Carbon Reduction Plan for ActionAid UK

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Created by:

Positive Planet, ActionAid UK

Our Commitment.

ActionAid UK is committed to achieving Net Zero emissions by 2040.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations. They are defined as "science-based" when they align with the scale of reductions required to limit global temperature increases to 1.5ºC compared to pre-industrial temperatures. SBTs provide organisations with pathways to sustainable transformational change to accelerate the transition to a low carbon economy.

For us, this means that we will need to reduce our absolute carbon emissions by at least 90% from our baseline year, or achieve (and maintain) a carbon intensity metric of <1 tonne CO_2e per employee, whichever comes soonest. To keep ourselves on track with these long-term targets, we have set the following near-term goals:

- Reduce our Scope 1 & 2 emissions to zero by 2030.
- Reduce our Scope 3 emissions by 40% from our baseline year by 2026.
- Reduce our Scope 3 emissions by 72% from our baseline year by 2030.

Scope 1 emissions: *direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from combustion of fuels in on-site boilers, furnaces, or vehicles.*

Scope 2 emissions: *indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.*

Scope 3 emissions: *all other indirect greenhouse gas emissions that occur in an organisation's value chain, including emissions from upstream and downstream activities.*

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Our Carbon Footprint.

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. We have chosen to set our baseline year as January 2020 – December 2020.

Baseline Year: 2020	
What has been included in the carbon footprint? All Scope 1 & 2 emissions have been measured (excluding Fugitive Emissions due to lack of data availability), plus the following Scope 3 Emissions: - Purchased Goods & Services - Capital Goods - Fuel & Energy Related Services - Business Travel - Transportation & Distribution (Downstream) - Transportation & Distribution (Upstream) - Employee Commuting & Home Working - Operational Waste & Water	
EMISSIONS	TOTAL (tonnes CO_2e)
Scope 1	4.899
Scope 2*	Market-based: 5.793 Location-based: 55.959
Scope 3	2,676.736
Total Emissions*	Market-based: 2,687.428 Location-based: 2,737.594

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Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.

Carbon Intensity Metrics

Baseline year: 2020	CARBON INTENSITY METRIC (tonnes CO_2e / unit)
Employees	12.7
Turnover (£)	53.3

Based upon 211 employees, and £50.3M turnover during the measurement period. We are using Market-Based emissions to calculate our intensity metrics.

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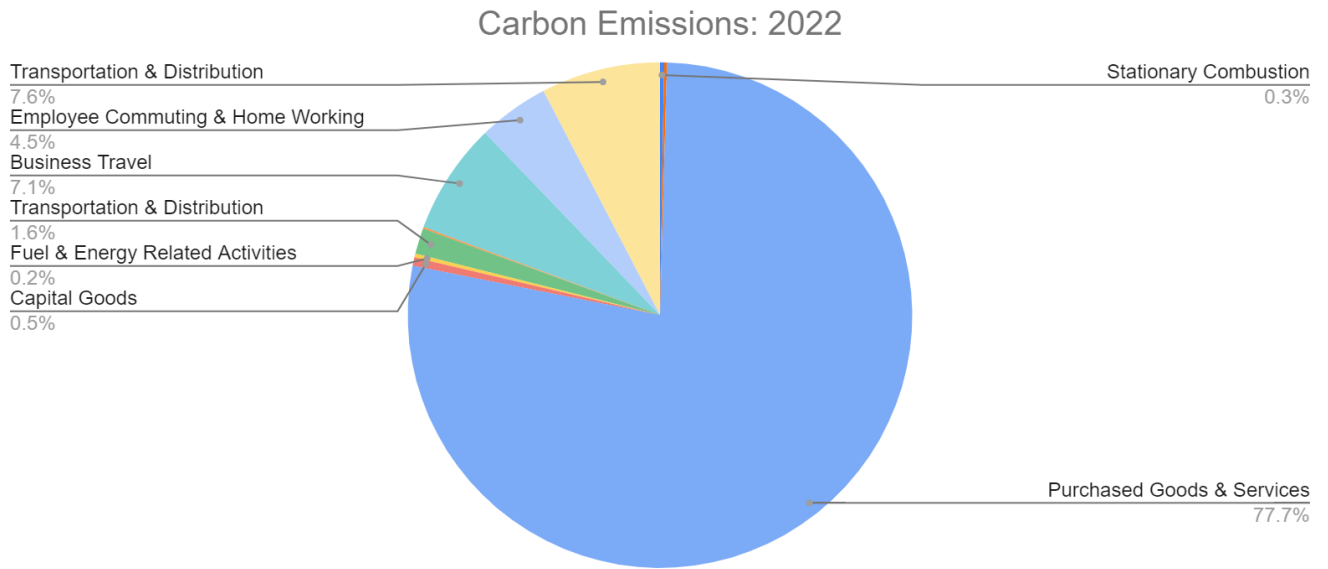
Current Emissions Reporting

Current Reporting Year: 2022	
Has anything different been measured compared to the baseline year? The reporting boundary has remained consistent.	
EMISSIONS	TOTAL (tonnes CO_2e)
Scope 1	4.881
Scope 2*	Market-based: 3.422 Location-based: 50.637
Scope 3	1,878.017
Total Emissions*	Market-based: 1,886.320 Location-based: 1,933.535

Carbon Intensity Metrics

Current Year: 2022	CARBON INTENSITY METRIC (tonnes CO_2e / unit)
Employees	9.8
Turnover (£)	31.7

Based upon 192 employees, and £59.6M turnover during the measurement period. We are using Market-Based emissions to calculate our intensity metrics.

Carbon Emissions Breakdown

Carbon Emissions: 2022

- Transportation & Distribution 7.6%
- Employee Commuting & Home Working 4.5%
- Business Travel 7.1%
- Transportation & Distribution 1.6%
- Fuel & Energy Related Activities 0.2%
- Capital Goods 0.5%
- Stationary Combustion 0.3%
- Purchased Goods & Services 77.7%

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Carbon Reduction.

Our Net Zero targets

ActionAid UK is committed to achieving Net Zero by 2040. To do this, we will need to reduce our absolute carbon emissions by at least 90% from our baseline year, or achieve (and maintain) a carbon intensity metric of <1 tonne CO_2e per employee, whichever comes soonest.

We have set the following near-term targets to 2030 to keep ourselves on track with our ultimate Net Zero goal. Targets for the remaining period will be set as we progress closer to 2030.

- Reduce our Scope 1 & 2 emissions to zero by 2030.
- Reduce our Scope 3 emissions by 40% from our baseline year by 2026.
- Reduce our Scope 3 emissions by 72% from our baseline year by 2030.

Progress

EMISSIONS	TOTAL CARBON FOOTPRINT (tonnes CO_2e)		% REDUCTION
	Baseline year: 2020	Current year: 2022	
Scope 1	4.899	4.881	0.4
Scope 2	5.793	3.422	40.9
Scope 3	2,676.736	1,878.017	29.8
Total emissions	2,686.428	1,886.320	29.8

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EMISSIONS	CARBON INTENSITY METRIC (tonnes CO_2e / unit)		% REDUCTION
	Baseline year: 2021-2022	Current year: 2022-2023	
Employees	12.7	9.8	22.8
Turnover	53.3	31.7	40.5

We are on track to achieve our near-term targets and will therefore continue to accelerate our progress.

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented since the start of our baseline reporting period.

Activity	Completion Date	Scope
Committed to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Year 1: appointed Positive Planet to support with calculating baseline carbon footprint and emissions reduction recommendations.	2021	1,2,3
Created a Green Team to lead initiatives. The team includes members from different departments to support the roll out of initiatives and management of data.	2021	1,2,3
Encouraged both offices to reduce and sort waste. Used technology is donated rather than discarded.	2021	3
Implemented a Supplier Code of Conduct to outline ActionAid UK's environmental expectations of all suppliers. AAUK prefers to purchase environmentally preferable products and/or services (EPP). When procuring goods and services, we consider criteria such as energy efficiency, recycled content, and recyclability in addition to price and quality. Per our Procurement Policy, ethical and sustainability screening is carried out on all suppliers.	2023	3

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Where a conflict is found, we will not contract with that supplier.		
Colleagues are encouraged to utilise the Sustainable Travel Policy when commuting or travelling for Business. This policy includes support for hiring bicycles and car-sharing. In addition, ActionAid UK works to combine overseas business trips, reducing the total number of flights required.	2023	3
100% plant-based catering is in place at most ActionAid UK events. This significantly reduces the emissions associated with hosting such events, while positively influencing stakeholders.	2021	3
Motion activated lighting is in use in all areas of our offices to reduce energy consumption and wastage.	2020	2

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Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

REDUCTION PLANS – Scope 1 & Scope 2				
Activity No.	**Activity**	**Target Date**	**% Reduction Target**	**Category**
1	Moving London office to premises with 100% renewable energy sources for energy.	2026	100% (market-based)	Purchased Electricity
2	Encourage the landlord/management company at the Chard office to procure a 100% renewable electricity tariff. This change will reduce market-based emissions (from chosen tariff) from the Chard office to 0 tCO2e.	2025	100% (market-based)	Purchased Electricity
3	Total location-based electricity emissions (National Grid energy mix) are still 50.64 tCO$_2$e, providing an opportunity to reduce energy use. We will implement behaviour change initiatives within the workplace for reduction of emissions, including clear messaging for turning off lights, monitors, computers, and other electrical appliances where appropriate. High-level monitoring of energy use is key to understanding further pinch points.	2024	20% (location-based)	Purchased Electricity

4	Implement energy efficiency measures to reduce the overall amount of electricity consumed at sites. Optimise operational procedures and implement energy management systems (such as ISO 14001). Examples of reduction measures include upgrading lighting, introducing more sensor lighting, installing timers on sockets/equipment. Also review and renew inefficient equipment (when at end of life), and actively consider the energy efficiency of equipment when new purchases are required (e.g. laptops, fridges, dishwashers). Invite colleagues from different sites to openly explore challenges and barriers to collaboratively find solutions for reduction.	2024	10% (location-based)	Purchased Electricity
5	When selecting the new London office, either select a site with no air conditioning or investigate the refrigerant gases used. If there is air conditioning, it will be serviced by lower-carbon refrigerant gases.	2025	N/A	Fugitive Emissions

| 5 | To completely reduce market and location-based energy emissions to zero, seek to install on-site renewable energy generation technologies such as solar PV panels, solar heating, heat pumps (following an energy audit to assess feasibility and payback periods), to generate 100% of heating and energy demand. If the traditional gas boiler at the Chard site is not replaced at this time, it may be supported by a hybrid system which integrates solar and/or heat pumps with the existing facilities.

If the UK Grid is 100% powered by renewable energy before this point, Scope 2 location-based (and market-based) electricity emissions will already be zero. | 2030 | 100% (location and market-based) | Stationary Combustion

Purchased Electricity |

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to **0 tCO_2e by 2030**.

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	REDUCTION PLANS – Scope 3			
Activity No.	**Activity**	**Target Date**	**% Reduction Target**	**Category**
1	Consider training and engagement for the Green Team, leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), certified Carbon Literacy training for all applicable - to roll out to the wider workforce and share with external stakeholders where appropriate. On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.	2023/ 2024	2.5 - 7.5%	Commuting & Home Working Business Travel
2	Commit to a Sustainability Audit or Survey to request further information regarding credentials – starting with a list of top ten suppliers according to categories of spend and supplier type. This data collection will support reduction journey by gathering important data for year two measurement & encourage supply chain integration towards Net Zero. Complete this audit in Two Phases – 1. Identify suppliers for engagement. 2. Formulate and collect data (survey/scoring) Once completed prioritise suppliers with lower carbon footprints as part of the above	2024	20%	Purchased Goods & Services

	phased approach. This may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items. Develop and monitor procurement policy for all new suppliers to align to Net Zero goals, with the aim of 70% of these suppliers (by emissions) having credible carbon reduction goals in place.			
3	Review logistics partners/couriers where relevant and utilise the above Sustainable Procurement Policy. Work with providers to gather their emissions data, and/or switch to lower-carbon providers.	2024/ 2025	20%	Upstream Distribution Downstream Distribution
4	Develop a Sustainable Travel Policy to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate. Monitor and consider alternatives to air-based travel as a priority and commit to offering support to workforce with options for active travel schemes; such as bike to work or car sharing opportunities. Utilise the sustainable travel hierarchy – Digital communication Walking & wellbeing Cycling Public and shared transport Public and shared EV's and car sharing ICE vehicles and car sharing Air Travel	2024	15%	Business Travel Commuting

	Consider creative ways to engage and support the workforce to influence change. Examples include extra holiday days for low emission travel choice, bonuses, subsidised travel, equal mileage payments for diesel/petrol/EVs/cycling.			
5	Explore options to reduce the carbon intensity of distribution and significantly reduce the total distribution required each year. This includes avoiding air freight for 50% of physical sponsorship messages. Further considerations may involve a new product, enhanced focus on digital products, or an updated distribution system.	2029	40%	Upstream Distribution, Downstream Distribution, Purchased Goods & Services
6	Include criteria for Sustainability weighting when developing all new products / offerings. For example, in the development and prototyping process, priority will be given to a product which does not require significant distribution, printing, or material use.	2026	30%	Upstream Distribution, Downstream Distribution, Purchased Goods & Services
7	Enhanced efforts to combine business travel to reduce total trips, including the requirement for an approved Business Case for all flights, with an aim to reduce total business flights emissions (vs base year) by 60%.	2025	45%	Business Travel
8	Provide budget, time, and resource allocation for dedicated staff member/s to support ActionAid's decarbonisation goals, with some level of authority / influence in decision-	2024 - 2026	N/A	All categories

	making processes to streamline the decarbonisation pathway.			

Based upon the above completed and planned initiatives, it is projected that Scope 3 carbon emissions will further decrease over the next seven years from the current normalised measurement of 1,878.017 tCO$_2$e to 658.285 tCO$_2$e or lower by 2030. This is a reduction of 65% and will keep us on track to Net Zero by 2040.
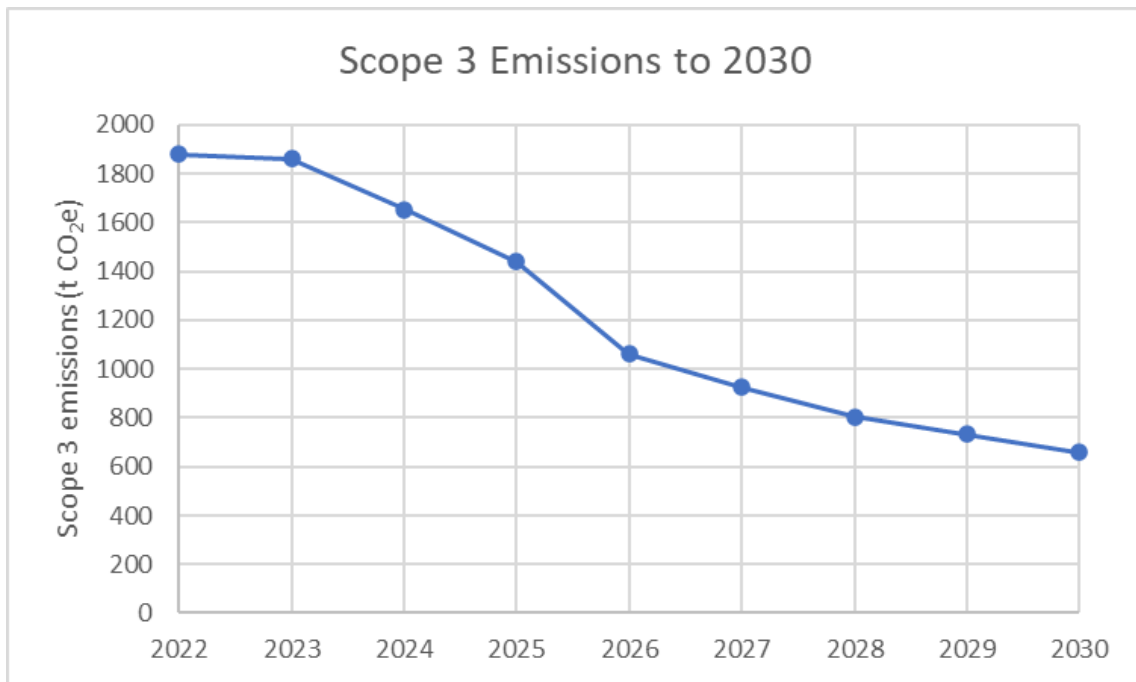
Declaration and Sign Off.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

This Carbon Management Plan has been reviewed and approved by the ActionAid UK Executive Team.

Signed on behalf of ActionAid UK:

John Good

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Name: John Good
Position: Chief Operating Officer, ActionAid UK
Date: 19 October 2023

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[1] https://ghgprotocol.org/corporate-standard

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

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