



Carbon Reduction Policy and Plan

Description:

This document confirms Somerford Associates' commitment to the UK Government's 'Net Zero' target of greenhouse gas emissions by 2050 and identifies our plan for its achievement.

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1. Introduction

In 2019 the UK Government amended the Climate Change Act 2008 by introducing a target of at least a 100% reduction of greenhouse gas emissions (compared to 1990 levels) in the UK by 2050. This is otherwise known as the 'Net Zero' target.

Management and staff at Somerford have been conscious of our impact upon the environment even before the Climate Change Act was introduced, and we've adopted environmentally friendly practices as the business has grown. Consequently, Somerford's business already has an internal driver to reduce our carbon emissions. We will continue to strive for further reductions, using this policy and baseline to measure the impact of our mitigation actions and to adjust our response accordingly, as this is beneficial for our business, our stakeholders and the environment. Somerford works closely with the public sector and is keen to deliver our part of achieving the Net Zero target.

2. Carbon Reduction Commitment

Somerford is committed to achieving the Net Zero target of greenhouse gas emissions by 2050. We actively consider the means by which we can achieve reductions of emissions in the management of our operational practices, and the delivery of solutions to our customers.

The following document sets out our Carbon Reduction Plan which:

- details our Greenhouse Gas emissions;
- baselines our Greenhouse Gas emissions;
- sets out the schedule of carbon reduction in order to achieve Net Zero by 2050;
- details the monitoring processes we will follow in order to track our progress along our plan;
- details the mitigation measures to reduce our carbon impact that are both in place and planned approach;
- has been approved and signed off by our management team.

3. Our Business and Carbon Impact

The following section details where Somerford contributes to carbon emissions.

3.1. Scope 1 emissions

***Scope 1 emissions** are direct emissions caused by any process or activity by the company that causes greenhouse gas emission. Often this is in the form of fuels burnt on-site or by company-owned vehicles. Other forms are leaks of refrigerant gases (for example from refrigerators or air conditioning) or any emissions from industrial processes (for example from making cement).*

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Somerford's solutions are a combination of high-value, enterprise software, licenced through our partner network, and tailored to the client's requirements through a wrap-around of customised project management, implementation and technical support services. We do not categorise any of our carbon dioxide emissions in this scope. As our work is largely reselling licences, consulting and wrap round support to those licences there is not anything physical causing carbon emissions. This does not mean there are no areas to reduce our carbon impact. They are simply in scope 2 and scope 3.

3.2. Scope 2 emissions

***Scope 2 emissions** are indirect emissions caused by the company purchasing energy from sources we do not own or control. This is usually in the form of electricity, heat, and other utilities.*

Somerford's only significant scope 2 emissions are those associated with the energy supplied to our offices and the limited IT equipment located within the Office, which is acquired via a managed offices agreement which provides 100% of their energy from renewable sources.

Our production IT systems have been virtualized using Amazon Web Services (AWS) and Google Cloud Platform (GCP), who in turn use energy to support our estate in the cloud.

3.3. Scope 3 emissions

***Scope 3 emissions** are all the indirect emissions that occur because of normal business activity. For example: waste (decomposing waste emits greenhouse gases); emissions related to any goods or services purchased (for example any fuel emitted transporting them); employees commuting to and from work. They are further classified as:*

1. Purchased goods and services
2. Capital goods
3. Fuel and energy related activities (not included in scope 1 or scope 2)
4. Upstream transportation and distribution
5. Waste generated in operations
6. Business travel
7. Employee commuting
8. Upstream leased assets
9. Downstream transportation and distribution
10. Processing of sold products
11. Use of sold products
12. End of life treatment of sold products
13. Downstream leased assets
14. Franchises
15. Investments

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The remaining sources of emissions are in scope 3. These incorporate our business travel. Somerford has no company cars but there is car travel in the form of taxis and employee owned vehicles. There are some flights, tubes, trains and bus travel.

Somerford's staff work from the office, their homes, or are located at our customers' sites. The choice of location is determined by the nature of the work undertaken by the employee and how this can be delivered most effectively for our business and for our customers. The transportation has been categorised as Business Travel as opposed to Employee Commute. This takes into account the carbon cost associated with the choice of the location in terms of the amount of energy and services required, time and fuel consumption due to travel, and job-effectiveness, including quality of communications etc.

The vendors whose products we resell and provide our wrap around services for also have their own emissions. They also have scopes 1, 2 and 3 of emissions and we take responsibility for part of their emissions in proportion to the amount that we resell. We have categorised this as 1. Purchased goods and services.

The other subcategories of Scope 3 are zero.

4. Baseline

Baseline emissions are a record of the greenhouse gases that have been produced in the past, and against which future emissions reduction can be compared.

Somerford has analysed several years of carbon emissions and initially selected 2019 as the baseline. However, due to our largest supplier Splunk changing the methodology of their reporting and because the impact of the pandemic in 2019 - 20 put a potential false positive on preceding years we have decided to rebaseline in reporting year 2021. This then aligns with the Splunk who also baselined on the reporting period of 2021. This rebaselining removes the Splunk change in reporting methodology and the covid impacts to a more consistent report. In 2023 we have seen an increase in our scope 3 emissions which is totally attributed to our largest Partner Splunk including Scope 3 category 1. purchased Goods and Services in their calculations .

The calculations and assumptions for the baseline have been detailed in [Somerford Associates Carbon Reduction Baseline and Plan](#) Fig 1 details our baseline.

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Somerford Associates Baseline 2021			2021	2022	2023	2024
			CO2e (metric tonnes)	CO2e (metric tonnes)	CO2e (metric tonnes)	CO2e (metric tonnes)
Scope 1	Zero Scope 1 emissions		0.00	0.00	0.00	0.00
	Total Scope 1 - Normalised *		0.00	0.00	0.00	0.00
Scope 2	Office power (including on prem servers) (Supplied through managed office services contract)		0.00	0.00		
	Cloud computing (AWS)		0.000894	0.006191	0.000006	0.000000
	Total Scope 2 - Normalised *		0.00	0.00	0.00	0.00
Scope 3	1. Purchased goods and services	Partner carbon impact (our share of)	170.59	76.21	584.63	0.00
	2. Capital goods		0.00	0	0	
	3. Fuel- and energyrelated activities (not included in scope 1 or scope 2)		0.00	0	0	
	4. Upstream transportation and distribution 4		0.00	0	0	
	5. Waste generated in operations		0.00	0	0	
	6. Business travel	Business travel air	0.44	5.55	12.68	2.29
		Business travel car (electric)	0.11	0.86	0.90	0.83
		Business travel car (diesel)	1.41	11.01	11.46	10.64
		Business travel car (petrol)	2.19	16.91	17.72	16.35
		Business travel public transport	0.50	8.25	5.43	5.22
	7. Employee commuting		0.00	0	0	
	8. Upstream leased assets		0.00	0	0	
	9. Downstream transportation and distribution6		0.00	0	0	
	10. Processing of sold products		0.00	0	0	
	11. Use of sold products		0.00	0	0	
	12. End-of-life treatment of sold products		0.00	0	0	
	13. Downstream leased assets		0.00	0	0	
	14. Franchises		0.00	0	0	
	15. Investments		0.00	0	0	
	Total Scope 3		175.25	118.80	632.82	35.33
	Total Scope 3 - Normalised *		175.25	118.80	632.82	35.33
	Grand total (all scopes)		175.25	118.80	632.82	35.33
	Normalised total * (all scopes)		175.25	118.80	632.82	35.33

Fig. 1 - Somerford Associates Baseline

5. Plan and Schedule of Carbon Reduction

To show our commitment to achieving net carbon of zero by 2050, the baseline has been projected out and a reduction of 17% is required year on year to achieve net carbon rounding to zero in 2050. It is acknowledged that as Somerford Associates grows, more carbon would be produced, so a normalised figure based on projected growth is used to calculate the rate of reduction required. The ratio of metric tonne of carbon per £1m of revenue is used to normalise against this growth (see figure 3). Between some years, the actual carbon emissions may grow but as long as we are on track to reduce to net zero based on the normalised figure we are targeting to be able to account for this growth and reach net zero by the 2050 deadline.

We have seen an increase in our reported emissions for 2023. A key contributing factor to the

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Somerford published emissions for reporting year 2023 is the carbon reduction statistic published by our largest source of emissions, our partner Splunk who have now included Scope 3 category 1. purchased Goods and Services in their calculations which was not previously reported. Somerford emissions also increased though slightly due to an increase in air travel as Business meeting in person resumed such as partner Kickoff in the United States of America. The reduction between reporting Year 2023 and reporting year 2024 is a result of the Splunk statistics being removed from our calculators as these were a duplication and Splunk report their own figure separately.

The unnormalised quantity of emissions at 2050 we commit to offset to reach zero equivalence.

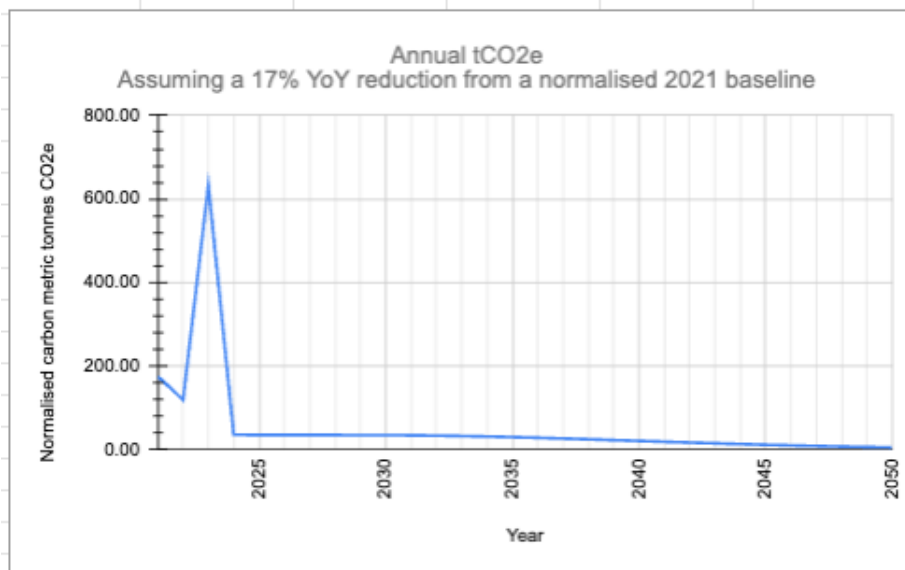


Fig 2. Annual tCO₂e assuming a 17% year-on-year reduction from 2021 baseline

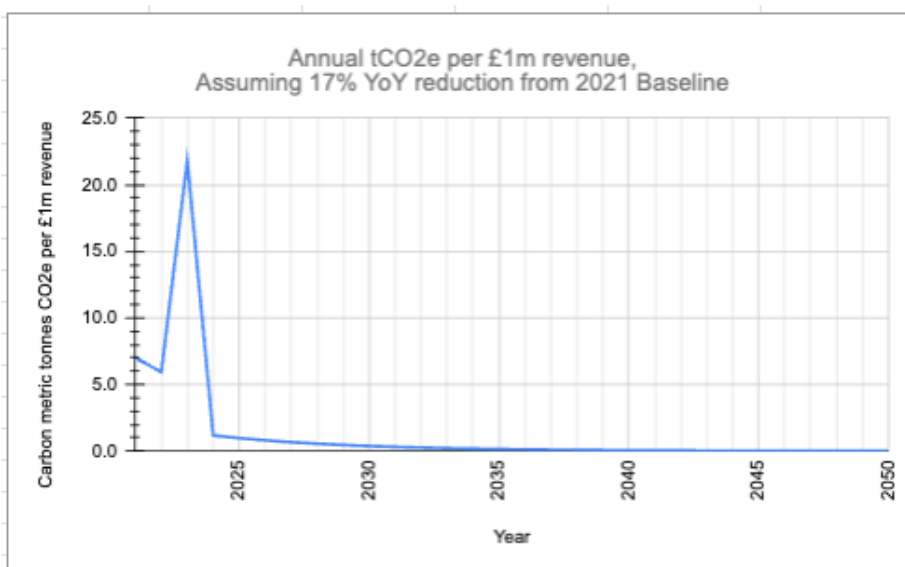


Fig 3. Annual tCO₂e per £1m revenue, assuming a 17% year-on-year reduction from 2021 baseline

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6. Monitoring Commitment

Somerford is committed to reassessing our carbon impact and our performance against our target on an annual basis. This will enable us to check that we are on track using the mitigation actions we have implemented. If the actions are not making the desired impact, we will be able to make timely adjustments to address these. We project that the following mitigation measures will have the desired 17% reduction in carbon emissions per £1m revenue year on year.

7. Mitigation Actions

In order to meet the targeted carbon reduction a concerted effort will need to be made. There are many mitigation actions in place now and planned as recorded in the [Somerford Associates Carbon Reduction Baseline and Plan](#) which will be used as a live plan whereby ideas for the reduction of carbon can be added and as actions are completed they can be put into "In Place Yr 20XX". These actions are summarised in the following tables and further explained below. They are a current snapshot of our plans correct at the date of approval.

7.1. Current Measures In Place

Number	Mitigation Action	
1	Track %time away for the delivery team with an aim to decrease it from the pre-COVID baseline thereby reducing travel	In Place Already
2	Track travel costs with the aim to reduce unnecessary business travel	In Place Already
3	Paperless office	In Place Already
4	Paperless contracts, quotes and reports	In Place Already
5	Hotdesking to reduce space required in office	In Place Already
6	Homeworking and flexi working to reduce travel and office energy consumption	In Place Already
7	Shared offices to reduce duplication in shared services (e.g. lobby energy costs or kitchen running costs)	In Place Already
8	powering off devices when not in use,	In Place Already
9	Using cloud based IT services in preference to hosting systems on-site,	In Place Already
10	Avoiding unnecessarily heating and cooling the office space,	In Place Already
11	Choosing biodegradable materials and consumables in preference to plastic based products,	In Place Already
12	Reusing and recycling wherever possible	In Place Already
13	Avoiding the purchase and use of fleet vehicles;	In Place Already
14	Making use of public transport where available and cost-effective in preference to use of private vehicles;	In Place Already
15	Encouraging vehicle sharing for business trips wherever possible.	In Place Already
16	Where paper documents are received, these are scanned and the paper copies disposed of through paper recycling	In Place Already
17	Recycling bins are available in common areas such as the kitchen so that food, paper and non-recyclable waste can be stored separately and disposed of appropriately	In Place Already
18	Electronic trading methods	In Place Already
19	Delivery of software licenses is made electronically	In Place Already
20	Product documentation such as installation manuals and operational guides are made available electronically	In Place Already
21	Managed Offices with 100% renewable	In Place Already
22	Track the % travel by air:car:rail/bus with the aim to reduce the percentage on high carbon means like the air and cars	In place Yr 2022
23	Liaise with rented Offices to influence their electricity useage and carbon impact choices	In place Yr 2022
24	Encouraging the most effective form of travel to reduce emissions and cost	In place Yr 2022
25	Liaise with Rented Offices to try to have electric car charging points	In place Yr 2022
26	Renewable energy sources in cloud providers (AWS Completed Net zero by. 2023 , 7 yrs ahead of target)	In place Yr 2022
27	Installing energy efficient lighting (LED),	In place Yr 2023
28	Choosing energy efficient electronic devices	In place Yr 2023
29	Choosing Partners and suppliers with solid energy credentials and carbon reduction plans	In place Yr 2023
30	Removed the Splunk emissions from our submission as this was confirmed as a double count	In place Yr 2024

Fig 4 - Mitigation measures in place

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The products we sell are digital in nature, and are delivered to our customers securely over the Internet. We are a value added reseller (VAR) of the software products made by our supplier-partners; we do not develop software products of our own. We do not physically manufacture goods ourselves, or process, or supply materials in any significant way.

The software is typically distributed directly between our partner-supplier and our customer with no intervention on our part. Delivery is made electronically rather than using media such as tapes and discs. Similarly, product documentation such as installation manuals and operational guides are made available electronically and we avoid the distribution of paper documents and manuals to the greatest extent possible.

Our financial processes follow electronic trading methods to avoid unnecessary creation and storage of paper documents. This is also true for our internal administrative processes - we run a practically paperless office.

We have no company 'fleet' vehicles, although staff may use their own private vehicles for business travel when our travel policy allows and when justified.

Although Somerford is a growing and thriving business, we avoid unnecessarily extending our office space since this contributes to consumption of energy through heating, lighting and provision of office facilities and consumption of materials. Although some office desk space is necessary for effective operation of the business, this is provided as open-plan 'hot-desking' to make effective use of the space and promote good interaction between our staff.

Somerford's office space is provided through a managed services organisation and the arrangement includes the provision of utilities including heating, lighting and electricity. We therefore have little opportunity to influence the selection of utility providers presently. However they also committed to a Carbon Net Zero plan which includes the utilities delivered to us which are from 100% sustainable sources..

With our move to a new office, Action 25 now complete, we now have access to multiple electrical charging points which is a practical way to encourage electric car use.

Travel - Whenever practicable, Somerford uses contemporary communications technologies (for example, Google Meet) in preference to business travel when interacting with key stakeholders, including customers, partners, suppliers and other staff.

Through the monitoring of our carbon impact we have the opportunity to measure what travel choices employees are making (Action 22). Observing behaviour often produces a positive impact but the management agreeing to this policy also has the ability to encourage the most effective form of travel in both cost and emissions (Action 25).

Where travel is necessary, Somerford' travel policy aims to reduce our carbon footprint by:

- Encouraging the most effective form of travel to reduce emissions and cost;

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- Making use of public transport where available and cost-effective in preference to use of private vehicles;
- Avoiding the purchase and use of fleet vehicles;
- Encouraging vehicle sharing for business trips wherever possible.

Homeworking - Somerford adopts home working and flexible working arrangements in preference to unnecessary travel to/from our offices and allows greater national coverage by our professional services and technical teams. Emissions are also reduced due to avoidance of regular commuting as well as saving travel time for our staff.

Waste - Somerford has a near paperless operating practice in the office. Essential documents are exchanged electronically and stored digitally. Where paper documents are received, these are scanned and the paper copies disposed of through paper recycling. Recycling bins are available in common areas such as the kitchen so that food, paper and non-recyclable waste can be stored separately and disposed of appropriately. Office waste is therefore at a low level and primarily consists of food packaging from desk-side meals and snacks.

7.2. Future Mitigation Actions

31 Incentivise greener travel choices through internal non-financial "green awards" system	next phase
32 Incentivise electric car choice through internal non-financial "green awards" system	next phase
33 Complete and achieve formal certification for ISO14001	next phase

Fig 5 - Mitigation Actions planned

Mitigation actions build on the mitigation actions that are already in place and through monitoring and engagement with our suppliers we would aim to reduce the carbon impact further.

We have started the process to get certified on ISO14001 (Action 33) which we anticipate will have a very positive impact not only on our sustainability but also on our carbon reduction activities.

We will be planning more proactive measures to encourage greener choices.

Such as a non financial rewards system within the Somerford staff in Actions 31 and 32 would aim to add more encouragement to make green choices.

8. Disclaimer and forward looking statement

The information and opinions contained in this report are provided as of the date of this report and are subject to change without notice. Somerford does not undertake to update or revise any such

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9. Approval

Signed on behalf of Somerford Associates Limited, (Company # 04250112)


Andy Davies, Director

Date: 30/04/2025