

## SEMPLE & MCKILLOP LTD Carbon Reduction Plan Policy

### 1. Purpose

This Carbon Reduction Plan outlines our commitment to reducing its carbon footprint and achieving sustainability goals in line with national and international climate change initiatives.

### 2. Scope

This plan applies to all business operations, employees, suppliers, and stakeholders associated with SMK.

### 3. Commitment to Carbon Reduction

We are committed to:

- Reducing greenhouse gas (GHG) emissions across all operations.
- Increasing energy efficiency and promoting renewable energy use.
- Encouraging sustainable practices within the supply chain.
- Complying with applicable environmental regulations and industry best practices.

### 4. Carbon Reduction Methods

- We have implemented an Environmental Officer with overall responsibility of the carbon footprint and implementing initiatives to demonstrate we are proactively maintaining our Zero Carbon status.
- We continually monitor our energy usage and investigate any spikes.
- We have installed LED lighting with presence detection throughout all our offices.
- We encourage the use of online meetings limiting travel requirements.
- To offset our annual carbon usage, we plant native trees annually. This scheme has been in operation for over 10 years.

### 5. Key Initiatives

- **Energy Efficiency:** Encourage the reduction of energy consumption within our offices.
- **Sustainable Transportation:** Promote electric and low-emission vehicle usage and we operate a cycle to work scheme for all staff members.
- **Waste Reduction & Recycling:** Continue to minimise waste and enhance recycling efforts to lower environmental impact within our offices.
- **Energy Efficient Design:** As a design consultancy we follow the principles of 'Be Lean' (use less energy), 'Be Clean' (use energy efficient product), 'Be Green' (to encourage renewable solutions)

### 6. Monitoring and Reporting

We will:

- Conduct annual carbon footprint assessments.
- Report progress against reduction targets at our annual IQMS meeting.
- Continuously evaluate and improve carbon reduction strategies.

### 7. Accountability and Governance

Directors will oversee the implementation of this plan, ensuring alignment with corporate sustainability objectives. Employees and stakeholders are encouraged to contribute.

### 8. Review and Updates

This plan will be reviewed annually to ensure effectiveness and alignment with evolving environmental standards and business goals.

**Authorisation:**

A handwritten signature in black ink, appearing to read "M. McKillop", is positioned above the date and review date information.

**Date:**

4<sup>th</sup> January 2025

**Review Date:**

No later than 31<sup>st</sup> December 2025