**Carbon Management Policy**

**Blakes Workplace Solutions Ltd**  
**Effective Date:** 01/07/2025  
**Review Date:** Annually, 1/7/26

**1. Purpose**

This policy sets out Blakes Workplace Solutions Limited’ commitment to managing and reducing our carbon footprint in line with our goal of becoming a net zero organisation. We recognise the urgent need for climate action and are committed to making measurable, transparent, and continual progress in reducing greenhouse gas (GHG) emissions across all areas of our operations.

**2. Vision**

We envision a future where Blakes Workplace Solutions Ltd operates with minimal environmental impact. Our long-term goal is to achieve **net zero carbon emissions by 2035**, with annual reductions of at least **5% in our carbon footprint**. Through innovation, collaboration, and accountability, we aim to lead by example and support a low-carbon economy.

**3. Scope**

This policy applies to all employees, departments, contractors, suppliers, and operations carried out by Blakes Workplace Solutions Ltd across all business sites.

**4. Our Commitments**

To achieve our carbon reduction targets, we commit to:

* **Monitoring and Reporting:**

Conducting annual carbon footprint assessments to track progress and identify high-impact areas for improvement.

* **Fleet Transition:**

Phasing out petrol and diesel vehicles with a target to operate a **fully electric fleet by 2030**.

* **Energy Efficiency:**

Implementing energy-saving practices across all facilities, including improved insulation, efficient heating systems, and upgraded lighting.

* **Employee Engagement:**

Promoting carbon-conscious behaviours through internal campaigns, training, and day-to-day best practices.

* **Supplier Engagement:**

Working with suppliers who align with our sustainability values and encouraging them to reduce their carbon impact.

* **Waste and Resource Reduction:**

Encouraging reuse and responsible procurement practices to reduce embodied carbon in materials and operations.

**5. Goals and Objectives**

We define our strategic goals as follows:

**Short-Term (Next 12 Months):**

* Promote energy-efficient behaviours across the business.
* Complete insulation improvements in key building areas.
* Begin procurement of electric vehicles.

**Medium-Term (1–3 Years):**

* Replace all lighting with energy-efficient LED systems.
* Improve internal data collection for carbon reporting.
* Collaborate with the landlord for additional building upgrades.

**Long-Term (3–10 Years):**

* Reduce carbon emissions by 5% per year.
* Operate a fully electric vehicle fleet by 2030.
* Achieve net zero carbon emissions by 2035.

**6. Key Performance Indicators (KPIs)**

To track and measure our progress, we use the following KPIs:

* Annual percentage reduction in carbon emissions.
* Number of electric vehicles in our fleet.
* Energy consumption per square metre across sites.
* Engagement rate in sustainability training.
* Number of sustainability-focused supplier partnerships.

**7. Responsibilities**

* **Directors and Senior Management** are responsible for setting strategic direction, allocating resources, and reviewing progress.
* **Line Managers** are responsible for implementing sustainable practices and promoting accountability within teams.
* **All Employees** are expected to follow best practices, contribute ideas, and actively support the reduction of our carbon footprint.

**8. Review and Continuous Improvement**

This policy will be reviewed annually to ensure alignment with legislation, emerging technologies, and best practices. Updates will be communicated across the business and incorporated into our wider sustainability strategy.

**Signed:** A blue line drawn on a white surface

AI-generated content may be incorrect.

**Position: Director Date: 01/07/2025**