

## Carbon Reduction Plan

**Supplier name**

<b>Architon LLP</b>	(Company number OC30814)
Registered Address:	Upper Deck, 17a West Street, Epsom, Surrey, England, KT18 7RL

**Publication date**

<b>10/10/2025</b>
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### Commitment to Achieving Net Zero

Architon LLP 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: 2022/2023 (1st February 2022 to 31st January 2023)**

**Additional details relating to the baseline emissions calculations:**

Architon LLP has been measuring and reporting its carbon emissions (CO<sub>2</sub>e) from gas, electricity, and selected Scope 3 sources since the 2022/23 reporting year (01.01.2022 to 01.02.2023) for its solely office at Upper Deck, 17a West Street, Epsom, Surrey KT18 7RL. For this Carbon Reduction Plan, we align our reporting with the Science Based Targets initiative (SBTi) and in accordance with Procurement Policy Notes (PPN) 06/21 and 06/25. Our baseline year is 2023, and the emissions data presented are based on verified assessments of greenhouse gas (GHG) emissions from our single-office location, over which Architon maintains full operational control.

As a small architectural practice, our emissions profile is primarily office-based. Scope 1 and 2 emissions arise from heating and electricity use. Scope 3 emissions are limited and relate mainly to business travel, commuting, and occasional purchases of office consumables from mainstream retailers. We do not maintain formal supply chains or subcontractor relationships for our core services.

Architon LLP is accredited to ISO 14001, and our carbon reduction strategy is embedded within our Environmental and Sustainability Policy Statement, published in EN-01 Rev 6 Environment Manual, Appendix 11.1. This policy outlines our commitment to environmental protection, pollution prevention, and sustainable procurement, including minimum standards for energy efficiency, recycled content, and biodegradability.

We acknowledge that in our baseline year, Upstream Transport and Distribution (T+D) emissions could not be separately identified due to data limitations. We are actively working to improve data granularity and supplier engagement to enhance Scope 3 reporting accuracy in future years.

We will continue to monitor the relevance of reported scopes and expand coverage where feasible, ensuring transparency and alignment with CCS expectations.

<b>Baseline Year Emissions:</b>	
<b>Emissions</b>	Total (tCO <sub>2</sub> e)
<b>Scope 1</b>	<b>2.1</b>
<b>Scope 2</b>	<b>6.5</b>
<b>Scope 3</b> (included sources- Please see table below)	<b>43.88</b>
<b>Total Emissions</b>	<b>52.48</b>

The detailed breakdown of the Scope 3 sources for the above baseline figures was collected and summarised in the table below.

#### Scope 3 – Included sources

<b>Baseline Year: 2022/2023 (1st February 2022 to 31st January 2023)</b>		
<b>Scope 3 Category Sources</b>	<b>Estimated Emissions (tCO<sub>2</sub>e)</b>	<b>Description</b>
Category 1: Purchased goods and services	16.9	Emissions from goods and services purchased during the baseline year, including office supplies, IT equipment, and professional services. Calculated using UK Government GHG Conversion Factors (2024) based on spend data. Total: 16.9 tCO <sub>2</sub> e. Reduction strategy: implement sustainable procurement and engage suppliers on carbon performance.
Category 4: Upstream Transport & Distribution	0.0011	Estimated emissions from monthly deliveries of general office supplies and twice-yearly deliveries of paper, equivalent to approx. of 44 reams of A4 sheets. Deliveries are made via local van transport and include items such as cleaning products, paper goods, and consumables. Emissions are calculated using standard parcel delivery and paper transport emission factors. The delivery method and sourcing practices have remained consistent across reporting periods. Data granularity is being improved and supplier-specific emissions will be updated in future reporting years.
Category 5: Waste Generated in Operations	0.2794	Includes mixed office waste, recycling, and hygiene products. Focus on waste reduction and segregation. Waste data is tracked via EP 7004 and reviewed annually.
Category 6: Business Travel - Land	13.9	Includes train, petrol, diesel, bus travel for site visits and meetings. Tracked via mileage logs and travel records.

Category 7: Employee Commute	12.8	Includes commuting by car, public transport, and home energy use. Based on staff survey and energy estimates for home office usage.
Category 9: Down-stream Transport & Distribution	0	Architon LLP delivers architectural services digitally via email, cloud platforms, and virtual meetings. No physical products are distributed to clients. Therefore, emissions from downstream transport and distribution are considered negligible. This category is reviewed annually for relevance.
<b>Total</b>	<b>43.88</b>	

**Year: 2023/2024 (1st February 2023 to 31st January 2024)**

**Reporting Year: 2023/2024 (1st February 2023 to 31st January 2024)**

Emissions	TOTAL (tCO <sub>2</sub> e)
Scope 1	2.1
Scope 2	3.4
Scope 3 (included sources)	40.58
<b>Total Emissions</b>	<b>46.08</b>

The detailed breakdown of the Scope 3 sources for the above year was collected and summarised in the table below.

Scope 3 – Included sources

Reporting Year: 2023/2024 (1st February 2023 to 31st January 2024)		
Scope 3 Category Sources	Estimated Emissions (tCO <sub>2</sub> e)	Description
Category 1: Purchased goods and services	16.4	Emissions from goods and services purchased during the baseline year, including office supplies, IT equipment, and professional services. Calculated using UK Government GHG Conversion Factors (2024) based on spend data. Total: 16.9 tCO <sub>2</sub> e. Reduction strategy: implement sustainable procurement and engage suppliers on carbon performance.
Category 4: Up-stream Transport & Distribution	0.0015	Estimated emissions from monthly deliveries of general office supplies and twice-yearly deliveries of paper, equivalent to approx. of 61 reams of A4 sheets. Deliveries are made via local van transport and include items such as cleaning products, paper goods, and consumables. Emissions are calculated using standard parcel delivery and paper transport emission factors. The delivery method and sourcing practices have remained consistent across reporting periods. Data granularity is being improved and supplier-specific emissions will be updated in future reporting years.

Category 5: Waste Generated in Operations	0.2794	Includes mixed office waste, recycling, and hygiene products. Focus on waste reduction and segregation. Waste data is tracked via EP 7004 and reviewed annually.
Category 6: Business Travel - Land	12.6	Includes train, petrol, diesel, bus travel for site visits and meetings. Tracked via mileage logs and travel records.
Category 7: Employee Commute	11.3	Includes commuting by car, public transport, and home energy use. Based on staff survey and energy estimates for home office usage.
Category 9: Downstream Transport & Distribution	0	Architon LLP delivers architectural services digitally via email, cloud platforms, and virtual meetings. No physical products are distributed to clients. Therefore, emissions from downstream transport and distribution are considered negligible. This category is reviewed annually for relevance.
<b>Total</b>	<b>40.58</b>	

## Current Emissions Reporting

### Reporting Year: 2024/2025 (1st February 2024 to 31st January 2025)

Emissions	TOTAL (tCO <sub>2</sub> e)
Scope 1	2.1
Scope 2	3.4
Scope 3 (included sources)	36.62
<b>Total Emissions</b>	<b>42.12</b>

### Scope 3 – Sources

The detailed breakdown of the Scope 3 sources for the above year was collected and summarised in the table below.

Reporting Year: 2024/2025 (1st February 2024 to 31st January 2025)		
Scope 3 Category Sources	Estimated Emissions (tCO <sub>2</sub> e)	Description
Category 1: Purchased goods and services	16	Emissions from goods and services purchased during the baseline year, including office supplies, IT equipment, and professional services. Calculated using UK Government GHG Conversion Factors (2024) based on spend data. Total: 16.9 tCO <sub>2</sub> e. Reduction strategy: implement sustainable procurement and engage suppliers on carbon performance.
Category 4: Upstream Transport & Distribution	0.0012	Estimated emissions from monthly deliveries of general office supplies and twice-yearly deliveries of paper, equivalent to approx. of 48 reams of A4 sheets.

		Deliveries are made via local van transport and include items such as cleaning products, paper goods, and consumables. Emissions are calculated using standard parcel delivery and paper transport emission factors. The delivery method and sourcing practices have remained consistent across reporting periods. Data granularity is being improved and supplier-specific emissions will be updated in future reporting years.
Category 5: Waste Generated in Operations	0.2173	Includes mixed office waste, recycling, and hygiene products. Focus on waste reduction and segregation. Waste data is tracked via EP 7004 and reviewed annually.
Category 6: Business Travel - Land	5	Includes train, petrol, diesel, bus travel for site visits and meetings. Tracked via mileage logs and travel records.
Category 7: Employee Commute	15.4	Includes commuting by car, public transport, and home energy use. Based on staff survey and energy estimates for home office usage.
Category 9: Downstream Transport & Distribution	0	Architon LLP delivers architectural services digitally via email, cloud platforms, and virtual meetings. No physical products are distributed to clients. Therefore, emissions from downstream transport and distribution are considered negligible. This category is reviewed annually for relevance.
<b>Total</b>	<b>36.62</b>	

### Emissions Progress

In the most recent reporting year, Architon LLP observed a further decrease in emissions compared to the baseline year, primarily in areas related to business travel and commuting. This reduction is attributed to the continued use of virtual meeting platforms such as Microsoft Teams and Zoom, which have replaced many in-person meetings. Additionally, where travel is necessary, staff increasingly use shared and public transport, contributing to lower travel-related emissions.

This reflects a positive shift in both client engagement and team collaboration, and we remain committed to promoting active and sustainable modes of transport through our Sustainable Travel Policy, including walking and the use of public transport where feasible.

We are also working to improve the quality and granularity of emissions data, transitioning from spend-based estimates to activity-based data wherever possible. This may result in variations in reported emissions compared to the baseline year, but will enhance accuracy and transparency in future reporting.

Since 2012, Architon LLP has implemented Building Information Modelling (BIM) in alignment with PAS 1192 and subsequently ISO 19650, ensuring reliable, accessible, and well-managed digital information throughout the building lifecycle. In support of our Net Zero goal, our staff have become certified BIM Practitioners and Professionals through BSI, enabling them to manage information across the project lifecycle effectively.

This structured approach enables sustainable design and supports carbon reduction through collaborative stakeholder engagement, long-term asset performance, and data longevity. As BIM adoption continues to expand across our project portfolio, we anticipate further reductions in emissions associated with design and delivery.

## Emissions Reduction Targets

In order to continue our progress to achieving net zero, Architon LLP has adopted the following carbon reduction targets for the year 2030/31, based on our 2022/23 baseline:

- Scope 1: 1.05 tCO<sub>2</sub>e (reduced from 2.1)
- Scope 2: 3.25 tCO<sub>2</sub>e (reduced from 6.5)
- Scope 3: 21.94 tCO<sub>2</sub>e (reduced from 43.88)

We project that total carbon emissions across Scopes 1, 2, and 3 will decrease to 26.24 tCO<sub>2</sub>e by 2030, representing a 50% reduction from our baseline. To achieve this, Architon LLP has committed to procuring all electricity through green tariffs and continues to implement measures to reduce emissions across all scopes.

As of the 2024/25 reporting year, Scope 2 emissions have already decreased by 47.69%, while Scope 1 emissions remain stable. We continue to promote energy efficiency, sustainable travel, and digital design practices in line with our Net Zero commitment and alignment with science-based targets (SBTi).

Architon LLP is an SME single architectural office company. We are committed to achieving Net Zero emissions by 2050 in line with UK Government policy.

We commit to near-term and long-term science-based targets using the SBTi Absolute Contraction Approach (ACA), aligned with a 1.5°C pathway covering Scope 1, Scope 2, and at least 67% of Scope 3 emissions.

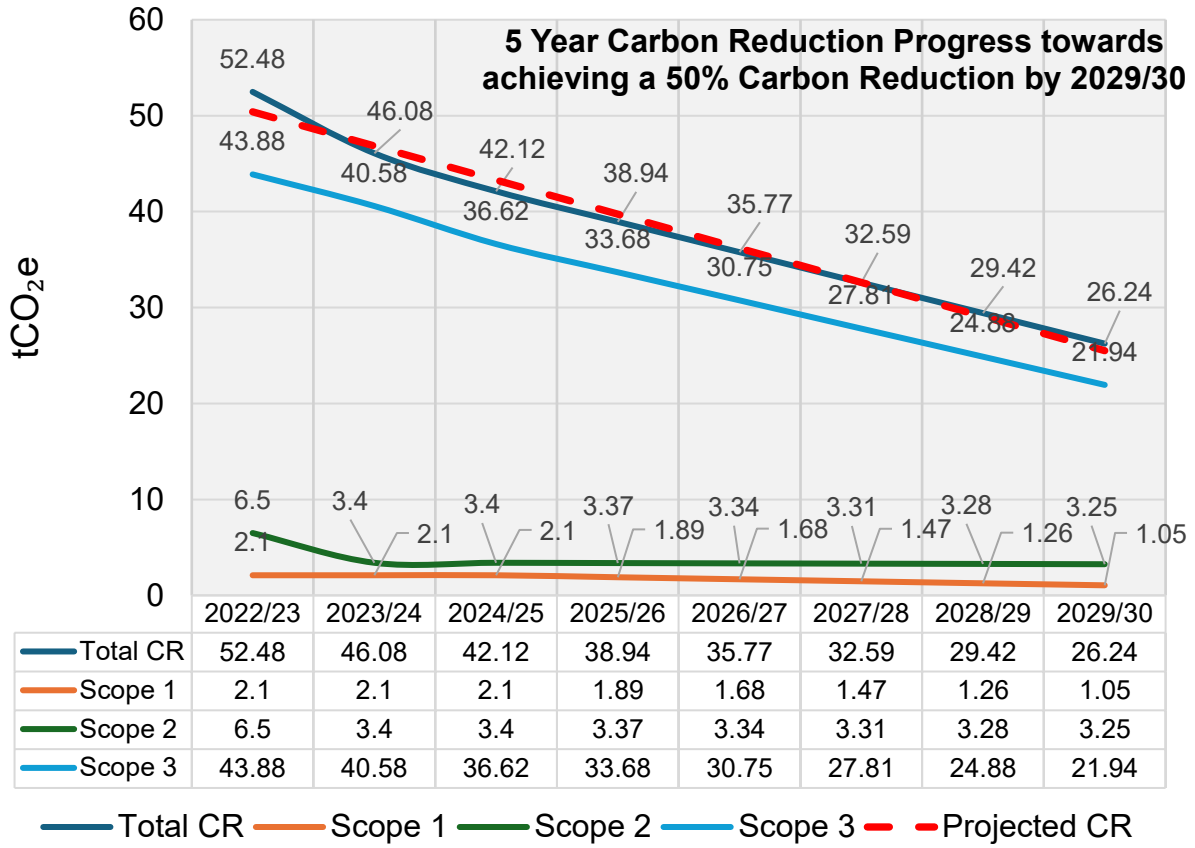
Near-Term Target (by Reporting Year ending 31<sup>st</sup> Jan 2030)

- Scope 1 & 2: Reduce absolute emissions by ≥50% vs baseline year (2022/23), exceeding the ACA benchmark of ~42% by 2030.
- Scope 3: Reduce absolute emissions by ≥50% vs baseline year, covering Categories 1, 4, 5, 6, and 7.

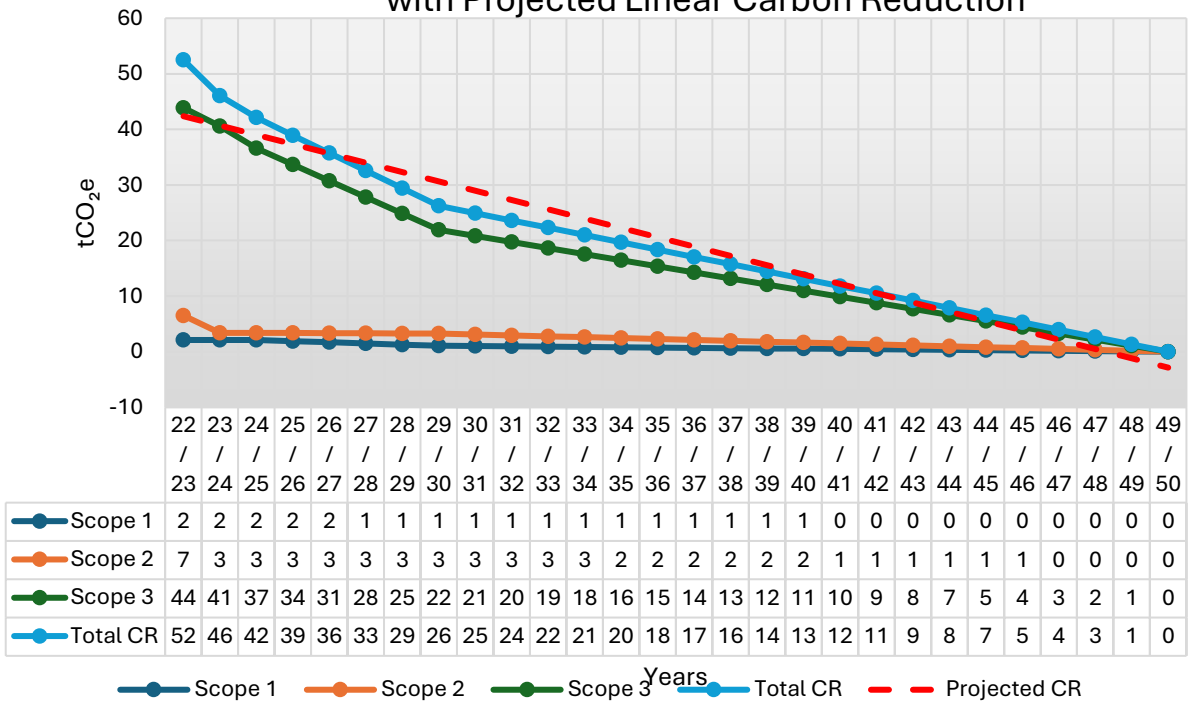
Long-term Net Zero Target (by reporting year ending 31<sup>st</sup> Jan 2050)

- All scopes: Reduce absolute emissions by exceeding 90% vs baseline year 2022/23 and neutralise residual emissions below 10% through high-integrity, permanent removals, in line with SBTi Net Zero Standard principles.

Progress against these targets can be seen in the graphs below:



Actual Carbon Reduction Progress showing all scopes towards achieving Net Zero by 2049/50 with Projected Linear Carbon Reduction



# Carbon Reduction Projects

## Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equates to 10.36 tCO<sub>2</sub>e, a 19.74% reduction against the 2023 baseline and the measures will be in effect when performing the contract.

	Baseline Year 1 <sup>st</sup> Feb - 31 <sup>st</sup> Jan 2022/2023	1 <sup>st</sup> Feb – 31 <sup>st</sup> Jan 2023/2024	Reduction of tCO <sub>2</sub> e in 2023/24 towards baseline year 2022/23	Reduction of tCO <sub>2</sub> e in 2023/24 towards baseline year 2022/23 in %	1 <sup>st</sup> Feb – 31 <sup>st</sup> Jan 2024/2025	Reduction of tCO <sub>2</sub> e in 2024/25 towards baseline year 2022/23	Reduction of tCO <sub>2</sub> e in 2024/25 towards baseline year 2022/23 in %
Scope 1	2.1	2.1	0	0.00%	2.1	0	0.00%
Scope 2	6.5	3.4	3.1	47.69%	3.4	3.1	47.69%
Scope 3	43.88	40.58	3.3	7.52%	36.62	7.26	16.55%
<b>TOTAL</b>	<b>52.48</b>	<b>46.08</b>	<b>6.4</b>	<b>12.20%</b>	<b>42.12</b>	<b>10.36</b>	<b>19.74%</b>

Tab: The carbon emission reduction achieved by environmental management measures and projects.

Architon LLP has implemented the following SMART (Specific, Measurable, Achievable, Relevant, Time-bound) measures:

### Energy and Operations

- Transitioned to 100% renewable electricity tariffs for office operations.
- Shared campus boilers now operate on 100% electricity instead of gas.
- Upgraded to energy-efficient LED task lighting by Jan 2024, cutting lighting energy consumption by 20%.
- Installed smart thermostats and heating controls across the campus.
- Replaced desktop computers with energy-efficient laptops by Jan 2024, reducing IT energy load by 30%.
- Applied window films to reduce heat loss and improve natural lighting.

### Travel and Commuting

- 80% of meetings are now held virtually via MS Teams and Zoom. This has been achieved by Jan 2024, reducing travel emissions by approx. 1.2 tCO<sub>2</sub>e annually.
- 60% of site visits are conducted using public transport or car sharing by Jan 2024.
- Staff encouraged to walk or use public transport for commuting. This is achieved by a compensation scheme when acting on behalf of the office.
- Business-related journeys are tracked for carbon monitoring with an indication of travel type, number of people travelling and destination.

## Digital and Design

- Full adoption of CAD and BIM aligned with ISO 19650.
- Certified under ISO 14001 and Cyber Essentials and operating under ISO 27001 principles.
- Staff certified by BSI as BIM Practitioners and Professionals.
- Significant reduction in paper usage, tracked via ESP 7002, contributing to maintaining low paper consumption by 83% below the industry average.

## Procurement and Waste

- All office supplies (100%) sourced with recycled content and low-carbon delivery options.
- Strict 100% segregation and recycling of office waste implemented by internal procedures and waste management monitoring.
- Certified waste contractors used for paper and electronic recycling.
- Waste data recorded via EP 7004 Architon Recycling Record.

## Staff Engagement and Governance

- Carbon literacy sessions delivered to all staff (100%) by Jan 2024.
- Sustainability embedded in all project briefs and CPD records (SP 5002-1 & 2, ESP 5003).
- Maintained Investors in People accreditation with mandatory sustainable design introduction for all new employees within their first week of employment to align with office targets and design philosophy.
- Organised or participated in at least four environmental awareness events annually, including local community initiatives near project locations, tracked via event logs.

## Sustainable Design and Supply Chain

- Ensure all new projects apply BREEAM or SKA principles where technically and contractually feasible, with a target of 80% projects achieving BREEAM “Very Good” or SKA “Silver” by Jan 2029.
- Recommend that 100% of contractors engaged from Jan 2025 provide a Carbon Reduction Plan aligned with PPN 06/21, unless exempt by statutory or client requirements.
- Mandate all subcontractors to submit environmental policy documentation before contract award, starting Feb 2025.
- Integration of circular economy principles promoted in design and procurement by implementing 100% of NBS Chorus across all applicable projects by Jan 2026.

## Monitoring and Review

- Implemented monthly emissions tracking and spreadsheet-based monitoring since Feb 2023 using a centralised spreadsheet system, with 100% of data entries verified quarterly.

- Annual Net Zero strategy review and updates are conducted every January, prepared for publication by 31 March each year.
- Cyber Essentials performance compliance is continuously monitored with quarterly internal audits and annual external certification renewal.

### Commitment Statement

Architon LLP is committed to achieving Net Zero greenhouse gas emissions by 2050 in line with UK Government policy and the requirements of PPN 06/21. All measures outlined in this Carbon Reduction Plan are currently in effect and will continue during the performance of contracts under the RM6356 Framework. Progress against this plan will be reviewed annually, updated as necessary, and published transparently on our website.

### **Future Carbon Reduction Initiatives**

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

- Reduce car travel for site visits by 20% by the end of January 2026, and to prioritise public transport where feasible.
- Further reduction (by 95% by the end of Jan 2026) of in-house printing by continuing and promoting digital workflows and cloud-based collaboration tools.
- Optimise energy usage by the end of Jan 2026 by:
  - Using low-energy rated monitors and IT equipment.
  - Managing standby settings and performance profiles on workstations. reducing standby power by 15%.
- Continue to source sustainable products and resources for office supplies where possible.
- Encourage “Walk to Work” weeks and other low-carbon commuting initiatives starting by the end of Jan 2026.
- Participate in at least three local environmental initiatives per year environmental initiatives with local NGOs or councils (e.g. tree planting, clean-up events).
- Support staff volunteering for environmental activities through dedicated volunteering days.
- Formalise environmental goals using recognised tools (e.g. CCS Gold Standard Action Plan, CRP templates) and track progress annually by the end of Jan 2026.
- Source electricity from green energy suppliers, subject to leaseholder constraints and supplier availability.
- Continue responsible waste management of all waste. The process is traced, and the Carbon Footprint is recorded by:
  - Using licensed waste carriers for office waste collections.
  - Recycling office equipment through a Specialist Commercial Recycling Company.
- Explore and implement digital design tools and collaboration (e.g. BIM a) to reduce project-related emissions by continuing lifecycle carbon assessments performed by the combined design teams.
- Engage suppliers and consultants to align with sustainability goals and encourage them to adopt CRPs.
- Publish and update our Carbon Reduction Plan annually, in line with PPN 06/21 and RM6356 requirements.

Summary Table of Future Carbon Reduction Initiatives			
Category of future carbon reduction initiatives	Initiative	Targets/ Deadlines	Notes / Context
Travel & Mobility	Reduce site visits by car by using public transport.	20% reduction by Jan 2026	Supports low-carbon travel and aligns with CCS sustainability goals
	Encourage, e.g. 'Walk to Work' weeks.	2 campaigns annually starting Jan 2026	Promotes active, zero-emission commuting
Office Operations	Reduce in-house printing.	95% reduction by January 2026	Minimises paper waste and energy use
	Optimise energy use by implementing smart controllers.	Implement by the end of January 2026	Monitoring helps reduce consumption. However, leaseholder constraints limit upgrades.
	Use low-energy rated monitors and IT equipment, lighting, etc.	Maintain 100% of office supplies	Improves energy efficiency without infrastructure changes
Procurement & Resources	Use sustainable products and resources in-house.	100% of office supplies by Jan 2026	Applies to office supplies and design materials.
	Source electricity from green energy suppliers.		Subject to leaseholder agreement and supplier availability.
Waste Management	Use licensed waste carriers and specialist recycling services.	Ongoing, monitored annually	Ensures responsible disposal of office equipment and general waste.
Staff Engagement	Encourage volunteering for environmental activities. Participate in local environmental initiatives (e.g. tree planting, earth cleaning days, environmental technologies workshops, etc )	2 volunteering days per year starting in 2025	Builds a culture of sustainability and community engagement, strengthening social value contribution
Digital & Design Tools	Continue to use BIM for alignment with lifecycle carbon assessment tools	Maintaining the current approach	Supports low-carbon design and RM6356 expectations
Governance & Reporting	Publish and update CRP annually.	Annual update each January	Aligns with CCS Gold Standard Action Plan and CRP requirements.
			Required under PPN 06/21 and RM6356.

Tab. Summary of Future Carbon Reduction Initiatives

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and 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<sup>13</sup> and uses the appropriate government emission conversion factors for greenhouse gas company reporting.<sup>14</sup>

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.<sup>15</sup>

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:



CALUM DAVIS  
Senior Partner  
Architon LLP

Date: 08/10/2025

<sup>13</sup> <https://ghgprotocol.org/corporate-standard>

<sup>14</sup> [www.gov.uk/government/collections/government-conversion-factors-for-company-reporting](http://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)

<sup>15</sup> <https://ghgprotocol.org/standards/scope-3-standard>