

LATEST REVISION RECORD						
Revision	Issue	Date	By	Change Details	Approved by	Date

SCOPE

Assent Group recognises that we are facing a global climate crisis and the UK has committed to reduce carbon emissions to net zero by no later than 2050. Assent Group recognises the urgent need for positive action and is committed to achieving net zero by 2040. This plan sets out our goal baseline and our approach to achieving this.

PURPOSE

This Procedure outlines the carbon reduction Strategies adopted by Assent Group to manage in line with our policies, Impact & Aspect Assessments and continuous improvement.

RESPONSIBILITIES

CEO / Board of Directors
Health & Safety Department
Quality & Compliance Department
Operations Department
Finance Department
All Employees

UK LEGISLATION

Environmental Protection Act 1990 -Part 2
Environmental Protection Act 1990 -Part 3
Environmental Permitting Regulations 2016 (as amended)

UK GUIDANCE

ISO 14001 2015 Guidance

ISO CLAUSES

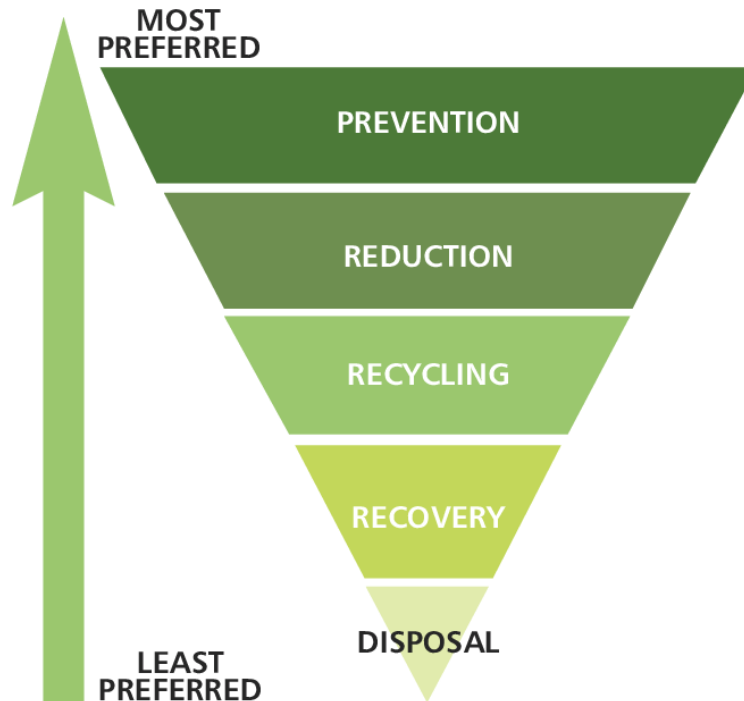
Standard	Clause
ISO 9001	N/A
ISO 14001	5.2, 6.1.1, 6.1.2, 6.2, 8.1, 10.3
ISO 17020	N/A
ISO 17025	N/A
ISO 45001	N/A

DEFINITIONS

Reasonably Practicable	Weighing the risk of an environmental impact against the cost and time associated with the mitigation measures needed to control it. Each case is judged on its own merits.
Reduce	In the context of this procedure, where it is a requirement to “reduce” this to “reduce” as far as is reasonably practical.
Reuse	In the context of this procedure where to reuse equipment or asset in another capacity or location.
Recycle	In the context of this procedure to take a product or substance and through various processes change its structure so it can be used again.
Hazard	Something with the potential to cause harm (includes processes that emit dust, fumes, vapours, mist of gases; skin contact with liquids, pastes and dusts or other aspects of the organisations work).
Risk	Likelihood of potential harm from the hazard and the severity of its consequence.
Hierarchy of Hazard Control	System used in industry to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.
EMS- Environmental Management System	The written internally system detailing processes and procedures to control the environmental aspects and impacts of the organisation.
BAU- Business As Usual	The normal execution of standard functional operations within an organization - forms a possible contrast to projects or programmes which might introduce change.

WASTE HIERARCHY

The Waste Hierarchy is a recommended set of steps and guidance that Assent Group strive to achieve as part of its planning and BAU activities. The Hierarchy is detailed below and places more emphasis on waste prevention than disposal.



WASTE PROCEDURE

Assent Group are committed to reducing the impact from waste or waste products that are generated via its day to day activities, to promoting procedures to reduce, re-use and recycle wherever practicable and in accordance with the waste hierarchy.

Waste will be kept to a minimum by the encouragement of recycling within the company rather than disposing. Assent Group also aim to re-use wherever possible e.g. wastepaper as scrap, clothing (PPE) in good condition, furniture and electrical equipment etc.

Assent Group aim to actively reduce the impact of the waste it produces in the following ways:

- Supplier Review** To, where possible, work with suppliers who have been reviewed and are on the current approved Suppliers Lists
- Product Review** Where possible to actively use products that are manufactured from a sustainable or recyclable source.
- Recycling** To actively recycle, as much as is reasonably practicable, any waste products produced as part of the task and work that Assent Group carry out.
- Monitoring & Review** To record, monitor and review how much waste is produced and to set specific SMART targets on waste produced.
- Competent Persons** Employees or Contractors who are employed or instructed by Assent Group to carry out the task, are to have suitable knowledge, practical experience, training, understanding of the work, the hazards it presents and how it interacts and reacts with the surrounding environment.

Recycling and Waste Disposal

Assent Group will recycle as much of the waste it produces as possible. Below is a table that lists what we believe we can recycle and the method of disposal.

Waste Streams

Material	Disposal Method	Recycling Company
Paper – Non Confidential	Appropriate waste bins found around the building are to be filled with non-confidential paper. The bins are emptied into the mixed recycling bins outside and picked up by the supplier. The supplier will forward weights and WTN to Assent Group. This will be recorded on the Waste & Usage Register Paper will be printed on both sides where practicable and if not, the blank sides will be reused as scrap. This will be recycled once spent. The paper will then be taken to the communal recycling bin and disposed of.	Local or Landlord Recycling Company
Paper – Confidential	Appropriate Confidential Waste Bins will be located around the office area. When these are full the Recycling Company is called to collect. They forward a Transfer Note to Assent Group which is recorded along with the weight.	Local or Landlord Recycling Company
Cardboard	Cardboard boxes will be placed in the appropriate waste bins. The bins are emptied into the mixed recycling bins outside and picked up by the supplier. The supplier will forward weights and WTN to Assent Group.	Local or Landlord Recycling Company
Plastic – Clear Inc bubble wrap, clear packaging	Clear plastics will be placed in the appropriate waste bins. The bins are emptied into the mixed recycling bins outside and picked up by the supplier. The supplier will forward weights and WTN to Assent Group.	Local or Landlord Recycling Company
Plastic – Coloured Inc coloured wrapping / coloured bubble wrap	Clear plastics will be placed in the appropriate waste bins. The bins are emptied into the mixed recycling bins outside and picked up by the supplier. The supplier will forward weights and WTN to Assent Group.	Local or Landlord Recycling Company
Plastic Bottles	To be classed as plastic waste (either clear or coloured)	Local or Landlord Recycling Company
Cans	Cans will be collected in the appropriate waste bins around the building.	Local or Landlord Recycling Company

Material	Disposal Method	Recycling Company
Furniture	Where furniture cannot be reused, they will be broken down into its separate components and taken to the local recycling plant or the responsible person will contact the Recycling Company who will collect. In both cases the components will be weighed, and a Transfer Note issued.	Adhoc Waste Recycling Company as and when Required
Redundant Electrical Equipment	Any redundant electrical equipment will be stored by Facilities. When there is sufficient Ensaf Consultants will contact the Recycling Company who will collect. The Recycling Company will weigh the equipment and issue a Transfer Note to Assent Group.	Adhoc suitable WEEE recycling company as and when required
Redundant Equipment	Any redundant equipment will be stored by Facilities. When there is sufficient Ensaf Consultants will contact the Recycling Company who will collect. The Recycling Company will weigh the equipment and issue a Transfer Note to Assent Group.	Adhoc suitable WEEE recycling company as and when required
Clothing	All clothing in good condition will be washed and returned to Stores. When in poor condition or branded (ok or poor condition) the clothing is to be recycled for rags at the local refuse centre.	Adhoc waste recycling company as and when required

The above table is for guidance only and regional variations occur.

Achieving Net Zero

The UK government has set out an ambitious strategy to tackle climate change. In 2019 the government amended the climate change act 2008 to require the UK to bring greenhouse gas emissions to net zero by 2050. According to the Intergovernmental Panel on Climate Change Special Report, limiting globalwarming to 1.5 degrees and avoiding the worst impacts of climate change requires global emissions to rapidly decline over the next 10 years and reach net zero no later than 2050.

Our commitment is that by 2040, we will reduce our scope 1,2 and 3 emissions by at least 90%;or to a residual level that is consistent with reaching net zero emissions and limiting globalwarming to 1.5 degrees. We will then neutralize any residual emissions, and any greenhouse gas emissions released into the atmosphere, through recognized carbon offsetting schemes.

Our targets and pathway have been set using the recent climate science and methodology available via the Science-Based Target initiative.

Baseline Emissions

Our baseline greenhouse gas (GHG) inventory is in line with the GHG Protocol . This has allowed us to fully understand our emissions and which are our most carbon intensive activities (our ‘carbon hotspots’). We have been able to use this GHG inventory to recognise our risks and identify opportunities to reduce them.

Our GHG inventory accounts for 100 percent of Assent Group emissions over which we have operational control, including direct and in direct emissions.

2023 baseline year emissions			tCO ₂ e	% total
Scope 1	Gas	Emissions from energy usage associated with offices	441	11
Scope 2	Electricity		512	13
Scope 3	Purchased goods and services	Emissions associated with goods and services purchased by Assent Group during the baseline year	895	22
	Capital goods	Emissions associated with capital goods purchased by Assent Group during the baseline year	328	8
	Fuel and energy-related activities	Upstream emissions associated with the fuels and electricity consumed by Assent Group	170	4
	Upstream transportation and distribution	Emissions associated with courier and postal services purchased by Assent Group	6	0.2
	Waste generated in operations	Emissions associated with waste generated during the baseline year	56	1.4
	Business travel	Emissions associated with business travel by employees	472	12
	Employee commuting	Emissions from employees travelling to and from offices	726	18
	Downstream leased assets	Emissions from assets owned by Assent Group and leased to third parties – Xact	375	9.3
	Franchises	Not applicable (N/A)	-	-
	Investments	Emissions from investments – rough figure	44	1.1
	Upstream leased assets	N/A	-	-

EMISSIONS REDUCTION STRATEGY

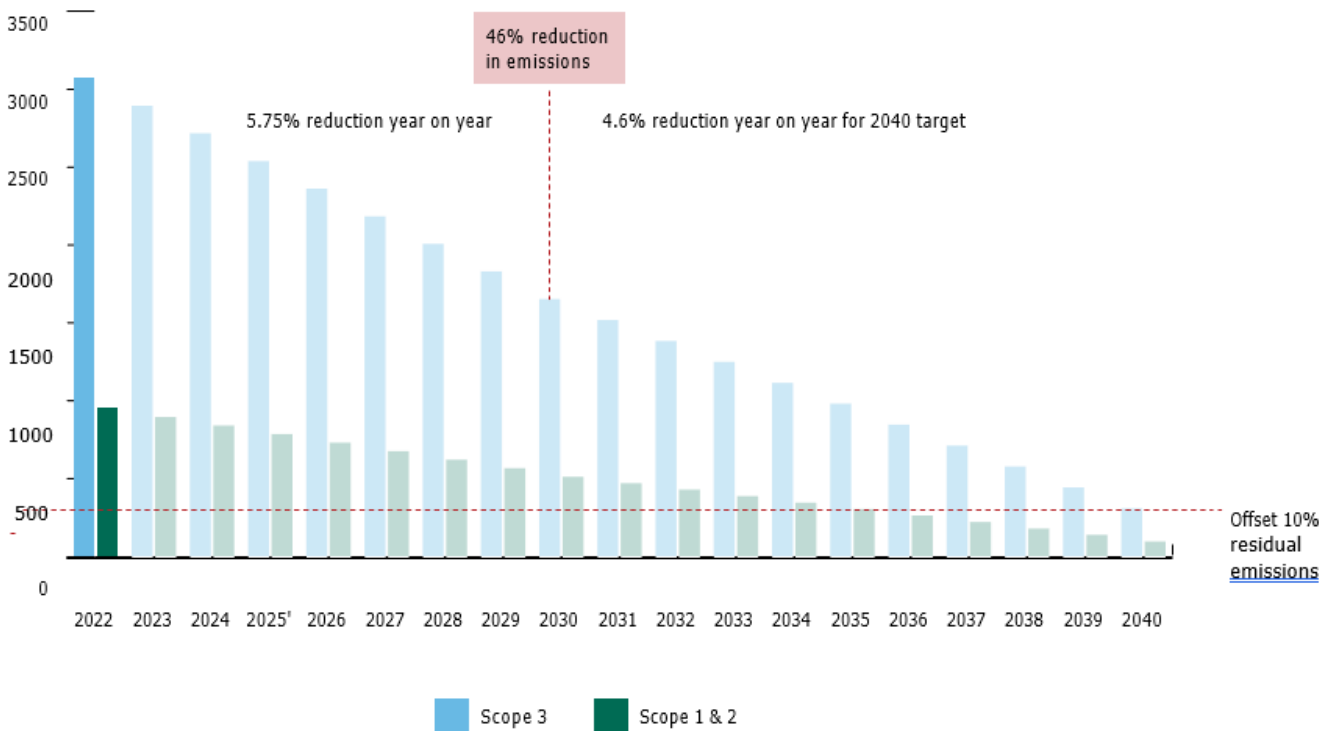
To achieve net zero by 2040, we must set a series of short-term targets along with a long term target of at least a 90% reduction in overall emissions (scope 1,2 and 3) before reaching net zero in 2040.

Our reduction pathways are based on:

- our initial baseline inventory
- our current understanding of government policy and aspirations
- the currently available technical solutions

While we are committed to net zero, we will need to balance our carbon reduction programme with statutory regulation requirements. This will require our targets and trajectory to be reviewed at least annually and, where required, updated to account for changes in government policy.

Carbon Reduction Trajectory



Carbon Reduction Projects

Our baseline indicates that our emissions are 4,025 tonnes of carbon dioxide equivalent (tCo2e). To reduce our emissions by at least 90% - a reduction of 3,622.5 (tCo2e)

Assent will work towards net zero by working on projects short term and long terms to achieve the standard as set out in this plan. We will implement the following environmental and management projects and measures.

Reduce our scope 1 and 2 emissions

- Improve energy efficiency
- Move away from the use of fossil fuels for our buildings and offices

Introduce environmental targets

- Implement and report on environmental targets to help drive improvement

Reduce our emissions through sustainable travel

- Install electric vehicle charging points at allocated offices
- Incentivise more sustainable modes of transport such as car sharing, cycling, walking, trains and buses
- Consider the benefits and implications of hybrid working, weighing reduced staff travel against increased energy use for home working

Reduce the emissions associated with our procurement of purchased goods and services

- Embed sustainability into our procurement process
- Capture supplier-level data to report our emissions accurately
- Work with our suppliers to source more sustainable materials, products and services
- Implement a Supplier Carbon Reduction Programme
- Use the circular economy when sourcing materials, products and services
- Review and lower the threshold for our procurement contracts to provide a carbon reduction plan

RECORDING

The weight and, where possible, the Transfer Notes will be recorded for each item on the Waste & Usage Register

COMMUNICATION OF PROCEDURE

This procedure is communicated to Employees via reading the procedure and technical bulletins or toolbox talk if needed on site.

MONITORING & REVIEWING

All information will be gathered and may presented to the Board of Directors for review under the following circumstances:

- Annually for the setting of new environmental targets, objectives and opportunities.
- If an environmental non-conformance has been raised.
- If there is a change in supplier or requirement.
- On the request of a director.
- On the request of an accreditation or government body
- On the client or customer request
- A change in legislation or standards
- Any other suitable requirement.

RESPONSIBILITIES**CEO / Board of Directors**

- To ensure that there are suitable resources in place for the implementation and monitoring of the Environmental Management System (EMS).
- To lead by example in championing environmental and sustainable processes.
- To ensure that there is a suitable Environmental Policies and Procedures
- To ensure that any non-conformances are investigated, and remedial action taken.
- To ensure that the EMS is communicated to all interested parties
- To set and review any targets, objectives, risks and opportunities.
- To ensure that everyone is aware of their responsibilities as part of this procedure.
- To ensure environmental impact is considered with the same importance as other business functions when undertaking business decisions.
- To consider environmental impacts when purchasing equipment.
- To understand the Waste Hierarchy process.
- To provide suitable skips for the process of recycling activities across the site.

Health & Safety Department

- To assist the CEO in the implementation of the EMS policies and procedures
- To lead by example in championing environmental and sustainable processes.
- To ensure that any non-conformances are investigated, and remedial action taken.
- To ensure that the EMS is communicated to all interested parties
- Provided suitable environmental information to interested parties.
- To set and review any targets, objectives, risks and opportunities.
- To ensure that everyone is aware of their responsibilities as part of this procedure.
- To ensure that any waste licenses have been checked and are stored on the system.
- To ensure that the waste disposal company are registered, and waste licences obtained.

Quality & Compliance Department

- To lead by example in championing environmental and sustainable processes.
- To ensure that any non-conformances are investigated, and remedial action taken.
- To ensure that the EMS is communicated to all interested parties
- Provided suitable environmental information to interested parties.
- To set and review any targets, objectives, risks and opportunities.
- To ensure that everyone is aware of their responsibilities as part of this procedure.
- To maintain and document any records associated with waste production.
- To ensure that the Waste & Usage Register is undated and reviewed.
- To monitor the waste procedure and ensure compliance to it.
- To ensure that any waste licenses have been checked and are stored on the system.
- To ensure that the waste disposal company are registered, and waste licences obtained.
- To carry out compliance checks on the procedure to ensure compliance.

Training Department

- To assist in the production of suitable environmental training material.
- To consider environmental impacts when purchasing equipment.
- To understand the Waste Hierarchy process.

**Operations
Department**

- To ensure that site works are in line with the Environmental Policies and Procedures
- To ensure that any non-conformances are investigated, and remedial action taken.
- To ensure that any site-specific waste procedures have been agreed and briefed to the site staff.
- To consider environmental impacts when purchasing equipment.
To understand the Waste Hierarchy process.

All Employees

- To lead by example in championing environmental and sustainable processes.
- To ensure they follow any site waste and recycling rules as briefed.
- To report any environmental incidents to the Health & Safety Department such as spillages etc.
- To place all waste items in the appropriate receptacles.
- To clean up spillages as per the appropriate procedure.
- To consider environmental impacts when purchasing equipment.
- To understand the Waste Hierarchy process.
- To ensure they follow all Assent Group rules, procedures and policies.