

# Carbon Reduction Plan

Supplier name: **Moore Stephens Insight Ltd T/A MOORE Insight**

Publication date: **10<sup>th</sup> January 2022**

## Commitment to achieving Net Zero

MOORE Insight is committed to achieving Net Zero emissions by **2025**.

## 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: 30 April 2022**

### **Additional Details relating to the Baseline Emissions calculations.**

MOORE Insight has not previously assessed or reported on emissions. We will begin collecting emissions data in accordance with Greenhouse Gas (GHG) protocol methodology for our baseline year which will be our current financial year ending 30 April 2022 as this is required for some public sector contracts and aligns with our corporate social responsibility plans. These will be reported in our Carbon Reduction Plan (CRP) accordance with technical standards for completion of CRPs. We have chosen this baseline year due to impact on our operations from COVID-19 pandemic with greater proportion of remote working and recent growth of our company.

As a Small and Medium-sized Enterprises (SME) in the professional services industry, we anticipate minimal carbon emissions and have used the Carbon Footprint Calculator provided by Carbon Trust to estimate our Scope 1 and Scope 2 emissions. We have reported on 2 of 5 categories of Scope 3 emissions required by the technical standards based on data we have available to us.

Our Scope 3 emission figures are based on the simplest calculation methods from GHG protocol technical guidance for calculating Scope 3 emissions for the specific category. This is due to the type of data currently available until we can employ more sophisticated methodologies this year.

Category 6 Business Travel emissions has been calculated using spend data from our finance system. Category 7 Employee Commuting emissions has been calculated using survey data collected from 46% of our employee workforce and evaluated using the average data method.

We do not currently have sufficient data to assess our Categories 4 Upstream Transportation & Distribution, 5 Waste Generated in Operations and 9 Downstream Transportation & Distribution

Scope 3 emissions. This year, we plan to put in place a strategy to assess these depending on their application and significance to our operations. As a professional services business that is not involved in the manufacture and / or supply of physical goods or generation and processing of high quantities of waste, we do not believe these to be a significant part of emissions from our operation. Furthermore, in the baseline year, we have renovated our office which creates a higher-than-normal emission level.

Our waste is also managed with that from other tenants in our office building and will be difficult to assess their impact. Where we may supply physical goods, such as gifts to employees and partners, these are paid for by us, and we likely do not have any Category 9 emissions.

There will be a need to recalculate the baseline based on more accurate data available to us and expected changes in calculation methods, including any introduction of Scope 4, 5 and 9 emissions data. A recalculation of our baseline emissions may also be necessary as our operations normalise further in response to new ways of working. We expect to publish a revised version of this plan with new baseline calculations for year ending 30 April 2023.

**Baseline year emissions: 30 April 2022**

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0.00 (no direct fuel consumption)</b>
<b>Scope 2</b>	<b>0.48</b>
<b>Scope 3</b> (Included Sources)	<b>12.82</b> <b>(0.49 Category 6 Business Travel; 12.33 Category 7 Employee Commuting Transportation &amp; Distribution)</b>
<b>Total Emissions</b>	<b>13.30</b>

## Current Emissions Reporting

Reporting Year: 30 April 2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.00 (no direct fuel consumption)
Scope 2	0.48
Scope 3 (Included Sources)	12.82 (0.49 Category 6 Business Travel; 12.33 Category 7 Employee Commuting Transportation & Distribution)
<b>Total Emissions</b>	<b>13.30</b>

## Emissions reduction targets

MOORE Insight is committed to achieving Net Zero from Scope 1, 2 and 3 emissions by 2025. In order to achieve Net Zero, we have adopted the following carbon reduction targets. We plan to reduce our emissions by 35% (from 13.30 tCO<sub>2</sub>e to 8.65 tCO<sub>2</sub>e) by 2023 and 70% (from 13.30 tCO<sub>2</sub>e to 3.99 tCO<sub>2</sub>e) by 2024.

We expect to recalculate our baseline figures for year ending 30 April 2023. Once we have a firm baseline established, we will adjust our above interim emissions reduction targets to ensure that we are on track to achieve our agreed target date.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

As financial year ending 30 April 2022 is our baseline year, the impact of any environmental management measures and projects on the reduction of our carbon emissions will be assessed in our next reporting period. We expect that these will reduce our emissions against the 2022 baseline in accordance with our targets set out above, i.e., 35% by year ending 2023 and 70% by 2024.

We are committed to a number of measures and projects to ensure we achieve our interim and Net Zero targets. Some of these have existed prior to our baseline year and others are due for implementation in the baseline year. These will be in effect when performing the contract.

We currently have the following schemes in place:

- Our company and its Directors are committed to ensuring we meet the commitments set out in our Environmental Policy: [Environmental Policy \(Published on the Moore Insight website\)](#)
- Environmental management certification scheme: ISO14001
- Cycle to work scheme (launched January 2022) for those commuting to the office
- We adhere to an office recycling scheme and discourage the use of single-use plastics by:
  - Providing new and existing staff members with re-usable coffee cups and water bottles
  - Using sustainable or recycled cutlery and plates during team days
- We publish our Corporate Sustainability objectives aligned to the ISO 26000 International Standard for Social Responsibility and follow its 7 principles, as outlined here: [Corporate Sustainability Objectives \(Moore Insight Website\)](#)
- Social Ambition and Social Value – as part of our commitment, not only as a firm but as part of the £3.2bn Moore Global Network, we have made a promise to fight climate change as part of our initiative, which aligns with the 17 UN Sustainability Development Goals. As a firm, we are the architects of the movement to encourage all 260 (approx.) firms across the globe to align to the framework, which encourages measurement of Carbon Reduction / Net Zero initiatives and active involvement in environmental matters for supporting change for good. More about this is shared on the [Moore Global Website](#).

## **Future Measures**

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

- Encouraging the use of electric cars / modes of transport for all of our staff and associates.
- Working towards a Hybrid Policy to encourage working from home and working on client sites when it is essential.
- We are involved in a number of initiatives as a firm in line with our Social Value delivery plans. For example, this year, we have planned a roundtable with one of our local government clients in London, working with waste minimisation and environmental teams to develop plans to reduce rubbish and waste.
- We will be using an App for our business, such as Carbon Donut in the future to measuring the carbon footprint of each individual within our company in order to have more accurate figures.

## 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).

### **Signed on behalf of the Supplier:**

Peter Morley (Director)

Date: 10 January 2022

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<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>