Carbon Reduction Plan

Supplier name: Assisting Success Ltd

Publication date: 18 September 2026

Commitment to achieving Net Zero

Assisting Success Ltd 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.

Baseline Year: 2024

Baseline year emissions:

Scope 1: 6.129 tCO2e

Scope 2: 1.577 tCO2e

Scope 3 (Included Sources): 6.439 tCO2e

Total Emissions: 14.145 tCO2e

Current Emissions Reporting

Reporting Year: 1 April 2025 – 31 March 2026

Scope 1: 0.651 tCO2e

Scope 2: 1.577 tCO2e

Scope 3 (Included Sources): 11.454 tCO2e

Total Emissions: 13.68 tCO2e

Additional Details Relating to the Emissions Calculations

Since the 2024 baseline, Assisting Success Ltd has grown from 2 employees to 12. This growth is directly reflected in the change in emissions profile between the baseline year and the current reporting year, and is explained below by Scope.

Scope 1 — Company Vehicles: Our sole company vehicle is now fully electric, covering approximately 10,000 miles per year. This has substantially reduced Scope 1 emissions since the 2024 baseline, when the company vehicle fleet included a non-electric vehicle.

Scope 2 — Office Energy: Assisting Success Ltd operates from a serviced office with no gas supply and on-site solar generation. As a tenant, we do not receive separate utility bills and the office arrangement is unchanged since the 2024 baseline; the baseline figure has therefore been carried forward as a reasonable current estimate.

Scope 3 — Employee Commuting: Calculated from submitted business travel data covering March–September 2026, using the applicable UK Government conversion factors for car travel by fuel/vehicle type.

Scope 3 — Business Air Travel: Reflects approximately 20 return flights between Glasgow and London over the reporting year, calculated using the UK Government's domestic flight conversion factor of 0.27257 kgCO2e per passenger-km (DESNZ Greenhouse Gas Conversion Factors 2024, including radiative forcing), applied to a return distance of 1,136 km per round trip.

Scope 3 — Homeworking: Of our 12 employees, 2 work from a shared office; the remainder work from home on a full-time or part-time basis. Homeworking emissions have been estimated using the DEFRA combined homeworking emissions factor of 0.33378 kgCO2e per hour per person (covering heating and office equipment use), applied to an estimated 1,622 total homeworking person-days across the team over the reporting year, assuming a standard 7.5-hour working day and a 46-week working year. This is a new emissions category not previously quantified in the 2024 baseline, reflecting the company's shift towards a largely home-based workforce as it has grown.

As a result, while Scope 1 emissions have fallen significantly due to the transition to a fully electric company vehicle, this has been substantially offset by new Scope 3 emissions sources (business air travel and homeworking) that did not meaningfully exist at the much smaller scale of operations captured in the 2024 baseline. Total emissions have remained broadly stable despite a six-fold increase in headcount.

Emissions Reduction Targets

Our original 2024 target projected a reduction to 10.6 tCO2e by 2025. This target was set prior to the company's substantial growth in headcount and did not anticipate the associated increase in business travel and homeworking-related emissions. We consider it more appropriate to set forward targets based on emissions intensity per employee, reflecting the company's current scale of operations, rather than an absolute figure set when the company was substantially smaller.

On this basis, we are targeting a 15% reduction in emissions per employee (tCO2e per FTE) by 2030 against the current reporting year, to be achieved through the initiatives set out below.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

- Transitioned our company vehicle to a fully electric model, substantially reducing Scope 1 emissions.
- Implemented LED lighting and energy-efficient office equipment.
- Installed motion sensor lighting to reduce energy consumption in low-traffic areas.
- Supported staff take-up of electric vehicles through salary sacrifice lease arrangements.

Future Carbon Reduction Initiatives

In the future we hope to implement further measures such as:

1. Sustainable Transport Initiatives:
    - Implement a travel policy prioritising rail travel over domestic flights for business travel where practicable.
    - Implement a cycle-to-work scheme to encourage active travel.
2. Waste Reduction and Recycling Initiatives:
    - Promote digital documentation to minimise paper use.
3. Sustainable Procurement:
    - Review procurement policies to prioritise sustainable, low-carbon suppliers.
    - Purchase office equipment and consumables from suppliers committed to carbon reduction.

    - Reduce supply chain emissions by sourcing locally where possible.

4. Renewable Energy Transition:
    - Review banking relationships to consider switching to a bank or pension fund that invests in sustainable initiatives.
5. Carbon Offset Initiatives:
    - Participate in verified carbon offset programs to neutralise residual emissions.
    - Partner with reforestation or habitat restoration projects as part of an offsetting strategy.
6. Employee Engagement and Training:
    - Provide training on energy-saving practices and sustainable homeworking habits, given the majority of our team now works remotely.
    - Encourage employees to adopt energy-saving measures at home.
7. Monitoring and Reporting:
    - Develop a structured monitoring plan, including regular collection of homeworking and business travel data, to track progress against reduction targets.
    - Regularly review and update the Carbon Reduction Plan to align with emerging best practice and the company's evolving scale of operations.

Monitoring and Reporting

- Progress will be reviewed annually, with carbon footprint calculations updated accordingly.
- Reports will be shared with stakeholders and published on our website to maintain transparency.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with the 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:

Full Name: Julie Robertson

Job Title: Director

Date: 18/09/2026