

**PROSPERO  
GROUP**

# Carbon Reduction Policy



**PROSPERO**  
HEALTH & SOCIAL CARE

**PROSPERO**  
TEACHING

**PROSPERO**  
INTEGRATED

**BANQUO**  
Part of Prospero Group

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# Environmental Policy

## 1 Environmental Policy

Prospero Group Ltd's policy is to conduct all our business in a legal, ethical and responsible manner. We understand our responsibility to long term sustainable growth through the protection of employees, our temporary workers and the clients that we work with. We consider the environmental impact of all our business decisions.

Prospero Group commits to reducing our impact on the environment by complying with relevant environmental legislation and adopting a greener approach to business such as:

- Efficient use of water and energy
- Recycling
- Responsible purchasing for the office
- Minimising waste
- Use of non-toxic products in the offices
- Biodegradable and marine safe cleaning product

## 2 About this policy

- 2.1 This policy outlines our organisation's commitment to reducing our impact on the environment. We strive to continually improve our environmental performance by monitoring progress against objectives on a regular basis.
- 2.2 This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.
- 2.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

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### **3 Who is responsible for this policy?**

- 3.1 The Board has overall responsibility for the effective operation of this policy. Day-to-day operational responsibility for this policy, including regular review of this policy, has been delegated to the Managing Director.
- 3.2 Our policy applies not only at Prospero's premises but anywhere you are working as part of your employment with Prospero. This includes any social occasions or member meetings organised by us or that you attend on behalf of us.
- 3.3 If you have any questions about the content or application of this policy, you should contact HR to request training or further information.
- 3.4 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting HR.

### **4 The complaints procedure**

- 4.1 We aim to resolve any complaints as quickly as possible. All complaints will be treated seriously and confidentially.

### **5 Breaches of this policy**

- 5.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our policies and procedures. Our suppliers are reviewed in accordance with the Prospero code of conduct.

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# Reducing Carbon Production in Identified Key Areas

## Electricity usage in physical office

Prospero have estimated that, over a 12 month period, we utilise 180,000 Kwh of power to run our physical offices across 15 sites and 350 employees. We classify this as Scope 2 emissions. We estimate current total tonnes tCO<sub>2</sub>e CO<sub>2</sub> emissions (tCO<sub>2</sub>e) to be 42.88 tCO<sub>2</sub>e.

### Mitigation

To reduce our CO<sub>2</sub> emissions in this area, Prospero intend to ensure our energy supplier utilise 50% Carbon Neutral and Renewable energy by 2030, 75% by 2040, and 100% by 2050.

## Temperature control in physical offices: Airconditioning, Heating, and Humidity control

Prospero have estimated that, over a 12-month period, we utilise 24,000 hours of Air conditioning and heating across our 15 sites. We classify this as Scope 1 emissions. We estimate current total CO<sub>2</sub> emissions to be 14.5 tCO<sub>2</sub>e.

### Mitigation

To reduce our CO<sub>2</sub> emissions in this area, Prospero intend to ensure energy to power these devices is carbon neutral as outlined about, and we intend to undertake Carbon offsetting exercises to ensure 50% of emitted carbon from these devices is offset by 2030, 75% by 2040, and 100% by 2050.

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## Temperature control in physical offices: Airconditioning, Heating, and Humidity control

Prospero have estimated that 80% of our workforce currently use public transport to travel to work. We classify this as Scope 1 emissions. The remaining 20% utilise private transport, and commute an average of 10 miles a day into the office. Due to a mix of in-office and work-from-home arrangements, our estimate is 35 miles of commuting a week.

70 employees commuting 35 miles a week 40 weeks a year is a total of 98,000 commuter miles a year. This produces 25.85 tCO<sub>2</sub> in the 12-month period analysed.

### Mitigation

To reduce our CO<sub>2</sub> emissions in this area, Prospero intend to monitor three mitigation approaches:

1. Cycle to work schemes
2. Transition to electronic and hybrid vehicles, including implementing a salary sacrifice scheme for employees who use company cars to transition to less emitting vehicles.
3. Government guidance around the sale of new non-fossil fuel vehicles, which will limit their production from 2030.

## Non-commuting travel between offices & International Air travel

Prospero's business model requires the undertaking of occasional Inter-office travel. This enables us to undertake compliance and accountancy audits, have face to face meetings, and meeting our internal management obligations and quarterly board targets. We classify this as Scope 1 emissions

We have utilised the following calculations:

### Tavel between UK Based Offices

- 150 miles as the average distance for an interoffice visit
- 90% of staff utilise public transport for these visits
- 5% of work force to 1 visit per month

Prospero estimate that we emit 1.65 tonnes tCO<sub>2</sub> on inter-office travel taking public transport, and a further 0.81 tonnes tCO<sub>2</sub> on travel using private cars.

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## International Air Travel

Return Trip	Quantity	Estimate tCO2e
London to Sydney	3	20.42 tCO2e
London to Canada	3	10.48 tCO2e
London to New Zealand	3	22.04 tCO2e
New Zealand to Australia	5	2.91 tCO2e
London to Ireland	2	0.42 tCO2e

### Mitigation

Prospero will investigate Carbon Offset options & ensure we embrace environmental friendly air travel models as they develop.

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# Carbon Reduction Plan

**Supplier Name:** Prospero Group LTD

**Publication Date:** 01/09/2023

## Commitment to achieving Net Zero

Prospero Group Ltd is committed to achieving Net Zero emissions by 2050.

Baseline Year: 2022	
Baseline year emissions:	
Emissions	TOTAL (tCO2e)
Scope 1	179.27
Scope 2	42.88
Scope 3	0
Total Emissions	222.15

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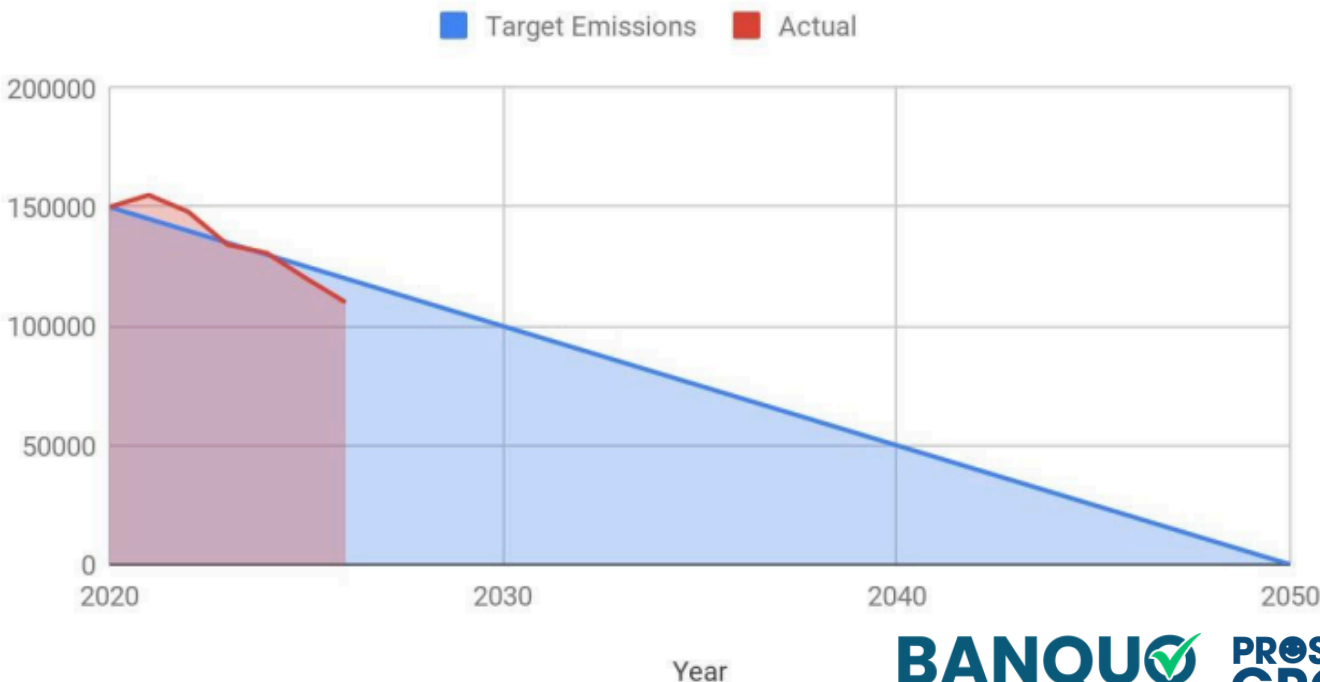
# Current Emissions Reporting

Reporting Year: 2023 – To Be Re-Audited January 2025, looking at Calendar Year 2024	
Emissions	TOTAL (tCO2e)
Scope 1	179.27
Scope 2	42.88
Scope 3	0
Total Emissions	222.15

## Emissions reduction targets

- In order to continue our progress to achieving Net Zero, we have adopted the carbon reduction targets enumerate above.
- We project that carbon emissions will decrease over the next five years to 188.82 tCO2e by 2028. This is a reduction of 15%, assuming current headcount.
- Progress against these targets will be published in the format of the below Graph in January 2024, according to the criteria laid out above:

## Carbon Reduction Projected vs Actual





# Carbon Reduction Projects

## Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 5.55 tCO<sub>2</sub>e, a 2.5%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract.

In the future we hope to implement further measures as listed above.

## 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>

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 Prospero Group



**Date:** 01/09/2024

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

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

3 - <https://ghgprotocol.org/corporate-value-chain-scope-3-standard>