

Carbon Reduction Plan

Supplier name: BBD Software Ltd

Publication date: 18th August 2023

BBD Software Ltd recognises the significance of carbon reduction and is committed to integrating sustainability into its operations. This Carbon Reduction Plan outlines our strategy to minimise our carbon footprint while accommodating remote work arrangements.

Commitment to achieving Net Zero

BBD Software Ltd is committed to achieving Net Zero emissions by 2050. This target was established by the UK government in June 2019 through an amendment to the Climate Change Act 2008. The legislation legally binds the UK to reach net zero emissions of greenhouse gases, including CO₂, by 2050. This is an ambitious but crucial goal and we have demonstrated our commitment by putting in place a plan outlining how we aim to support this.

Net-Zero Commitment: We have made a clear and public commitment to achieving net-zero emissions by 2050. This commitment is embedded in our company's values, mission statement, and corporate strategy. We have also established a Net Zero Action Committee for overseeing and implementing the net-zero strategy. This team includes representatives from operations, marketing, technology, finance, and employee engagement.

Carbon Footprint Assessment: We have conducted a thorough assessment of our company's current carbon footprint which will serve as a baseline to measure progress and identify areas for improvement. This assessment included emissions from energy use, transportation, supply chains and other relevant sources, and will be continuously monitored in order to track emissions, progress towards targets, and review the impact of implemented initiatives.

Support Remote Working Practices: As a predominantly remote-working tech firm, we are already assisting in reducing commuting emissions. We encourage and support our employees in adopting sustainable remote work practices, such as energy-efficient home setups and reduced travel, and promote the use of video conferencing and collaborative tools to reduce the need for travel and in-person meetings.

Green Transportation Strategies: We promote sustainable transportation options for employees who need to commute occasionally or visit physical locations. This includes providing incentives for using public transport, electric vehicles, cycling, or walking.

Sustainable Supply Chain: We engage with our suppliers to ensure they are also committed to reducing their emissions. We prioritise suppliers with strong environmental practices and encourage them to adopt sustainable sourcing and manufacturing methods.

Carbon Offsetting and Removal: We aim to invest in high-quality carbon offset projects and technologies to mitigate emissions that cannot be eliminated directly. We support reforestation, carbon capture, and other initiatives that contribute to removing carbon from the atmosphere.

Employee Engagement and Education: We aim to educate our employees about the importance of achieving net-zero emissions and involve them in the journey. We ensure all employees have access to energy-efficient computing equipment and encourage responsible usage practices. We will foster a

culture of sustainability by organising workshops, webinars, and campaigns that empower employees to act.

BBD Software Ltd is committed to making remote work sustainable and environmentally responsible. By implementing this Carbon Reduction Plan, we aim to reduce our carbon footprint while embracing the benefits of remote work. Our collective efforts will contribute to a greener future, showcase our commitment to sustainability, and inspire positive change within our organisation and the broader tech industry.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past, 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: 2023	
Additional Details relating to the Baseline Emissions calculations	
<p>BBD Software Ltd has not previously assessed or reported our emissions. These baseline emissions are based on calculations from Financial Year 22/23 which will be our first reporting year. Therefore, our Baseline Emissions and Current Emissions Data are the same. We are very aware of our environmental responsibility and have always operated with this in mind.</p> <p>We are a remote working company who has occasional trips to client’s site with no office premises. Scope 1 and Scope 2 emissions are therefore Zero according to the Normative.io Business Carbon Calculator. As we grow and expand, we will monitor these emissions closely.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	38
Total Emissions	38

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO2e)
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	38
Total Emissions	38

Emissions reduction targets

This is our company's first carbon footprint. In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 35 tCO2e by 2028. This is a reduction of 7%.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

At BBD we strive to minimise any negative impact on the environment with a grassroots approach. We believe real environmental change comes from action and from instilling a sense of responsibility through strong internal environmental systems in all stakeholders including employees, management, clients, and suppliers. Being a purpose-driven employer is essential to keeping employees engaged and motivated.

The following environmental management measures and projects have been completed or implemented prior to the 2023 baseline which was before we started assessing and reporting.

Develop Strategies: We lessen carbon emissions through our global, hybrid working model which ensures diversity while reducing the need to travel between locations. The model also ensures the reduction of travel for meetings by organising company-wide online meetings to reduce our carbon travel footprint. Through this model, work to home travel has decreased by around 66% for all employees.

Sustainable Software Development: We incorporate sustainability principles into our software development processes through efficient coding practices, optimising algorithms for energy consumption, and promoting virtualisation and cloud computing to minimise hardware requirements. We identify and prioritise strategies for reducing emissions across all software

development lifecycles and operations, with measures such as energy-efficient infrastructure, renewable energy sourcing and waste reduction in our solutions to clients.

Waste Reduction and Recycling: Our waste management practices focus on reducing, reusing, and recycling materials. We encourage our employees to minimise waste generation and provide recycling facilities throughout the workplace. We ensure proper disposal of electronic waste including batteries and other recyclable materials.

Energy Efficiency Measures: We provide our staff with the likes of reusable travel mugs, water bottles and lunch bags to assist in creating environmentally conscious habits and to minimise the use of single use plastics.

Supply Chain Management: We engage with our suppliers to encourage sustainable practices and reduce the environmental impact of our supply chain and prioritise working with suppliers who align with our sustainability goals.

Telecommuting and Remote Work: Through our hybrid working model, we encourage and support remote work and telecommuting options for employees to reduce the need for commuting and to lower the carbon emissions associated with transportation for our company.

Carbon Neutral Certification: When booking travel, we ensure the supplier is measuring the carbon footprint we incur so that we are able to offset the emissions through verified carbon offset projects. British Airways is one such supplier. Our contribution goes to supporting climate projects that reduce, capture or avoid greenhouse gas (GHG) emissions.

In the future we hope to implement further measures such as the below.

Further Carbon Offsetting: Investing in carbon offset projects such as reforestation, afforestation, and renewable energy initiatives, to help counterbalance the remaining carbon emissions that are difficult for us to eliminate as a company directly.

Employee Engagement: Further educating and involving our employees in our net-zero journey, energy-saving habits and culture of environmental responsibility. Improving the lifespan of products by reusing and recycling where possible and educating our staff on how to do so. We strive to maintain an environment where suggestions and ideas for improvements are encouraged.

Implement Energy Efficiency Measures: We aim to conduct energy audits and implement energy-efficient technologies to reduce energy consumption in office spaces, data centres, and remote employee setups. This will include LED lighting and power-efficient computing equipment.

Circular Economy Practices: Implementing circular economy principles involves minimising waste, maximising resource efficiency, and promoting the reuse and recycling of materials.

Tracking: BBD will continue to measure, monitor and reduce the carbon and environmental impacts of our business through continuous identification of any environmental issues that may arise from our businesses and services and resolving these promptly and effectively.

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:

S. Cotton

Sylvie Cotton

Director of European Operations

18 August 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>