



# Carbon Reduction Plan

1 February 2025 to 31 January 2026

**Supplier name: Hartnell Taylor Cook LLP**

**Publication date: 30 April 2026**

## Commitment to Achieving Net Zero

Hartnell Taylor Cook LLP (“HTC”) is committed to achieving Net Zero emissions by 31 January 2045.

## 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: 1 February 2024 - 31 January 2025	
EMISSIONS	TOTAL (tCO <sub>2e</sub> )
<b>Scope 1:</b> Emissions from sources that an organisation owns or controls directly.	<b>0 tCO<sub>2e</sub></b> No emissions for Scope 1 have been assessed due to no direct usage of owned or controlled sources by HTC.
<b>Scope 2:</b> Emissions a company causes indirectly that come from where the energies it purchases and uses is produced.	<b>13.902 tCO<sub>2e</sub></b>
<b>Scope 3:</b> All emissions not covered in Scope 1 or 2, created by a company’s value chain.  <b>(Included Sources)</b>	<b>168.0442 tCO<sub>2e</sub></b>  <i>Category 4 :Upstream transportation and distribution = 12.95 tCO<sub>2e</sub></i> 1. Office supplies = 12.09 tCO <sub>2e</sub> 2. Maintenance contractors Travel = 0.860 tCO <sub>2e</sub> <i>Category 5: Waste generated in operations = 7.0442 tCO<sub>2e</sub></i> 1. Bristol (main) office =6.34 tCO <sub>2e</sub> 2. London office = 0.7042 tCO <sub>2e</sub> <i>Category 6: Business Travel = 34.3 tCO<sub>2e</sub></i> <i>Category 7: Employee commuting = 113.75 tCO<sub>2e</sub></i> <i>Category 9: Downstream transportation and distribution = N/A</i> as our product is a PDF file emailed to our clients. This would be covered by our Scope 2 data and negligible to the overall carbon emissions.
<b>Total Emissions</b>	<b>181.9462 tCO<sub>2e</sub></b>

## Current Emission Reporting

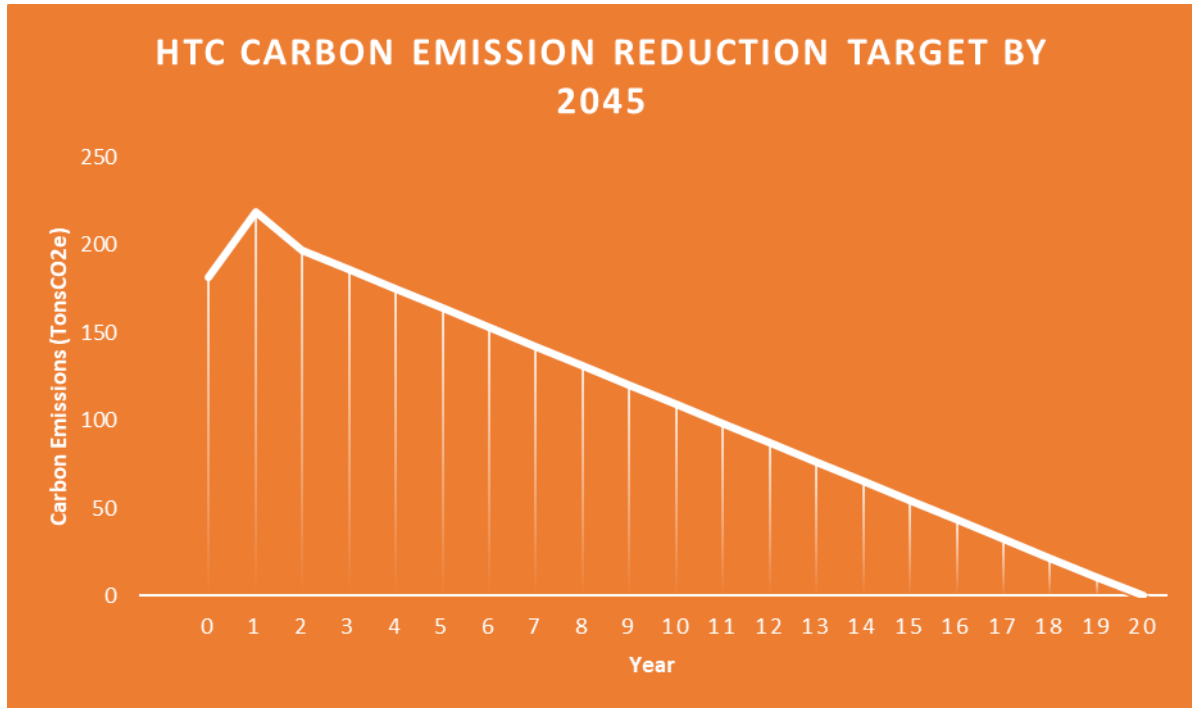
Reporting Year: 2 February 2025 – 31 January 2026	
Additional Details relating to the Baseline Emissions calculations	
<p>This is HTC's second reporting period. With access to more publicly available data regarding Scope 3 calculation methodology (e.g., CIBSE reporting), this is the second year HTC has been able to provide a supported evidence-based calculation of our Scope 3 emissions.</p>	
EMISSIONS	TOTAL (tCO <sub>2e</sub> )
<b>Scope 1:</b> Emissions from sources that an organisation owns or controls directly.	<b>0 tCO<sub>2e</sub></b>  No emissions for Scope 1 have been assessed due to no direct usage of owned or controlled sources by HTC.
<b>Scope 2:</b> Emissions a company causes indirectly that come from where the energies it purchases and uses is produced.	<b>12.264 tCO<sub>2e</sub></b>
<b>Scope 3:</b> All emissions not covered in Scope 1 or 2, created by a company's value chain.  <b>(Included Sources)</b>	<b>206.345 tCO<sub>2e</sub></b>  <i>Category 4 :Upstream transportation and distribution = 35.71 tCO<sub>2e</sub></i> <ol style="list-style-type: none"> <li>1. Office supplies = 34.85 tCO<sub>2e</sub></li> <li>2. Maintenance contractors Travel = 0.860 tCO<sub>2e</sub></li> </ol> <i>Category 5: Waste generated in operations = 3.248 tCO<sub>2e</sub></i> <ol style="list-style-type: none"> <li>1. Bristol (main) office =2.202 tCO<sub>2e</sub></li> <li>2. London office = 1.046 tCO<sub>2e</sub></li> </ol> <i>Category 6: Business Travel = 95.062 tCO<sub>2e</sub></i> <i>Category 7: Employee commuting = 72.325 tCO<sub>2e</sub></i> <i>Category 9: Downstream transportation and distribution = N/A as our product is a PDF file emailed to our clients. This would be covered by our Scope 2 data and negligible to the overall carbon emissions.</i>
<b>Total Emissions</b>	<b>218.609 tCO<sub>2e</sub></b>

## Emissions Reduction Targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction target.

We project that carbon emissions will decrease over the next five years to 45.486 tCO<sub>2e</sub> by 2030. This is a reduction target of 25% from baseline total by 2030.

Progress against these targets can be seen in the graph below: The two years of reporting progress can be seen in the graph below.



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

This is in comparison to HTC's baseline year (Year 0).

Whilst we have carried out a number of Carbon Reduction Projects over the last few years, we did not capture the data whilst undertaking these activities, these included:

- established and maintained an externally-certified ISO14001-Environmental Management System, since 2023
- transitioned our offices from dated buildings to more modern energy efficient equivalents, including moving to newly fitted out offices in London (July 2023) and Bristol (2021) and adopting energy saving initiatives such as motion sensitive lighting to reduce the energy consumption in our offices
- hired staff dedicated to sustainability, from 2020
- developed sustainability consultancy products and services for HTC clients, since 2020
- developed an integrated IT strategy that allows our people to work seamlessly from anywhere
- implemented paperless working practices where possible and recycling any paper sources in our offices including recycling paper waste
- became members of Cycle scheme and encouraging all colleagues to consider cycling to work
- purchased an electric-based pool car for use in Bristol office
- instigated best practice waste separation, including food waste composting at both offices
- removed individual desk bins for all offices
- encouraged use of reusable drinking bottles
- offer employees season-ticket loan for public transport commuting options

## Future Carbon Reduction Initiatives

In the future we hope to implement further measures to decrease emissions across our organisation.

The main objective across both Scope 2 and 3 emissions over the next year;

- to improve the quality of data sources wherever possible and request additional data from supply chains, to improve the overall quantifiable data more accurately
- to further integrate the sources of data and refine calculation as required

### **Scope 2:**

By implementing the following measures, HTC intends to decrease Scope 2 emissions by 3.47 tCO<sub>2</sub>e (25%) over the next 5 years by progressing the following initiatives:

- carry out an energy audit of HTC's office demises to determine any assets which could benefit from an energy consumption reduction strategy or recommendation, projected reduction: Estimated in region of 20-30% savings in carbon emissions across both offices may be possible
- engage our London and Bristol Landlords regarding options to:
  - designate space on the office building roof to install PV panels to help the reduction of electrical consumption for our office demise, e.g. projected reduction: Space for 10 panels could save the London office 1.104 tCO<sub>2</sub>e a year
  - offer landlords HTC energy audit across the communal office space and building plantrooms to determine any assets which could benefit from an energy consumption reduction strategy or recommendation
  - review and discuss the energy policy for our office space with energy reduction in mind, i.e., setting seasonal settings for our demise specific HVAC systems resulting in energy savings
  - encourage landlord/management agent to move to green electricity tariffs
- undertake a review & report with recommendations regarding the beneficial impacts of implementing other ISO standards relating to sustainability and the environment
- explore joining Planet Mark membership, including the use of an external Carbon Emission Data Platform to calculate our emissions
- review becoming supporters/signatories to relevant net zero initiatives such as Race to Zero, the British Property Foundation's Net Zero Pledge and Business Declares
- prepare a firm-wide sustainability training programme for all employees
- aim to reported publicly on our environmental impacts through our annual Environmental Impact Report

(\* - we note that the suggested landlord actions will not be in our full control and therefore meeting the overall proposed reduction over 5 years may change, but we will endeavour to engage and encourage the landlords as far as we are able to)

### **Scope 3:**

By implementing the following measures, HTC hopes to decrease Scope 3 emissions by 19 CO<sub>2</sub>e (11.3%) over the next 5 years:

To assist with reducing target of 1.7 tCO<sub>2</sub>e (5%) over next 5 years in Category 6.

- update our travel policy to require all staff to use public transport / lower carbon emitting transportation wherever possible unless a good business reason.
- expand the use of the electric-based pool car in Bristol office with aim of increasing usage by 10% (based on current use of 3 days a week)

- offer an electric car salary sacrifice scheme with the aim that 5% of colleagues purchase an electric cars (switching from diesel/petrol)

To assist with reducing Category 7 emissions by 1.1 tCO<sub>2</sub>e (1%) over next 5 years:

- encourage “carshare scheme” amongst employees living in same areas to reduce overall commuting miles per employee
- encourage employees to take advantage of Cycle scheme to reduce overall commuting miles, aim to seek 5% increase in take up.
- review Category 7 data points to reduce overall commuting miles
- identify office supplies that can be updated to a more substantiable and/or local option. Carbon reduction target of 1.2 tCO<sub>2</sub>e (10%) over next 5 years in Category 4
- provide training to all employees on best practice regarding waste and excessively packaged food to ensure waste reduction, correct waste separation
- onboard new Ai software “Hexagon” within the business which will:
  - enable a further reduction in paper waste (by increase digital information storage) and further reduce the overall paper consumption of the business. The carbon reduction target of 1.8 tCO<sub>2</sub>e (15%) over next 5 years in Category 5
  - enable hybrid working pattern of finance team currently 4 to 5 days a week in the office to reduce to 3 to 4 days in the office with the direct impact of reducing commuting related emissions, the carbon reduction target of 5.2 tCO<sub>2</sub>e (5%) over next 5 years in Category 7

## Declaration and Sign Off

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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 board of directors (or equivalent management body).

### Signed on behalf of the Supplier:

Signed by:  
  
Stuart Funicello, Partner

Date: 21 April 2026