work scheme since 2015. | 2015, 2022 | 3 |
| Annual employee engagement sessions to refresh knowledge and enhance motivation regarding sustainability and carbon footprint reduction. This has included some team members becoming certified Carbon Literate. The certification demonstrates the employees' awareness of the carbon dioxide costs & impacts of their daily lives, and recognises the employees' commitment to reduce their workplace-based emissions. | 2022 | 1,2,3 |
| Implemented measures which have achieved a significant reduction in total gas consumption (<i>Stationary Combustion</i>) required at the Bristol site. | 2023 | 1 |

Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

| Activity No. | Activity | Target Date | Category |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------|
| 1 | <p>Consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets.</p> <p>Consider planning for larger cost management (where appropriate) such as an efficient boiler system.</p> <p>Consider moving to premises without gas heating for 100% reduction in stationary combustion emissions.</p> | 2025 - 2030 | Stationary Combustion |
| 2 | Return to a 100% renewable electricity tariff. This change will reduce market-based emissions (from chosen tariff) from the site to 0 tCO _{2e} . | 2025 | Purchased Electricity |
| 3 | <p>Total location-based electricity emissions (National Grid energy mix) are still 165.0 tCO_{2e} so there is an opportunity to reduce energy use.</p> <p>We will implement behaviour change initiatives within the workplace for reduction of emissions, including clear messaging for turning off lights, monitors, computers, and other electrical appliances where appropriate. We will assign roles and responsibilities to Green Team members.</p> <p>High-level monitoring of energy use is key to understanding further pinch points.</p> | 2024 - 2028 | Purchased Electricity |
| 4 | Implement energy efficiency measures to reduce the overall amount of electricity consumed at sites. | 2024 - 2030 | Purchased Electricity |

| | | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------|
| | <p>Examples of reduction measures include:</p> <ul style="list-style-type: none"> - installing timers on sockets/equipment - reviewing and renewing inefficient equipment (when at end of life), and actively consider the energy efficiency of equipment when new purchases are required (eg laptops, fridges, printers) | | |
| 5 | <p>To completely reduce market and location-based energy emissions to zero, install on-site renewable energy generation technologies such as solar PV panels, solar heating, heat pumps (following an energy audit to assess feasibility and payback periods), to generate 100% of heating and energy demand. Consider removing on-site stationary combustion (gas) heating.</p> | 2030 | <p>Stationary Combustion Purchased Electricity</p> |
| 6 | <p>Update the existing Procurement Policy, such that it includes Sustainability requirements and guidance. Within this, protect the Scope 1 and Scope 2 emissions of Latcham Direct Limited by committing that:</p> <ul style="list-style-type: none"> • No Internal combustion engine vehicles (ICEVs) shall be purchased by Latcham Direct Limited | 2024 | <p>Mobile Combustion Purchased Electricity Stationary Combustion</p> |

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|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------|
| | <ul style="list-style-type: none"> • Any vehicle hired by Latcham Direct Limited shall be battery electric (BEV) as a priority, followed by Plug-In Hybrid and Hybrid • Should Latcham Direct Limited move or acquire premises, any future site shall not require any stationary combustion (typically gas; or diesel generator) • Should Latcham Direct Limited move or acquire premises, any future site shall procure a 100% renewable electricity tariff by 2030 | | |
| 7 | Consider driver-efficiency training for company car users – this should demonstrate a reduction in total fuel/electricity use. | 2025 | Purchased Electricity (EVs) |

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to 39.6 tCO_{2e} by 2030.

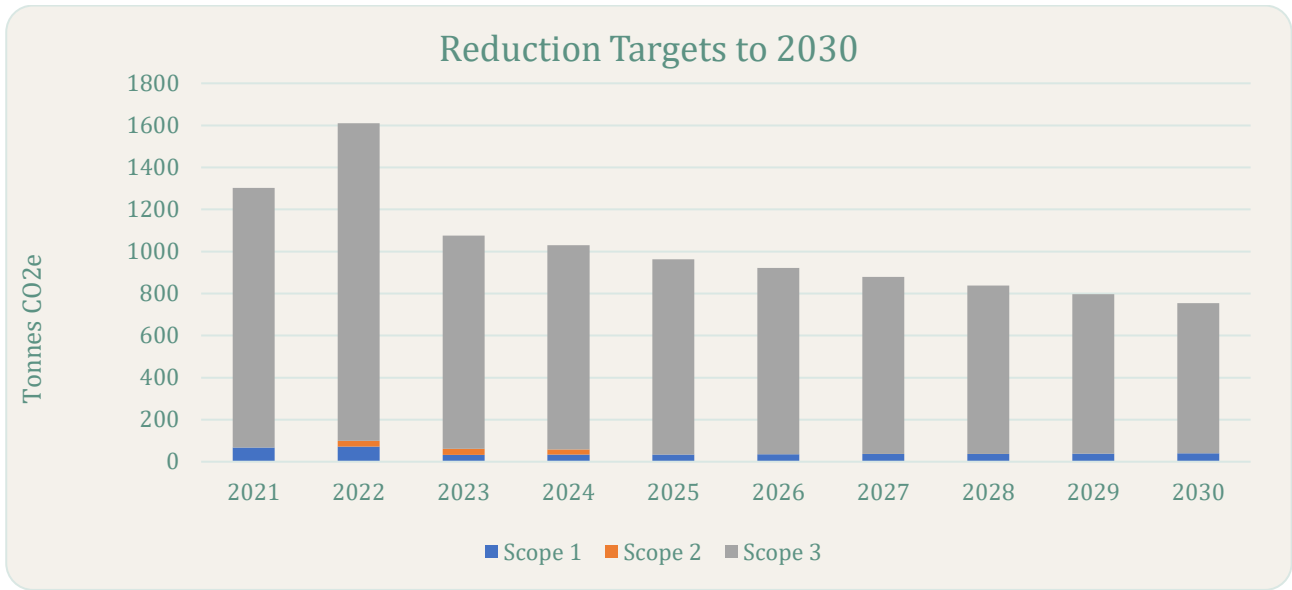
We also aim to implement the further initiatives below to reduce Scope 3 emissions:

| Activity No. | Activity | Target Date | Category |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------|
| 1 | <p>Commit to measuring the remaining downstream Scope 3 categories, meaning that year's carbon emissions measurement will be a full picture of Latcham Direct Limited's carbon impact.</p> <p>Currently, the remaining categories are Processing of Products, Use of Sold Products, End-of-Life of Sold Products, meaning that once these are measured, reduction activities targeted at these categories will be able to be created.</p> | 2026 | Product emissions |
| 2 | <p>Consider further training and engagement for the Green Team, leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), certified Carbon Literacy training for all applicable to roll out to further workforce and share with externals where appropriate.</p> <p>Aim to achieve Carbon Literate Organisation - Bronze accreditation by June 2025 and Silver accreditation by December 2026</p> <p>On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.</p> | 2024 - 2026 | Commuting & Home Working Business Travel |
| 3 | <p>Implement a Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and</p> | 2024 - 2027 | Purchased Goods & Services |

| | | | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------|
| | <p>contracts, and monitoring reporting mechanisms.</p> <p>Commit to a Sustainability Audit or Survey to request further information regarding credentials – aim to achieve 50% of suppliers (by spend) surveyed by 2026, and 80% of suppliers (by spend) surveyed by 2029. This data collection will support the reduction journey by gathering important data for future measurements & encourage supply chain integration towards Net Zero. Complete this audit within two phases:</p> <ol style="list-style-type: none"> 1. Identify suppliers for engagement 2. Formulate and collect data (survey/scoring) <p>Once completed prioritise suppliers with lower carbon footprints as part of the above phased approach. This may also involve purchasing second hand/refurbished equipment and extending the lifespan of purchased items.</p> <p>Develop and monitor procurement policy for all new suppliers to align to Net Zero goals.</p> | | |
| 4 | <p>Review logistics partners/couriers and utilise the above Sustainable Procurement Policy. Work with providers to gather their emissions data, and/or switch to lower-carbon providers.</p> <p>Prioritise purchasing from local suppliers to limit delivery mileage.</p> | 2024 - 2030 | Upstream Distribution Downstream Distribution |
| 5 | <p>Develop and implement a Sustainable Travel Policy to support the environmental impact of choices when travelling, staying in hotels and commuting.</p> | 2024 | Business Travel Commuting |

| | | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| | <p>The priorities within this policy will support active travel and low emission travel options where appropriate.</p> <p>Monitor and consider alternatives to ICE road-based travel as a priority.</p> <p>Utilise the emissions travel hierarchy:</p> <ul style="list-style-type: none"> - Digital communication - Walking and cycling - Public and shared transport - EV's and car sharing/clubs - ICE vehicles and car sharing/clubs - Air travel <p>Consider creative ways to engage and support the workforce to influence change.</p> <p>Examples include setting an internal organisation carbon credit scheme, extra holiday days for low emission travel choice, bonuses, subsidised travel.</p> | | |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

Based upon the above completed and planned initiatives, it is projected that (as a minimum) Scope 3 carbon emissions will further decrease over the next six years from the normalised baseline measurement of 1,233.6 tCO_{2e} to 715.5 tCO_{2e} by 2030. This is a reduction of 42% and will keep us on track to Net Zero.



Declaration and Sign Off

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.

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

Signed on behalf of Latcham Direct Limited:



Name: Colin Mattinson

Position: Operations Director

Date: 3rd July 2024

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

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