



Carbon Reduction Plan

OUR COMMITMENT TO NET ZERO

Research Resource Scotland Limited is committed to achieving Net Zero emissions by the end of 2026 in line with our Net zero 2026 pledge as an accredited company partner of the Market Research Society.

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	2019
Additional details relating to the Baseline Emissions Calculations	
<p>We have chosen the year 2019 for our baseline year as this was prior to the Covid outbreak and we were working from an office location. We therefore had information that was readily available relating to gas and electricity bills, commuting patterns and methods and also business travel. We did not have any home working staff at this time.</p> <p>We have used the SSE Energy Solutions carbon footprint calculator to calculate our carbon footprint: https://www.sseenergysolutions.co.uk/carbon-footprint-calculator</p> <p>As per the instructions in this calculator, the scope 3 calculation includes staff commuting, in work travel, hotels and the amount spent on purchased goods and services each year. N.B. This is based on average spend based conversion data used from the Greenhouse Gas Protocol's Scope 3 calculator.</p>	
Baseline year emissions	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	2.7
Scope 2	1.3
Scope 3	34.4
Total Emissions	38.43

CURRENT EMISSIONS REPORTING

Current year	2023
Additional details relating to the Baseline Emissions Calculations	
<p>We have chosen the year 2023 for our current year. Our operating model is significantly different as during the pandemic we moved to a home working model and this has been sustained therefore all staff remain working at home and we do not have an office location to commute to. Over this period we have digitised the delivery of our services and are no longer using paper questionnaires therefore significantly reducing the paper waste generated from this and reducing the spend on such products. We have also sought to carry out as many of our activities online as possible such as sharing information, holding staff meetings and client liaison therefore almost eliminating in work travel as much as possible.</p> <p>We have used the SSE Energy Solutions carbon footprint calculator to calculate our carbon footprint: https://www.sseenergysolutions.co.uk/carbon-footprint-calculator</p> <p>As per the instructions in this calculator, the scope 3 calculation includes staff commuting, in work travel, hotels and the amount spent on purchased goods and services each year. N.B. This is based on average spend based conversion data used from the Greenhouse Gas Protocol's Scope 3 calculator.</p>	
Current year emissions	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	0
Scope 3	10.3
Total Emissions	10.3

EMISSIONS REDUCTION APPROACH

Reducing our carbon footprint is at the core of our environmental activities. To further ensure that we are able to achieve this we seek to fulfil the following objectives:

1. To minimise adverse impact on the environment in the way we operate, continually considering how we can reduce our carbon footprint and to follow good, sustainable practice.
2. To integrate sustainability considerations into all our business decisions
3. To increase employee awareness of our commitment to Net Zero and reducing our carbon footprint and ensure that staff are committed to implementing and improving it.
4. Conscious consideration of the level of travel required and the mode of travel, encouraging lower carbon transportation options.
5. To take account environmental considerations and commitment to Net Zero in our procurement.
6. Reduce our organisations use of energy, water and minimise waste by reduction, re-use and recycling where possible.

We have made significant steps towards reducing our carbon emissions by changing our operating model to a home based model, digitising our operations and reducing or eliminating in work travel, where possible.

To continue to reduce our carbon footprint we will do the following:

- 1. To comply with environmental legislation:**
 - Research Resource will continue to monitor environmental legislation developments in relation to waste disposal, with a view to adopt/ amend internal practices wherever practicable.
- 2. To minimise adverse impact on the environment in the way it operates and to follow good sustainable practice:**
 - *Material and Resources*
 - Research Resource make every attempt to use recycled products such as paper, where possible.
 - We will only purchase paper from FSC suppliers.
 - Research Resource will undertake the majority of communications electronically, minimising the use of paper.
 - In addition to this, Research Resource will promote the use of paper by double-side printing and copying and using scrap paper before recycling. All paper will be 100% recycled and all paper documentation will be securely shredded and recycled in the office. Additionally, all toner cartridges will be returned to the manufacturer to be recycled.

- Research Resource encourages all staff, manufacturers, suppliers and contractors to minimise the volume of packaging used and to reuse and recycle packaging where possible.
- *Conservation of energy, water and other resources*
 - Furthermore Research Resource are committed to the conservation of energy and water. Steps will be taken to ensure that energy and water consumption is monitored and that measures are in place to aim to reduce consumption.
 - To minimise the use of energy, all staff are encouraged to turn off lights in their home offices, when not in use. All staff are responsible for shutting down computers and turning off all electrical equipment at the plug every evening before leaving their home office.
- *Transport issues relating to travel to work and meetings*
 - Consideration of the requirement to travel to work meetings will be at the heart of decision making and, where possible, meetings will be held online as opposed to in person in order to minimise the requirement to travel.
 - If travel is required, Research Resource staff are actively encouraged to utilise environmentally friendly forms of transport both to and from work. Staff will be encouraged to walk, where practical, take public transport instead of private transport, where practical or car share, where necessary to travel by car.
 - Research Resource Directors drive electric/ hybrid vehicles.

3. To increase employee awareness of environmental issues:

- Employee awareness of environmental issues and their impact will be enhanced by ensuring all staff are briefed and receive a copy of Research Resource's Environmental Policy and our progression towards our carbon reduction targets
- All staff will have the power to introduce any new initiatives which would lead to energy efficiency or reducing the environmental impact or carbon footprint of the work that we do.
- We promote responsibility for the environment within the organisation.

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 0 tCO₂e by 2026.

Our progress has already been seen with regard to reducing from 38.43 to 10.3 tCO₂e.

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 company 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 (or equivalent management body)

This Carbon Reduction Plan has been reviewed and signed off by the Directors of Research Resource and is signed on behalf of Research Resource by



Lorna Shaw, 22nd May 2024.