

## Carbon Reduction Plan

**MBA Michael Bailey Associates**

**Covering the Period 1<sup>st</sup> October 2024 to 30<sup>th</sup> September 2025**

**MBA Michael Bailey Associates 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: 2020 (01.10.2019 to 30.09.2020)</b>	
Creation of a new baseline due to organizational change.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>1,400 TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	112
Scope 2	225
Scope 3 (Included Sources)	1,063
<b>Total Emissions</b>	<b>2.8 tonnes CO<sub>2</sub>e per FTE</b>

### ***Current Emissions Reporting***

<b>Reporting Year: 2025 (01.10.2024 to 30.09.2025)</b>	
<b>EMISSIONS</b>	<b>863 TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	57
Scope 2	163
Scope 3 (Included Sources)	643
<b>Total Emissions</b>	<b>1.725 tonnes CO<sub>2</sub>e per FTE</b>

To continue our progress to achieving Net Zero, we have adopted the following:

- **Waste:** Reducing all waste e.g., paper, toner created by our business, promoting re-use and recycling wherever possible;
- **Carbon emissions:** Continually reducing Scope1, 2 & 3 carbon emissions per FTE. We are focusing on proactively managing business travel emissions;
- **Water use:** Promoting responsible water usage throughout our offices to reduce annual consumption.

We project that carbon emissions will decrease over the next five years to 597 (tCO<sub>2</sub>e) by 2030. This is a reduction of 31 %.

# Carbon Reduction Projects

## ***Completed Carbon Reduction Initiatives***

The following environmental management measures and projects have been completed since the 2020 baseline.

- In the past year, travel emissions reduced due to change in working habits. We are reducing emissions by introducing a hybrid workplace model;
- Air conditioning units have timers so ensuring their use is limited to just office hours;
- Considering environmental factors in procurement, for example, cleaning products certified as not tested on animals.

The carbon emission reduction achieved by these schemes equate to 537 (tCO<sub>2</sub>e), a 38.36 % reduction against the 2020 baseline and the measures will be in effect when performing the contract.

In the future we hope to implement further measures such as introducing renewable energy throughout our offices and continuing to improve management systems for water, waste and single-use plastics.

## **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 and uses the appropriate Government emission conversion factors for greenhouse gas 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.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

A handwritten signature in blue ink, appearing to read 'Michael Garlick', with a long horizontal line extending to the right.

Michael Garlick - CEO

Signed on behalf of MBA Michael Bailey Associates

Date: 30<sup>th</sup> September 2025