

Carbon Reduction Plan

Commitment to Achieving Net Zero

Corporate Document Services Ltd are committed to reducing our environmental impact and as such have signed the Race to Net Zero SME Climate Commitment to halve our emissions by 2030 and achieve Net Zero by 2050.

Baseline Emissions Reporting

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.

Scope 1 + 2 Baseline Year: 2021	
Additional Details Where previously we have reported Scope 1, 2 and 3 combined, with some scope 3 categories excluded from our emissions reporting for the baseline year 2021, we have instead opted to report a baseline of 2021 for scopes 1 and 2 and create a new baseline year of 2023 for all applicable scope 3 emissions.	
Baseline year emissions:	
Emissions	Total (tCO ₂ e)
Scope 1	86.1
Scope 2	83.1
Total Emissions	169.2

Scope 3 Baseline Year: 2023	
Additional Details New scope 3 baseline.	
Baseline year emissions:	
Emissions	Total (tCO ₂ e)
Cat 1. Purchased Goods and Services	7969.91
Cat 3. Fuel and Energy Related Activities	25.47
Cat 4. Upstream Transportation and Distribution	419.36
Cat 5. Waste	3.28
Cat 6. Business Travel	19.04

Cat 7. Employee Commuting	182.32
Cat 12. End-of-life Treatment of Sold Products	6.54
Cat 15. Investments	0
Total Emissions	8,625.92

Current Emissions Reporting

Scope 1 + 2 Reporting Year: 2024	
Additional Details	
N/A	
Emissions	Total (tCO ₂ e)
Scope 1	27.6
Scope 2	53.7
Total Emissions	81.3

Scope 3 Reporting Year: 2024	
Additional Details	
Scope 3 emissions for the year 2024 are being calculated following our work in Q4 2024 to calculate our 2023 baseline. We will update this CRP to include 2024 scope 3 emissions in Q4 2025.	
Baseline year emissions:	
Emissions	Total (tCO ₂ e)
Cat 1. Purchased Goods and Services	
Cat 3. Fuel and Energy Related Activities	
Cat 4. Upstream Transportation and Distribution	
Cat 5. Waste	
Cat 6. Business Travel	
Cat 7. Employee Commuting	
Cat 12. End-of-life Treatment of Sold Products	
Cat 15. Investments	
Total Emissions	

Emissions Reduction Targets



Corporate Document Services Ltd is certified with Planet Mark, providing independent assurance of our carbon footprint and helping us to achieve our Net Zero targets.

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

Scope 1 + 2

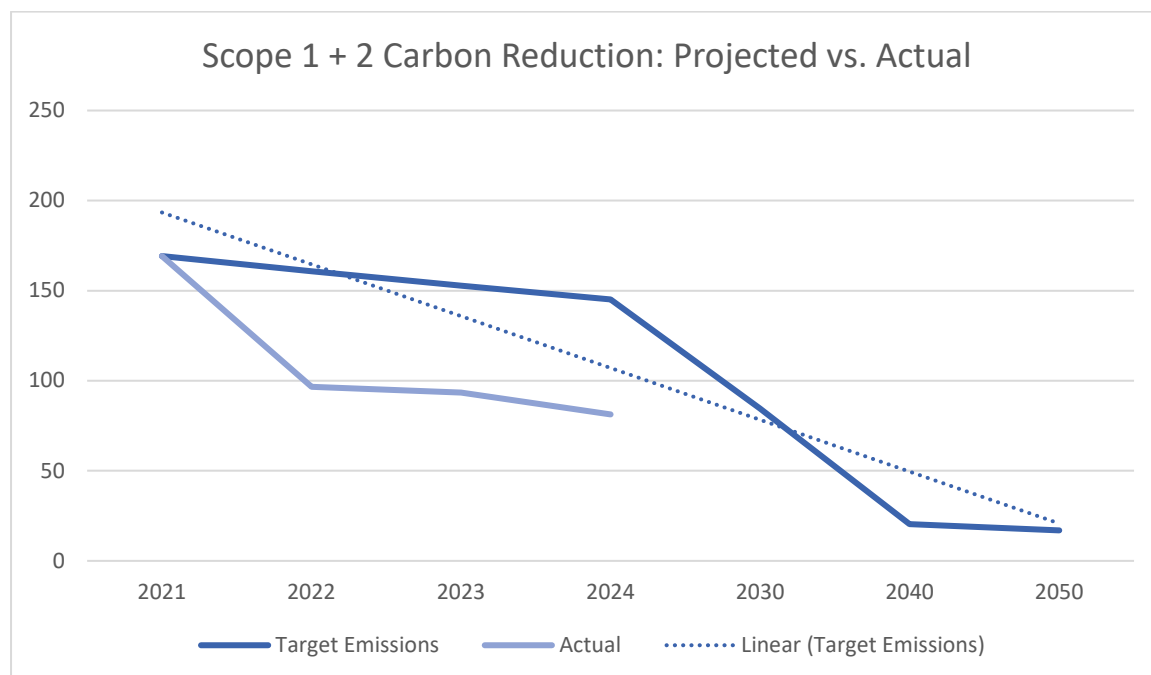
From 2021, we set ourselves a 5% reduction target, year on year, with our long-term target being to halve our emissions by 2030, to 84.6 tCO₂e, and achieve Net Zero by 2050.

We achieved our 2030 target in 2024, with a 51.95% reduction against our baseline year.

Taking the same trajectory, we project that carbon emissions will decrease over the next 15 years to 20.3 tCO₂e by 2040. This is a reduction of 75% against our 2024 reporting year which is a result of a 5% annual reduction target.

Achieving the above target means we will be on track for Net Zero by 2044.

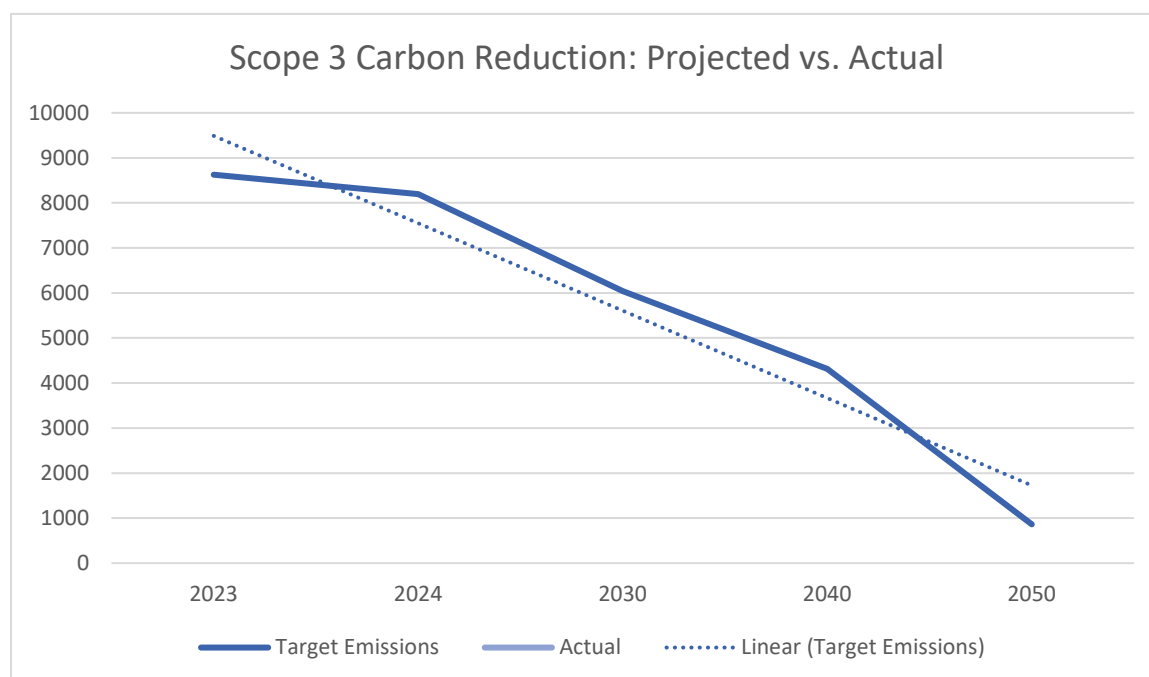
Progress against these targets can be seen in the graph below:



Scope 3

We project that carbon emissions will decrease over the next 5 years to 6,038.14 tCO₂e by 2030. This is a reduction of 30% which is a result of a 5% annual reduction target against our baseline emissions.

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



Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 87.9 tCO₂e, a 51.95% reduction against the 2021 baseline and the measures will be in effect when performing the contract.

- Implementation of ISO 50001.
- Installation of updated heating controls, allowing better control of energy.
- Solar panel installation at head office.
- Reduction of fleet vehicles and exchanging vehicles for less environmentally damaging alternatives.
- Increasing proportion of renewable energy supply.
- Consolidation of waste management to green provider ensuring zero to landfill.
- Sustainability awareness training programme.
- Implementation of a sustainable procurement and sustainable travel policy.
- Extension of carbon emissions measurement.

Future Measures

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

- Measuring and reporting our 2024 scope 3 emissions before the end of 2025.
- Breaking down our emissions for Corporate Document Services Ltd and CDS Print Services Ltd to provide focus in material impact areas for our digital services.
- Investigation of our newly included scope 3 categories to understand where reductions can be made.
- Review of our sustainable procurement policies.

Declaration and Sign Off

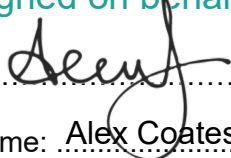
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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 Corporate Document Services Ltd:



Name: Alex Coates

Title: Managing Director

Date: 24th April 2025

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

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

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