

Carbon Reduction Policy

Policies

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Carbon Reduction Policy

Policy Statement

Brightman Business Solutions is committed to minimising the environmental impact of its operations and contributing to the UK’s transition to a low carbon economy. We recognise the importance of reducing greenhouse gas (GHG) emissions and are fully committed to achieving **Net Zero emissions by 2050**.

This Carbon Reduction Policy sets out our approach to measuring, managing, and reducing carbon emissions in line with government guidance, recognised reporting standards, and continual improvement principles.

Scope of the Policy

This policy applies to:

- All employees, directors, and contractors of Brightman Business Solutions
- All business activities undertaken by the organisation
- All emissions within our operational control and influence

Brightman Business Solutions operates without owned premises or company vehicles. All services are delivered digitally or at client sites. As a result, our emissions profile is primarily limited to Scope 3 emissions.

Baseline Emissions and Reporting

Baseline Year

Baseline Year: 2024

The 2024 baseline represents the first year of formal carbon reporting. No historical emissions data exists prior to this date. Reporting accuracy will improve over time as measurement methods and data maturity develop.

Baseline Emissions Summary

Emissions Scope	tCO ₂ e
Scope 1	0
Scope 2	0
Scope 3 (included sources)	33.4
Total Emissions	33.4

Scope 3 emissions consist of:

- Employee commuting and business travel: **87%**
- Purchased goods and services: **12%**
- Home office energy use: **1%**

Scope 3 Emissions Categories

Brightman Business Solutions reports on the relevant Scope 3 categories applicable to its business model:

Upstream Transportation and Distribution

Not applicable. Brightman does not procure or transport physical goods. All services are delivered digitally, and suppliers provide professional services and software accessed online.

Waste Generated in Operations

Not applicable. The company operates without central premises. Any incidental waste is managed through domestic or client site waste systems and is outside Brightman’s operational control.

Business Travel

Emissions from business travel are monitored and reported using government conversion factors. Travel is undertaken only when necessary and prioritises low emission transport modes, such as rail.

Employee Commuting

Employee commuting emissions are calculated using internal survey data and standard conversion factors. Flexible and remote working arrangements are actively encouraged to reduce travel demand.

Downstream Transportation and Distribution

Not applicable. Brightman delivers consultancy and digital services electronically or in person, with no physical product distribution.

Emissions Reduction Targets

Brightman Business Solutions has established the following carbon reduction targets:

- Achieve **Net Zero emissions by 2050**

- Reduce total emissions from **33.4 tCO₂e (2024)** to **25 tCO₂e by 2029**
- This represents a **25% reduction over five years**

Progress against these targets will be reviewed annually as part of our Carbon Reduction Plan reporting.

Brightman focuses its SBTaligned targets on Scope 1 and Scope 2 emissions, and on priority Scope 3 categories where emissions are material and measurable, in line with SME guidance.

Carbon Reduction Initiatives

Completed Initiatives

Since establishing the 2024 baseline, the following initiatives have been implemented, delivering an estimated **2 tCO₂e reduction (6%)**:

- Reduction in commuting through increased remote working
- Increased use of electric vehicles, including introducing an EV scheme for employees
- Car sharing where practicable
- Use of client provided transport between sites (e.g. corporate coaches)

These measures will remain in effect for the duration of applicable contracts.

Planned Initiatives

To further reduce emissions, Brightman Business Solutions intends to:

- Increase remote working and low carbon commuting options
- Expand use of virtual meetings to reduce travel
- Select suppliers with strong environmental credentials
- Extend device lifecycles and procure refurbished IT equipment,
- Use VDI instead of new laptops to reduce electronic waste
- Offset residual emissions using verified carbon credits where appropriate

Governance and Responsibilities

- The Board of Directors retains overall responsibility for this policy
- Emissions data is monitored and reviewed annually
- Carbon reduction performance is considered as part of business planning and tender submissions
- This policy supports continual improvement in environmental performance

Compliance and Standards

This Carbon Reduction Policy and associated Carbon Reduction Plan is prepared in accordance with:

- **PPN 06/21 (PPN 006) and associated CCS guidance**
- **GHG Protocol Corporate Standard**
- **Corporate Value Chain (Scope 3) Standard**
- **UK Government GHG Conversion Factors**
- **SECR reporting requirements** (for Scope 1 and Scope 2, where applicable)
- **Science Based Targets initiative (SBTi)**
Brightman Business Solutions Ltd is currently preparing to commit to the Science Based Targets initiative (SBTi). As part of this preparation, the organisation is

developing a greenhouse gas emissions baseline and assessing appropriate sciencebased emissions reduction targets in line with SBTi criteria for small and mediumsized enterprises.

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Review

This policy will be reviewed:

- Annually
- Following significant changes to operations
- When reporting standards or government guidance are updated

Document Control and References

Brightman Business Solutions, 35 Ballards Lane, London, London, N3 1XW, United Kingdom.

Changes History

Issue 0.1 (date): 01/03/2024

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Document References