

# Net Zero Plan.



Neal Jones Furniture  
January 2023



**flotilla**  
Zero is everything.



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# 01 Introduction

## Carbon footprinting key terms explained

### tCO2e

Different activities produce different gases. For carbon accounting purposes, greenhouse gases are converted into CO2 equivalents for easier reporting and comparison. We refer to your business carbon footprint as **'tCO2e'**, which is short for **'tonnes of carbon dioxide equivalent'**.

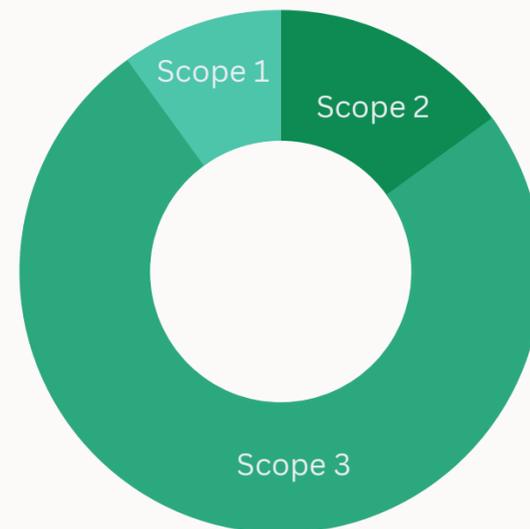
### Scopes 1, 2 and 3

Carbon footprint measures are categorised into three scopes: 1, 2 and 3.

**Scope 1** Direct emissions from sources that you own or control. Eg gas boilers, fuel in company cars.

**Scope 2** Emissions from purchased electricity.

**Scope 3** All other indirect emissions from activities of the organisation. Eg business travel, commuting, procurement, waste.



Scope 3 can account for up to 80% of a business' carbon footprint. We measure all three scopes, so you can understand the full impact of your business activities.

### Carbon Neutral v Net Zero

Although often used interchangeably, 'carbon neutral' and 'net zero' are not the same.

### Carbon Neutral

Businesses can compensate for their existing emissions by purchasing an equal number of carbon offset credits. This voluntary act channels support for carbon reduction initiatives outside the value chain and allows a business to claim to be certified as carbon neutral. To achieve Carbon Neutral status, a business must:

- **Measure emissions**
- **Have a plan to reduce emissions**
- **Purchase certified offsets equivalent to their footprint**

### Net Zero

Net Zero is a target set by businesses and countries with the aim of limiting global temperature rises to 1.5c. Put simply, net zero means reducing greenhouse gas emissions to as close to zero as possible with any remaining emissions re-absorbed from the atmosphere. To achieve Net Zero, following science-based targets, a business must:

- **Measure emissions across their value chain**
- **Focus on deep, rapid emission cuts, ideally halving emissions by 2030, and reducing by at least 90% by 2050**
- **Remove remaining hard-to-abate emissions from the atmosphere via carbon removal solutions.**

## 02 Introduction

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### Why Net Zero?



In order to limit global temperature rises to within 1.5c above pre-industrial levels, businesses need to set science-based targets that ensure emissions are reduced to net-zero on or before 2050.

In order to achieve this, businesses need to commit to rapid, deep emission reductions across the entire value chain.

Putting sustainability at the heart of your business reduces risk and brings opportunities to tackle some of the key issues faced by SMEs today.

A drive to lower emissions can spark internal innovations leading to increased profitability, new market opportunities and cost reductions.

Implementing low carbon schemes and policies will help rejuvenate your employer brand, leading to a clear advantage in the race to recruit and retain talent, as 70% of millennials will choose to work for a value-driven business.

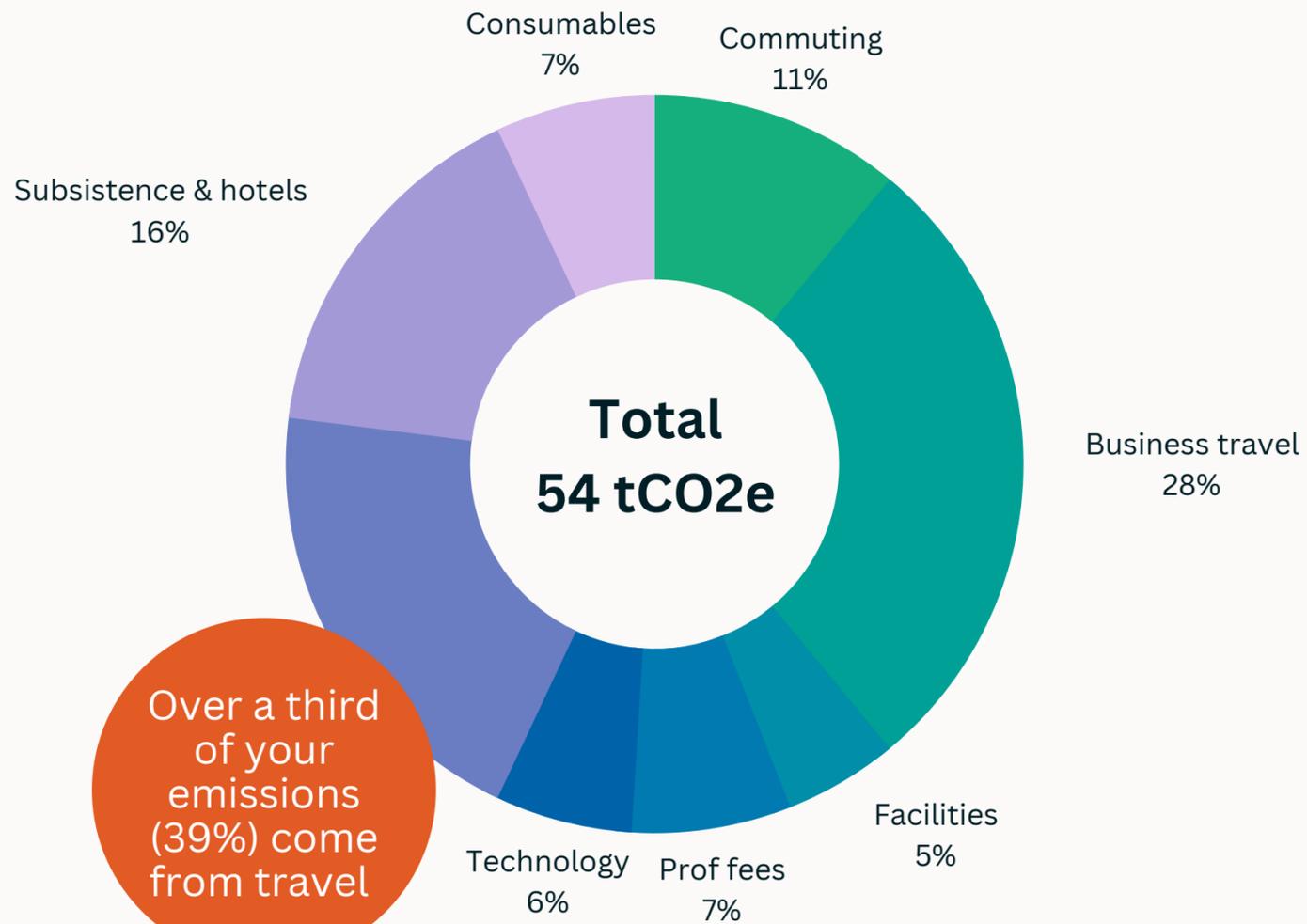
Doing nothing is no longer an option. Business that fail to act on climate commitments will be left behind.

By following Flotilla's Net Zero action plan, you will embed sustainability into your business, create real competitor advantage and deliver financial benefits to your stakeholders.

# 03 Measure

## A reminder of your historic carbon footprint

A breakdown of your emissions for year ending October 2019, your baseline year

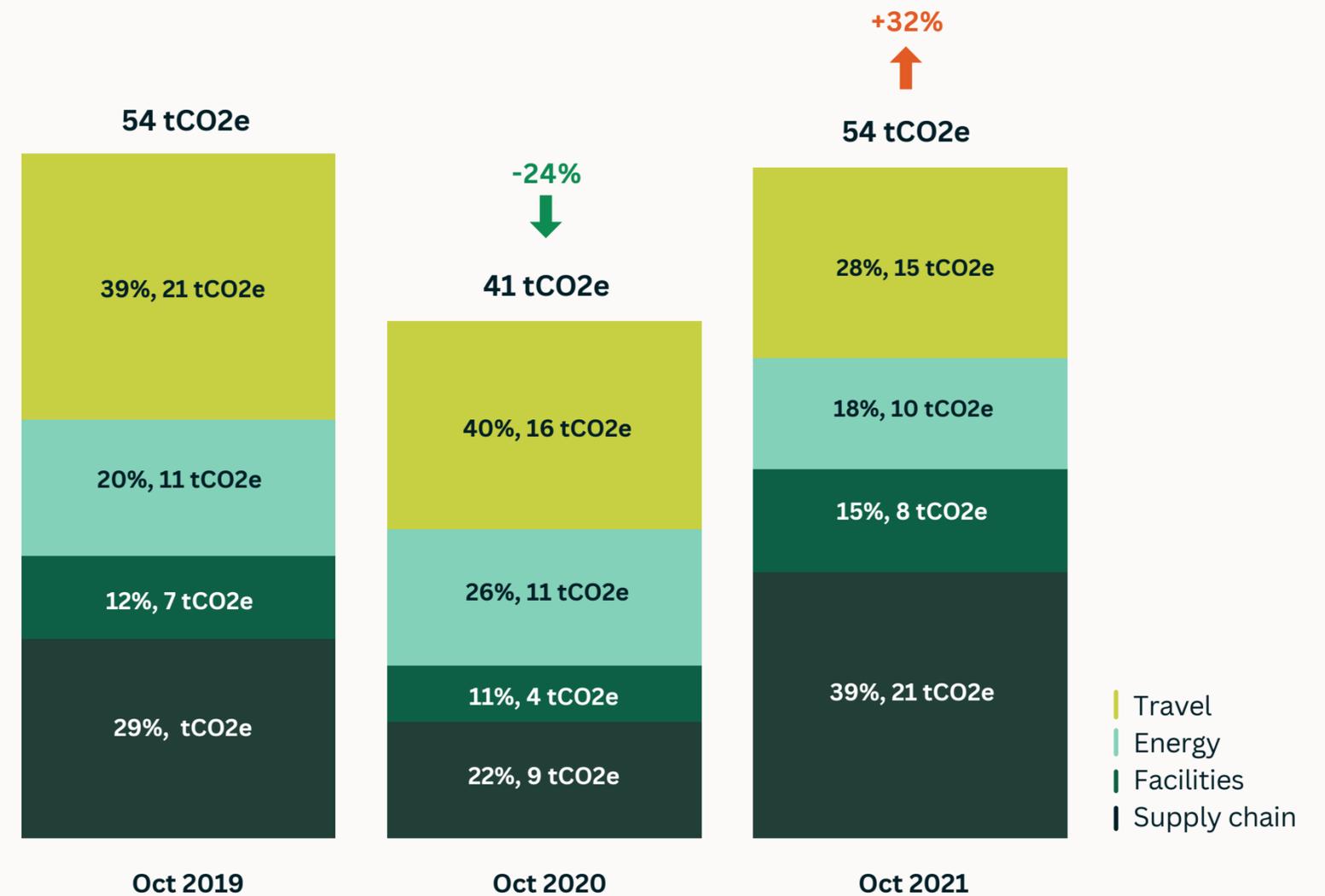


Over a third of your emissions (39%) come from travel

54 tCO2e is the equivalent of **10.7 tCO2e per FTE.**

This is higher than the average footprint of businesses with a similar operating model as yours of 4.4 tCO2e per FTE.

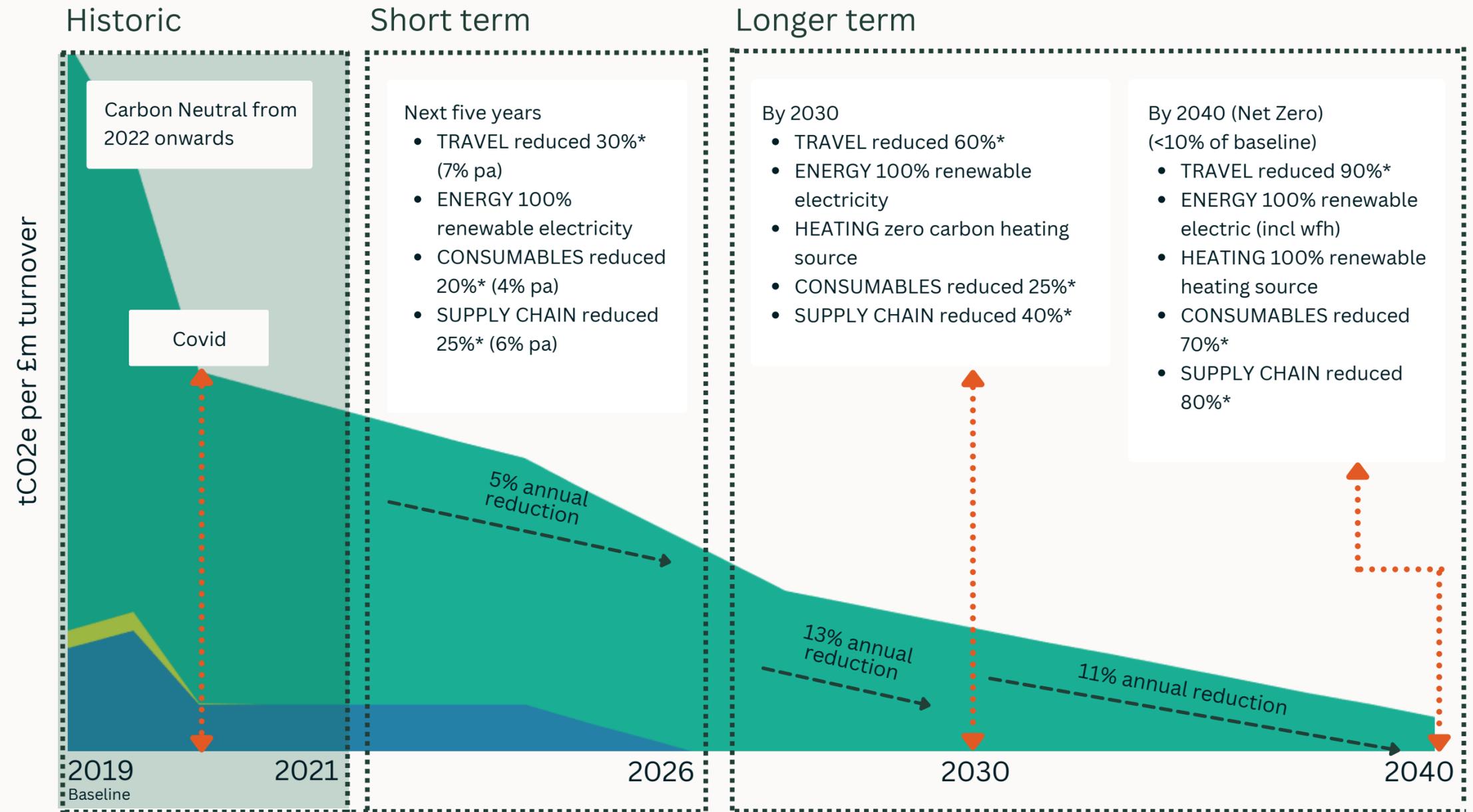
A breakdown of your emissions by key impact area and by year



# 04 Target

## Your Net Zero target

You have committed to being Net Zero by 2040



Your emissions at your Net Zero end point are calculated relative to your baseline carbon footprint, on an absolute bases for Scopes 1 and 2, and a per-£m turnover basis for Scope 3.

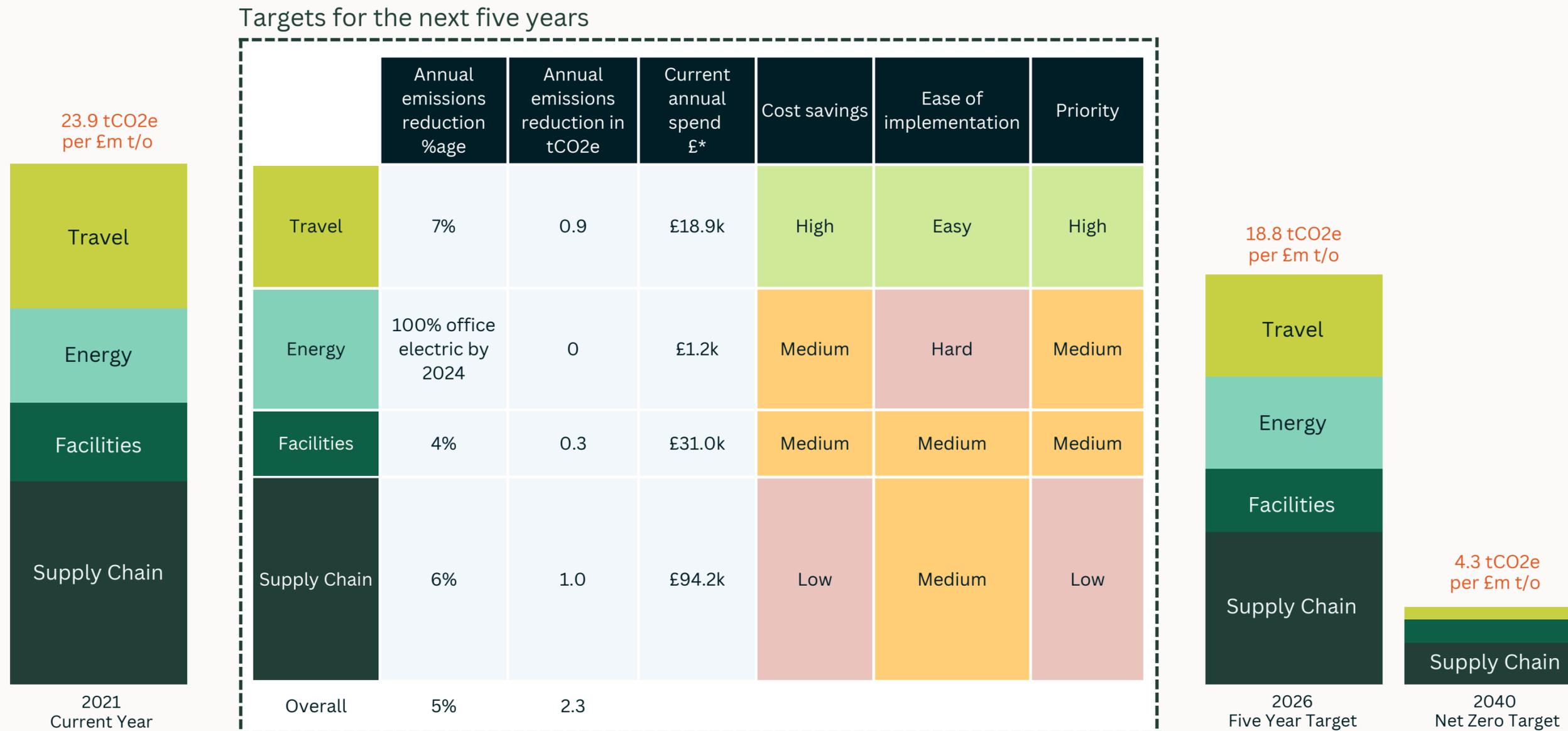
All net zero targets is in line with sector-specific science-based targets to align to the Paris Agreement, which looks to limit global temperature rises to below 1.5 degrees above pre-industrial levels.

\*vs baseline

# 05 Target

## Reduction required by key impact area

Annual carbon reduction targets by area prioritised



\*£ spend represents £ data captured during our data collection process, and will not cover the full P&L spend

## 06 Action

### Action Dashboard - High Priority Actions

Please refer to your NZP Action spreadsheet for more detail behind each action, and Flotilla World support links

Impact area	Action	Suggested department responsibility	Priority
Travel	Incentivise electric vehicles	HR	High
	Hybrid working	HR	High
	Downgrade to a lower class of travel	HR	High
	Reduce business travel	HR	High
Facilities	Reduce the volume of postage	Facilities	High
Supply Chain	Engage with your suppliers to reduce their impact	Procurement	High
	Embed sustainable procurement	Procurement	High
	Reduce the impact of your hotel choices	HR	High
Offset	Offset using accredited International schemes	Board	High
Data improvement	Improve tracking of energy data	Facilities	High
Engage	Integrate Sustainability into core strategy	Board	High

## 07 Action

### Action Dashboard - Medium Priority Actions

Please refer to your NZP Action spreadsheet for more detail behind each action, and Flotilla World support links

Impact area	Action	Suggested department responsibility	Priority
Travel	Promote cycling to work	HR	Medium
	Encourage lift sharing	HR	Medium
	Encourage lower carbon travel	HR	Medium
	Reduce flights	HR	Medium
	Encourage use of electric taxis	HR	Medium
	Relocate office	Facilities	Medium
Energy	Reduce energy usage	HR	Medium
	Decarbonise your energy systems	Facilities	Medium
	Invest in carbon capture projects	Finance	Medium
Data improvement	Improve tracking of travel data	HR	Medium
	Improve tracking of supplier data	Finance	Medium
	Improve tracking of raw materials	Finance	Medium
Engage	Tree planting away-day	HR	Medium
Accreditations & Initiatives	Give to good causes	Finance	Medium

## 08 Action

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### Action Dashboard - Low Priority Actions

Please refer to your NZP Action spreadsheet for more detail behind each action, and Flotilla World support links

Impact area	Action	Suggested department responsibility	Priority
Energy	Invest in carbon capture projects	Finance	Low
Facilities	Reduce the volume of printing	Facilities	Low

# 09 Action - Details

## Travel Actions

Impact area	High level action	Detailed action	Impact guide	Priority	Suggested department responsibility	Support notes	Flotilla World tag search words	
Travel	Incentivise electric vehicles	1a	Implement an EV Salary Sacrifice Scheme	Switching an average commuter to an EV would save 1.1 tCO2e per year in commuting emissions, and save the business c£1,000 in NICs.	High	HR	Sal Sac scheme was being investigated.	EV Salary Sacrifice scheme
		1b	Install Workplace EV Chargers	By 2025, 20% of all cars will be EVs, so aim for a fifth of parking spaces to have chargers.	High	Facilities		workplace EV charging
	Promote cycling to work	2a	Re-launch the Cycle to Work Scheme including e-bikes	Around a third of commutes are less than 2.5 miles. Employees can save up to 47% on the price of a bike.	Medium	HR	Bike to work scheme in place, but as per the commuting survey, all employees drive to work. Worth re-launching.	cycle to work
		2b	Communicate the benefits of e-Bikes		Medium	HR		cycle to work
		2c	Install bike storage		Low	Facilities	No secure bike storage currently, but plenty of space to do this.	behaviour change for commuting
	Encourage lift sharing	3a	Set-up a lift share club		Medium	HR	Some employees who travel a long distance to the office already car-share.	reduce commuting emissions
		3b	Encourage car-sharing for business meetings		Medium	HR		transport taskforce
	Hybrid working	4a	Investigate hybrid working	Encouraging 50 employees to wfh 2 days more per wk would save 23 tCO2e per year.	High	HR	44% wfh as at May 2022. Several employees stay over in a hotel when they are office-based.	reduce commuting emissions
	Encourage lower carbon travel	5a	Create and implement a sustainable travel policy		Medium	HR		policies
		5b	Create low carbon travel directions to your office and share with employees and visitors		Medium	HR		transport taskforce
	Reduce flights	6a	Replace air travel with rail for domestic journeys	Travelling from London to Paris by train rather than plane cuts emissions by over 90%.	Medium	HR		policies
		6b	Implement a Stay or Go policy		Medium	HR		policies
	Downgrade to a lower class of travel	7a	Change flight class to make economy the standard	Business class flight emissions are 3x economy class emissions	High	HR	Flight class unknown - may all be economy?	policies
		7b	Change train class to make standard class the standard	First class train travel emissions are double that of standard class	Medium	HR	Train class unknown - may all be economy?	policies
	Encourage use of electric taxis	8a	Choose a EV Taxi company or select EVs when booking taxis	A journey by electric taxi is classed as zero emissions.	Medium	HR		policies
Relocate office	9a	Consider the location of your office		Medium	Facilities	Office location is 5 miles from nearest train station. Consider re-locating to enable employees to travel by public transport, and also to find an office with a lower carbon heating source.		
Reduce business travel	10a	Guidance regarding online v face to face meetings		High	HR			

## Energy Actions

Impact area	High level action	Detailed action	Impact guide	Priority	Suggested department responsibility	Support notes	Flotilla World tag search words
Energy	Reduce energy usage	1a	Create an office energy efficiency policy		Medium	HR	
		1b	Educate your employees on energy use		Medium	HR	10 high impact employee actions
	Decarbonise your energy systems	2a	Replace oil heating with air source heat pump		Medium	Facilities	Investigate either ashp or gshp
		2b	Replace oil heating with ground source heat pump		Medium	Facilities	

# 10 Action - Details

## Facilities Actions

Impact area	High level action	Detailed action	Impact guide	Priority	Suggested department responsibility	Support notes	Flotilla World tag search words
Facilities	Reduce the volume of printing	1a Create a printing policy (double sided, fewer printers)		Low	Facilities		consumables
	Reduce the volume of postage	2a Use an electric courier		High	Facilities		consumables

## Supply Chain Actions

Impact area	High level action	Detailed action	Impact guide	Priority	Suggested department responsibility	Support notes	Flotilla World tag search words
Supply Chain	Engage with your suppliers to reduce their impact	1a Issue supplier questionnaire	A proportion of your suppliers' direct emissions (Scope 1 and 2) become your indirect emissions (your Scope 3).	High	Procurement		supply chain engagement
		1b Flotilla affiliate model	Introducing Flotilla to your suppliers to support them to become carbon neutral enables you to class them as zero-emission suppliers, thereby reducing your Scope 3 emissions.	Medium	Procurement		supply chain engagement
	Embed sustainable procurement	2a Create a sustainable procurement policy		High	Procurement		action guide for procurement
		2b Choose suppliers that run on 100% renewable electricity		Medium	IT		supply chain engagement
	Reduce the impact of your hotel choices	3a Reduce business travel through a stay or go policy to lower the impact of hotel emissions		High	HR	Several employees stay in hotels as they live a long distance from the office: they wfh part of the wk, then stay in hotels for the rest of the wk.	green hotels
		3b Consider the location of your hotels to minimise transportation		Medium	HR		green hotels
3c Choose and book hotels that are low carbon hotels		Hotels are energy-intensive by nature, with emissions from heating, lighting, ventilation and cooling making up most of their carbon footprint.	Medium	HR		green hotels	

## Offset Actions

Impact area	High level action	Detailed action	Impact guide	Priority	Suggested department responsibility	Support notes	Flotilla World tag search words
Offset	Offset using accredited International schemes	1a Offset emissions using accredited International schemes	Carbon Neutral status once offset	High	Board	Offsets secured for the year to 31st October 2021. To renew annually.	carbon offsets guide
	Invest in carbon capture projects	2a Invest in carbon removal projects		Low	Finance		carbon removals

# 11 Action - Details

## Data Improvement Actions

Impact area	High level action	Detailed action	Impact guide	Priority	Suggested department responsibility	Support notes	Flotilla World tag search words	
Data improvement	Improve tracking of energy data	1a	Obtain electricity usage by unit (kWh)	Recording your energy usage in kWh, cubic meters or litres enables your facilities and finance team to know exactly how much energy the business is using rather than the cost of the energy used.	High	Facilities	kwh estimate provided for yr 3, but not formally tracked historically.	track energy by unit
		1b	Obtain oil usage by unit (litres)		High	Facilities		track energy by unit
	Improve tracking of travel data	2a	Reduce 'other travel'/'undefined travel' category so all travel costs are allocated to a category (train / flights etc)		Medium	HR		
		2b	Track miles travelled by train & air and class of travel	Tracking distance and travel class provides for a more accurate footprint	Medium	Finance		guide for it teams
		2c	Track business mileage claimed by car type		Medium	HR		guide for it teams
	Improve tracking of supplier data	3a	Track which suppliers are Carbon Neutral, to separate out spend via Carbon Neutral suppliers	A proportion of your suppliers' direct emissions (Scope 1 and 2) become your indirect emissions (your Scope 3).	Medium	Finance		action guide for procurement
	Improve tracking of raw materials	4a	Track usage of raw materials		Medium	Finance		action guide for procurement

## Engagement Actions

Impact area	High level action	Detailed action	Impact guide	Priority	Suggested department responsibility	Support notes	Flotilla World tag search words	
Engage	Integrate Sustainability into core strategy	1a	Set sustainability as core strategy at the Board level and across business functions	Ensuring the Board is climate ready reduces risk, increases innovation, improves reputation, protects against instability in the supply chain	High	Board		climate ready boards
		1b	Innovate to offer low carbon product/service offerings		High	Board		climate ready boards
		1c	Engage with your external stakeholders regarding sustainability		Medium	Procurement		climate ready boards
		1d	Structure the Board for Sustainability		High	Board		climate ready boards
		1e	Include Net Zero Plan updates as part of your monthly management accounts or Board pack		High	Board		climate ready boards
		1f	Consider the sustainability profile of your public partnerships		High	Board		sales marketing guide
	Tree planting away-day	2a	Local tree planting team away-day		Medium	HR		offset bundles

## Accreditations & Initiatives Actions

Impact area	High level action	Detailed action	Impact guide	Priority	Suggested department responsibility	Support notes	Flotilla World tag search words
Accreditations & Initiatives	Give to good causes	1a	Sign up for 1% For The Planet	Give 1% of sales to good environmental causes by signing up	Medium	Finance	

# 12 Monitor

## Tracking progress against targets

Monitoring can be done quarterly or bi-annually, depending on the frequency of data collection and employee pulse surveys

	Metric measured	Full Finance Data Set & Employee pulse survey	Employee pulse survey
Headline KPIs	Footprint v NZP target	✓	
	Footprint per FTE	✓	
	Footprint per £m turnover	✓	
Travel	Commute footprint	✓	✓
	Commute footprint per FTE	✓	✓
	Commuting methods - car, train, bike, walk	✓	✓
	wfh days v office working days	✓	✓
	Car commute distances	✓	✓
	Commuting car type and size	✓	✓
	Business travel footprint	✓	
	Business travel footprint per FTE	✓	
	Business travel £ per FTE	✓	
	Business travel car miles per FTE	✓	
	Business travel car miles per car type	✓	
	Energy	Energy footprint	✓
Renewable v non-renewable electricity ratio		✓	
Energy used per FTE		✓	
Energy used per £m turnover		✓	
Facilities	Printing, stationery, postage footprint	✓	
	Printing, stationery, postage footprint per FTE	✓	
Supply chain	Restaurant & subsistence footprint per FTE	✓	
	Hotel footprint per FTE	✓	
	Staff training footprint per FTE	✓	

# 13 Next Steps

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## How to begin implementing your action plan

1. Review this report and discuss with your internal teams to establish any questions / queries you may have. Flotilla World, our on-line portal which contains a wealth of information to support your Net Zero journey, offers support material should you require it.
2. Arrange a meeting with Flotilla to discuss your plan and plot next steps - we will structure the meeting so that we can collectively review your plan and develop a clear strategy to ensure you have clarity of your journey by the end of the session. We will also be able to take you through the functionality of Flotilla World and discuss any collaboration with our partnership network.
3. If you haven't done so, achieve Carbon Neutral status. This can be covered in the meeting but Flotilla World contains offsetting options based on schemes that are aligned with your business values and in line with our available packages. If you wish to get in touch to discuss further please do so, as Flotilla will support the process and will work in conjunction with the United Nations' Sustainable Development Goals.
4. Begin implementing the schemes and initiatives you have decided on - ones that are relevant to your business and employees.
5. Flotilla will issue certificates relevant to your status and update as you progress towards Net Zero.
6. Decide how often and at what level you want to review your plan. We recommend quarterly reviews but some clients prefer to run them bi-annually. It's up to you. Flotilla will help monitor success and provide certification at each milestone, enabling you to accurately report on progress and communicate with both internal and external stakeholders. All reporting will be available through Flotilla World.
7. Continue to work towards Net Zero and build a purpose led culture within your business.



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