OPEN eLMS

Carbon Reduction Plan

Company: Open eLMS Ltd

Publication date: 25/08/2022

Commitment to achieving Net Zero

Open eLMS Ltd. has been **achieving Net Zero emissions since 2021**. Further details on this process can be found in the company's Environmental Policy (https://docs.google.com/document/d/12xGYx0pqDpXNK1vE_582NjS_BY4HVY8YLfY1dJO21BU/edit?usp=sharing).

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.

Baseline Year: 2019
Additional Details relating to the Baseline Emissions calculations.
This baseline calculation is consistent with the current method of calculating the company's carbon footprint. The calculation surrounds the following parameters: **Scope 1:** **Car Travel** This includes all journeys made by car to third party clients, exhibitions etc. **Scope 2:** **Office Energy Usage** This is the total carbon footprint per employee calculated based on the work carried out by WSP (https://www.wsp.com/en-GB/insights/office-vs-home-working-how-we-can-save-our-carbon-footprint). **Scope 3:** **Brochure expenditure** Brochure production and transport to Open eLMS Offices. **Train Travel** Mileage to and from meetings by trains/underground. No travel of any other kind was undertaken.

Stationary

Stationary production and transport to Open eLMS Offices.

Postage

Carbon footprint associated with sending mail in line with the Roosevelt Institute, Cornell University calculations.

Office equipment

The footprint involved with the purchase of office equipment such as computers, peripherals etc.

Exhibitions

The carbon spent attending exhibitions including accommodation and stand build (not travel).

Baseline year emissions: 2019

EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	0.640
Scope 2	27.5
Scope 3	1.015
Total Emissions	29.1

Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	0.058
Scope 2	35
Scope 3	0.724
Total Emissions	35.8

Emissions reduction targets

Carbon Offsetting

Open eLMS is a net carbon reducer and to this end offset the carbon via donations to a tree planting scheme. The company has set up a scheme to plant trees to offset 5,000 Kg of carbon every month (far and above the 2,984Kg emitted by the business in 2021).

This gives an estimate of Open eLMS a Carbon Dioxide Removal (CDR) of 24,192 KgCO2/y.

carbon footprint ™

This certificate acknowledges that

eLearning WMB

is offsetting 5 tCO₂e each month

through verified carbon reduction projects

and planting 5 trees in the United Kingdom

from 17 December 2021

Helping to combat climate change
and sustain our environment for future generations

John Buckley
Managing Director, Carbon Footprint Ltd
www.carbonfootprint.com

Emissions Target
Significant improvements have been made to reduce carbon emissions within the company, this is seen in the strong performance in removing paper and reducing unnecessary travel within the organisation. There is little room to make improvements in these areas however - it is also envisaged that post COVID the amount of travel will increase a small amount. Exhibitions too will also have a negative impact, however the company will look at 'greener' options going forward.
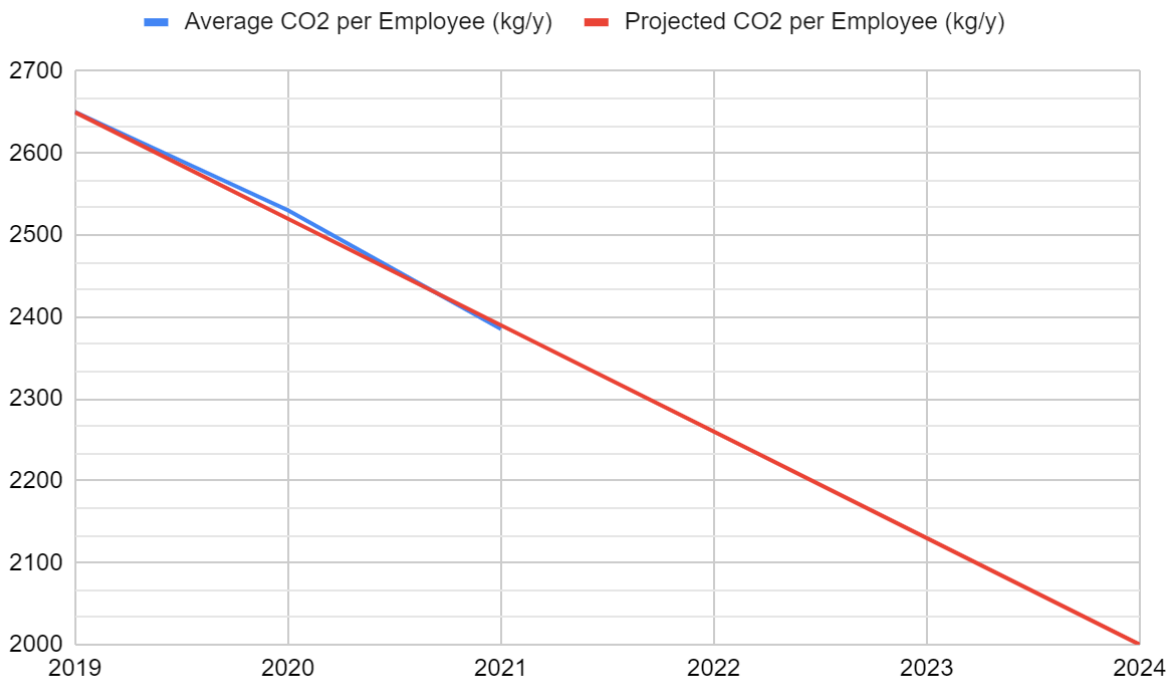
The major contributing factor to CO2 is caused by energy use by home workers. The company will bring in grants to encourage home workers to switch to green energy in order to make reductions in this area; this is being trialled with one employee at present.

Open eLMS projects that carbon emissions will decrease by 2024 to under 2,000 kgCO2/y per employee, representing a reduction of 23%. The current reduction in 2021 from the 2019 baseline is 10%.

At this stage the emissions target will be reassessed, with the overarching aim to create zero emissions at source, although **the net emissions as of 2021 is zero** with an overall reduction in carbon emissions as a result of carbon offsetting.

Progress against these targets can be seen in the graph below:

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 1.1 tCO_2e, a 88%ge reduction against the 2019 baseline and the measures will be in effect when performing the contract

Completed measures to reduce carbon emissions

The goals set out in the Environmental & Sustainability Policy largely contribute to a reduction in waste and the usage of raw materials. This reduction has been accelerated during 2020 due to COVID necessitating the greater use of remove meetings and electronic communication generally.

![Open eLMS logo]

The following measures have in place since early 2020 to reduce the KPI levels.

Brochure expenditure

Employees are encouraged to direct clients to information on the website rather than provide outdated paper brochures. The website has been expanded to include this information. Employees have been encouraged to only send out written material as a last resort if explicitly asked for - this has dramatically reduced the resources in printing these materials.

Face to face exhibitions have also greatly reduced the need for brochures. The company are looking at producing 'virtual brochures' with QR codes for future exhibitions.

Stationary expenditure

Open eLMS have changed its marketing approach to greatly reduce amount of outbound mail sent to companies. COVID has meant that employees are often not physically at a work location, making electronic communication far more effective. It will continue this strategy after the pandemic due to the increased homeworking and environmental benefits.

Postage Expenditure

The company has moved away from physical mail, this has been necessitated by:

- A movement to greater environmental sustainability
- The increased frequency of homeworking
- A paperless office makes printing off a letter far less commonplace

Mileage Expenditure

There has been a dramatic trend towards the use of Teams/Zoom (even before the pandemic) which has further decreased the need for face to face meetings with clients. It would be fair to say that mileage expenses are reduced almost solely to enable company meet ups.

Homeworking has also reduced employee travel to and from the office (not part of the mileage expenses).

Face to face meetings

COVID has introduced everyone to the webinar technology meaning that the days of travelling 400 miles for a client demonstration are over. Face to face meetings are definitely a rare exception and this trend is expected to continue post pandemic.

Future Carbon Reduction Projects

Significant improvements have been made to reduce carbon emissions within the company, this is seen in the strong performance in removing paper and reducing unnecessary travel within the organisation. There is little room to make improvements in these areas however - it is also envisaged that post COVID the amount of travel will increase a small amount. Exhibitions too will also have a negative impact, however the company will look at 'greener' options going forward.

The major contributing factor to CO2 is caused by energy use by home workers. The company will bring in grants to encourage home workers to switch to green energy in order to make reductions in this area; this is being trialled with one employee at present.

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 standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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) Standard[3].

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of Open eLMS:

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Date: ……26/08/2022……….

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[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