



# CARBON REDUCTION PLAN

Supplier name: .....WorldWide Language Resources Ltd.....

Publication date: .....07/09/2022.....

## Commitment to achieving Net Zero

WorldWide Language Resources 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.

<b>Baseline Year: 1May2020 – 30Jun2021</b>													
<b>Additional Details relating to the Baseline Emissions calculations.</b>													
Although there were national shutdowns within this reporting year, we have calculated the emissions in full as the office and trading continued throughout this difficult time.													
<b>Baseline year emissions:</b>													
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>												
<b>Scope 1</b>	0 – it is a serviced office and have no control over electricity emissions.												
<b>Scope 2</b>	6.5												
<b>Scope 3</b> <b>(Included Sources)</b>	10.655 Our Scope 3 emissions breakdown is as follows <table border="1"> <tr> <td>Purchased goods and services</td> <td>n/a</td> </tr> <tr> <td>Capital goods</td> <td>n/a</td> </tr> <tr> <td>Fuel &amp; Energy related activities</td> <td>1.8</td> </tr> <tr> <td>Upstream transportation and distribution</td> <td>0.052</td> </tr> <tr> <td>Waste generated in operations</td> <td>n/a</td> </tr> <tr> <td>Business Travel</td> <td>n/a</td> </tr> </table>	Purchased goods and services	n/a	Capital goods	n/a	Fuel & Energy related activities	1.8	Upstream transportation and distribution	0.052	Waste generated in operations	n/a	Business Travel	n/a
Purchased goods and services	n/a												
Capital goods	n/a												
Fuel & Energy related activities	1.8												
Upstream transportation and distribution	0.052												
Waste generated in operations	n/a												
Business Travel	n/a												

	<table border="1"> <tr> <td>Employee Commuting</td> <td>2.75</td> </tr> <tr> <td>Upstream leased assets</td> <td>2.4</td> </tr> <tr> <td>Downstream transportation &amp; distribution</td> <td>0.053</td> </tr> <tr> <td>Processing of sold products</td> <td>n/a</td> </tr> <tr> <td>Use of sold products</td> <td>n/a</td> </tr> <tr> <td>End-of-Life treatment of sold products</td> <td>n/a</td> </tr> <tr> <td>Downstream leased assets</td> <td>3.6</td> </tr> <tr> <td>Franchises</td> <td>n/a</td> </tr> <tr> <td>Investments</td> <td>n/a</td> </tr> </table> <p>Please note, N/A is where a category has been reviewed and deemed immaterial to WWLRUK operations.</p>	Employee Commuting	2.75	Upstream leased assets	2.4	Downstream transportation & distribution	0.053	Processing of sold products	n/a	Use of sold products	n/a	End-of-Life treatment of sold products	n/a	Downstream leased assets	3.6	Franchises	n/a	Investments	n/a
Employee Commuting	2.75																		
Upstream leased assets	2.4																		
Downstream transportation & distribution	0.053																		
Processing of sold products	n/a																		
Use of sold products	n/a																		
End-of-Life treatment of sold products	n/a																		
Downstream leased assets	3.6																		
Franchises	n/a																		
Investments	n/a																		
<b>Total Emissions</b>	17.155																		

### Current Emissions Reporting

<b>Reporting Year: 1Jul2021 – 31Aug 2022</b>																													
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>																												
<b>Scope 1</b>	0 – it is a serviced office and have no control over electricity emissions.																												
<b>Scope 2</b>	5.2																												
<b>Scope 3 (Included Sources)</b>	<p>9.296</p> <p>Our Scope 3 emissions breakdown is as follows</p> <table border="1"> <tr> <td>Purchased goods and services</td> <td>n/a</td> </tr> <tr> <td>Capital goods</td> <td>n/a</td> </tr> <tr> <td>Fuel &amp; Energy related activities</td> <td>1</td> </tr> <tr> <td>Upstream transportation and distribution</td> <td>0.048</td> </tr> <tr> <td>Waste generated in operations</td> <td>n/a</td> </tr> <tr> <td>Business Travel</td> <td>n/a</td> </tr> <tr> <td>Employee Commuting</td> <td>2.2</td> </tr> <tr> <td>Upstream leased assets</td> <td>2.4</td> </tr> <tr> <td>Downstream transportation &amp; distribution</td> <td>0.048</td> </tr> <tr> <td>Processing of sold products</td> <td>n/a</td> </tr> <tr> <td>Use of sold products</td> <td>n/a</td> </tr> <tr> <td>End-of-Life treatment of sold products</td> <td>n/a</td> </tr> <tr> <td>Downstream leased assets</td> <td>3.6</td> </tr> <tr> <td>Franchises</td> <td>n/a</td> </tr> </table>	Purchased goods and services	n/a	Capital goods	n/a	Fuel & Energy related activities	1	Upstream transportation and distribution	0.048	Waste generated in operations	n/a	Business Travel	n/a	Employee Commuting	2.2	Upstream leased assets	2.4	Downstream transportation & distribution	0.048	Processing of sold products	n/a	Use of sold products	n/a	End-of-Life treatment of sold products	n/a	Downstream leased assets	3.6	Franchises	n/a
Purchased goods and services	n/a																												
Capital goods	n/a																												
Fuel & Energy related activities	1																												
Upstream transportation and distribution	0.048																												
Waste generated in operations	n/a																												
Business Travel	n/a																												
Employee Commuting	2.2																												
Upstream leased assets	2.4																												
Downstream transportation & distribution	0.048																												
Processing of sold products	n/a																												
Use of sold products	n/a																												
End-of-Life treatment of sold products	n/a																												
Downstream leased assets	3.6																												
Franchises	n/a																												

	Investments	n/a
	Please note, N/A is where a category has been reviewed and deemed immaterial to WWLRUK operations.	
<b>Total Emissions</b>	14.496	

## Emissions reduction targets

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 four years to 8 tCO<sub>2</sub>e by 2026. This is a reduction of 55%

Carbon Reduction Projects to be implemented include:

- Reduce. Reuse, Recycle – Encourage staff to use less paper products, packaging and use reusable drink receptacles.
- Minimalise single use plastics and encourage use of biodegradable containers and compositable products.
- Print as minimally as possible – encourage use of online signing software for documents; don't print emails but save to file; use projectors for presentations instead of printing brochures.
- Advise landlord of new modern serviced office the benefits of green energy products for lighting and heating.
- Encourage staff where possible to cycle/walk and take less vehicle journeys to work.
- Updates to the travel policy mandating public transport on certain routes or the selection of greener options.
- Hold a meeting to update staff to all the available carbon footprint reduction initiatives available and to teach them why the need to reduce our carbon footprint is so important.

## Carbon Reduction Projects

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

Committing to helping in the local community with planting trees to encourage the teaching/encouraging the younger generations on the importance of reducing their carbon footprint

## 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>.

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

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



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:

A handwritten signature in black ink that reads "M C Harry".

Mark Harry, Director  
WorldWide Language Resources Ltd  
Date: .....07/09/2022.....

---

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