

Optimat Limited

Carbon Reduction Plan

Publication date: April 2025 (based on 2024 data)

Commitment to achieving Net Zero

Optimat Limited is committed to achieving Net Zero emissions by 2050. Previously our target was 2030. However, analysis of scope 3 carbon dioxide equivalent (CO₂e) emissions relating to business travel has identified that 93% of these emissions come from flights. We are, therefore, reliant on the aviation sector reducing emissions to achieve Net Zero, as we have no scope 1 or scope 2 emissions under our control. The [current UK aviation strategy](#) is to achieve Net Zero by 2050 and best practice is to limit use of carbon credits, [as stated by the Science-based Targets Initiative](#):

'The use of carbon credits must not be counted as emission reductions toward the progress of companies' near- or long-term science-based targets. This means that companies cannot purchase carbon credits as a substitute for emission reductions'.

Baseline Emissions Footprint

Optimat Limited introduced an Integrated Management System in 2012. Since 2012 we have been independently certified on an annual basis by UKAS registered accreditation body, NQA. The certification covers both ISO9001 - Quality Management System and ISO14001 Environmental Management System. As part of our ISO14001 certification, we monitor and report our CO₂e emissions annually. We also plan and engage in strategies to continuously improve our carbon reduction performance, in line with the requirements of the ISO14001 standard.

Baseline Year: 2023 *(Note that our previous baseline year was 2012 but this included scope 2 emissions from our previous office in East Kilbride and had limited scope 3 emission measurement)*

Additional Details relating to the Baseline Emissions calculations.

Our approach to reporting and managing our carbon emissions has been described as *'best in class for a company of our size'* by our external ISO14001 auditor (NQA).

Our scope of emissions includes those arising from:

- Business travel using employees own vehicles and hire car use (measured based on expenses claim data which includes miles travelled and the CO₂e/km data from DVLA for the vehicles used, except hire cars where an estimate of CO₂e/km is used)

- Business travel using modes other than employee vehicles and hire cars (i.e. plane, train, etc) (we started to collect this data from 2023 onwards)
- Employee commuting from home to office (2023 onwards)
- Estimated office and home energy use (2023 onwards)

We currently exclude CO₂e emissions relating to the following sources (and have no current plans collect this data in future):

- Emissions from waste generated in the business (as a professional services consultancy this is limited to the equivalent of household waste). We currently use general waste and recycling containers provided by our landlord and, as such, the waste and recycling contracts are not within our direct control.
- Upstream and downstream transport and distribution emissions. We are a professional services consultancy meaning we have no direct supplies and distribute no physical products. We therefore regard this as not significantly relevant to our CO₂e emissions.

Baseline year emissions (2023):

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 – we have no Scope 1 emissions
Scope 2	Grid electricity use in office was 0.078 tCO ₂ e in 2023. This related to the first quarter of the calendar year when we still had an office with metered electricity supply. Our current office has no metered supply so we have no scope 2 emissions from Q2 2023 onwards
Scope 3 (Included Sources)	Business travel using employee vehicles – 0.353 tCO₂e (<i>all of which occurs within a UK boundary</i>) Business travel using hire cars – 0 tCO₂e Business travel (flights, train, taxi, bus) – 5.826 tCO₂e (<i>of which 1.306 tCO₂e occurs within the UK boundary and 4.520 tCO₂e occurs outside the UK boundary</i>) Staff commuting – 2.624 tCO₂e (<i>all of which occurs within a UK boundary</i>) Office and home energy use – 6.969 tCO₂e (<i>all of which occurs within a UK boundary</i>)
Total Emissions	15.850 tCO ₂ e (<i>of which 11.330 tCO₂e occurs within the UK boundary and 4.520 tCO₂e occurs outside the UK boundary</i>)

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0 - We have no Scope 1 emissions
Scope 2	0 – We have no Scope 2 emissions
Scope 3 (Included Sources)	Business travel using employee vehicles – 0.159 tCO₂e (<i>all of which occurs within a UK boundary</i>) Business travel using hire cars – 0 tCO₂e Business travel (flights, train, taxi, bus) – 8.342 tCO₂e (<i>of which 1.263 tCO₂e occurs within the UK boundary and 7.079 tCO₂e occurs outside the UK boundary</i>) Staff commuting – 1.286 tCO₂e (<i>all of which occurs within a UK boundary</i>) Office and home energy use – 6.277 tCO₂e (<i>all of which occurs within a UK boundary</i>)
Total Emissions	16.065 tCO ₂ e (<i>of which 8.986 tCO₂e occurs within the UK boundary and 7.079 tCO₂e occurs outside the UK boundary</i>)

The breakdown of 2024 Scope 3 CO₂e emissions can be shown graphically alongside the equivalent 2023 data:

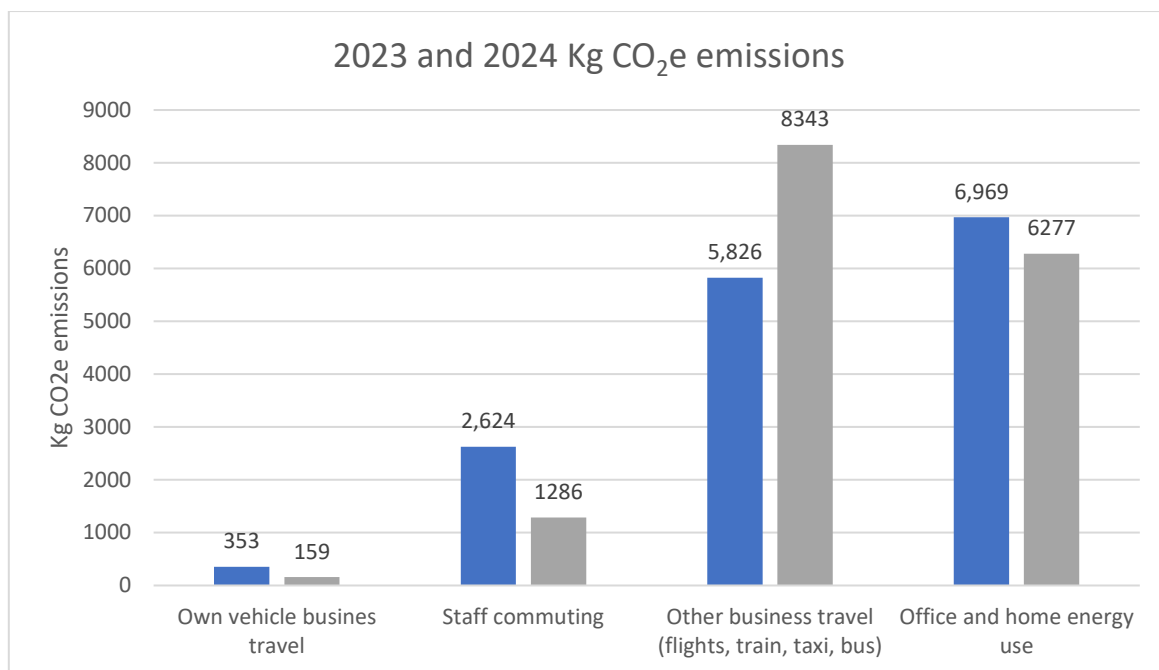


Figure 1: Comparison of scope 3 emissions, by source, between 2023 (blue) and 2024 (grey)

The CO₂e emissions from different business travel modes can be seen in Figure 2, below.



Figure 2 - CO₂e emissions from different business travel modes

This clearly shows that scope 3 business travel emissions are mainly due to air travel, representing 93% of all business travel emissions.

Emissions reduction targets

In previous years we were able to compare annual performance back to 2013, when we commenced measuring our CO₂e emissions. However, it is not valid to compare our complete performance in 2024 with this historic data, for two main reasons:

- In 2023 we moved office at the end of Q1. Our new office is fully serviced and there is no separate billing for energy use. Therefore, our scope 2 energy use in 2023 only relates to the first quarter and is therefore not comparable to previous years
- In 2023, we extended our scope 3 reporting to include a wider range of transport modes (adding CO₂e emissions associated with business flights, train, taxi and bus), an estimate of CO₂e from staff commuting (having previously focused on measuring CO₂e savings from working at home) and an estimate of office and home energy use)

It is, therefore, not accurate to compare total scope 3 emissions in 2024 with previous years. However, it is useful to compare the subsets of scope 3 emissions where comparable historic data exists. For example, we can compare 2024 data on business travel using own vehicles with the same metric in previous years. Figure 3, below, shows this data.

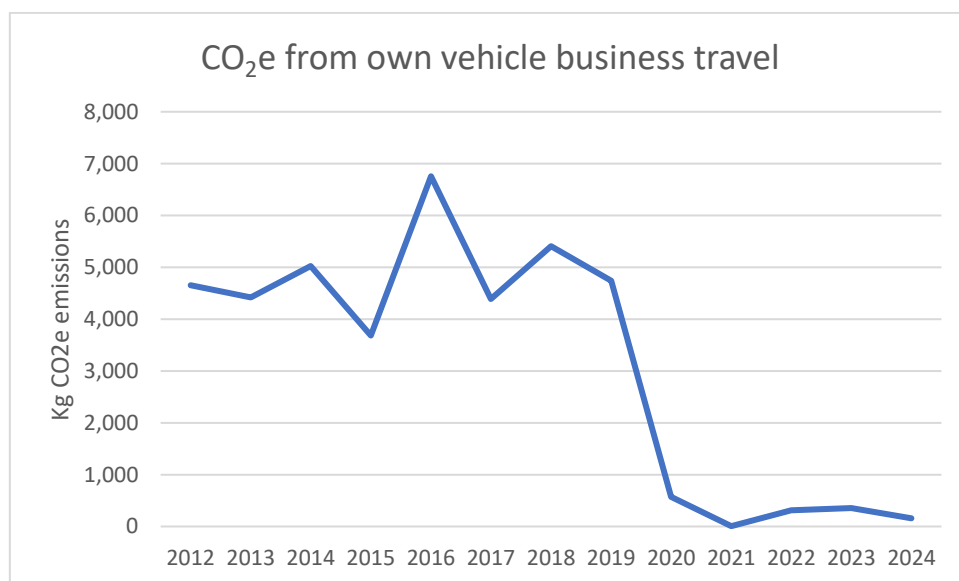


Figure 3: 2012 to 2024 CO₂e emissions from own car business travel

This shows a significant fall in CO₂e emissions from own car business travel in 2020, due to restrictions on travel from the Covid pandemic. It is clear that this has not rebounded to previous levels in the last two years as there is much greater levels of acceptance of using online platforms for meetings. Of course, the client may specifically request face-to-face meetings or there can be a requirement to travel for in-person conferences. However, the use of online meetings is the default position for Optimat staff and business travel is therefore significantly lower than previously.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the we started to measure our CO₂e emissions in 2012.

- Resetting heating timer controls for the office electric heating system, reducing temperature and number of hours of operation compared to the previous situation.
- Change of electricity supplier to Ecotricity, on a 100% renewables tariff (although the impact of this on reported CO₂e emissions is not included in the above data as a location based method is used (based on grid average emissions). We will add a market based method in future reporting to reflect the lower emissions intensity of our supplier.
- The introduction of a Business Travel Policy stating that non-travel meeting options should be the preferred option. Where this is not possible then a hierarchy of transport modes is used. This hierarchy seeks to reduce environmental impact, whilst maintaining employee safety.
- The introduction of a grey fleet policy encouraging employees to consider carbon emissions when selecting replacement personal vehicles. The average grams of CO₂e emitted per km travelled of personal vehicles has reduced by 37% by 2024, compared to the baseline of 2012. The annual reduction is shown in Figure 4, below.

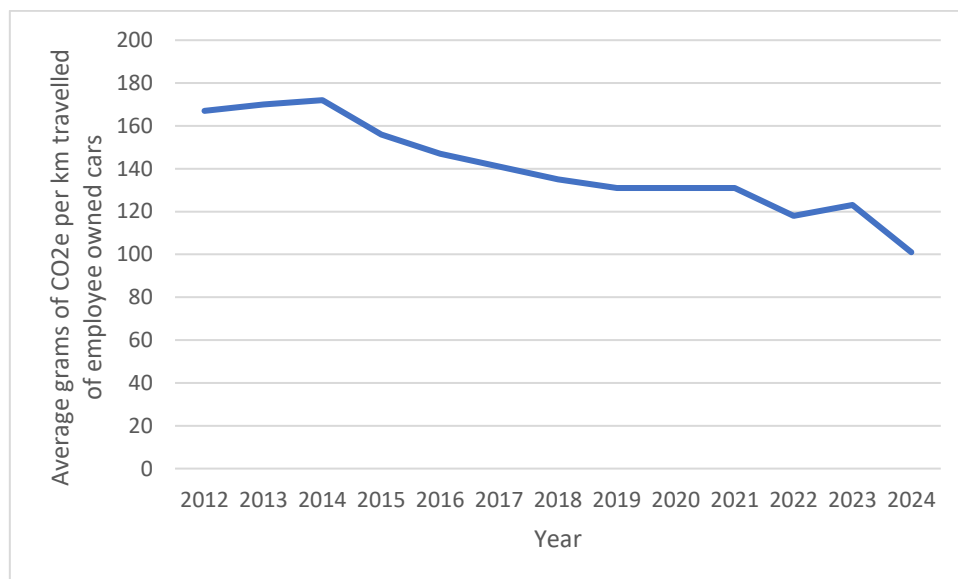


Figure 4 - Average CO₂e emissions per km of employee-owned vehicles

- We also introduced a home working policy. We previously measured the CO₂e savings arising through home working but from 2023 data onwards we are measuring emissions from staff commuting, as this is better aligned with reporting norms

From 2023 onwards we have changed the scope of the emissions data we measure and report. This is driven by the following projects:

- Moving to a smaller office, located in Glasgow City centre as of Q1 2023. This reflects the increasing use of home working and will provide more opportunities for

using lower carbon intensity travel for commuting and business travel. As we no longer contract directly with an energy supplier our associated emissions will be classed as Scope 3 (emissions from purchased goods and services) rather than Scope 2 emissions from directly purchasing grid electricity.

- Expansion of our home-working policy (compared to pre-pandemic) where employees have the option of working from home for the majority of their working time. Employees are encouraged to work from the office for two days per week and to use public transport or active travel when commuting, where possible.
- We continue to maximise the use of online tools (such as MS Teams) for meetings, subject to agreement with each client project manager
- We have expanded the scope three emissions measured, as described previously. This allows us to better understand the key sources of our emissions and this is important as we no longer have scope 2 emissions

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of Optimat Limited:



Deborah Creamer,

Managing Director

Date: 24th April 2025

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>