

Carbon Reduction Policy

Prepared for **Box UK**

Author: Paul Evans

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Introduction

Box UK Ltd is committed to protecting and improving the environment in all areas of the company's operations, by seeking continual improvement of our environment and employee safety and health as they relate to our products and operations.

This is part of our commitment to preserve and enhance the environment, safety and health of our employees and clients. Fundamental to this objective is our consideration of the impact that Box UK has on the environment, which has resulted in the development of our Carbon Reduction Policy and supporting Plan.

Scope

1.1. Boundaries of the organisation

Box UK has a simple organisational structure and owns 100% of the assets that it operates. Therefore, the scope of our reporting is all sources of environmental impact over which we exercise financial and operational control. From an equity share boundary, we own 100% of our assets with no full or part ownership in any other entity and therefore account for GHG emissions from 100% of our operation only.

1.2. Reporting Period

Our reporting period follows our financial year 1 July to 30 June. We are currently operating within Financial Year 2025 ending June 30th 2025.

1.3. Key Environmental Considerations

- to establish objectives and targets aimed at the prevention of pollution by reducing the generation of waste, recycling waste that is generated, and properly disposing of waste that cannot be recycled.
- to encourage conservation of energy, water, and natural resources through increased efficiency and the introduction of new technology
- to provide employees with a better understanding of environmental issues and the company's commitment, policies, and programmes to preserve and improve the environment
- to encourage employees and provide appropriate facilities and procedures to enable the adoption of low-carbon travel modes (such as walking, cycling, journey sharing and travelling by public transport)

1.4. Measurement

Box UK has interpreted the Government guidance to measure the activities described below under each prescribed Scope within the guidance.

1.4.1. Scope 1

Direct emissions from controlled or owned sources – which includes those from combustion of fuel and operation of facility. These include emissions from activities owned

or controlled by our organisation that release emissions into the atmosphere. They are direct emissions. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces, vehicles; emissions from chemical production in owned or controlled process equipment.

1.4.1.1. In Scope Activities

Domestic Refrigeration, where Box UK now operates 0 small domestic refrigerators for staff use only.

1.4.1.2. Calculation

No. of Units x 0.05 (Equipment Charge Capacity) x 0.6% (Installation Emission Factor) x Global Warming Potential

1.4.1.3. Notes

Note regarding Travel - the company does not operate any vehicles. Staff are encouraged to use public transport for official journeys. Box UK also provides a Cycle to Work scheme to encourage sustainable travel.

1.4.2. Scope 2

Indirect energy emissions from generation of purchased energy. These include emissions released into the atmosphere associated with our consumption of purchased electricity, heat, steam and cooling. These are indirect emissions that are a consequence of our organisation's activities, but which occur at sources we do not own or control.

1.4.2.1. In Scope Activities

Electricity supply to our office.
This is now out of scope as we are now primarily working from home with a small serviced office and we no longer have direct control of the energy supplier or the carbon emissions. Whilst we adhere to processes of energy usage as described below.

1.4.2.2. Calculation

n/a

1.4.2.3. Notes

- Energy usage – the company aims to reduce energy consumption where possible, ensuring all electrical items are turned off outside of working hours.
- Paper management – all staff have access to email and internet and the use of an office intranet enables information to be accessed without the need for paper distribution systems.

- Products - suppliers are encouraged to use environmentally friendly products where possible. Box UK no longer uses paper and envelopes..
- Waste Disposal - procedures are in operation for the recycling of materials, including paper, cardboard and some plastics, and arrangements for disposal of food waste through our serviced office.
- There is no gas combustion or consumption

1.4.3. Scope 3

1.4.3.1. In Scope Activities

- Office Machinery and Computers
- Banking and Finance
- Insurance and Pension Funds

1.4.3.2. Calculation

Annual Spend (£) x Government Conversion Factor

Office Machinery (0.53)

Banking and Finance (0.15)

Insurance and Pension Funds (0.28)

1.4.3.3. Notes

Note regarding Travel - the company does not operate any vehicles.

Staff are encouraged to use public transport for official journeys. Box UK also provides a Cycle to Work scheme to encourage sustainable travel.

1.5. Reporting

Reporting is at the monthly Executive Committee meeting.

1.6. Base Year

Financial Year 2020 i.e. 1 July 2019 to 30 June 2020

1.7. Target

Per plan

URL:

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