



**Topscale UK Ltd t/a Sircle**

**Publication date:** 02/06/2025

**Commitment to achieving Net Zero**

Topscale UK Ltd t/a Sircle is committed to achieving Net Zero emissions by 2040.

**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.

<b>Reporting Year:</b> 2024
Additional Details relating to the 2024 Emissions calculations.
<p>Baseline emission figures for Scope 1 and 2 were calculated based on the following:</p> <p>Scope 1 – Head Office Gas consumption and fuel purchased for company owned or leased vehicles.</p> <p>Scope 2 – Head Office Electricity consumption.</p> <p>Note: Sircle’s Gas and Electricity supplier for 2024 was EDF, Britain's biggest generator of zero carbon electricity <sup>1</sup>.</p> <p>Scope 3 emissions were based on data gathered in 2024 for the following categories and calculated based on figures provided by the UK Government through the Department for Environment Food and Rural Affairs (Defra) for 2024:</p> <p><a href="https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2024">https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2024</a>)</p> <p><a href="https://www.gov.uk/government/statistics/uks-carbon-footprint">https://www.gov.uk/government/statistics/uks-carbon-footprint</a></p> <ul style="list-style-type: none"> <li>• <b>Category 4 - Upstream transportation and distribution (spend-based method)</b> <ul style="list-style-type: none"> <li>○ <i>We have considered delivery of recycling containers and hired survey equipment, the collection of materials to be recycled (paper waste, media, electronic waste), and the return of hired survey equipment. The majority of hired survey equipment is shipped directly to the surveyors home, and occasionally to the client’s site. As many surveyors are geographically distributed across the UK, this minimises distances covered by the delivery and collection of equipment, i.e., by not having it sent to the Head Office in Bournemouth.</i></li> </ul> </li> <li>• <b>Category 5 - Waste generated in operations (average-data method)</b> <ul style="list-style-type: none"> <li>○ <i>We have considered the weight of all paper and electronic waste, together with an estimation of waste created daily by staff in the Head Office.</i></li> </ul> </li> <li>• <b>Category 6 - Business travel – spend-based method (spend-based method)</b> <ul style="list-style-type: none"> <li>○ <i>We considered expenses incurred through road travel (i.e. motor cars owned/hired by staff, taxis, private hire, and bus), and rail travel (including tube). A high percentage of the services Sircle provides relies on surveyors travelling to client sites. While in terms of mileage this is more likely to increase than decrease, improvements can be achieved through continuing to hire geographically, continually upgrading the company fleet with vehicles producing lower emissions, and promoting public transport where feasible.</i></li> </ul> </li> <li>• <b>Category 7 - Employee commuting (average-data method)</b> <ul style="list-style-type: none"> <li>○ <i>We have considered 13 members of staff as commuting to the office, with an average distance of 5.03 miles/8.10 km covered on foot, by bus, or by motor car. We feel that the estimate used represents the spectrum of modes of transport in use, considering that some members of staff are on hybrid work and visit the office regularly, but not every day.</i></li> </ul> </li> <li>• <b>Category 9 - Downstream transportation and distribution (not applicable to Sircle)</b> <ul style="list-style-type: none"> <li>○ <i>No downstream transport and distribution charges are applicable. Occasional delivery of materials to a client (e.g., scanned documents and/or accompanying media) will occur as part of a client visit, and using either company vehicles or vehicles rented for the occasion, placing them under the control of</i></li> </ul> </li> </ul>

*the reporting company. This is accounted for in Scope 1 under fuel purchased for company owned or leased vehicles, and in Scope 3, Category 6 - Business Travel.*

This follows the requirements set in PPN 06/21 – Technical Standard for Completion of Carbon Reduction Plans.

<sup>1</sup> <https://www.edfenergy.com/helping-build-net-zero-future-our-customers>

**Baseline year emissions: 2022**

EMISSIONS	TOTAL (tCO2e)	
Scope 1	23.93 t CO2e	
Scope 2	2.37 t CO2e	
Scope 3	19.34 t CO2e	
<b>(Included Sources)</b>	Category 4 - Upstream transportation and distribution	1,353.61 kg CO2e
	Category 5 - Waste generated in operations	802.83 kg CO2e
	Category 6 - Business travel	14,086.53 kg CO2e
	Category 7 - Employee commuting	3,094.26 kg CO2e
	Category 9 - Downstream transportation and distribution	N/A
<b>Total Emissions</b>	<b>45.64 t CO2e</b>	

**Current Emissions Reporting**

**Reporting Year: 2024**

EMISSIONS	TOTAL (tCO2e)	
Scope 1	23.11 t CO2e	
Scope 2	1.25 t CO2e	
Scope 3	18.55 t CO2e	
<b>(Included Sources)</b>	Category 4 - Upstream transportation and distribution	160.50 kg CO2e
	Category 5 - Waste generated in operations	1,770.55 kg CO2e
	Category 6 - Business travel	11,566.53 kg CO2e
	Category 7 - Employee commuting	5,055.60 kg CO2e
	Category 9 - Downstream transportation and distribution	N/A
<b>Total Emissions</b>	<b>42.91 t CO2e</b>	

**Emissions reduction targets**

In order to continue our progress to achieving Net Zero by 2040, we have adopted the following carbon reduction targets:

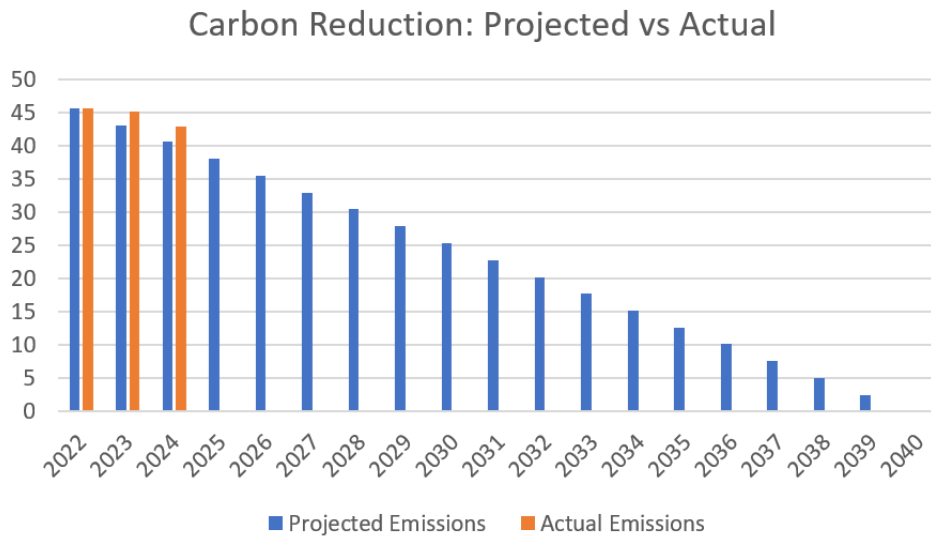
We have projected that carbon emissions would decrease between 2022 and 2027 by 32.9 t CO2e. This represents a reduction of 12.7%. The reduction achieved from 2022 to 2023 has been in the order of 1.1%. However, the reduction achieved between 2023 and 2024 has been in the order of 4.98%

There have been further improvements to how data is gathered by Sircle internally for the purpose of these calculations. Methods of calculating emissions have remained largely unchanged. Updates to emission factors as per Defra 2024 figures were considered. Electricity consumption in the Head Office has been reduced by 25.6%, while Gas consumption has gone up by 6.8%; mitigating actions for the latter are being considered. There has been an increase in emissions associated with Scope 3 – Category 7 Employee Commuting, largely attributable to more accurate data. However, a reduction in emissions has been seen across all Scopes.



Sircle remains committed to reducing its carbon footprint and will strive to reduce its carbon output.

Progress since the baseline year can be seen in the graph below:



### Carbon Reduction Projects

The following environmental management measures and projects are ongoing or are being implemented:

- Maintenance and continual improvement of the Environmental Management System certified to BS EN ISO 14001:2015 standard by the British Assessment Bureau.
- Production of an annual Carbon Reduction Plan aiming at achieving Net Zero by 2040.
- Changing Sircle’s Gas and Electricity Supplier to Yu Energy, who provides 100% renewable energy and REGO certificates.
- Conservation and efficiency improvements leading to savings in the Head Office of 18.8% when considering Gas and Electricity between 2023 and 2024.
- Achieving Zero Waste to Landfill by using service providers for collection/processing of waste that have committed to it.
- Promotion of Cyclescheme.
- Maintaining the Head Office P50 Fire Extinguishers.
- Reduction of paper, printer ink, and toner usage through introduction of iPads for on-site data collection. This has also led to the disposal of the Head Office plotter.
- Using 100% recyclable plastic SIM cards.
- Replacing physical SIM cards by E-SIM cards where feasible.
- Reusing packaging materials for received goods for internal posting.
- Promotion of prolonging the life of electronic equipment through the upgrade of components.
- Having a vehicle fleet 100% composed of Electric/Hybrid/PHEV vehicles as of April 2025.
- Looking to increase the ratio of PHEV vehicles vs hybrid vehicles.
- Promoting services that can be proven to preserve, conserve, or restore the environment or resources, e.g., Drone Surveys measuring heat differentials through Thermal Imaging.

- Working with the Head Office landlord to implement or maintain energy efficiency improvements, water efficiency improvements, or waste reduction programs (e.g., recycling, having the radiators power-flushed to increase heating efficiency, etc.).
- Having environmentally-preferred vendors for office supplies and marketing/merchandise materials.
- Consideration given to obtaining carbon credits to offset emissions generated by the business.
- Exploring Environmentally related incentives, e.g., planting a tree for every feedback submission by a client, or per every £1000 of project revenue.
- Analysing onboarding of ESG platforms that allow for calculation of carbon footprint; initial engagement with Ecologi led to improvements on the way Sircle records expenses, with applications to this Carbon Reduction Plan.
- Ensuring staff and external cleaning contractor are aware of how to sort waste and where to dispose of it correctly – signage improved on Head Office Kitchen bins.
- Introduction of a food caddy in the Head Office kitchen to collect food waste for composting.
- Promotion of usage of reusable cups for beverages.

## 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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

This Carbon Reduction Plan has been reviewed and signed off by the Managing Director on behalf of the Board of Directors.

Julia Kemp

A handwritten signature in blue ink, appearing to read "Julia Kemp".

Managing Director

Date: 02/06/2025