

# Carbon Reduction Plan – Reporting Year 2024/25

SW&H Ltd trading as Scott White and Hookins

Publication date: 3<sup>rd</sup> December 2025

## Defining Net Zero

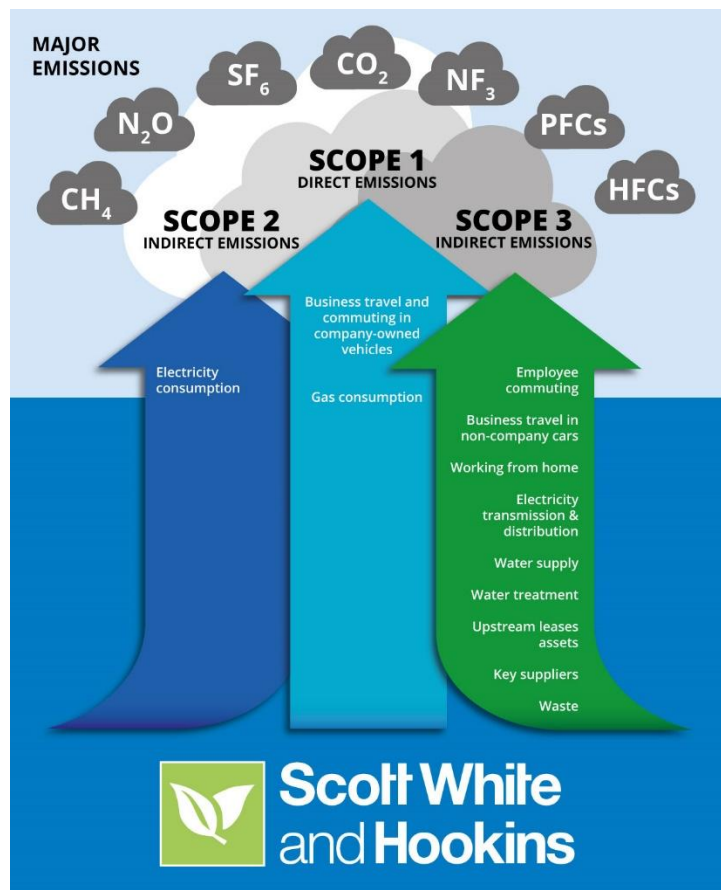
The reduction of absolute carbon emissions as far as possible, with any residual emissions being offset where there is no viable alternative.

## Commitment to achieving Net Zero

Scott White and Hookins are committed to reducing carbon emissions to achieve net zero by 2045. We recognise that this commitment, and more importantly action, is imperative to truly being a responsible company and doing the right thing.

## Scope

The infographic below summarises the emission sources included within our carbon accounting:



## **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 formal carbon emissions reduction strategies. Baseline emissions are the reference point against which emissions reduction can be measured.

### **Baseline Year: 2016**

At Scott White and Hookins (SWH) we have measured consumption data related to Scope 1, 2 and 3 carbon emissions since April 2016, as part of our Environmental Management System, ISO 14001. Our emissions data is reported in line with the financial year, from April to March. SWH's carbon emissions have been calculated in accordance with the GHG Protocol, using DEFRA conversion factors, for the emissions sources detailed in PPN06/21. SWH voluntarily include emissions from homeworking as well.

Scope 1 includes direct emissions only, which involves business travel and commuting in company-owned vehicles, and gas consumption from offices.

Scope 2 encompasses indirect emissions from SWH's electricity consumption.

Scope 3 incorporates employee commuting, business travel in non-company cars, electricity transmission and distribution, water supply, water treatment, key suppliers, waste, working from home emissions, and electricity used for EVs and hybrid cars.

To align with PPN 06/21, the following Scope 3 emission categories are mandatory at the time of writing:

- Business travel: This has been included.
- Employee commuting: This has been included.
- Waste generated in operations: This has been included.
- Upstream transportation and distribution: This has been included.
- Downstream transportation and distribution: SWH does not distribute products to customers, therefore downstream transportation and distribution is not a relevant emissions source.

<b>Baseline Year Emissions: 2016/17</b>		
<b>Emissions</b>	<b>Total (tCO<sub>2</sub>e)</b>	
<b>Scope 1</b>	52	
<b>Scope 2</b>	24	
<b>Scope 3 (Included Sources)</b>	63	
<b>Total Emissions</b>	139	2.54 tCO <sub>2</sub> e per full time employee
<b>Current Emissions Reporting Year: 2024/25</b>		
<b>Emissions</b>	<b>Total (tCO<sub>2</sub>e)</b>	
<b>Scope 1</b>	9	
<b>Scope 2</b>	3	
<b>Scope 3 (Included Sources)</b>	62	
<b>Total Emissions</b>	74	1.35 tCO <sub>2</sub> e per full time employee

Figure 1: SWH's emissions tCO<sub>2</sub>e

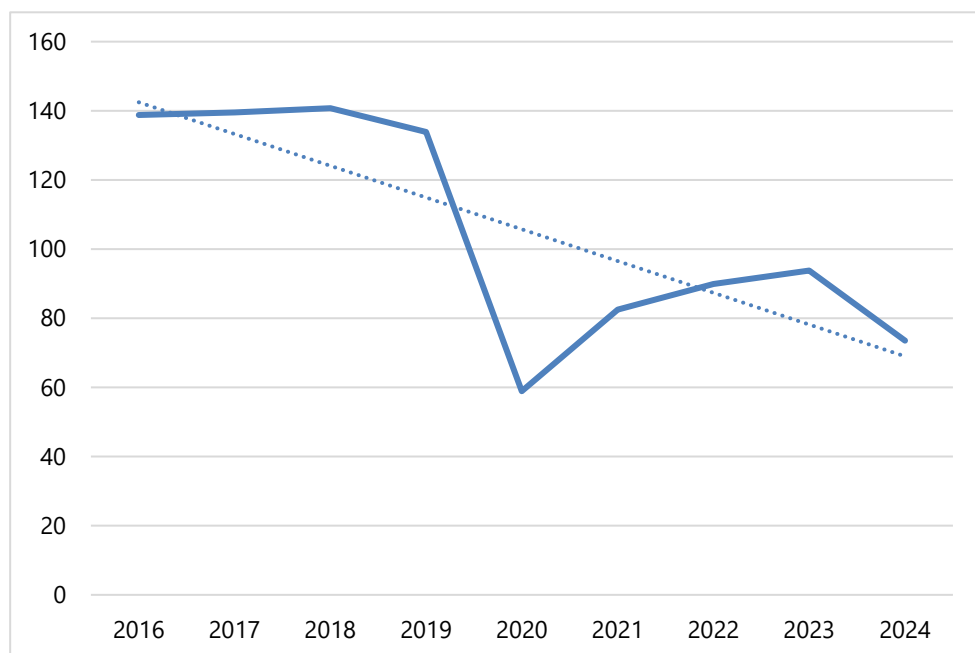


Figure 2: SWH's Scope 1, 2 and 3 emissions tCO<sub>2</sub>e

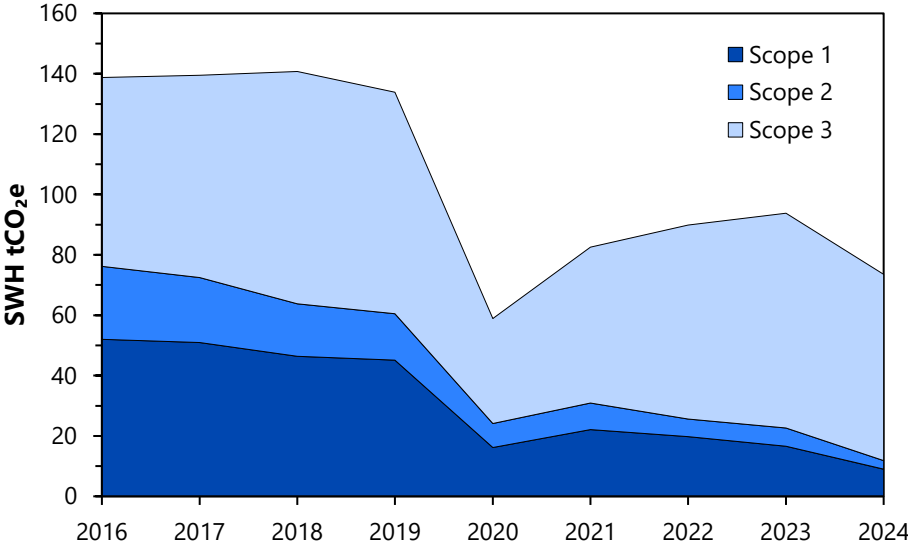


Figure 3: SWH's Scope 1 and 2 emissions kgCO<sub>2</sub>e

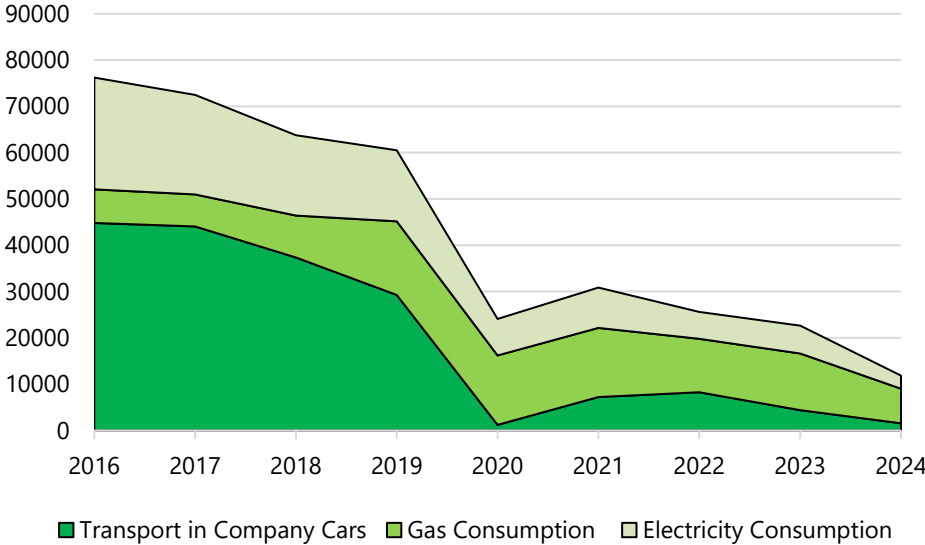


Figure 4: SWH's Scope 3 (included sources) emissions kgCO<sub>2</sub>e

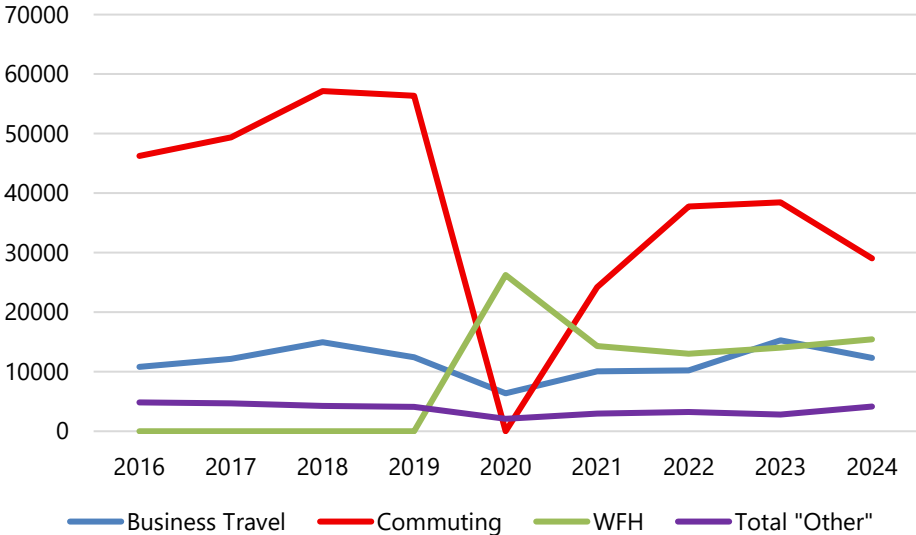
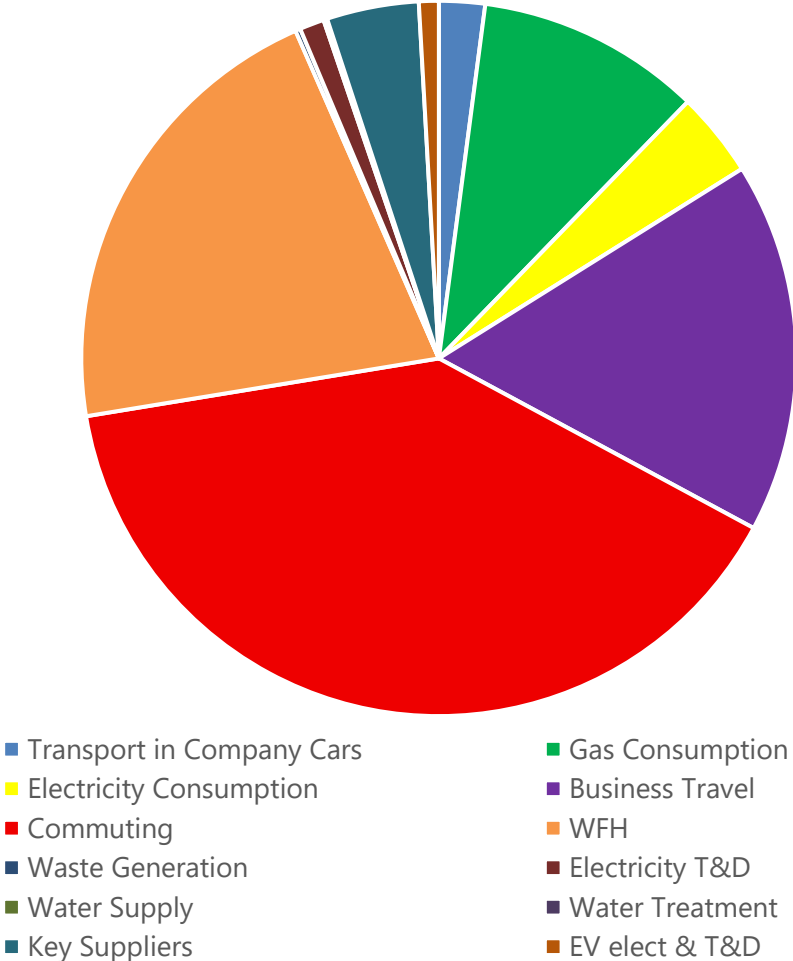


Figure 5: Proportion of all SWH emissions 2024/25



Following a review of the 2024/25 data, the figures indicate that the significant sources of carbon emissions include commuting, working from home, and business travel. For 2024/25, commuting represented 40%, working from home 21%, business travel 17%, gas consumption 10%, and electricity 4% of SWH's emissions.

## Emissions Reduction Targets

We, at SWH, are committed to reducing carbon emissions and have two key targets:

- Reach net zero carbon emissions for Scope 1 and Scope 2 by 2040.
- Reach net zero carbon for Scope 3 emissions by 2045.

## Carbon Reduction Journey Headlines

Since our baseline year, in 2016/17, emissions were consistent and then suddenly declined following the Covid-19 pandemic. Emissions then steadily rose as people began to travel again but have remained significantly below 2016/17 levels.

- Scope 1 emissions have reduced significantly, which looks to be as a result of less company cars (and of those company cars, there are more EV/hybrid cars) and an overall significant reduction in gas consumption following the move from Winchester to Southampton.
- Scope 2 emissions look to have reduced as a result of the new Southampton office being on a renewable energy tariff, and will also be partly due to the period of time when Southampton staff were working from home rather than in the office, due to the issues with the new Southampton office not being ready following the exit from the Winchester Office.
- Scope 3 emissions have reduced as a result of slightly less business travel, less employee commuting, though naturally more working from home emissions.

It is very encouraging to see that SWH's emissions have reduced significantly compared to 2023/24. This year's carbon accounting process highlighted that the greatest emission source that we have 'control' over (Scope 1 and 2) is gas consumption and therefore efforts need to be focused on reducing this. Within Scope 3 (indirect emissions that we have no control over, but we can influence), the biggest emissions sources include commuting, working from home, and business travel.

## Carbon Reduction Initiatives

SWH currently implements the following environmental management measures, which began in 2016 (baseline) and continue to evolve:

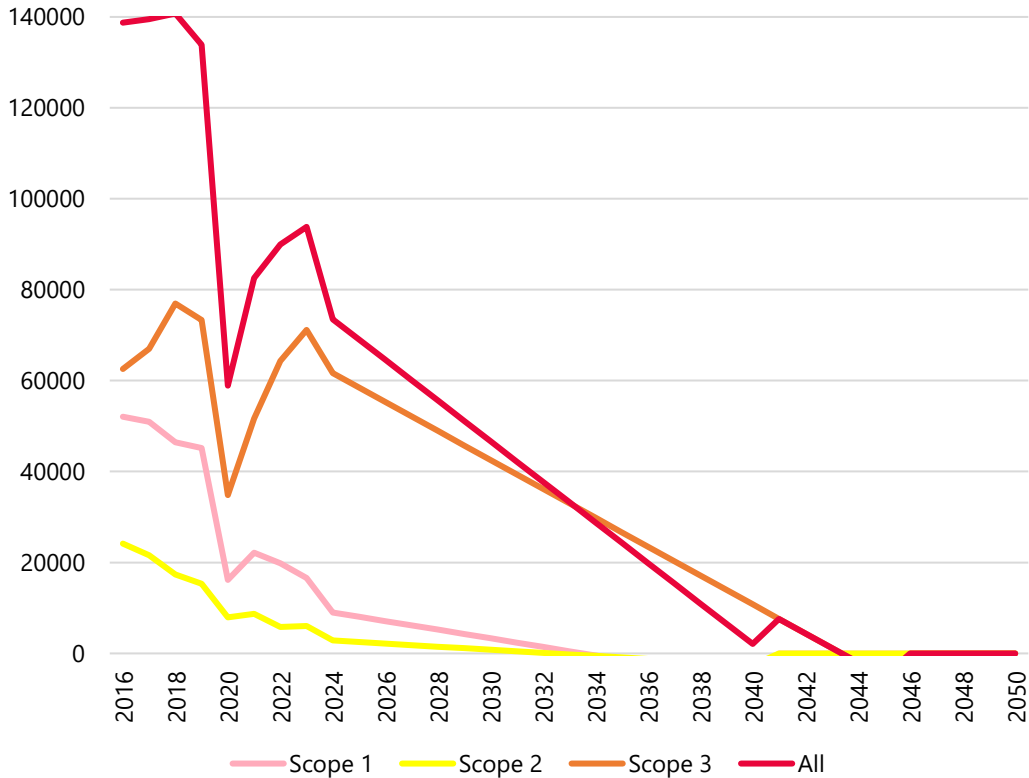
- Implement and maintain ISO 14001 accreditation – the EMS is audited internally and externally annually and follows a process of setting objectives, implementing actions, and reviewing progress.
- Monitor electricity, gas, and waste use and review how to reduce consumption further.
- Monitor waste levels and seek opportunities to reduce consumption.
- Monitor other resource consumption, such as paper, toner, and printing to identify where we can reduce our impact further.
- Work with local companies and suppliers, where possible.
- Deliver environmental and sustainability training to all new staff and provide relevant company/industry updates at each quarterly meeting.
- Offer the Cycle2Work scheme to all staff and encourage employees to commute sustainably.
- Encourage clients to use remote meetings where viable - maximise the use of technology and minimise travel.
- Regularly review our travel patterns and seek opportunities to maximise low carbon transport.
- Raise awareness amongst staff and stakeholders about SWH's journey to net zero.
- Provide services for operational carbon accounting and embodied carbon calculations.
- Offer services to assist clients with their carbon reduction journey.

In the future, SWH endeavours to implement the following carbon reduction initiatives:

- Explore ways to reduce reliance on single occupancy vehicles and increase the use of public transport.
- Work with key suppliers to encourage them to set their own carbon reduction targets.
- Further reduce gas consumption through building improvement measures and education to staff.
- Work with our landlords of our offices to look to get measures in place to accurately monitor our electricity consumption and procure 100% renewable electricity.
- Work with our landlords to review the potential of installation of electric vehicle charging points.
- Review potential installations of PVs the Bedford office, if found viable, install.
- Review and engage with carbon offsetting projects.

There are many changes that need to be made in order to allow us, and any company, to reach operational net zero. This includes the greening of the national grid, a transformation in the way we travel and fuels we use, and utilising natural and manmade technologies to capture the remaining emissions.

Figure 6: Hypothetical Journey to Net Zero Operational Emissions by 2045 (kgCO<sub>2</sub>e)



## **Declaration and Sign Off**

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance with 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<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

Scope 1 and Scope 2 emissions have been reported in line with SECR procedures, 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<sup>3</sup>.

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



**Richard Hemming**

Managing Director

**Scott White and Hookins**

Date: 3<sup>rd</sup> December 2025

<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup> <https://ghgprotocol.org/standards/scope-3-standard>