AXMINSTER SERVICES LIMITED

CARBON REDUCTION PLAN PPN 06/21

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Carbon Reduction Plan
PPN 06/21 2024-25

Reporting Period: 1 April 2024 — 31 March 2025

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Prepared by: ESG PRO Limited

Introduction

Axminster Services is a UK-based facilities management company delivering tailored solutions to support and maintain commercial and public sector environments. With decades of industry experience, the company provides a wide range of services including cleaning, hygiene, security, maintenance, and soft facilities support. Axminster focuses on building long-term client relationships through consistent performance, reliability, and high service standards that help maintain safe, efficient, and compliant workplaces.

The company serves a broad mix of sectors, including education, healthcare, central and local government, retail, and manufacturing. Its teams are equipped to meet specific operational requirements, offering daily cleaning, specialist disinfection, routine maintenance, and building support services. All work is carried out to recognised industry standards, with a strong emphasis on health and safety, quality assurance, and customer satisfaction.

Axminster integrates sustainability into its core operations. The business continues to invest in modern equipment, environmentally responsible products, and training programmes to reduce environmental impact while improving service quality. As regulatory and environmental expectations continue to rise across sectors, Axminster provides clients with the operational capability and knowledge needed to meet both compliance requirements and internal sustainability targets.

Public Procurement Notices, known as PPNs, form part of the UK government's policy framework for ensuring that suppliers contribute to social value and environmental objectives. PPN 06/21 specifically requires suppliers bidding for central government contracts over a defined threshold to measure and report their greenhouse gas emissions. This includes Scope 1 and Scope 2 emissions, as well as selected Scope 3 categories, alongside a carbon reduction plan that outlines how the business intends to reach net zero.

Axminster Services is currently completing its PPN 06/21 submission in line with these requirements. The company is collecting data on its fuel and electricity usage, transport emissions, and relevant procurement activity. It is also developing a structured carbon reduction plan that reflects its operational profile and business priorities. This process ensures full compliance with public sector procurement rules while supporting Axminster's ongoing commitment to responsible business practices and continuous environmental improvement.

Methodology

Axminster Services has taken full responsibility for the preparation and oversight of the data presented in this Carbon Reduction Plan. All figures disclosed have undergone internal governance procedures to ensure their accuracy, consistency, and suitability for external scrutiny. In preparing this report, Axminster Services has worked in partnership with ESG PRO Limited to apply recognised calculation methodologies and to ensure full alignment with the requirements outlined under PPN 06/21.

The emissions reported have been calculated using the UK Government GHG Conversion Factors for Company Reporting (2024 edition), jointly issued by the Department for Energy Security and Net Zero and the Department for Environment, Food and Rural Affairs. These conversion factors are the official reference for greenhouse gas reporting in the UK and form the foundation of the methodological approach applied. Their use ensures that all figures disclosed by Axminster Services remain compliant with public procurement standards and contribute reliably to national carbon accounting efforts.

This reporting cycle, covering the 12-month period from 1 April 2024 to 31 March 2025, serves as Axminster Services' formal baseline year for carbon reporting. The organisation has carried out a comprehensive inventory of its Scope 1, Scope 2, and selected Scope 3 emissions in accordance with the Greenhouse Gas Protocol. This includes emissions arising from direct fuel and electricity use, as well as indirect emissions from business travel, downstream transport, and other operational inputs within the supply chain.

Scope 1 emissions refer to the direct release of greenhouse gases from sources owned or controlled by the organisation. For Axminster Services, these emissions relate primarily to company owned or leased vehicles. To assess this category, data was collected on vehicle types in use, including petrol, diesel, hybrid, and electric models, along with information on either fuel consumption or mileage. Where fuel data was available, emissions were calculated using the relevant government conversion factors, considering both fuel combustion and upstream emissions from fuel production. Where only distance travelled was reported, mileage-based factors were used to ensure a complete and protocol-compliant assessment of vehicle-related emissions.

Scope 2 emissions reflect the indirect greenhouse gases associated with the generation of purchased electricity used by the organisation. Although these emissions occur at the point of energy generation, they are attributable to the end user. In this case, Axminster Services operates from a serviced office where direct electricity consumption data is not available. As such, an estimation method was applied based on the Energy Performance Certificate rating of the building and the total occupied floor area. The EPC provides an indication of energy efficiency, which, when combined with standard benchmarks for office space energy use, enables a reasonable estimate of electricity consumption. Emissions were then derived using location-based grid factors from official government data. As there are no reported purchases of heat, steam, or cooling, these components were excluded from the Scope 2 assessment.

Emissions from the disposal and treatment of waste are classified as Scope 3, Category 5, as they occur outside the organisation's direct control but result from its operations. For this assessment, waste was grouped into plastic, paper, and general refuse. In the absence of direct volume data, estimates were developed using industry norms and typical waste profiles for companies in the sector. These waste types were distributed across common treatment methods including recycling, landfill, and incineration. Each treatment route was paired with specific emission factors from the UK Government dataset. Since emissions vary significantly by disposal method, this approach allowed for a more accurate calculation of total waste-related emissions expressed in carbon dioxide equivalent. While based on best available estimates, Axminster Services is committed to enhancing future data accuracy through improved collaboration with waste service providers.

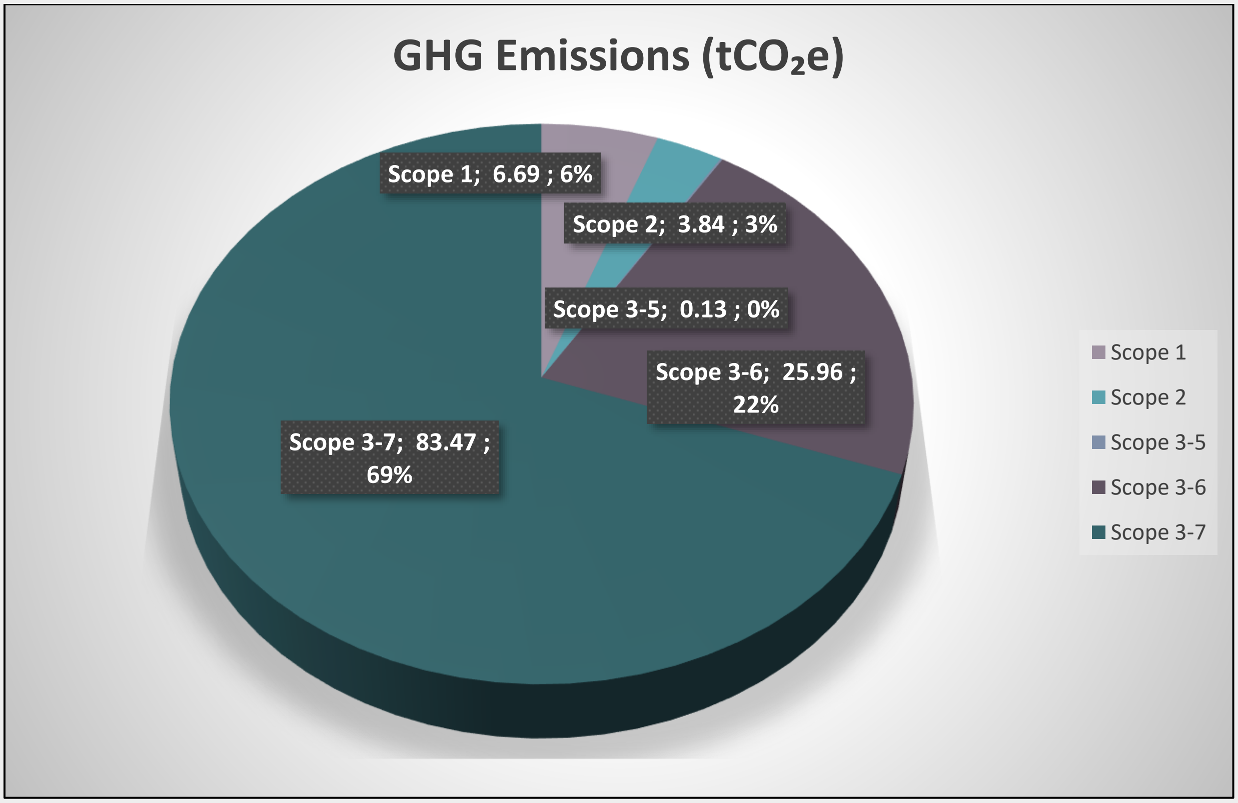
Business travel has also been assessed under Scope 3, Category 6. The company reported two primary forms of travel: rail and private car use. Mileage data for each mode was collected and formed the basis for emissions estimation. The 2024 conversion factors were applied, using mode-specific values expressed in kilograms of carbon dioxide equivalent per mile. Rail journeys were associated with lower emissions, reflecting the comparative efficiency of this mode. Car travel was assessed using an average factor for medium-sized petrol and diesel vehicles, in cases where precise vehicle details were unavailable. In addition to emissions, associated energy consumption was estimated in kilowatt hours to provide further insight into the environmental impact of work-related travel. This dual metric approach supports improved visibility and informs future decisions aimed at promoting lower carbon alternatives.

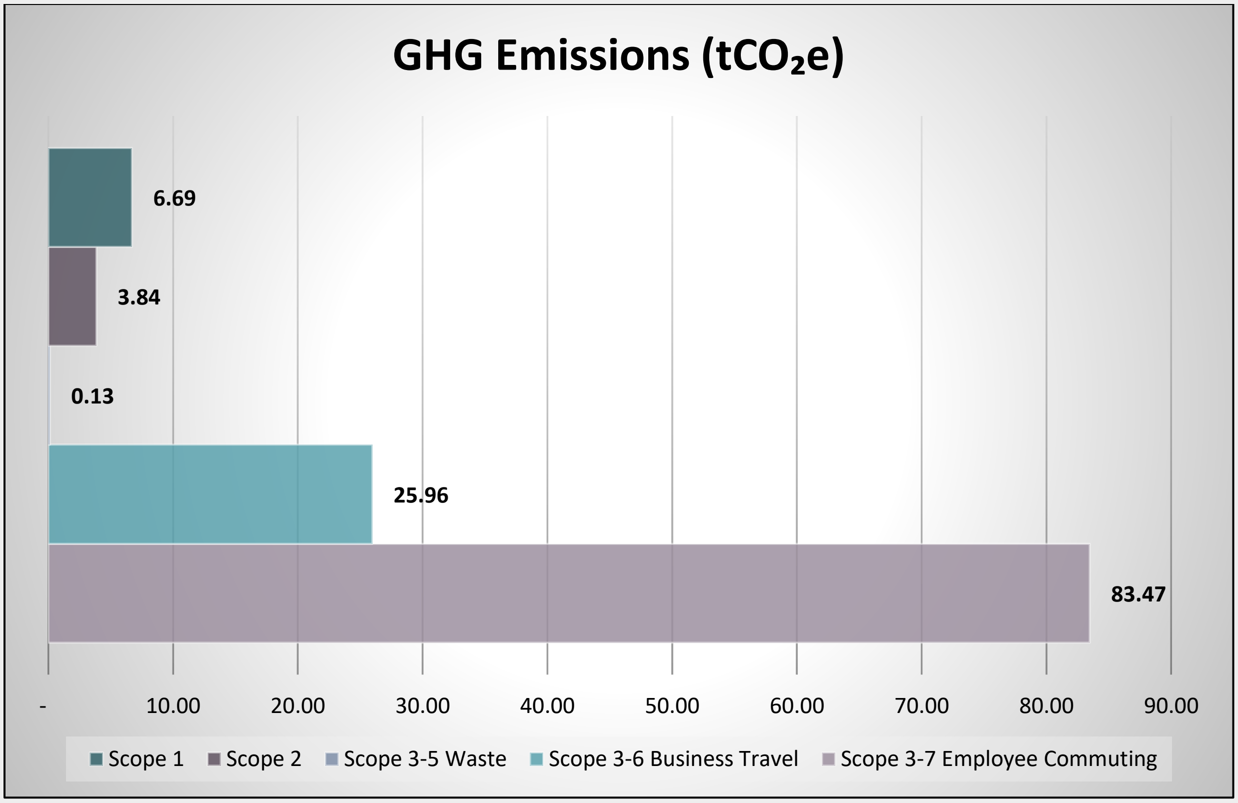
Scope 3, Category 7 emissions, which relate to employee commuting, were assessed using results from an internal staff travel survey. Employees provided information about their regular commuting routines, including transport modes, frequency of travel, and estimated journey lengths. This information was used to calculate total energy consumption in kilowatt hours and to estimate emissions using government-approved conversion factors. Where fuel use was relevant, estimates were adjusted based on typical vehicle types and usage patterns. To ensure the results reflected the full workforce, findings were scaled in line with the total number of full-time equivalent employees. Although the survey is based on self-reported data, it offers valuable insight into commuting behaviour and establishes a measurable baseline for future improvements. It also creates an opportunity to engage staff in sustainable travel initiatives.

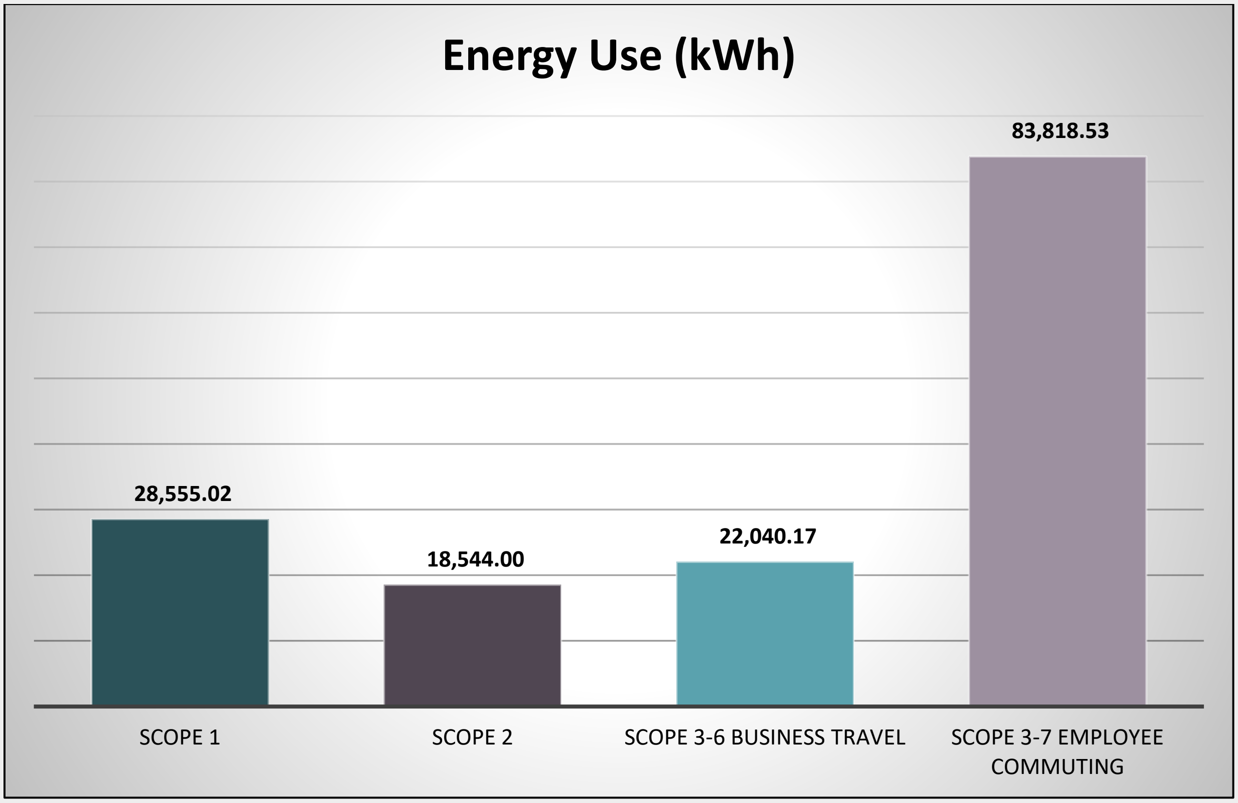
Greenhouse Gas Inventory 2024-25

Emission Source	GHG (tCO_2e)	Energy Use (kWh)
Scope 1	6.69	28,555.02
Scope 2	3.84	18,544.00
Scope 3-5 Waste	0.13	N/A
Scope 3-6 Business Travel	25.96	1,140
Scope 3-7 Employee Commuting	83.47	83,818.53
Totals	120.09	105,858.70

Intensity Ratio	GHG (tCO_2e)
tCO_2e per Full-Time Employee (FTE)	0.50
tCO_2e per £100,000 Revenue	1.03




GHG Emissions (tCO_2e)
6.69
3.84
0.13
25.96
83.47
-
10.00
20.00
30.00
40.00
50.00
60.00
70.00
80.00
90.00
Scope 1
Scope 2
Scope 3-5 Waste
Scope 3-6 Business Travel
Scope 3-7 Employee Commuting


Energy Use (kWh)
83,818.53
28,555.02
18,544.00
22,040.17
SCOPE 1
SCOPE 2
SCOPE 3-6 BUSINESS TRAVEL
SCOPE 3-7 EMPLOYEE COMMUTING

Emissions Reductions Targets

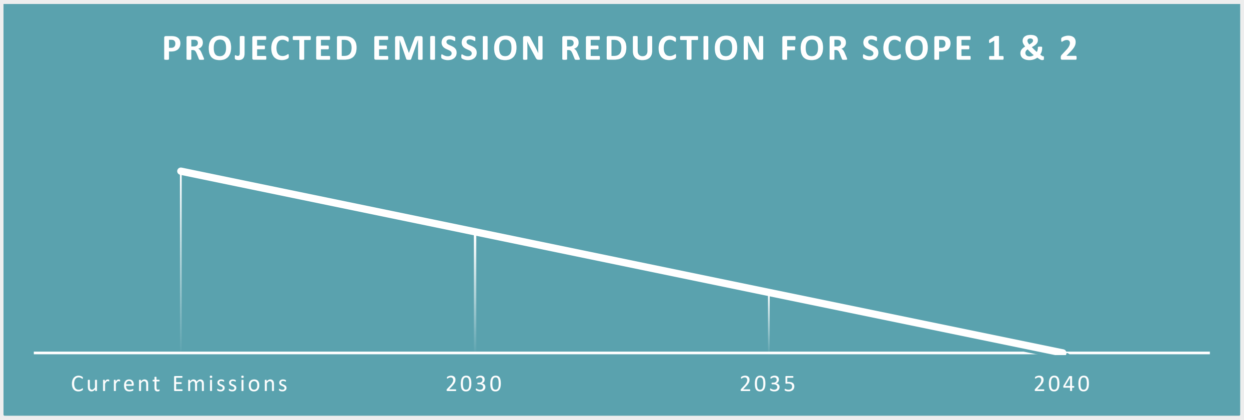
Absolute Reduction Targets

Axminster Services has adopted a formal emissions reduction strategy using the 2024 to 2025 financial year as its baseline. The organisation is committed to reaching net zero emissions across its operations by 2040, with a specific focus on fully eliminating Scope 1 and Scope 2 emissions within that timeframe. These emissions, which relate to direct fuel use from company vehicles and the consumption of purchased electricity, will be systematically reduced through targeted efficiency measures, cleaner technologies, and a transition to low-carbon energy sources.

In relation to Scope 3 emissions, which cover indirect impacts such as procurement, business travel, commuting, and waste, Axminster has set a clear ambition to reduce emissions by at least fifty percent by 2040. This long-term pathway allows the company to engage more closely with its supply chain, enhance data accuracy, and adopt lower-carbon practices throughout its broader operations. Where residual emissions remain beyond what can be practically eliminated, Axminster will consider the use of high-quality, independently verified carbon offsets to support its net zero objective, ensuring that all efforts are grounded in credibility and aligned with national climate goals.

Intensity Ratio Reduction Targets

In addition to absolute emissions targets, Axminster Services has introduced formal reduction goals based on emissions intensity. These intensity ratios, measured in tonnes of carbon dioxide equivalent (tCO_2e) per full-time equivalent employee and per £100,000 of turnover, provide a clear view of emissions performance relative to business growth and operational scale. By using these normalised metrics, the organisation can monitor progress even as service demand and workforce levels fluctuate. Axminster is committed to achieving a downward trend in both indicators by 2040, with annual reviews in place to track progress and inform management decisions. This approach ensures that carbon reduction remains proportionate, data-driven, and embedded within broader business planning processes.



Emissions Management

Scope 1

For Axminster Services, Scope 1 emissions are primarily generated by the use of petrol, diesel, hybrid, and electric vehicles across its operations. To manage and reduce these emissions over time, the company could adopt a phased fleet decarbonisation strategy. This may involve replacing fossil fuel vehicles with electric models, introducing hybrids as transitional options, and incorporating emissions performance into future procurement criteria. Additional measures, such as route optimisation software and driver efficiency training, could also reduce fuel consumption and mileage. By combining operational improvements with long-term investment in cleaner transport technologies, Axminster has the opportunity to significantly reduce its Scope 1 emissions in support of its 2040 net zero objective.

Scope 2

Scope 2 emissions represent indirect greenhouse gases arising from purchased electricity. In the absence of direct metering, Axminster Services estimated its energy use based on the Energy Performance Certificate (EPC) rating and floor area of its serviced office. While this method provides a compliant and practical starting point, future improvements could focus on obtaining sub-metered electricity data through collaboration with building management. Internally, energy consumption could be reduced by using efficient office equipment, enabling automated power-saving features, and promoting staff awareness of energy use. In the longer term, occupying spaces with higher EPC ratings or encouraging the procurement of renewable electricity through the landlord could further reduce Scope 2 emissions and enhance data accuracy.

Scope 3 Category 5 (Waste)

Emissions from waste treatment and disposal are shaped by the type of materials generated and the methods used to manage them. Although Axminster's waste-related emissions were relatively low in this reporting cycle, there remains scope for improvement. The company could implement more rigorous waste segregation practices, prioritise recycling over landfill, and conduct internal audits to identify opportunities for waste reduction. Employee training on disposal procedures and collaboration with waste providers offering emissions data could enhance future reporting quality. By moving towards more accurate and transparent waste tracking, Axminster could reduce emissions and align more closely with environmental best practices.

Scope 3 Category 6 (Business Travel)

Axminster's business travel emissions were driven largely by rail journeys, which totalled 791,998 miles and contributed 22.65 tonnes of CO_2e. Car travel, while representing a smaller share of mileage (19,800 miles), had a higher emission intensity, resulting in 3.30 tonnes of CO_2e and 22,040.17 kWh of energy use. To reduce this impact, the organisation could implement a travel hierarchy that favours virtual meetings, prioritises rail over car travel, and promotes the use of electric or hybrid vehicles for essential road journeys. Educating staff on the emissions intensity of different travel modes may support informed decision-making, while formal approval processes for higher-carbon journeys could help ensure travel policies remain aligned with sustainability goals.

Scope 3 Category 7 (Employee Commuting)

Emissions from employee commuting made up the largest share of Axminster's footprint, reaching 83.47 tonnes of CO_2e and 83,818.53 kWh of associated energy use. This reflects the scale of the workforce, with 241 full-time equivalent employees contributing regular commuting emissions. While commuting behaviours are outside direct organisational control, Axminster could support more sustainable travel by promoting public transport, cycling, car-sharing, and other low-carbon commuting options. Incentives such as secure bike storage, discounted transit schemes, or flexible work arrangements could help reduce both the frequency and intensity of travel. Regular staff travel surveys would allow the company to track trends, evaluate progress, and adapt its approach as commuting habits evolve.

Scope 3 Review and Continuous Monitoring

Axminster Services recognises that Scope 3 emissions, while largely outside its direct operational control, represent a substantial and complex component of its overall carbon footprint. As part of its commitment to continuous improvement, the organisation will undertake structured annual reviews of all relevant Scope 3 categories to ensure comprehensive and evolving coverage. This ongoing process will involve refining estimation methodologies, updating activity data as it becomes available, and reassessing underlying assumptions to reflect changes in operations or best practice. The company also plans to strengthen engagement with employees, suppliers, and service partners to enhance the quality and consistency of emissions data. By embedding regular review cycles and actively expanding the breadth of Scope 3 reporting over time, Axminster aims to deliver transparent, accurate, and standards-aligned disclosures that support its long-term environmental objectives.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the associated guidance and 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[1] and uses the appropriate government emission conversion factors for greenhouse gas company reporting[2].

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard[3].

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:

Eddy Reaidy

Date: 10th July 2025

[1] https://ghgprotocol.org/corporate-standard

[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[3] https://ghgprotocol.org/standards/scope-3-standard