

# The Net Zero Carbon Supplier Tool

## Carbon Reduction Plan for Knighton Janitorial Ltd

We are declaring our commitment to Net Zero 2050.

This commitment covers our emissions from direct energy use, indirect energy use and transport but currently does not include emissions from refrigerant gas loss or any scope 3 activity. The calculation of our carbon footprint follows guidance within both the international Greenhouse Gas Protocol and the UK government guidance. The calculation is based on our best available information and will be regularly reviewed.

**The carbon calculation for our organisation is: 152.51 tCO<sub>2</sub>e.**

### Heating and Cooling

#### Your issues

**1 We have ensured/will ensure HVAC systems are optimised**  
HVAC, or heating, ventilation and cooling, is a system that cleans your air and provides cool air or warm air depending on your climate needs. HVAC systems are installed by certified technicians and are valued for their energy saving principles. Optimisation and regular maintenance will ensure you can take advantage of the opportunities they present.

#### Your action plan

→ **Set up regular monitoring and leak testing for air conditioning systems** **Not started**  
Regular servicing of your air conditioning system will increase efficiency, save money and reduce your carbon footprint.

**Ensure boilers and HVAC systems are regularly serviced** **Completed**  
Regular servicing will ensure your system is efficient and maximises the energy efficiency of your system.

**Install a low carbon heat pump** **Not started**  
This could be a ground source heat pump or an air source heat pump

**Install smart boiler accessories such as weather compensation device** **Not started**  
Smart boiler accessories allow you greater control over your heating requirements.

**Set up manual heating control systems** **Completed**  
Manual heating control systems will provide you with the flexibility to adjust the temperatures of your building in line with variable weather conditions.

**2 We have optimised/will improve the insulation across our portfolio**  
Benefits of insulation include noise reduction and of course reducing heat loss. Reviewing your portfolio to identify your priorities will help you manage your investment.

→ **Insulate boilers and associated pipework** **In progress**  
Pipe insulation has a number of benefits including. Maintaining temperature for improved process control, reducing utility costs and energy loss, protects against elevated surface temperatures and helps absorb operational noises.

**Fit draught excluders to doors and windows** **Completed**  
A simple action that requires little investment.

**Install energy efficient secondary/triple window glazing** **Completed**

**Install reflective insulating radiator panels** **In progress**  
This simple action will make sure you get the maximum benefits from your radiators.

### **Install roof insulation** Not started

A quarter of heat is lost through the roof in an insulated buildings. Insulating your roof is an effective way to reduce heat loss and reduce your heating bills. Installed correctly, loft insulation should pay for itself many times over in its 40-year lifetime.

### **Install wall insulation** Not started

Develop a plan and commit to improving the energy efficiency of your building.

## Resource Use

### Your issues

#### **1 We want to reduce paper consumption**

Reducing consumption of paper has long been on the agenda. If you have already made progress in this areas select this issue and share evidence of what you have done. If not select this issue and make the commitment.

#### → **Use recycled paper across your business** In progress

Where you have to print, shift to use of recycled paper. The quality has improved over the years and you should publicise the fact that you are doing it.

#### **Develop a commitment to becoming a paper free business** In progress

A commitment to becoming paper free can help transform working practices and is a transformational undertaking. Steps include, securing leadership sign off, carry out an initial review of paper usage and then carrying out the appropriate actions.

#### **Encourage a reduction in printing and photocopying** Completed

Put a policy or a commitment in place to reduce printing and photocopying. It is a simple commitment which will save your business money

#### **2 We engage/will do more to engage our suppliers with sustainability**

Engaging and influencing suppliers is a long term commitment. Having a clear plan and understanding where to start will help you move this forward. If you ask the question of suppliers to find out what they are doing and what they can do for you, you may be surprised by the results.

#### → **Ask your waste provider to guarantee reducing the amount of waste to landfill** Not started

Waste providers can more often than not provide you with statistics on recycling rates and commitments to reduce waste to landfill. This can then be used to set targets or even look at other options.

#### **Ask suppliers to offer waste take back schemes** In progress

Increasingly suppliers are offering take back schemes on packaging and waste. Start the conversation to see what the options are.

#### **Ask suppliers to reduce the packaging on the products you purchase** In progress

As part of your supplier engagement ask about packaging options. Can they reduce the amount of packaging or use recycled packaging materials.

#### **Ask your suppliers to commit to being net zero** In progress

As part of your journey to net zero there are opportunities to stimulate activity within your supply chain. This can be built into existing supplier engagement programmes or be added as part of a code of conduct. If you do ask for a commitment it is worth asking them as a minimum to share Scope 1 and Scope 2 reduction activities.

#### **3 We will ensure waste management is optimised on site**

The chances are waste disposal costs will continue to increase. So starting to think about waste as a resources makes a lot of business sense. This is often called circular economy thinking. More information on this can be found on the Ellen MacArthur Foundation website.

#### → **Undertake a waste review and explore opportunities to reuse the resource** In progress

A systematic review of the waste you produce can help identify re-use opportunities. Viewing waste as a resource can help generate income opportunities and lead to savings in waste disposal costs.

**Improve bin signage** Completed

Making it clear what goes where keeps it simple for everyone.

**Introduce internal and external food waste bins** Not started

The difference between internal and external food waste bins is that the external bins are lockable to deter vermin.

**Introduce internal and external segregated mixed recycling bins** In progress

Whilst it seems like a simple action, this sends a clear message to staff on the importance of waste management.

**4 We will improve water management/reduction on site**

Managing water is an important part of managing your carbon footprint. It is also an commitment that send a clear message to staff and of course it has a cost.

→ **Review grey water recycling opportunities** Not started

Grey water is water captured from washbasins, showers, and baths. This water is fed into the greywater system to be filtered and pumped into a storage tank. Here it sits until there is a demand, at which time it is then pumped out of the tank for reuse in toilet flushing or irrigation.

**Install water savings devices on taps, faucets and showers** Not started

As part of your refurbishment activities look to install water savings devices, which can reduce water use by up to 95%!

**Install water savings devices on toilets and urinals** In progress

There are simple water savings solutions for toilets, which can reduce consumption by a minimum of 25%

## Travel and Transport

**Your issues**

**1 We are committed/will commit to reducing the impact of our fleet vehicles**

Government policy is that all new cars and vans sold in the UK must be fully electric by 2035. The government is currently on course to ban the sale of new cars and vans powered entirely by petrol and diesel by 2030 and ban the sale of new hybrid vehicles by 2035. What this means is that it is good to start planning ahead. The rapidly increasing cost of fuels also means that looking at the carbon impact of your fleet also makes very good business sense.

**Your action plan**

→ **Undertake a feasibility study of electrifying your fleet vehicles** In progress

Take steps to understand what it would mean for your business to transition to electric vehicles. This would include things such as cost to the business, charging facilities, capital versus revenue costs. Taking a long term approach now will put you in a good position to reap the benefits in the long term.

**Develop a plan to move to electric vehicles for your fleet** In progress

If you have already been thinking about a move to electric vehicles why not develop a simple plan highlighting how and when you plan to make the switch. This will need to include things like charging facilities and travel planning.

**Reduce fuel consumption through driver awareness training** Completed

Whilst you are still using the existing fleet, driver training can really help with fuel efficient driving. Advanced driver training can save up to 20% on your fuel bills.

**2 We commit/will commit to reducing the impact of our business travel**

Understanding and planning to reduce business travel is an easy way to save time, money and carbon. We are not suggesting that people never travel but better planning and understanding why, when and how people travel can have a real positive impact on your business bottom line and carbon footprint.

→ **Set a target to reduce business travel** In progress

Understanding your baseline and setting targets to reduce business travel can help motivate and help you calculate the carbon and financial savings.

**Develop a travel policy which reduces your carbon footprint** *In progress*

Develop a simple [travel policy](#) to help you commit and communicate your intent to staff and stakeholders.

**Reduce the impact of your travel by implementing the sustainable travel hierarchy** *Not started*

The [sustainable travel hierarchy](#) is a useful tool to help you think about improving the impact of your journeys. The higher up the hierarchy, the more sustainable and greener the travel option.

**3 We support/will support our employees with sustainable commuting options**

Staff commuting has both cost and carbon impacts. Encouraging sustainable travel options demonstrates clearly to staff and stakeholders your commitment to achieving net zero



**Set up electric vehicle charging points for staff** *Completed*

Setting up electric vehicle charging points for staff will help encourage more sustainable travel options.

**Install accessible, secure and sheltered cycling storage** *Not started*

Keeping cycles safe on site is important for staff to feel secure about cycling to work. If you were to look at the possibility of changing and showering facilities - even better.

**Introduce a cycle to work voucher scheme** *Not started*

For some staff cycling to work may be an option. The government approved [Bike2 work scheme](#) is a good place to start.

**Promote electric vehicles as part of your employee lease scheme** *In progress*

There are numerous benefits of supporting electric vehicles as part of a lease car scheme including reduced running costs, lower emissions and tax advantages. A good place to start is by speaking to your current lease provider.

**4 We have explored/will explore opportunities related to remote working**

One of the impacts of Covid has been the increase in frequency of home working. However, many businesses are finding positive benefits in terms of efficiency, staff satisfaction and some financial savings. Whilst experiences have of course been mixed there are also carbon savings to be made by having a clear commitment and plan to get the most out of home working opportunities.



**Review your software requirements to increase agile working** *In progress*

Ensuring home working software and office packages are compatible is important to ensure communication is safe and efficient. Staff feeling comfortable working from home can reduce the need for commuting and make them more productive.

**Identify ways to support and manage remote workers** *Completed*

Whilst the carbon savings of home working are clear for your business. [Home working](#) needs to be managed effectively. This includes both physical and mental wellbeing.

**Increase the use of video conferencing software** *Completed*

Ensuring staff have the most appropriate tools available is important. Deciding on the best package for the business and ensuring online security is considered can help improve the home working experience.

## Energy Management

**Your issues**

**1 We have committed to/will explore purchasing renewable energy**

Committing to renewable energy can make a big difference in your pathway to net zero. Speak to your energy provider about switching to a renewable energy tariff.



**We are committed to switching to a 100% renewable energy tariff** *In progress*

Change to a certified 100% Renewable Green Energy Tariff

**We already purchase 100% renewable energy** *In progress*

Ensure existing renewable tariffs are backed up by a valid **REGO certificate** by your energy supplier. A REGO, or Renewable Energy Guarantee of Origin scheme provides complete transparency to customers about the proportion of electricity in the National Grid that is supplied by renewable sources

**2 We have optimised/will optimise energy efficiency across equipment**

Looking at how you use equipment on site and reviewing your future purchases of equipment will save energy and money.

→ **We will optimise energy efficiency across equipment and processes** *In progress*

Implement a policy to purchase energy efficient equipment. This can save you money off your bottom line.

**Review your IT systems and server rooms to identify ways to reduce energy consumption** *In progress*

The carbon footprint of our gadgets, the internet and the systems supporting them account for about 3.7% of global greenhouse emissions, according to some estimates. Undertaking a thorough review of your requirements and looking for energy efficient alternatives can have a significant impact.

**We have optimised energy efficiency across equipment and processes** *Not started*

Please explain what measures have been installed to improve energy efficiency.

**3 We have optimised/will optimise energy efficiency across our building portfolio**

Implementing energy efficiency across your building portfolio will reduce your energy costs, save you money and support the implementation of your carbon reduction plan

→ **We have optimised energy efficiency across our building portfolio** *In progress*

Please explain what measures have been installed to improve energy efficiency

**Replace lighting with energy efficient LEDs and controls (daylight or occupancy sensors)** *Completed*

Many organisations waste energy from poor lighting controls and inefficient lighting. Ensure this is reviewed and replace /improve where possible.

**Evidence**

Knighton Janitorial Ltd used a Green BELLE grant to install LED lighting with occupancy sensors, which helped to save 4.3 tonnes of CO2 in the first 12 months following installation.

**Run an energy-based employee engagement campaign** *Not started*

Getting buy-in from staff is crucial to achieving your ambitions. Why not run a specific energy management programme.

**4 We have purchased verified carbon offsets/ We will explore purchasing verified carbon offsets**

Carbon offsetting will probably be essential to achieve net zero. However, it is important that this is carried out after you have taken all steps to reduce your emissions. When you do decide to offset ensure you use a certified scheme and can monitor your impact.

→ **We offset some of our carbon footprint** *Not started*

Please add evidence of certified offset schemes used

**Seek senior level approval to join an offsetting scheme** *Not started*

Getting leadership commitment is essential if you are to invest in an offsetting scheme.

**Undertake a review of carbon offsetting options** *In progress*

Ensure that you thoroughly review your options before you commit to carbon offsets. Remember this activity is best done once you have exhausted all of the other actions in your carbon reduction plan.

**5 We have explored/ will explore installing renewables on site**  
Utilising renewables has numerous benefits including reducing emissions and contributing to the delivery of your carbon plan.

→ **New-Building Set-up** **Not started**  
While we are in a rented property now and cannot install solar PV, we will be moving in two years; we need to install solar PV as part of the move to our new premises.

**Invest in solar PVs for your buildings** **Not started**  
Speak to a specialist who can advise the feasibility of **photovoltaics** being added to your building

## Commitments and Engagement

### Your issues

**1 We have made/are ready to make a commitment to reduce our carbon emissions**  
When delivering a carbon reduction plan it is essential that a net zero carbon target is in place with a target date. NTU has committed to being net zero by 2040, however, the UK government has plans for 2050.

### Your action plan

→ **Commit to achieving net zero carbon emissions** **Completed**  
When committing to achieving net zero carbon please include the target year to achieve this by. The term net zero means achieving a balance between the carbon emitted into the atmosphere and the carbon removed from it and includes a commitment to reduce emissions as much as possible. This balance – or net zero – will happen when the amount of carbon we add to the atmosphere is no more than the amount removed. Is the target externally verified? e.g. SBTi. Please add a link to your plan in the evidence box.

#### Evidence

Knighton Janitorial is committed to achieving Net Zero by 2040. We strongly believe this is vital to the sustainability of Knighton and the whole planet!

#### Commit to achieving carbon neutrality

**In progress**

When committing to achieving carbon neutrality please include the target year to achieve this by. The term carbon neutral means not adding new emissions in to the atmosphere, where emissions continue they must be offset. Although not a substitute for net zero, carbon neutrality can be attained whilst working towards net zero. Is the target externally verified? e.g. PAS2060. Are the offsets verified as carbon removal and verified to an internationally recognised standard? e.g. Gold Standard or Woodland Carbon Code. Please add a link to your plan in the evidence box.

**2 We will commit to monitoring and managing our sustainability commitments**  
Plans do not deliver themselves. To avoid the 'implementation gap' ensure you have a clear structure for managing your commitments. Make sure this includes regular reporting and review.

→ **Set up a process to manage and monitor your progress towards carbon reduction** **In progress**  
Governance is important as it allows you to demonstrate progress and effectively manage your implementation.

#### Appoint a lead to drive the delivery of carbon reduction

**Completed**

Carbon reduction commitments work better what there is a named person responsible for moving things forward. It is important that the lead person is supported by a member of the senior leadership team.

#### Evidence

The Carbon Reduction Champion and Knighton is Keith Lloyd, Commercial Director.

#### Commit to reporting progress on your carbon reduction journey annually

**Completed**

Transparent reporting on progress will become increasingly important as you reduce your carbon impact. In many cases it is required by the public sector.

#### Evidence

Our website has a sustainability blog, updated every year after our internal sustainability summit in July. Other small sustainability wins are posted to the blog throughout the year.

**3 We will improve engagement with key stakeholders on sustainability issues and best practice**

There are numerous stakeholders who will be interested in your commitments and action; clients, customers, business partners and suppliers. Take the time to prioritise who need to be informed.

→ **Share your carbon reduction action plan with current and potential clients**

Completed

Telling people what you are doing, can build confidence amongst your clients and stakeholders that you are committed to action. It can also help you win contracts.

**Join local networks focussing on delivering carbon reduction** Not started

Engaging with other business who are on the same journey is a great way to get ideas and learn from others. The only cost is often a little bit of time and it can really help build your confidence to move things forward.

**Publish your commitment to carbon reduction on your website** Completed

Make it clear to everyone you are committed!

**4 We will improve engagement with employees on sustainability issues and principles**

Staff engagement will make the difference to how quickly and easily your carbon commitments are delivered. Take the time to plan a long term engagement plan over the lifetime of your carbon action plan.

→ **Offer carbon literacy training across your business** In progress

Helping people understand the basics of climate change and how they can contribute to reducing the carbon emissions of the business by offering **carbon literacy training** will help you achieve your stated targets

**Include carbon reduction commitments in employee objectives** In progress

Linking your carbon commitments to the performance objectives of staff will ensure that carbon reduction is brought to life throughout the organisation.

**Include sustainability awareness in employee inductions** In progress

Introducing new staff to your sustainability and carbon reduction commitments through inductions will ensure that they understand the commitments you have made and they can actively contribute.

**5 We will calculate our scope 3 carbon footprint to understand the climate change impact of all of our activities**

Scope 3 carbon emissions are emissions that are a consequence of your actions but are not within direct control e.g. emissions from staff commuting, water use, waste and procurement

→ **Undertake a staff travel survey to understand emissions from employee commuting** In progress

Understanding how **staff travel** to your business can help identify sustainability travel solutions

**Calculate your carbon emissions from business travel** In progress

**Business travel** is often a large source of carbon emissions for an organisation. By calculating your carbon footprint for business travel, you can identify your biggest sources of emissions and identify measures to make travel more sustainable.

**Calculate your carbon emissions from supply chain** Not started

**Emissions from supply chain** often form the largest part of any organisations carbon footprint.

**Calculate your carbon emissions from waste** Not started

Understanding your **waste streams** and calculation emissions you can effectively target waste reduction and recycling initiatives and monitor progress.

**Calculate your carbon emissions from water use** In progress

Water is a finite and irreplaceable resource. By calculating your emissions from water and wastewater you can identify potential saving opportunities and monitor consumption.

**Calculate your emissions from Home Working** [In progress](#)

With [home working](#) becoming more commonplace in UK businesses, carbon conversion factors are now available to help you understand the carbon impact of flexible working policies.