Stephensons

Carbon Reduction Plan

1st May 2025

stephensons.co.uk

Introduction

This Carbon Reduction Plan conforms to the requirements of Procurement Policy Note PPN06/21; “Taking Account of Carbon Reduction Plans in the procurement of major government contracts”.

Stephensons Financial year starts on 1 May and ends on 30 April; our carbon reporting has been aligned to this reporting cycle. The current reporting period covered by this plan is 30 April 2024 to 1 May 2025.

Scope 1 emissions relate to those emissions that we make directly from sources we own or control such as the fuel we use in our company vehicles.

Scope 2 emissions refer to the indirect emissions from the generation of purchased electricity, such as powering our offices.

Scope 3 refers to all other indirect emissions, including supply chain, business travel, employee commuting and waste.

Commitment to achieving Net Zero

Stephensons Solicitors LLP 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.

Baseline Year: 30.04.20-01.05.21
Additional Details relating to the Baseline Emissions calculations.
We are shared occupants and tenants in all our offices apart from our Manchester office. **Scope 1** We have a courier van that delivers key documents and travels between our offices. To calculate the emission from our diesel van we have used this tool: connectedfleet.michelin.com/blog/calculate-co2-emissions/ Emissions based on receipts of litres of diesel used in the financial year. **Scope 2** The only nonshared office we occupy where we are the sole tenant is in our Manchester office units 11 and 12. To calculate this figure we have noted the energy emissions from each of our monthly bills for the financial year 20/21 we have converted the total Kwh to kg CO2e and to tCO2 Calculator used: https://www.rensmart.com/Calculators/KWH-to-CO2

Scope 3

Supply Chain is Zero. This is due to us not transporting products to customers. We are a legal firm and therefore do not have any form of distribution in the form of transportation of goods.

However, for other subsets in scope 3 the figures are as following in these categories:

(i) **Confidential waste**: 20.163tCO2e

recyclewits.com/tools-calculators/carbon-footprint-savings/#:~:text=For%20every%20kg%2Flbs%20of,kg%2F12.92%20lbs%20of%20CO2.

(ii) **Business Travel**:

(based on Partner travel as they are the primary business traveller and after surveying staff: 10645 miles 2,548.89CO2e

(iii) **Employee Commuting**:

Carbon Calculator | LNER

Commuting based on 100 staff surveyed pro rata x3, averaging fuel type, based on 2 days a week commuting, multiply by 52 weeks of the year 219,584.64 kgCO2

Baseline year emissions: 20/21

EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	1.50584
Scope 2	1.05612
Scope 3 (included SourceKGs)	(i) 20.163 (ii) 2.54889 (iii) 219.58464 TOTAL: 242.29653
Total Emissions	244.85849

Current emissions reporting

Additional Details relating to the current year Emissions calculations.

Scope 1

We have a courier van that delivers key documents and travels between our offices. To calculate the emission from our diesel van we have used this tool: connectedfleet.michelin.com/blog/calculate-co2-emissions/

Emissions based on receipts of litres of diesel used in the financial year.

0.83069 tCO2

Scope 2

The only nonshared office we occupy where we are the sole tenant in Manchester office units 11 and 12. To calculate this figure we have noted the energy emissions from each of our monthly bills for the financial year and we have converted the total Kwh to kg CO2e and to tCO2

1.86tCO2e

Calculator used:

Carbon Footprint Calculator - EFORESTS.CO.UK

Scope 3

Supply Chain is Zero, this is due to us not transporting products to customers. We are a legal firm and therefore do not have any form of distribution in the form of transportation of goods.

However, for subsets to scope 3 the figures are as following in these categories:

(i) **Waste**

Recycling Carbon Footprint Savings Calculator [2025].

Confidential waste: 19.282 tCO2

Plastic recycling waste: 0.08435 tCO2

Paper recycling waste: 0.00292 tCO2

(ii) **Business Travel** (based on Partner travel as they are the primary business traveller and after surveying staff: 47,017 miles. 7.82TCO2

Carbon Footprint Calculator - EFORESTS.CO.UK

(iii) **Employee Commuting**

Carbon Calculator | LNER

Commuting based on 100 staff surveyed pro rata x3, averaging fuel type, based on 2 days a week commuting, multiply by 52 weeks of the year 126.419 tCO2.

(iv) **Working from home emissions**. This has been an additional calculation from the reporting year 2023/2024.

We have included working from home emissions based on staff working 21 hours per week x 52 weeks x 250 agile workers - blocicarbon.com/homeworking-calculator/ 91.12227 tCO2

Current emissions reporting

Reporting Year: 30.04.24-01.05.25	
Emissions	**TOTAL (tCO_2e)**
Scope 1	0.83069

Scope 2	1.86
Scope 3 **(Included Sources)**	(i) 19.369 (ii) 7.82 (iii) 126.419 (iv) 91.12227 TOTAL 244.73027
Total Emissions	247.42096

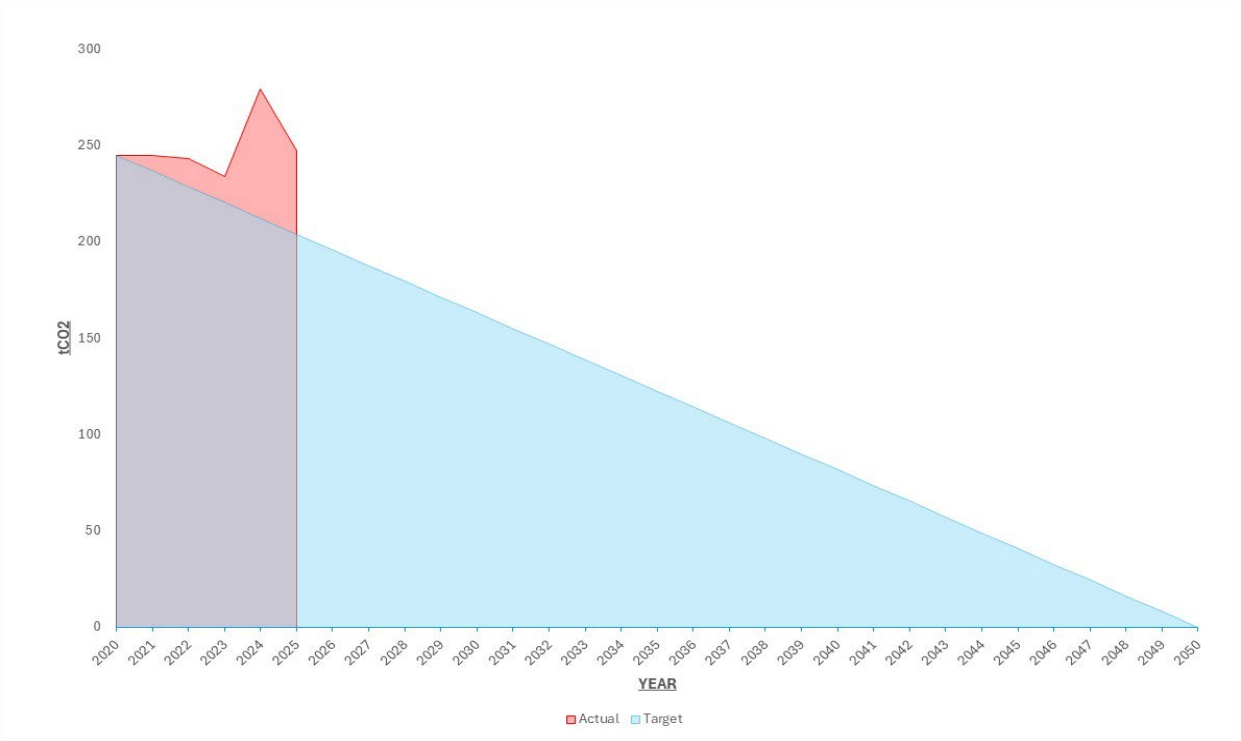
Emissions reduction targets

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 163,238.99 tCO2e

By 2030. This is a reduction of 33%.

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 20/21 baseline.

Based on this year's reporting calculations the carbon emission reduction achieved by home working equates to **224.92523** tCO_2e by allowing circa 250 employees to work from home for an average of 3 days per week rather than attending the office for 5 days per week which was the case prior to the baseline year. The measures will be in effect when performing the contract.

- We encourage active travel and Cycle to Work Scheme.
- We have reduced the number of deliveries between offices and therefore seen a reduction in emissions produced by the courier van.
- Reduced office space. We have reduced the amount of office space we occupy. In the baseline year, we occupied 5980sq ft of space in the Wigan office and 5750sq ft at our Bolton office of which we no longer occupy. Although we did not have operational control over the emissions associated with these offices, reducing our office footprint has nevertheless contributed to a decrease in emissions linked to our firm.
- Reduce paper / supplies usage and deliveries
- Source products locally.
- We continue to employ people on remote contracts and have opportunities for agile working where possible.
- We continue to encourage many of our meetings internally, with supplier and clients through applications such as Microsoft Teams
- We contract to a zero-carbon energy plan for our electricity usage at our Manchester office.

Future carbon reduction initiatives

We plan to change the lighting in our Manchester office to adopt LED lighting which will show a reduction in the following years reports.

We will continue to reduce travel costs associated with the courier we run between offices.

We will look to source products locally by increasing the use of local suppliers.

We plan to change our company vehicle to electric.

We will continue to monitor our office usage and waste.

We plan to reduce the amount of paper we currently store. This will initially result in an increase in confidential waste destruction; however, will ultimately reduce the storage space required and support our transition to becoming a more paperless firm.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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[13] and uses the appropriate government emission conversion factors for greenhouse gas company reporting.[14]

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.[15]

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: David Baybut

Date: 15.5.2026

[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

Stephensons

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