



ENV-K10

Carbon Reduction Plan

K F Bartlett

K F Bartlett is committed to achieving Net Zero emissions by 2050

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INTRODUCTION

INTERNATIONAL AND NATIONAL CONTEXT OF OUR CARBON REDUCTION PLAN

The Paris Climate Agreement is an international treaty that commits most of the world's governments to addressing climate change. It was produced at the 21st session of the Conference of Parties (COP21) to the United Nations Framework Convention on Climate Change (UNFCCC) in Paris, France, in December 2015. The Agreement entered into force on 4 November 2016. As of 11 December 2020, 193 countries and the European Union have signed the Agreement, and 189 have become Parties by depositing with the United Nations their "instruments of ratification, acceptance, approval or accession". The Agreement consists of 29 Articles covering a wide range of actions for tackling climate change. The goal of the Paris Agreement is to stop the world's average temperature rising more than two degrees, or ideally 1.5 degrees centigrade.

In 2019, the UK Government amended the Climate Change Act 2008 by introducing a target of at least a 100% reduction of greenhouse gas emissions (compared to 1990 levels) in the UK by 2050. This is otherwise known as the 'Net Zero' target.

Our company has produced this Carbon Reduction Plan in support of the above.

INTRODUCTION TO OUR BUSINESS

Bartlett was founded in 1958 by Mr Ken Bartlett and is one of the Country's premier refrigeration, catering equipment and air conditioning companies.

Bartlett considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such, Bartlett will work with clients, contractors, suppliers and the workforce towards achieving this goal.

Bartlett has in place an Environmental Management System (EMS) which is independently and annually inspected by a UKAS accredited Inspection Body against an Environmental Standard.

This Carbon Reduction Plan has been subsumed into our EMS to ensure we maintain and update it as often as necessary but no less often than annually.

We are on a journey to fully understanding and reporting our carbon emissions and will invest in training and/or external support as much as shall be required in order to ensure our data submissions are as accurate as possible and continually improved.

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METHODOLOGY

ACCOUNTING PROCESS

This Carbon Reduction Plan is partly based on guidance which supports Procurement Policy Note (PPN) 06/21. PPN 06/21 sets out how suppliers' carbon reduction plans and commitment to Net Zero can be taken into account in the procurement of relevant contracts (i.e. those subject to the Public Contracts Regulations 2015, with a value of £5 million per annum or above and where the measure is related and proportionate). The PPN 06/21 Template Report states that "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 ." For the purposes of this Plan, as we are not required to comply with SECR due to the size of our business but we have followed PPN 06/21 guidance and made use of the Template where it applies to our business.

We have also made use of other relevant sources such as the GHG Protocol Corporate Accounting and Reporting Standard but we do not claim to follow that Standard rote. We have extrapolated sections we consider relevant to our business and compiled this Carbon Reduction Plan aiming to meet the following guiding principles:

RELEVANCE	✓ Ensure the GHG inventory appropriately reflects the GHG emissions of the company and serves the decision-making needs of users – both internal and external to the company.
COMPLETENESS	✓ Account for and report on all GHG emission sources and activities within the chosen inventory boundary. Disclose and justify any specific exclusions.
CONSISTENCY	✓ Use consistent methodologies to allow for meaningful comparisons of emissions over time. Transparently document any changes to the data, inventory boundary, methods, or any other relevant factors in the time series.
TRANSPARENCY	✓ Address all relevant issues in a factual and coherent manner, based on a clear audit trail. Disclose any relevant assumptions and make appropriate references to the accounting and calculation methodologies and data sources used.
ACCURACY	✓ Ensure that the quantification of GHG emissions is systematically neither over nor under actual emissions, as far as can be judged, and that uncertainties are reduced as far as practicable. Achieve sufficient accuracy to enable users to make decisions with reasonable assurance as to the integrity of the reported information.

These principles are intended to underpin all aspects of GHG accounting and reporting. Their application will ensure that the GHG inventory constitutes a true and fair representation of the company's GHG emissions. (<https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf>)

Greenhouse gas emissions, reductions of greenhouse gas emissions and removals of greenhouse gas from the atmosphere shall be measured or calculated in tonnes of carbon dioxide equivalent (CO₂e) using the appropriate conversion factors published by the Department for Energy Security and Net Zero, and Department for Business, Energy and Industrial Strategy.

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A “tonne of carbon dioxide equivalent” means one metric tonne of carbon dioxide or an amount of any other greenhouse gas with an equivalent global warming potential. In accordance with the GHG Protocol’s Corporate Standard, our carbon footprint should account for emissions within our operational boundary using one of the following methodologies:

Financial Control	The supplier reports on all sources of carbon emissions over which it has financial control. The supplier is deemed to have financial control over a service if it has the ability to direct the financial and operating policies of the service with a view to financially managing its activities, e.g. setting budgets, managing expenditure, and/or obtaining an ‘income’, such it might be the case in leisure centres, entertainment halls, community centres, etc.
Operational Control	The supplier reports on all sources of carbon emissions over which it has operational control. The supplier is deemed to have operational control over a service if it has full authority to introduce and implement its operating policies.
Equity share	Your organisation accounts for GHG emissions from operations according to its share of equity in the operation. This model may be helpful where emissions are recorded centrally across a range of entities, e.g. recorded UK wide by the parent company rather than at the trading entity level.

[PPN 06/21 Technical standard for Completion of Carbon Reduction Plans]

EMISSION SCOPES

To help delineate direct and indirect emission sources, improve transparency, and provide utility for different types of organizations and different types of climate policies and business goals, three “scopes” (scope 1, scope 2, and scope 3) are defined for GHG accounting and reporting purposes.

SCOPE 1: DIRECT GHG EMISSIONS

Direct GHG emissions occur from sources that are owned or controlled by the company, for example, emissions from combustion in owned or controlled boilers, furnaces, vehicles, etc.; emissions from chemical production in owned or controlled process equipment.

SCOPE 2: ELECTRICITY INDIRECT GHG EMISSIONS

Scope 2 accounts for GHG emissions from the generation of purchased electricity consumed by the company. Purchased electricity is defined as electricity that is purchased or otherwise brought into the organizational boundary of the company. Scope 2 emissions physically occur at the facility where electricity is generated.

SCOPE 3: OTHER INDIRECT GHG EMISSIONS

Scope 3 is an optional reporting category that allows for the treatment of all other indirect emissions. Scope 3 emissions are a consequence of the activities of the company but occur from sources not owned or controlled by the company. Some examples of scope 3 activities are extraction and production of purchased materials; transportation of purchased fuels; and use of sold products and services. Scope 3 emissions represent up to 80% of any organisation’s carbon emissions. There are 15 categories of Scope 3 emissions defined by the GHG Protocol.

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Front-loaded emissions reduction	Although we will have calculated an average reduction in emissions per annum to reach Net Zero by 2050, we still aim to reduce emissions as much and as quickly as possible
Cautions use of carbon off-setting	Most net zero approaches have a limited role for offsets as part of claiming net zero
Complementary of wider sustainability issues	Approaches to net zero should maximise wider sustainability benefits – such as job creation, innovation and biodiversity projects.

We currently report on scope 1 and scope 2 emissions.

Scope 3 emissions are included within this Plan only in so much as we recognise that to truly achieve Net Zero, scope 3 emissions should be included as these can, and usually do, represent the major source of emissions in an organisation in most sectors. We do not currently have sufficient data on our scope 3 emissions but aim to work on those in the medium and long term.

ORGANISATIONAL BOUNDARIES

Under the “control” approach, a company accounts for 100 percent of the GHG emissions from operations over which it has control. It does not account for GHG emissions from operations in which it owns an interest but has no control. Control can be defined in either financial or operational terms. When using the control approach to consolidate GHG emissions, companies shall choose between either the operational control or financial control criteria.

This Plan uses the operational control approach.

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CARBON GENERATING ACTIVITIES INCLUDED WITHIN THIS PLAN

Currently, this Plan includes Scope 1 and 2 emissions as below.

Scope 3 emissions will be worked out and added to this Plan in the future.

The company does not currently have this Plan verified externally.

Scope	Description	Category	Examples of sources	Location / Sites	Control or Influence	Priority	Quality of Data (see next table)	Opportunities
1	Use of gas	Energy	Space and water heating	Office	Control	High	Very good – meter readings in m3	
1	Business mileage in company owned or leased vehicles – petrol and diesel	Transport	Company owned or leased vehicles in direct control of	Travelling	Control	High	Very good – based on litres used	
2	Use of Electricity	Energy	Office equipment, air-conditioning, kitchen equipment, lighting	Office	Control	High	Very good – meter readings in kWh	

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QUALITY OF DATA TABLE

Quality of Data		Uncertainties	
Very good	Primary data	Very low	< 10%
Good	Secondary data or representative sample	Low	10% to 30%
Acceptable	Extrapolated data or average representative sample	Acceptable	30% to 50%
Low	Approximate data or a limited representative sample	High	>50%

BASELINE YEAR DATA

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 2023	TOTAL (tCO₂e)
Scope 1: Emissions	115
Scope 2: Emissions	16
Scope 3: Emissions (included how many sources if included)	Currently not included
Total Emissions	131

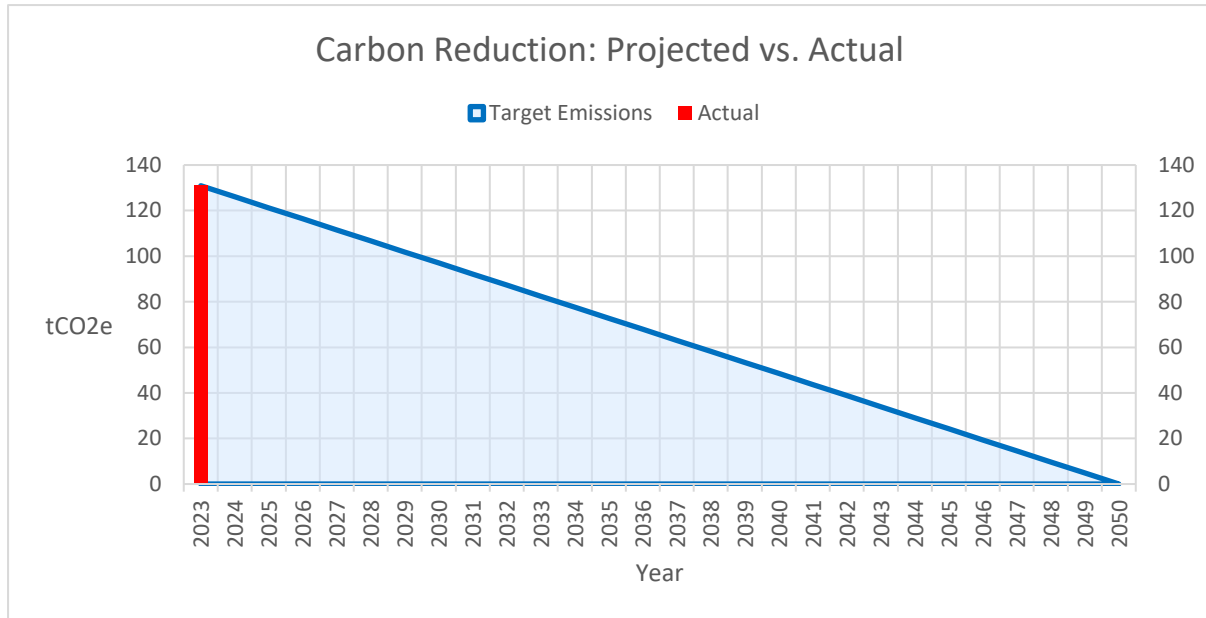
CURRENT EMISSIONS REPORTING

As per Baseline Year above (2023).

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EMISSIONS REDUCTION TARGETS

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. In line with best practice however we shall aim to reduce our emissions as soon as possible rather than just accept the same reduction amount per annum. This Plan will be updated no less often than annually.



Carbon Reduction: Projected vs. Actual

tCO₂e

Year	Target Emissions	Actual
2023	131	131
2024	126	
2025	121	
2026	116	
2027	112	
2028	107	
2029	102	
2030	97	
2031	92	
2032	87	
2033	82	
2034	78	
2035	73	
2036	68	
2037	63	
2038	58	
2039	53	
2040	48	
2041	44	
2042	39	
2043	34	
2044	29	
2045	24	
2046	19	
2047	15	
2048	10	
2049	5	
2050	0	

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COMPLETED CARBON REDUCTION INITIATIVES

The following environmental management measures and projects have been completed or implemented to date as a reference to actions already undertaken:

LEADERSHIP, COMMITMENT AND RESOURCES

- ✓ Management commitment made to achieve Net Zero by 2050
- ✓ The provision of sufficient resources to ensure this commitment is achieved
- ✓ Tasked Ian Bartlett and Steve Branch to produce, review and update of this Plan when required
- ✓ Outsourced expertise to help provide guidance on this Plan
- ✓ Signed up to Quickstep Environmental Membership to receive monthly updates on environmental matters including any new developments in carbon initiatives which may help inform this Plan in the future
- ✓ Trained the workforce to adopt best energy practices and installed posters, stickers etc.

ENERGY

- ✓ Regular monitoring of usage and scrutinised for opportunities to save energy
- ✓ Ensure equipment is maintained so it operates efficiently
- ✓ Use only equipment of the size needed and invested in eco-products
- ✓ Have in place a switch-off Policy so no items are left on for longer than necessary
- ✓ Heating / air conditioning on timers at Exeter
- ✓ Showroom closed at Exeter branch and used as stores resulting in using less energy
- ✓ Heat pumps / air conditioning
- ✓ Replacement of lighting with LEDs
- ✓ Sensor lighting installed
- ✓ Double-glazing
- ✓ Use of solar panels at Redruth

TRANSPORT

- ✓ Tracking system to vans to reduce wasted travelling
- ✓ Invested in electric and hybrid company cars
- ✓ Installed electric charging points
- ✓ Train staff on basic vehicle maintenance checks and to report any issues
- ✓ Maintain vehicles to ensure they are efficient
- ✓ Endeavour to use labour closest to jobs
- ✓ Encourage walking, cycling, use of public transport before using vans/cars
- ✓ Van sharing encouraged when appropriate to the journey required
- ✓ Use telephones, email and online meetings (Teams/Zoom or other) to reduce mileage for business meetings
- ✓ Allow for hybrid working practices at the office (i.e. working from home too)

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OTHER ACTIONS

- ✓ Achieved an Environmental Standard audited annually by a third party UKAS accredited inspection body
- ✓ Using and promoting new carbon reductive refrigerant in both new and existing plants.

FUTURE CARBON REDUCTION INITIATIVES

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

LEADERSHIP

- Do more work to embed environmental considerations into the heart of our business when making changes and plans for the future
- Encourage staff to put forward suggestions for minimising energy and travel
- Ensure business development plans dovetail with environmental considerations

TRANSPORT

- Continue to invest in fully electric or hybrid vehicles
- Fully embrace the hybrid / working from home opportunities and video-conferencing (Teams/Zoom) to reduce direct business mileage and in readiness for our future scope 3 reporting for commuting
- Train staff to drive in an efficient manner by sourcing an on-line or similar course for them to complete
- Record, review and monitor any unnecessary mileage e.g. unplanned trips to suppliers, returns to base etc.

OFFICE ENERGY

- Scrutinise hourly energy data to identify potential further energy savings
- Smart meter installation at Redruth

TRAINING

- Ensure all workforce are trained in carbon literacy, understanding about climate change and practices to mitigate this through best working practices

OTHER

- Start to broaden the scope of this Plan to include scope 3 emissions such as waste, commuting, suppliers etc.
- Enhance our procurement process to work with companies that have robust environmental standards in readiness for when we start to include our scope 3 emissions within this Plan
- Review options to invest in recognised carbon off-setting schemes

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DECLARATION AND SIGN OFF OF THIS PLAN

We hereby make a commitment to reduce our emissions over time to achieve Net Zero by 2050 but aim to make progress as quickly as possible.

The Plan has been produced to the best of our ability to be transparent, accurate and complete.

This Plan shall be reviewed no less often than annually and updated as necessary.

We shall publish this Policy publicly if there is a requirement to do so and shall be made available to interested parties at our discretion.

Approved by	I Bartlett
Full name	Ian Bartlett
Title	Director
On behalf of	K F Barlett Ltd
Date Approved	19/06/2024

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LINKS

Document	Link	How Relevant
GHG Protocol Corporate Accounting and Reporting Standard	https://ghgprotocol.org/corporate-standard	Provides a step-by-step guide for companies to use in quantifying and reporting their GHG emissions)
Government conversion factors for company reporting of greenhouse gas emissions	https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting	<p>In order to report the greenhouse gas emissions associated with an organisation's activities, the carbon emissions need to be converted into 'activity data' such as:</p> <ul style="list-style-type: none"> ✓ distance travelled ✓ litres of fuel used ✓ tonnes of waste disposed <p>The conversion factor spreadsheets provide the values to be used for such conversions, and step by step guidance on how to use them. The Government produce a new set of conversion factors each year, together with a methodology paper explaining how the conversion factors are derived, and a paper explaining the major changes in the latest year's factors.</p>
GHG Protocol Calculation Tools and Guidance	https://ghgprotocol.org/calculation-tools-and-guidance	Potential further guidance on calculation methodologies
SBTi Corporate Net-Zero Standard	https://sciencebasedtargets.org/net-zero	<p>The SBTi's Corporate Net-Zero Standard provides the guidance and tools companies need to set science-based net-zero targets.</p> <p>For future reference should the company decide to implement a Plan accredited to this Standard.</p>
Green Claims Code	https://greenclaims.campaign.gov.uk/	<p>Competition and Markets Authority (CMA) has developed the Green Claims Code – which sets out 6 key points to check environmental claims are genuinely green.</p> <p>This Plan to be cross-referenced to the GCC to ensure we are open, transparent and honest about our emissions and targets.</p>

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