

CARBON REDUCTION PLAN

FOR



Prepared by:



Reporting Period:

April 2024 – March 2025

Issued Date:

9th February 2026

**C4 Projects
Carbon Emissions Report**

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1 Net Zero Commitment

C4 Projects recognises the importance of making a full and lasting commitment to reducing the greenhouse gas emissions from our activities, in support of the wider commitment of the world to limit global temperature increases and the impact on the planet.

We commit to the following:

1. For our company to achieve Net Zero in line with the Science Based targets set out by the UNFCCC i.e., to achieve Net Zero no later than 2050 and target a 50% reduction in emissions by 2030.
2. To set realistic short- and long-term targets that are designed to achieve our Net Zero commitments.
3. To report the total Greenhouse Gas emissions of our business, at a minimum, on an annual basis.

	Year
Commitment to be Net Zero	2050
50% Emissions Reduction	2030

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2 Background Information

2.1 Company

C4 Projects is a Limited Company registered in England, company number 07598990, with a head office address of 340 Firecrest Court Centre Park, Warrington, England, WA1 1RG.

C4 Projects are a multi-disciplinary practice providing Project Management, Architectural, Building Surveying and Cost Consultancy Services in all sectors of the property and construction market. They are widely recognised by property developers, occupiers, investors and funders as a leading independent practice. Founded in 2005, C4 Projects holds headquarters in Warrington and offices in Manchester and delivers services nationally. C4 Projects is a 50-person strong practice consisting of Architects, Project Managers, Cost Consultants, Building Surveyors, BIM Consultants and Interior Designers

Reporting Period	Benchmark Period April 2023 – March 2024	Current Period April 2024 – March 2025
Industry	Manufacturing	Manufacturing
No. of Staff	43	39
No. of Premises Owned	1	1
No. of Premises Leased	1	1
No. of Company Vehicles - Owned	0	0
No. of Company Vehicles - Leased	7	7

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2.2 Current Reporting Period

April 2024 – March 2025

2.3 Organisational Boundary

There are 3 different approaches to measuring emissions, as defined by the GHG Protocol. This report has been constructed using the **Operational Control Approach**, considering the requirements of each potential approach.

Approach	Description	Approach Taken
Operational Control	The organisation has operational control over an operation if it or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.	✓
Financial Control	The organisation has financial control over the operation if it has the ability to direct the financial and operating policies of the organisation with a view to gaining economic benefits from its activities.	
Equity Share	The organisation accounts for GHG emissions from operations according to its share of equity in the operation.	

2.4 Benchmark Year

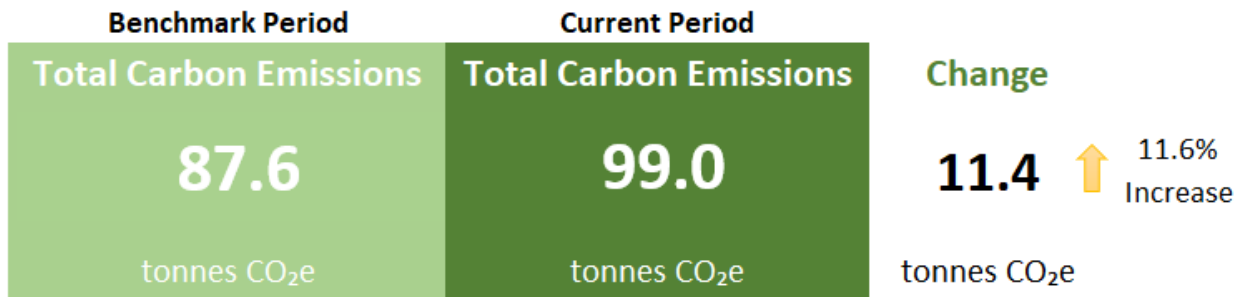
The organisation's benchmark year is from **April 2023 – March 2024**. This is the second time the organisation has measured and reported on its carbon emissions.

2.5 Methodologies Used

Throughout this report all methodologies used are explained within the relevant sections.

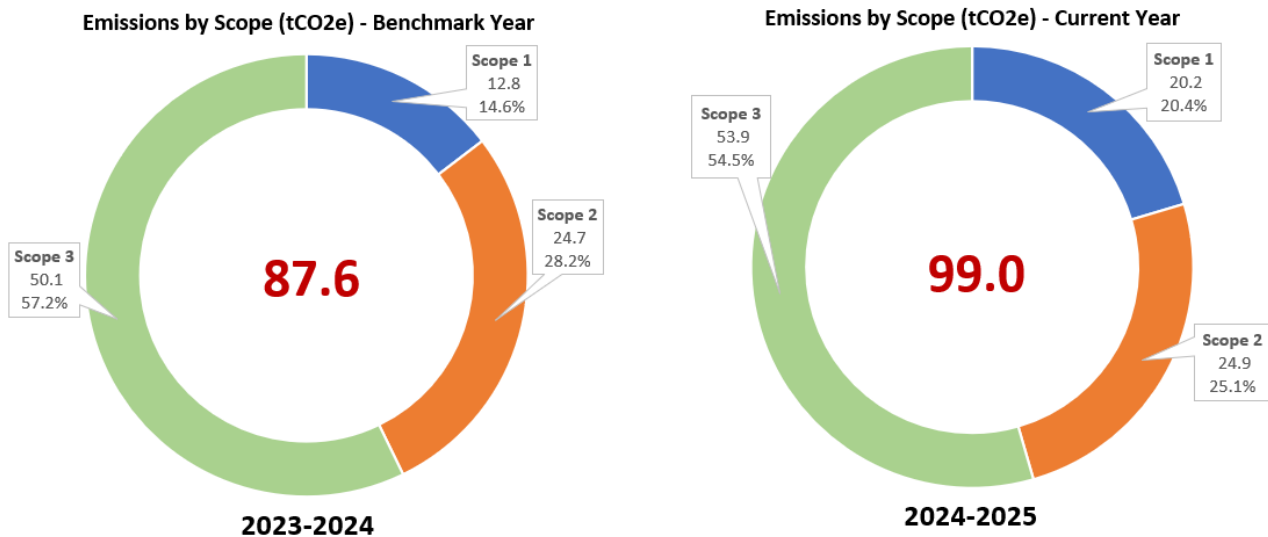
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3 Carbon Emissions Overview



The total calculated emissions for the business for the period 2024-2025 are 99.0 tCO₂e. This is the second year the company has measured its carbon emissions. The breakdown of emissions is analysed throughout this report.

4 Analysis by Scope



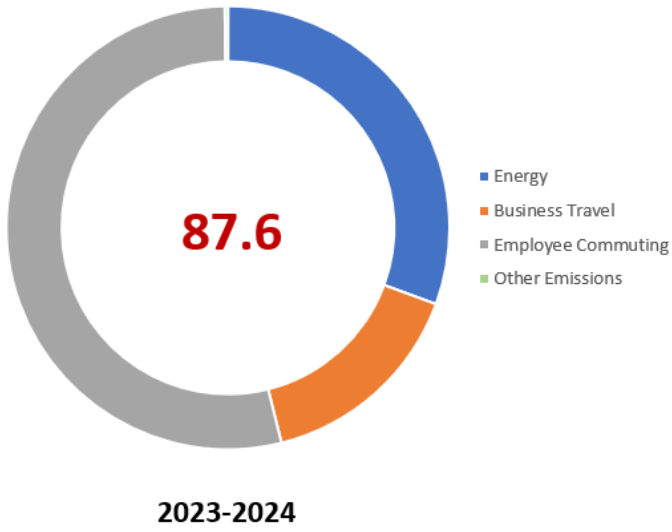
Scope	Description	tCO ₂ e	%
Scope 1	Scope 1 emissions includes fuels used at company premises and company vehicles.	20.2	20.4%
Scope 2	Emissions in scope 2 includes electricity used at the company's premises. The office is not on a renewable tariff.	24.9	25.1%
Scope 3	Scope 3 emissions include: <ul style="list-style-type: none"> • Business Travel • Employee Commuting • Transmission and Distribution of Electricity • Purchased Goods and Services 	53.9	54.5%
TOTAL		99.0	100.0%

Reported Scope 3 emissions may increase in future years as more detailed data and information become available.

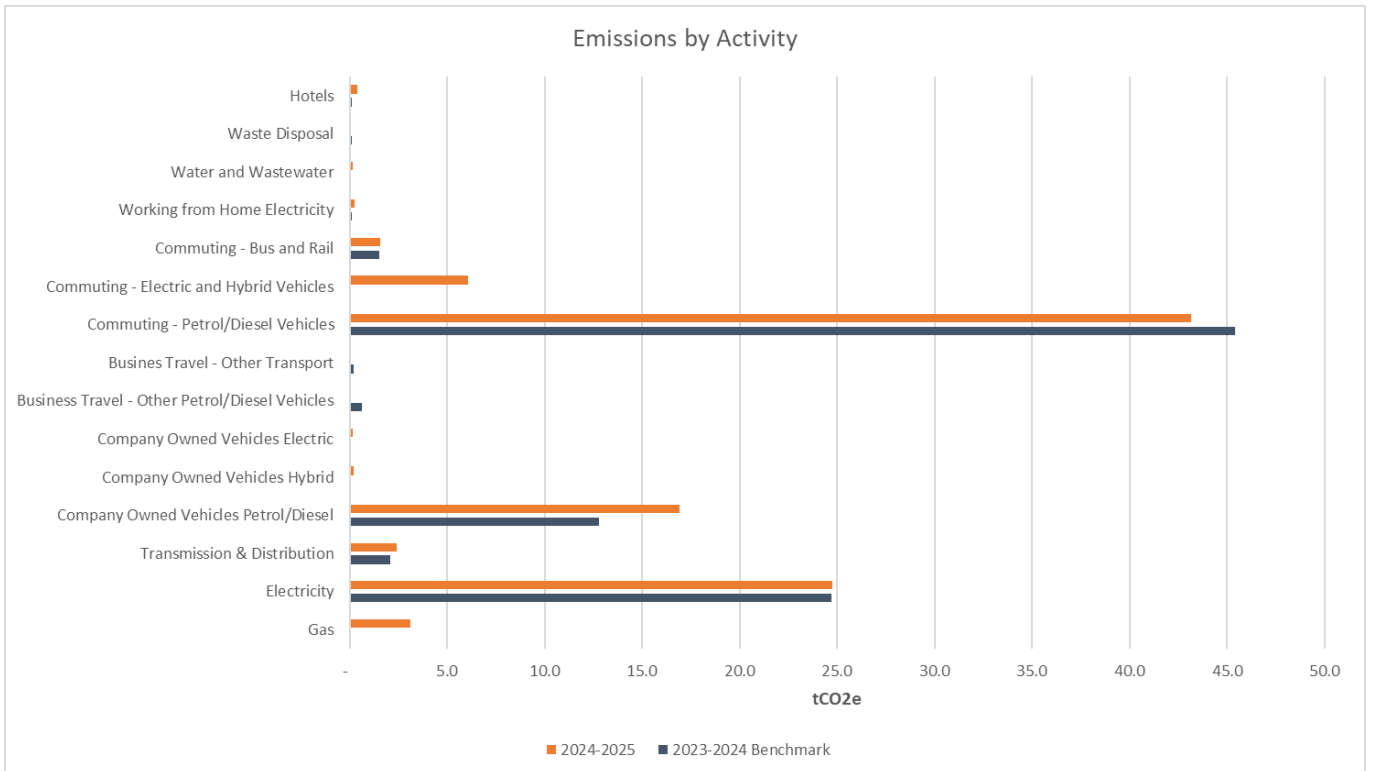
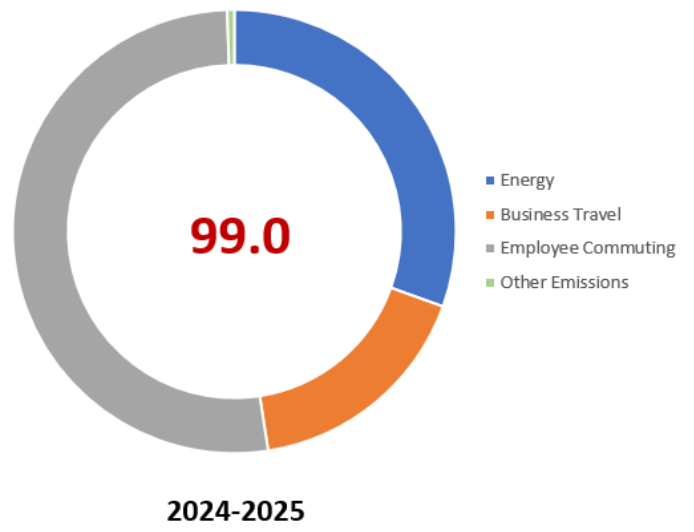
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5 Emissions by Activity

Emissions by Activity (tCO2e) - Benchmark Year



Emissions by Activity (tCO2e) - Current Year



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Data Details		Benchmark Year	Current Year			
Emission Type	Scope	2023-2024	2024-2025	Difference	Data Source	Data Confidence
		tCO2e	tCO2e			
Energy						
Gas	1	-	3.1	3.1	Spend Analysis	Medium
Electricity	2	24.7	24.7	0.0	Electricity Bills / Spend Analysis	Medium
Transmission & Distribution	3	2.1	2.4	0.3	Electricity Bills / Spend Analysis	Medium
		26.8	30.2	3.4		
Business Travel						
Company Owned Vehicles Petrol/Diesel	1	12.8	16.9	4.1	Company Records	High
Company Owned Vehicles Hybrid	1	-	0.2	0.2	Company Records	High
Company Owned Vehicles Electric	2	-	0.1	0.1	Company Records	High
Business Travel - Other Petrol/Diesel Vehicles	3	0.6	-	-0.6	Company Records	High
Business Travel - Other Transport	3	0.2	-	-0.2	Company Records	High
		13.6	17.2	3.6		
Employee Commuting						
Commuting - Petrol/Diesel Vehicles	3	45.4	43.2	-2.2	Employee Survey	Medium
Commuting - Electric and Hybrid Vehicles	3	-	6.1	6.1	Employee Survey	Medium
Commuting - Bus and Rail	3	1.5	1.6	0.1	Employee Survey	Medium
Working from Home Electricity	3	0.1	0.2	0.1	Employee Survey	Medium
		47.0	51.1	4.1		
Other Emissions Calculated						
Water and Wastewater	3	-	0.1	0.1	Water Bills / Spend Analysis	Medium
Upstream Transportation and Distribution	3	-	-	0.0	Not Applicable	
Downstream Transportation and Distribution	3	-	-	0.0	Not Applicable	
Waste Disposal	3	0.1	0.0	-0.1	Waste Collection Bills	High
Hotels	3	0.1	0.4	0.3	Company Records	High
		0.2	0.5	0.3		
TOTAL		87.6	99.0	11.4		

There are no separate Upstream Transportation emissions calculated as upstream delivery costs are included in the cost when office supplies are purchasing from distributors.

There are no Transportation emissions associated with the business as the organisation provides consultancy services not goods.



Emissions have increased since the benchmark period due to the following:

- Business travel and hotel stays have increased due to a growth in the number of projects located in the South of England.
- Data capture has improved since the first carbon report i.e. the benchmark year. This report includes data captured for the Water and Wastewater at the Warrington office, which was previously omitted.
- Similarly, data for the Gas energy in the communal space at the Manchester office was also captured in the report for the first time.

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6 Intensity Metric Analysis

Intensity metrics help normalise emissions data, taking into account variations in production levels or activity volumes. This allows for a more accurate assessment of emission trends over time, regardless of changes in business operations. The initial intensity metrics for the company are below and will be used for comparative purposes in following years.

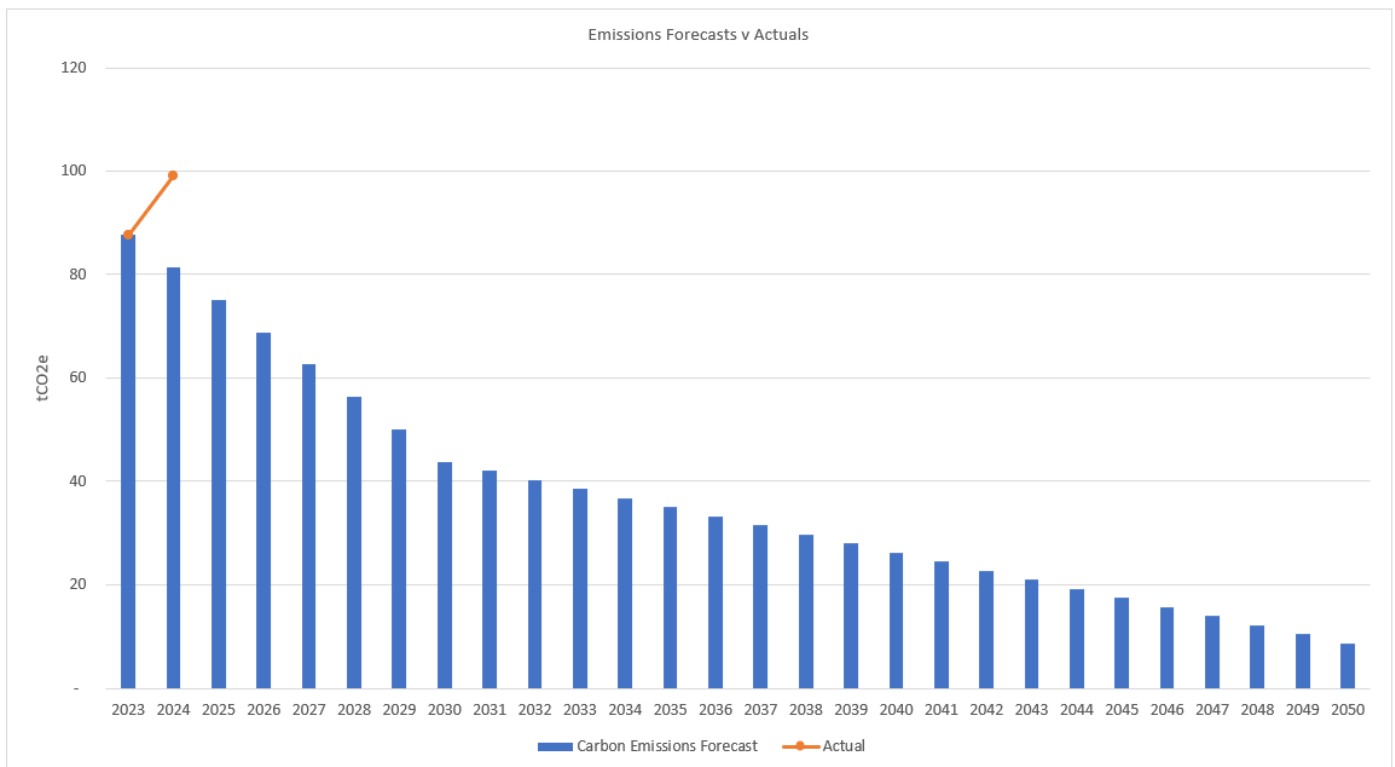
		Intensity Metrics (tonnes CO ₂ e)			
		Benchmark Year 2023-2024	Current Year 2024-2025	Change	Increase
 Per Employee	Scopes 1, 2 and 3	2.0	2.3	0.3	14%
 Per £1000 Turnover	Scopes 1, 2 and 3	0.02	0.03	0.01	37%

The chosen intensity metrics show a carbon emissions value of **2.3 tCO₂e per employee** and **0.03 tCO₂e per £1,000 of turnover**. The business headcount averaged 43 people during the reporting period.

7 Emissions Reductions Targets

Science Based Targets (SBTs) specify the need to target emissions reductions by 50% by 2030 and 90% by 2050. In some circumstances, countries and companies may set emissions targets for different dates.

The following chart provides a forecasted view of the emissions targets for the organisation. These targets will be mapped against actual emissions year by year to support ongoing strategies and decision making to achieve the SBTs.



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8 Carbon Reduction Actions

C4 Projects aims to develop the following initiatives that will support the company's strategies to meet Science Based Targets:

Area of Focus	Initiative
Engagement of Team	To continue to engage with the entire team throughout the organisation in the Net Zero transition plan. Maintain encouragement of staff to support lower carbon ideas, opportunities, and activities.
Business Travel Emissions	Sustain encouragement of a sustainable travel policy that uses public transport and lower carbon options, i.e. electric or hybrid vehicles, and to encourage employees to car share for their daily commutes to the office.
Carbon Emissions Dashboard	C4 Projects maintains its commitment to complete its carbon emissions dashboard on a regular basis, which is overseen by a member of the Senior Management Team and shared with the wider team on a quarterly basis. By continuing our partnership with Net Zero International, we prolong our access to their expertise and support in reporting and reducing our emissions, including best practice and insights. We will carry on promoting our carbon reduction activities on social media to encourage others to make lower carbon decisions.
Supply Chain Review	Introduce a sustainable supply chain policy in 2025, which is reviewed quarterly by Senior Management and then communicated to the wider team.
Data	Collect additional data for the waste disposal at the Manchester Office, which is currently included in the building service charge as a cost value.

Signed on behalf of C4 Projects

Name: Nick Ryder



Position: **Director**

Date: 9th February 2026

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9 Emissions Data

The data contained in the table below represents total emissions calculated and is consistent with SECR requirements. All sources of emissions that have been measured are included in the totals below. Emissions from key activities are summarised in the previous sections.

	Benchmark Year 2023-2024	Current Reporting Year 2024-2025
Energy consumption used to calculate emissions Electricity Scope 2 - UK and Offshore (kWh)	119,182	121,742
Energy consumption used to calculate emissions – Global, excluding UK and Offshore (kWh)	N/A	N/A
Basis of Energy reporting (Location or Market)*	Location	Location
% of total energy sourced from certified renewable sources	0%	0%
Emissions associated with energy consumption - UK, Offshore and Global (tCO ₂ e)	24.7	24.9
Emissions from activities for which the company is responsible including combustion of fuel and operation of facilities - Scope 1 (tCO ₂ e)	12.8	20.2
Emissions from purchase of electricity, heat, steam and cooling purchased for own use - Scope 2 (tCO ₂ e)	24.7	24.9
Total Scope 1 and 2 Emissions (tCO₂e)	37.5	45.1
Emissions from upstream activities out of operational control - Scope 3 (tCO ₂ e)	50.1	53.9
Emissions from use of sold products and services out of operational control - Scope 3 (tCO ₂ e)	None included	None included
Total Gross Scope 3 Emissions (tCO₂e)	50.1	53.9
Total Scope 1, 2 and 3 Emissions (tCO₂e)	87.6	99.0
Intensity ratio tCO ₂ e (gross Scope 1, 2 and 3) per employee	2.0	2.3
Carbon offsets (tCO ₂ e)	-	-
Total Annual Net Emissions (tCO₂e)	87.6	99.0

* A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen.

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10 Standard and Methodology Used

C4 Projects categorises its Greenhouse Gas (GHG) Emissions as Scope 1, 2 or 3 as referred to in the WBCSD – WRI Greenhouse Gas Protocol (revised edition, dated March 2014). Emissions in Carbon Dioxide equivalent (CO₂e) for all scopes are calculated using the conversion factors listed in DESNZ Greenhouse Gas Conversion Factors for the relevant 12-month period over which the carbon emissions are calculated. Procured renewable electricity and gas is calculated in accordance with the WBCSD – WSI Scope 2 Guidance on procured renewable energy (2015).

11 Data Quality / Confidence

The data used to generate this report has been collected from various sources from both within the company and using assumptions gathered by Net Zero International. These emissions have been converted to CO₂e using GHG Protocol and DESNZ frameworks and conversion factors for the relevant period.

12 Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with SECR, 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 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 agreed by the board of directors (or equivalent management body).

Signed on behalf of Net Zero International

Name: **David Hawes**



Position: **Chief Executive Officer**

Date: 9th February 2026

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13 Glossary

Benchmark Data	The chosen 12-month period that sets the calculated emissions that need to be mitigated and/or offset.
Carbon Reduction	Reduction in measured CO ₂ e emissions
Carbon Reduction Plan	Plan to reduce CO ₂ e emissions over a period of time, updated annually
Carbon Emissions (Gross)	CO ₂ e emissions from Company activities
Carbon Emissions (Net)	CO ₂ e emissions from Company activities minus verified carbon offsets the Company purchases
Carbon Neutral	When emissions are fully offset including those emissions that could be mitigated.
Carbon Offsets	A removal or reduction of carbon emissions through a verified scheme.
CO₂e	All greenhouse gases expressed in terms of Carbon Dioxide equivalent (CO ₂ e) for consistency of reporting.
DESNZ	Department of Energy Security and Net Zero (https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)
EEIO	Environmentally Extended Input Output – Emissions estimated on spend https://ghgprotocol.org/
Organisational Boundaries	GHG Protocol Organisational Boundaries https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf
GHG Protocol	Greenhouse Gas Protocol https://ghgprotocol.org/
Greenhouse Gases	Carbon Dioxide (CO ₂), Methane (CH ₄), Nitrous Oxide (N ₂ O), Chlorofluorocarbons (CFCs and HCFCs), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs), Sulphur Hexafluoride (SF ₆)
Greenhouse Gas Conversion Factors	Annually published conversion factors normally published by relevant government departments. Converts activity into CO ₂ e emissions.
Greenhouse Gas Emissions (GHG)	Gases in the atmosphere that absorb and radiate heat
Intensity Metric/Ratio	A metric that measures carbon emissions per relevant unit of activity in a business.
Market Reporting v Location Reporting	Market is based on specific tariffs. Location is based on the country from which you are reporting.
Net Zero	GHG emissions are mitigated and those that cannot are offset
Renewable Tariff	An energy tariff that is 100% powered by renewable energy and is certified.
SBT	Science Based Targets – reducing emissions by 50% by 2030 and by 90% by 2050 and offsetting the remaining amount.
Scope 1	The fuels that are burnt (gas, transport the company owns, refrigerant gases)
Scope 2	The energy that is bought (electricity from the grid, purchased heat)
Scope 3	Emissions embedded in everything a company buys and emitted as a consequence of everything a company sells.
SECR	Streamlined Energy and Carbon Reporting
tCO₂e	Metric tonnes of CO ₂ equivalent emitted.
WBCSD	World Business Council for Sustainable Development https://www.wbcsd.org/
WRI	World Resource Institute https://www.wri.org/