

Carbon Reduction Plan

Supplier name: Insource Select Ltd trading as Source Group

Publication date: 29/09/2023

Commitment to achieving Net Zero

Insource Select 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: 29/09/2023 – 28/09/2024	
Additional Details relating to the Baseline Emissions calculations.	
We have not previously assessed or reported emissions, as such our first reporting period is our Baseline, and will be used to compare our progress going forward to achieve Net Zero Emissions by 2050. Our baseline and current year are the same year, due to it being our first reporting year.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	Zero – We do not manufacture or produce anything.
Scope 2	206
Scope 3 (Included Sources)	<p>11,469</p> <p>4. Upstream transportation and distribution: Zero – We do not manufacture, produce, distribute or sell anything.</p> <p>5. Waste generated in operations: Zero</p> <p>6. Business travel: 3 employees commuting by car An average round trip per employee of 50 miles = 150 miles 10 working days x 150 miles = 1,500 miles a year 1,500 x 0.178189 = 267 CO₂e</p> <p>7. Employee commuting: 5 employees commuting by car An average round trip per employee of 20 miles = 100 miles 230 working days x 100 miles = 23,000 miles a year 23,000 x 0.178189 = 6,596 CO₂e</p> <p>9. Downstream transportation and distribution: Zero – We do not manufacture, produce, distribute or sell anything.</p>

Total Emissions	11,675 CO ₂ e
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Current Emissions Reporting

Reporting Year: 29/09/2023 – 28/09/2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	Zero – We do not manufacture or produce anything.
Scope 2	206
Scope 3 (Included Sources)	<p>11,469</p> <p>4. Upstream transportation and distribution: Zero – We do not manufacture, produce, distribute or sell anything.</p> <p>5. Waste generated in operations: Zero</p> <p>6. Business travel: 3 employees commuting by car An average round trip per employee of 50 miles = 150 miles 10 working days x 150 miles = 1,500 miles a year 1,500 x 0.178189 = 267 CO₂e</p> <p>7. Employee commuting: 5 employees commuting by car An average round trip per employee of 20 miles = 100 miles 230 working days x 100 miles = 23,000 miles a year 23,000 x 0.178189 = 6,596 CO₂e</p> <p>9. Downstream transportation and distribution: Zero – We do not manufacture, produce, distribute or sell anything.</p>
Total Emissions	11,675 CO ₂ e

Emissions reduction targets

As this is our first Carbon Footprint, we have adopted the following carbon reduction targets in order to make progress to achieving Net Zero.

We project that carbon emissions will decrease over the next five years to 9696 tCO₂e by 2028. This is a reduction of 15%.

Source Group is committed to achieving Net Zero by 2050, and as part of this commitment, has an interim target of reducing emissions by 15% by 2028. This plan is reviewed annually by the Directors to check progress and establish if changes should be made to the actions we have in place to maximise our reduction in carbon emissions.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

We aim to achieve our Carbon Reduction goals by continuing to implement the following environmental management measures and projects:

- Selecting the most appropriate form of travel taking into account carbon emissions as well as other business factors and only travel when necessary
- Ensuring that our building is operated in such a manner as to optimise use and reduce emissions through control of heat and power
- Ensuring that the induction process for new people contains information about our Carbon Reduction policy and obligations to adhere to it
- Challenging behaviour of others who act in a manner contrary to the spirit of this policy
- Encouraging the powering-down of all appliances and lights when not in use, such as:
 - Turning off lights when leaving the room if not automated lights
 - Switch off mobile phone chargers when not in use
 - Switch off your monitor when not in use
 - Turn off your computer/laptop at the end of the day
- Providing online training packages to reduce paperwork
- Developed a Carbon Reduction Plan that is due for review in September 2024
- Reducing travel - starting to adopt a hybrid flexible working schedule allowing employees to do a combination of working from home and working from the office reducing the amount of daily commuting
- Reducing consumption of paper, toner and stationery such as –
 - Only print if you need to
 - Print or photocopy on both sides of the page
 - Use a mug instead of single use cups for coffee and tea

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

- Becoming fully paperless
- Promoting greener methods of travel
- Encouraging the use of remote company meetings to reduce business travel emissions
- Encouraging car sharing and public transport for any business travel that is inaccessible by foot/bicycle
- Replacing lighting for LED

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:



Shaf Ali

CEO

Date: 29th September 2023

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>