



FORDWAY

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June 2023

# Carbon Reduction Plan

Gold  
Microsoft  
Partner



## Contents

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01	Commitment to achieving Net Zero	02
02	Baseline Emissions Footprint	02
03	Current Emissions Reporting	04
04	Emissions reduction targets	04
05	Carbon Reduction Projects	05
06	Declaration and Sign Off	06

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## Overview

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

Action Note PPN 06/21, "Procurement Policy Note – Taking Account of Carbon Reduction Plans in the procurement of major government contracts," sets out how to take account of suppliers' Net Zero Carbon Reduction Plans in the procurement of major government contracts.

This plan outlines Fordway Solutions Ltd's compliance with Action Note PPN 06/21.

# Carbon Reduction Plan

Supplier name: Fordway Solutions Ltd

Publication date: 1<sup>st</sup> June 2023

## Overview

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Action Note PPN 06/21, "Procurement Policy Note – Taking Account of Carbon Reduction Plans in the procurement of major government contracts," sets out how to take account of suppliers' Net Zero Carbon Reduction Plans in the procurement of major government contracts.

This plan outlines Fordway Solutions Ltd's compliance with Action Note PPN 06/21.

## Commitment to achieving Net Zero

Fordway Solutions is committed to achieving Net Zero emissions by 2050

## 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>Baseline Year: FY1920 (1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020)</b>
<b>Additional Details relating to the Baseline Emissions calculations.</b>
Fordway Solutions is a UK SME based in Godalming, Surrey, providing consultancy, professional services and IT managed services to help mid-sized enterprises and UK public sector organisations to adopt, manage and secure cloud computing. Our environmental commitments and targets are set at leadership level, measured and reviewed by the Leadership team.
Fordway's reporting period begins on 1 September and ends on 31 August in line with the financial year. Our baseline year for our Carbon Reduction Target (CRT) is financial year 2019/20 (FY1920) therefore the reporting period covers 1 September 2019 through 31 August

2020. We aim to reduce our absolute greenhouse gas emissions by 20% per annum against our baseline, by 2025.

To further reduce our environmental impact Fordway have committed that all our Carbon emissions are offset, certificates from Carbon Footprint ([www.carbonfootprint.com](http://www.carbonfootprint.com)) verifying this are provided on request.

**Baseline year emissions:**

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.44 tCO <sub>2</sub> e
Scope 2	14.8 tCO <sub>2</sub> e
<b>Scope 3</b> (Included Sources)	<p>4. Upstream transportation and distribution = not relevant            Explanation: Fordway is a professional services company, providing a broad range of services and solutions in strategy, consulting, technology and IT operations. Due to the nature of our business, we provide our clients with services and solutions rather than goods, and as such, transportation and distribution of goods are not relevant for us.</p> <p>5. Waste generated in operations = not relevant            Explanation: Fordway is a professional services company, providing a broad range of services and solutions in strategy, consulting, digital, technology and operations. Due to the nature of our business, waste generation is not a material source of GHG emissions. However, we do manage and track our e-waste as part of a broader environmental programme. In fiscal 2019/20, more than 85% of our total disposed e-waste avoided landfill. All packaging is recycled.</p> <p>6. Business travel = 7.96 tCO<sub>2</sub>e</p> <p>7. Employee commuting = not relevant            Explanation: Employee-funded commuting is not within Fordway's control and is not in scope for our environmental measurement programme. We promote many schemes to reduce employees commuting footprint, including:</p> <ul style="list-style-type: none"> <li>• Home working</li> <li>• Cycle to work scheme with bicycle storage and showers in our offices</li> <li>• Offices located close to good public transport links</li> </ul>

	<p>9. Downstream transportation and distribution. Fordway procures a small amount of Goods for customers and also use transportation for delivery of re-imaged laptops; packaging is always reused where possible. Goods may be shipped around the UK. Like most companies, we have less visibility and influence over upstream transportation and distribution, therefore measuring and managing can be challenging. This is why we chose a delivery partner with a carbon neutral commitment. DPD commit to make every parcel delivered, carbon neutral. Details of their environmental commitments can be found here: <a href="https://www.dpd.co.uk/content/about_dpd/csr.jsp">https://www.dpd.co.uk/content/about_dpd/csr.jsp</a></p>
<b>Total Emissions</b>	23.2 tCO <sub>2</sub> e

## Current Emissions Reporting

<b>Reporting Year: FY2122 (1/9/2021 – 31/8/2022)</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0.314 tCO <sub>2</sub> e
<b>Scope 2</b>	8.89 tCO <sub>2</sub> e
<b>Scope 3 (Included Sources)</b>	<p>Not relevant: 4 (Upstream transportation and distribution), 5 (Waste generated in operations), 7 (Employee commuting) &amp; 9 (Downstream transportation and distribution)</p> <p>6. Business travel = 3.80 tCO<sub>2</sub>e</p>
<b>Total Emissions</b>	13.00 tCO <sub>2</sub> e

## Emissions reduction targets

To continue our progress to achieve Net Zero, we have adopted the following carbon reduction targets:

We project that carbon emissions will decrease over the next five years to below 15.0 tCO<sub>2</sub>e by 2025. This is a reduction of 20%. Due to changing working practices following the COVID19 pandemic, with more homeworking and replacing business travel with online meetings we achieved significantly better reduction than this in FY2122. We expect our carbon emissions to increase as business travel resumes in 2023 and beyond but are committed to hit our reduction target, by 2025.

## Carbon Reduction Projects

Fordway has implemented the following carbon reduction projects since the 2020 baseline:

- Carbon offsetting of all our emissions
- Implementing hybrid (work from anywhere) working for all staff, with minimal office attendance
- Downsizing our offices to modern, energy efficient premises with less than 40% of the floor space of the previous offices in October 2022 with flexible working capacity for all staff
- Procuring 100% renewable electricity by 2023
- Committing to our Zero Waste goal: by 2030, Fordway will reuse or recycle 100% of e-waste, such as computers and servers, as well as all office furniture; and will eliminate single-use plastics in all locations.
- Maintaining ISO 14001 Environmental management system certifications
- Employee engagement and upskilling: offering a range of engagement activities such as our on-line sustainability training for all staff.

Other ways we are reducing our Carbon Footprint

- Fordway Environmental Support Group
  - Promotion of paper free offices
  - Use of green cleaning and packaging
  - Recycling food and packaging (composting or re-use where possible)
  - Improving and monitoring energy use and waste consumption
  - Introduction of bee houses
  - Promoting cycle and walk to work
- ISO14001 accredited Environmental Management System
  - Efficient use of resources
  - Promoting sustainable practises
  - Encouraging environmental care across the supply chain
  - On-line Environment awareness training - mandatory for all staff
  - Supplier Relationship Policy and monitoring of Supplier accreditations
  - Service Charter measurement for environmental impact

## 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<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 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<sup>3</sup>.

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<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>



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

**Signed on behalf of the Supplier:**

A handwritten signature in black ink, appearing to read "Richard Blanford".

**Richard Blanford**  
Chief Executive  
Fordway Solutions Ltd

Date: 1<sup>st</sup> June 2023