



Carbon Accounting Systems
**ENERGY AND ENVIRONMENTAL
POLICY**



Carbon Accounting Systems

This document has been written by and on behalf of Carbon Accounting Systems and the original was checked by:

Signed & Dated

Shane Hughes
Director

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Revision number	Revision date	Approved by	Reason for revision	Changes made
1	01.10.08	Shane Hughes (Director)	1st edition	
1.1	05.04.09	Shane Hughes (Director)	End of year environmental figures calculated	Addition of targets section
2	01.10.09	Shane Hughes (Director)	Annual review	



Energy and Environmental Policy

Carbon Accounting Systems is an organisation that helps improve the energy and environmental performance of our clients. Through our work we aim to find the apex between the smallest practicable negative environmental impact from our own activities and operations, while supporting the largest possible reduction in our client's environmental impact. Moreover, reducing our environmental impacts can create a virtuous feedback loop, strengthening our environmental credentials, in turn fostering client trust which encourages decisive and positive towards increased carbon reductions.

Commitments;

In order to realize our vision of positive transition to a sustainable and vibrant society through commitment, intelligence and creativity, we aim to;

- Ensure that all of our operations and activities are managed in an environmentally efficient and exemplary manner.
- Mitigate our contribution to climate changing emissions, resource depletion, ecosystem breakdown and environmental degradation and inequalities.
- Implement low carbon, low waste and low chemical principals.
- Confront difficult decisions by taking the long-term environmental perspective, which often conflicts with the prevailing short-term economic perspective.
- Test the boundaries between realistic and radical targets for each of our most significant environmental impacts.
- Comply with relevant legislative and regulatory requirements, identifying and applying the best available techniques wherever possible.
- Work towards the relevant certification(s) for a company of our size and industry.
- Regularly review and audit our environmental practices and work with partners to improve our performance and that of our industry generally.
- Continually update our training and knowledge of technology and behavioural best practices. Ultimately aiming to learn from our peers, while working to define environmental best practice in modern business.
- Use our resources wisely, to meet these commitments in a manner that reinforces our activities.
- Communicate our Environmental Policy to employees, suppliers, contractors and other stakeholders and promote an environmentally sensitive behaviour among them.
- Dedicate 1 day of voluntary work, within the community, for every 9 days of work within the company.
- Increase our proportion of business undertaken within our local community.
- Maximizing the use of web conferencing, email and telephone communications during the sales phase of the project.
- Reviewing the need for site visits and limit where practicable.
- Receiving and sending all documentation, including contracts, electronically where practicable.
- If physical documents are needed, paper with recycled inputs should be used and unwanted documents are to be recycled.



Carbon reduction targets

Introduction

The majority of our environmental impact is from emitting climate-changing gases in our office and through our transport needs. Carbon emissions have been monitored during the year ending April 1st 2009.

Fundamentally, the monitoring of Carbon Accounting Systems' environmental impacts is not complex. The bulk of the carbon emissions (85%) are from office energy use and the remaining from transport to customer premises and training etc. Therefore target setting is focused around these two areas.

Data collection demands

During the monitoring period no sub contractors were used and therefore no primary data from third parties was needed. Although waste is a key consideration, as a service provide we have a very low material through put, therefore we have very little in the way "embedded" emissions, emitted by services providers upstream in the supply chain and the majority of our impact data, is available internally.

During the year April 2008 to April 2009, the services provided included initial site surveys, full site surveys, training, event footprints, product footprints, company footprints, employee commute audits and post survey briefings. The average service included 1.35 paid consultant days, with some clients receiving multiple services.

Scope

Carbon emissions from the delivery of Carbon Accounting Systems' services are divided into two main categories, which include "fixed" emissions often called the corporate footprint. This category consists of scope 1 emissions from onsite gas consumed in the office, scope 2 from onsite electricity consumed in the office and scope 3 transport to training, sales and marketing transport and the employee commute. The term fixed is used, as in fixed costs. However, unlike fixed costs these emissions can be reduced to zero or near zero. The second emissions category includes all sales linked "variable" emissions often called the product or service footprint. In the case of Carbon Accounting System's services this only includes scope 3 transport for site visits.

2008/09 Carbon emissions

In the year ending April 1st 2009 Carbon Accounting Systems emitted 50.4kg/co2 per paid consultant day or 78.1kg/co2 per service delivered. All services are attributed a pro rater share of the "fixed" carbon burden from offices and training, which is included in the aforementioned figures. Attribution is based on the product or service's share of the total annual consultant days.

Carbon payback

In 2008/09 for every 1kg/co2 emitted by our business activities, we recommend about 2tco2 (1956kg/co2) of savings to our clients. A significant portion of our work is Energy Audits and Opportunity Assessments direct to our clients or through the Carbon Trust. The Carbon Trust estimates that around 33% of recommendations are implemented. Therefore, we estimate that for every kilo of carbon emitted, 652kg/co2 is saved by our clients. Clearly, its not the case that 1kg/co2 invested directly equates to 652kg/co2 saved. For our clients to make these savings, considerably more carbon will need to be invested, for example, embedded in the



energy saving materials and equipment purchased. Additionally, multiple factors, including and as well as Carbon Accounting Systems, will influence our client's carbon savings approach. However, these figures stand as useful internal targets, they describe areas such as company emissions and recommendations, as well as client implementation. These are all aspects that Carbon Accounting Systems can influence, set targets around and monitor progress. Our target for 2009/10 is a tonne of carbon saved by our clients for every kilo emitted by us.

2009/10 Targeted carbon emission reductions

Office

Measure: **Increase the quantity of consultant days delivered** – Action: Reduce emissions per consultant days by increase the quantity of consultant days, while office emission remain constant – Savings: A significant shift, including an increase of overall emission by up to 75%, largely due to extra transport for site visits, while a decrease in emission by functional unit, in this case consultant days, by up to 65%.

Measure: **Increased efficiency though better controls on heating system and boiler** – Action: Lower set points, turn off longer during summer months, improved Thermostatic Radiator Valves and install optimum start – Savings: a reduction of 10% against current gas figures

Measure: **Reduced energy consumptions through better management of communal lights and electrical equipment** – Action: Switch off when daylight is sufficient and consistently switch of lights and equipment at night – Savings: 5% against current lighting and equipment use.

Measure: **Increased renewables** – Action: To be discussed with landlord – Savings: 30% of Gas and 100% of electricity (Not applicable for 2009/10)

Training

Measure: **Increased Professional Development and use of webinars** – Action: Double the amount of training development activity, with 33% to 50% of this completed via webinars - Savings: The acts of simultaneously increasing professional development and increasing the use of webinars are estimated to cancel each other out, with savings of 0%.

Site visits

Measure: **Increased use of low carbon modes of transport** - Action: Replace single passenger car journeys with walking, cycling, public transport and car shares. This measure is relevant both to site visits and to training courses – Savings: 5% efficiency against related emissions.

Measure: **Increased services for local clients** – Action: Marketing and cultivation of products and services to local clients, reducing the average distance traveled per site visit and the potential for the use of cycling and walking – Savings: 6 to 8% of transport emissions

Measure: **Increased delivery of services that do not rely on site visits** – Action: Marketing and cultivation of products and services, such as product footprinting, that often doesn't need site visits, to reduce the need for transport – Savings: 10% of transport emissions

Measure: **Increase the average size of non-local sites visited** – Action: Marketing and cultivation of products and services to clients with larger sites, i.e. warranting more than 2 consultant days per site visit.