

# Carbon Reduction Policy

April 2023

## 1. Executive Summary

Odyssey Education is committed to achieving Net Zero Emissions by 2050.

We are aware that reducing our Greenhouse Gas Emissions represents significant benefit for us, our customers, our suppliers, and the wider community.

Our Carbon Reduction Plan covers the strategies for Odyssey Education's ongoing commitment to the management and reduction of our business-related carbon emissions.

This plan will cover Odyssey Education's baseline year information, setting clear targets for reducing Greenhouse Gas (GHG) emissions over key timeframes and listing our planned projects to achieve carbon net zero by 2050.

While some of these achievements will be achieved through behavioural change, it is noted that, where funding is needed, it will be accessed to help ensure these projects achieve the right outcome.

As a largely office-based business, we will still be pushing our business and working with all of our employees and contractors to embrace this plan and work collaboratively to achieve the overall goal of Carbon Net Zero by 2050. However, it should be noted that as a SMB we have the flexibility to make changes far sooner and hope to have a large impact almost immediately.

The points below show the journey we are taking:

- Odyssey Education aims to reduce its GHG emissions by 70% by 2035 based on its 2019/20 baseline.
- Odyssey Education's GHG baseline emissions were 5.477 tonnes in 2019/20. This means target emissions for 2035 will be 1.643 tonnes.
- Several staff training and behaviour change projects have been identified that will work to achieve net zero emissions by 2050.

## 2. Meeting the reporting requirements

This Carbon Reduction Plan is completed in compliance with [PPN06/21 as published by the Cabinet Office June 2021](#). This document will be reviewed and updated annually. It will reflect any changes in organisational structure and take account of the efforts made to reduce our emissions over time to achieve net zero by 2050.

## 2.1 Our low carbon vision

As an organisation, Odyssey Education is committed to integrating sustainable development into everyday practice by minimising environmental impact wherever possible.

During the process of developing this Carbon Reduction Plan, a number of key areas have been selected that will allow us to demonstrate reductions in the carbon emissions generated by our activities.

## 3. Method of data collection

Due to the unique nature of our business, we have detailed below the methodology used for our report.

### 3.1 Carbon footprint methodology:

In accordance with the GHG protocol's corporate standard, the reported emissions should be reported against an operational boundary using one of three types of reporting methodology:

- equity share
- financial control
- operational control

### 3.2 Equity share:

This is how an organisation accounts for GHG emissions from operations according to its share of equity in the operation. This model may be helpful where emissions are recorded centrally across a range of entities, for example recorded UK wide by the parent company rather than at the trading entity level.

### 3.3 Financial control:

The organisation reports on all sources of carbon emissions over which it has financial control. The organisation is deemed to have financial control over a service if it has the ability to direct the financial and operating policies of the service with a view to financially managing its activities, for example:

- setting budgets
- managing expenditure

### 3.4 Operational control:

The organisation reports on all sources of carbon emissions over which it has operational control. The organisation is deemed to have operational control over a service if it has full authority to introduce and implement its operating policies.

The carbon footprint will be reported using the equity share methodology based on our operational model being largely administration based and that our premises are controlled by a third party, the UK Centre for Carnival Arts.

### 3.5 Baseline year: FY 2019/2020

#### Scope 1

Company Facilities: we are tenants in buildings managed by the UK Centre for Carnival Arts, so there are no emissions from this category included in our emissions data.

Company Vehicles: we do not have any company vehicles, so there are no emissions from this category included in our emissions data.

#### Scope 2

Purchased electricity, steam, heating and cooling for own use: we don't purchase any of the energy needed for our buildings as they are all leased and are covered by the landlord, so there are no emissions from this category included in our emissions data. However, as a guidance we ensure that all equipment used is energy efficient and we are working to reduce our Scope 2 baseline.

#### Scope 3

##### Category 4 and 9 upstream and downstream distribution

Odyssey Education arrange for delivery directly to our customers from our distributors; therefore, we can only calculate downstream distribution.

##### Category 5 waste generated in operations

We do not have specific data on the waste generated as an organisation as this is managed through the lease arrangements as part of the building operations, but we do generate waste through employee printing and other materials. Waste includes plastic non-recyclable cups and can even include lunch-time related rubbish. We plan to address these areas through behaviour changes in the Strategies for Carbon Reduction.

##### Category 6 business travel

Business travel is measured and reported in the organisation's Annual Report and Accounts each year. It is calculated using the values matrix supplied by DEFRA and is detailed below.

CO2 Greenhouse gas (GHG) emissions: official business travel expenditure on official business travel

Type of travel	Tonnes CO <sub>2</sub> e
Official travel: Road	0.472
Official travel: Rail	0.012
Official travel: Air	0

Total GHG emissions **0.484**

**Category 7 employee commuting**

For the year of 2019/20, we do not have any firm data on how employees were travelling into their office. To calculate an estimated figure for the financial year 2019/20, we have taken the number of employees, their working pattern such as part time or full time, and taken account of annual leave and bank holidays.

For full time employees, there are on average 252 working days per year, which accounts for bank holidays. The average UK car emissions [are approximately 196.94 grams per mile](#).

We then calculated for each employee who drivers to work based on the distance from their home to the office. Distance in miles\*average emissions per mile\*2 for the return journey. We also accounted to when employees worked a day from home, of the 4 employees who commute by car, 2 only commuted 4 days a week rather than 5 days a week. This total calculation led to a total of 2.092 tCO<sub>2</sub>e.

It is accepted that this does not include travel to offices by train, tube, bus or other forms of transport that other employees use. The remaining staff at the office primary use buses to commute into work. The calculation for staff members commuting by bus was an average of 60 grams per mile. This led to a total of 0.25 tCO<sub>2</sub>e across 3 members of staff. This led to a total of 2.342 tCO<sub>2</sub>e for all travel.

Baseline year emissions: FY 2019/20

<b>Emissions</b>	<b>Total (tCO<sub>2</sub>e)</b>
Scope 1	Zero, rationale detailed above
Scope 2	Zero, rationale detailed above
Scope 3 (Included sources)	Category 4 Zero, rationale detailed above
	Category 5 Zero, rationale detailed above
	<b>Category 6 0.484</b>
	<b>Category 7 2.342</b>
	<b>Category 9 2.651</b>
<b>Total emissions</b>	<b>5.477 tCO<sub>2</sub>e</b>

### 3.6 Current year: FY 2021/2022

#### Additional details about the baseline emissions calculations

For 2021/22, the residual effects of the global Covid-19 pandemic meant that 100% of our staff continued working in a hybrid style, both in an office and remotely, for the financial year. The next reporting year of 2022/23 will show again a change, with more staff returning to offices, but we believe that 2022/23 data will be more accurate in how our emissions reduction journey will continue.

For the current reporting year FY 2021/22 Scopes 1, 2 and 3 will be the same as the baseline year reporting.

Additional information is for Category 6 and 7 of Scope 3 as detailed below to cover business changes brought on from the pandemic.

#### Category 6 business travel

Business travel is tracked and reported in the Annual Report and Accounts each year. It is calculated using the values matrix supplied by DEFRA and detailed below. In 2021/22, there were still the remnants of the global pandemic and the lockdowns required for the safety of citizens and staff. We recognise that this year's footprint is an anomaly and does not represent standard business as usual activity. The travel figures slowly increased over the course of the year as Odyssey Education returned to business with visits to key customers, suppliers, and event attendance.

CO2 Greenhouse gas (GHG) emissions: official business travel expenditure on official business travel:

Type of travel	Tonnes CO <sub>2</sub> e
Official travel: Road	0.354
Official travel: Rail	0.012
Official travel: Air	0
Total GHG emissions	0.366

#### Category 7 employee commuting

To calculate an estimated figure for the financial year 2021/22, we have taken the number of employees, their working pattern such as part time or full time and taken account of annual leave and bank holidays.

For full time employees, there are on average 252 working days per year, which accounts for bank holidays. The average UK car emissions [are approximately 196.94 grams per mile](#). We then calculated for each employee who drivers to work based on the distance from their home to the office. Distance in miles\*average emissions per mile\*2 for the return

journey. We also accounted to when employees worked a day from home, of the 3 employees who commute by car, 2 only commuted 4 days a week rather than 5 days a week. This total calculation led to a total of 1.715 tCO<sub>2</sub>e.

It is accepted that this does not include travel to offices by train, tube, bus or other forms of transport that other employees use. The remaining staff at the office primary use buses to commute into work. The calculation for staff members commuting by bus was an average of 60 grams per mile. This led to a total of 0.23 tCO<sub>2</sub>e across 3 members of staff. This led to a total of 1.945 tCO<sub>2</sub>e for all travel.

<b>Emissions</b>	<b>Total (tCO<sub>2</sub>e)</b>
Scope 1	Zero, rationale detailed above
Scope 2	Zero, rationale detailed above
Scope 3 (Included sources)	Category 4 Zero, rationale detailed above
	Category 5 Zero, rationale detailed above
	<b>Category 6 0.366</b>
	<b>Category 7 1.945</b>
	<b>Category 9 2.448</b>
<b>Total emissions</b>	<b>4.759 tCO<sub>2</sub>e</b>

## 4. Strategies for carbon reduction

The carbon reduction opportunities in this plan, once fully implemented, will reduce Odyssey Education's GHG emissions each year in line to achieve net zero emissions by 2050.

The areas for concentrated reduction strategies are as follows:

### 4.1 Business travel

Evaluate and, where possible, adopt means of reducing business travel, including continued use of video conferencing, to achieve sustainable long-term reduction of emissions that will be reported annually.

Look at using rail travel where possible to reduce emissions from car travel.

## 4.2 Employee commuting

We will continue to maintain a Smarter Working culture for all employees to reduce the amount of business travel and commuting for our colleagues, helping to reduce our CO2 emissions. We will be looking to encourage employees to reduce commuting by car in favour of travelling by bus, cycling, or walking.

## 4.3 Communication

We will work with key partners and other stakeholders to achieve a better understanding of our emission contributions in the energy usage and waste emission categories. Even with these categories being out of our direct control, we will apply pressure to the contractors and partners to push towards emission reductions. Major manufacturers we work with such as Lenovo and Epson are making significant efforts to reduce their supply chain emissions and commitments such as these are issues, we will give serious consideration to in future business decisions and planning.

## 4.4 Employee learning and behaviour change

A program will be created over the next 12 months to raise the environmental awareness for all Odyssey Education employees, contractors and interns.

Working with all employees, we will encourage better energy use and reduced waste. During the pandemic for example, while the majority of employees were working from home, it highlighted how commute, face to face meetings and activities in the office such as printing is not as essential as previously thought to our business operations as part of our daily work lives, and we will aim to maintain this as a goal for a more paperless office.

## 4.5 Leadership

The senior leadership at Odyssey Education has, and will continue to give, its full support to this carbon reduction programme and the team required to achieve Odyssey Education's Net Zero ambitions.

## 4.6 Declaration and sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 signed off by the company directors (or equivalent management body).

Signed on behalf of Odyssey Education

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a stylized representation of the name Andrew Bissmire.

Andrew Bissmire, Director

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