



Carbon Reduction Plan

Publication Date: 19th February 2025

Prepared for:

The4OC Ltd. - UK and Ireland Employees

Owner

John Curran

Authors

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Version:

1.2

Version	Summary of Changes	Approved by
Version 1.0	Document created December 2024	John Curran
	Reviewed and signed off January 2025	John Curran
Version 1.1	Updated with extra details of 2024 emissions and signed off February 2025	John Curran
Version 1.2	Updated with PPN Declaration	John Curran

Commitment to achieving Net Zero

The 4OC 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.

First Reporting Period: 2024 (January – December)	
Additional Details relating to the Baseline Emissions calculations.	
<p>This report establishes our baseline emissions for the year 2024 (January – December), as this is our first year of measuring and reporting emissions. As such, this baseline will serve as the foundation for tracking our carbon footprint and setting reduction targets in alignment with best practices.</p> <p>This initial assessment focuses on gathering accurate data across:</p> <ul style="list-style-type: none">Scope 1 Direct EmissionsScope 2 Indirect EmissionsScope 3 Indirect Emissions from our value chain <p>We recognise that future reporting cycles will refine and expand on this baseline as our data collection processes mature.</p>	
Baseline year emissions: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.275 tCO ₂ e
Scope 2	1.925 tCO ₂ e
Scope 3 (Included Sources)	<p>Upstream transportation and distribution:</p> <ul style="list-style-type: none">Office Supplies and Goods: 0.0298 tCO₂eIT Equipment: 0.00497 tCO₂eCatering: 0.00497 tCO₂eCloud Services: 2.367 tCO₂e <p>Waste generated in operations:</p> <ul style="list-style-type: none">Office waste: 1.84 tCO₂e <p>Business Travel:</p> <ul style="list-style-type: none">Flights: 51.324 tCO₂ePublic Transport: 5.63 tCO₂e

	<p>Employee-owned vehicles: 15.97 tCO₂e</p> <p>Employee commuting: Public Transport (trains, bus and tube): 32.11 tCO₂e</p> <p>Downstream transportation and distribution¹: Digital Deliverables: 0.153 tCO₂e</p>
Total Emissions	111.63 tCO ₂ e

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.275 tCO ₂ e
Scope 2	1.925 tCO ₂ e
Scope 3 (Included Sources)	<p>Upstream transportation and distribution: Office Supplies and Goods: 0.0298 tCO₂e IT Equipment: 0.00497 tCO₂e Catering: 0.00497 tCO₂e Cloud Services: 2.367 tCO₂e</p> <p>Waste generated in operations: Office waste: 1.84 tCO₂e</p> <p>Business Travel: Flights: 51.324 tCO₂e Public Transport: 5.63 tCO₂e Employee-owned vehicles: 15.97 tCO₂e</p> <p>Employee commuting: Public Transport (trains, bus and tube): 32.11 tCO₂e</p> <p>Downstream transportation and distribution: Digital Deliverables: 0.153 tCO₂e</p>
Total Emissions	111.63 tCO ₂ e

¹ Our downstream emissions are relatively low due to the nature of our consultancy services, which primarily involve digital deliverables and minimal physical goods distribution.

Carbon Reduction Projects and Environmental Management Measures

We have already implemented several measures and projects to support sustainable working practices and environmental management, reflecting our commitment to reducing emissions while delivering consultancy services. Key measures include:

1. To minimise emissions associated with daily commutes, 4OC has adopted a **hybrid working policy** where employees work remotely for three days a week. This initiative has significantly reduced carbon emissions linked to commuting, as fewer journeys are made to the London office.

Impact:

- Reduced emissions from employee-owned vehicles and public transport usage (Scope 3).
- Improved flexibility in virtual collaboration, which has reduced the need for some client-site travel.

2. Given our frequent work with clients across the UK and Ireland, we have prioritised **virtual meetings** where possible to limit the number of business trips. We now conduct a significant portion of client interactions, presentations, and workshops online to reduce emissions. When travel is necessary, we encourage combining multiple meetings into a single trip.

Impact:

- Reduced reliance on flights, public transport and employee-owned vehicles (Scope 3), with measurable reductions in business travel emissions.

3. To reduce waste and emissions, 4OC operates with minimal paper usage and emphasises **digital collaboration tools** for reports, documentation, and project deliverables. Cloud-based solutions have reduced the environmental impact associated with printing and document distribution.

Impact:

- Reduction in office waste and emissions related to printing and document handling.

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 five years to 56.34 tCO₂e by the end of 2029. This is a reduction of 25% and an average annual reduction rate of 5%.

Scope-Specific Targets by 2029:

Scope 1: Direct Emissions

Reduce by 30% to 0.193 tCO₂e

Actions:

- Begin to transition fossil fuel use to low-carbon or renewable energy solutions

- Enhance operational efficiency in spaces under direct control

Scope 2: Indirect Emissions

Reduce by 50% to 0.962 tCO₂e

Actions:

- Look into and adopt energy-saving technologies

Scope 3: Value Chain Emissions

Reduce by 25% to 54.938 tCO₂e

Actions:

- Replace flights with virtual meetings
- We will seek out public transport options with reduced emissions through our travel function.

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 standard¹³ and uses the appropriate Government emissions conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and 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 (or equivalent management body).

Signed on behalf of the Supplier:

John Curran
Director, 4OC Ltd.

Signature:



Date: 19th February 2025

If you have any comments or improvements to this plan – tell us!

Please contact support@the4oc.com

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