

CARBON REDUCTION PLAN

FOR

JPA[®] Workspaces

Prepared by:



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JPA Workspaces
Carbon Emissions Report

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1 Net Zero Commitment

Our company continues to recognise 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 are committed to the following:

1. 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 designed to achieve our Net Zero commitments.
3. To report the total Greenhouse Gas emissions of our business regularly and for our performance to be part of the Community's annual reporting back to the UNFCCC.

	Year	Earlier Year if Possible
Commitment to be Net Zero	2050	2040*
50% Emissions Reduction	2030	

* In line with NHS Evergreen & UCLH Supplier Strategy

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2 Background Information

2.1 Company

JPA Workspaces is a Limited Company registered in England, company number 01180064. The head office is Sphere Industrial Estate, Campfield Road, St Albans, Hertfordshire, AL1 5HT. Established in 1974, the business will be celebrating its 50th anniversary in 2024.

Specialising in the design, provision and maintenance of contract workspace interiors across commercial offices, education, healthcare and hospitality, **JPA Workspaces** is committed to improving both its own and industry performance in relation to ESG reporting and development.

Responsible business operation lies at the heart of JPA's business model underpinned by a long-standing focus on product longevity, circularity and waste reduction. We provide a complete range of services for every stage of the furniture lifecycle including a take back and recycling service at end of life to ensure zero waste.

Reporting Period	Previous Period January 2022 – December 2022	Current Period January 2023 – December 2023
Industry	Workplace Solutions	Workplace Solutions
No. of Staff	33	37
No. of Premises Owned	0	0
No. of Premises Leased	1	1
No. of Company Vehicles - Owned	8	8
No. of Company Vehicles - Leased	0	0

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2.2 Current Reporting Period

January 2023 – December 2023

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

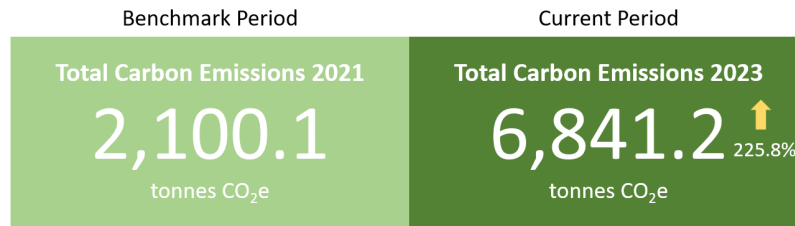
The organisation's benchmark year is from **January 2021 – December 2021**. This is the third time the organisation has measured and reported on its carbon emissions.

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 scope 1, 2 and 3 emissions for the business in 2023 were 6,841.2 t CO₂e. This is compared to 2,100.2 t CO₂e in the baseline year and is an increase of 225.8%. This increase is entirely driven by a significant increase in turnover and the carbon intensity per £ of turnover is the same.

Despite this significant increase in activity and turnover, Scope 1 and 2 emissions have reduced by more than 20%.

JPA Workspaces has measured all Scope 1 and 2 emissions, plus elements of Scope 3 for this reporting period, including supplier spend. Supplier spend has been calculated using the EEIO methodology. All other data has been calculated using energy bills, travel expenses and employee surveys.

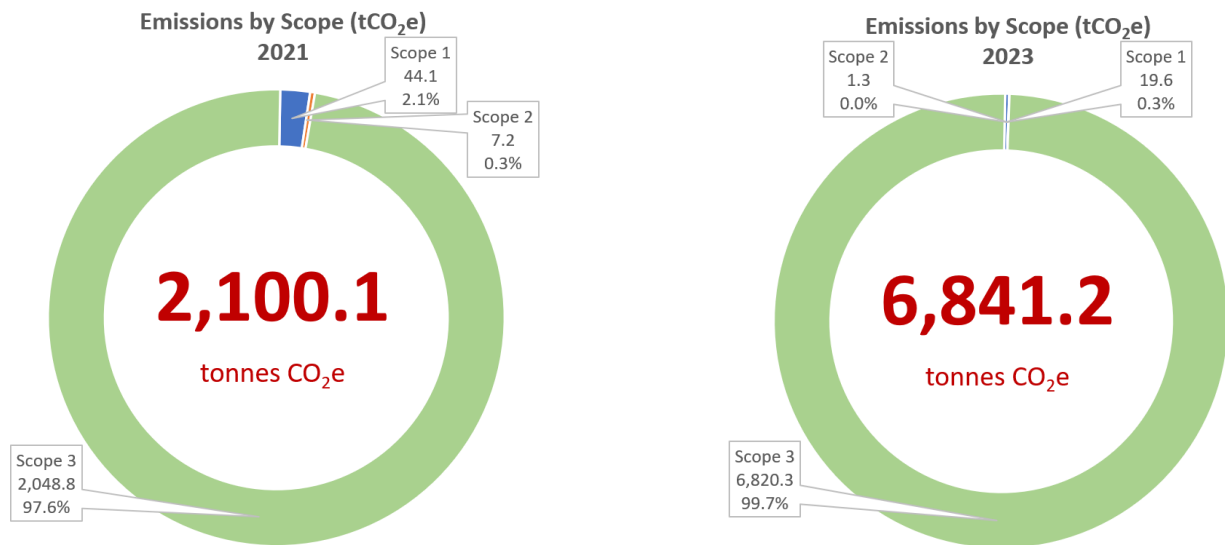
The Company is committed to continually evolve and improve the measurement process and accuracy in future years for Scope 3 emissions.

The business leases an office and warehouse and owns a fleet of 8 delivery vans.

The Company continues to measure an increasing amount of Scope 3 emissions and is committed to improving their emissions across all scopes.

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4 Analysis by Scope



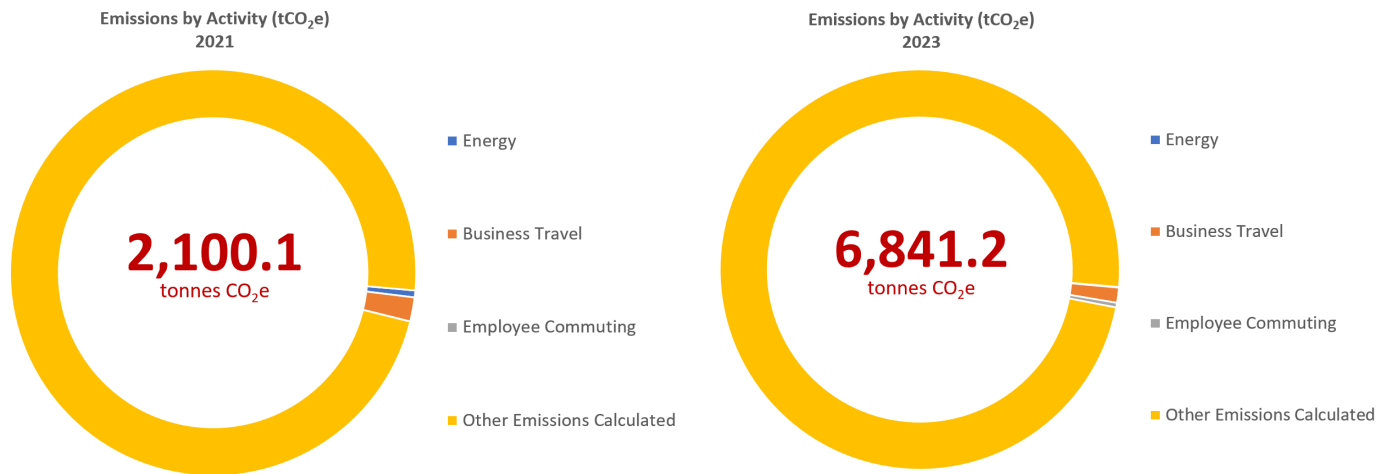
Scope	Description	tCO ₂ e	%
Scope 1	Scope 1 emissions include fuel from company vehicles and fuels used in the company premises, including propane and heating oil.	19.6	0.3%
Scope 2	Emissions in scope 2 includes electricity used at the company's office. The office is not on a renewable tariff.	1.3	0.1%
Scope 3	Scope 3 emissions include (and category): <ul style="list-style-type: none"> Waste Disposal (category 5) Business Travel (category 6) Supplier Spend (category 1) Employee Commuting (category 7) Transmission and Distribution of Electricity (category 3) 	6,820.3	99.6%
TOTAL		6,841.2	100%

Reported Scope 3 emissions will increase in future years as more detailed data becomes available and as more of the fifteen recognised categories are included covering both upstream and downstream activities.

1. Purchased Goods and Services
2. Capital Goods
3. Fuel- and Energy-Related Activities (not included in Scope 1 or Scope 2)
4. Upstream Transportation and Distribution
5. Waste Generated in Operations
6. Business Travel
7. Employee Commuting
8. Upstream Leased Assets
9. Downstream Transportation and Distribution
10. Processing of Sold Products
11. Use of Sold Products
12. End-of-Life Treatment of Sold Products
13. Downstream Leased Assets
14. Franchises
15. Investments

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5 Emissions by Activity





Data Details		2021	2022	2023		
Emission Type	Scope	tCO ₂ e	tCO ₂ e	tCO ₂ e	Data Source	Data Confidence
Energy						
Gas (Until March 2023)	1	3.8	2.8	1.5	Gas Bills	High
Green Gas (As of April 2023)	1	-	-	-	Gas Bills	High
Electricity (Until February 2023)	2	7.2	6.8	1.3	Electricity Bills	High
Green Electricity (As of March 2023)	2	-	-	-	Electricity Bills	High
Transmission and Distribution	3	0.6	0.6	0.7	Electricity Bills	High
		11.6	10.2	3.5		
Business Travel						
Vans	1	40.3	25.9	18.1	Company records	High
Car - Average	3	-	5.5	16.3	Mileage data	High
Business Travel - Public Transport	3	-	-	49.1	Mileage data	High
		40.3	31.4	83.5		
Employee Commuting						
Car - Average	3	-	25.3	25.7	Employee Survey	Medium
Bus and Rail	3	-	-	-	Employee Survey	Medium
Taxis	3	-	-	-	Employee Survey	Medium
		-	25.3	25.7		
Other Emissions Calculated						
Supplier Spend	3	2,048.2	3,571.9	6,700.0	EEIO Spend Analysis	Medium
Recycling	3	-	-	28.5		
Waste Disposal	3	-	2.3	-		
		2,048.2	3,574.2	6,728.5		
TOTAL		2,100.1	3,641.1	6,841.2		

An increase in supplier spend emissions in 2023 is reflected in a significant rise in turnover.

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6 Intensity Metric Analysis

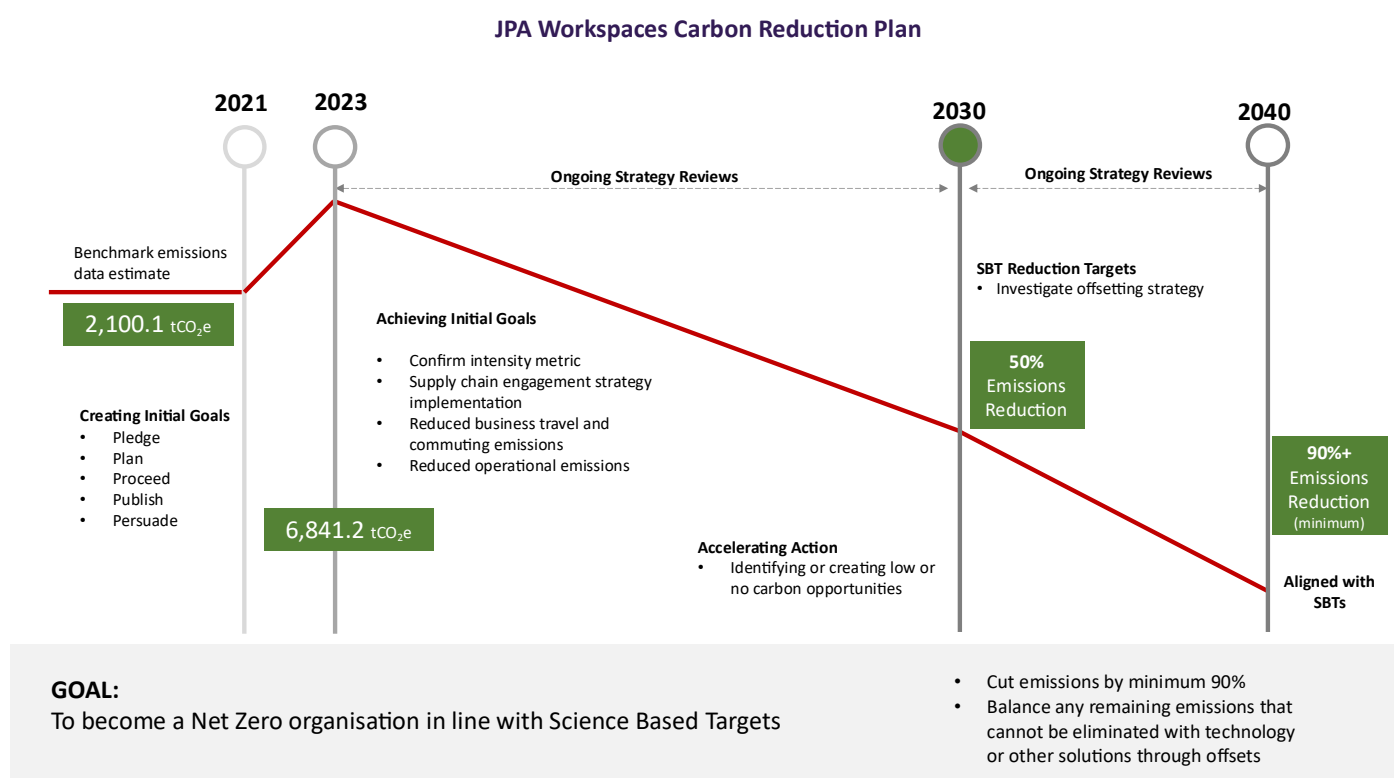
Intensity metrics help normalise emissions data, taking into account variations in production levels or activity volumes. This allows for a more accurate assessment of emission trends over time, regardless of changes in business operations. The initial intensity metrics for the company are below and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

Intensity Metrics (tCO ₂ e)				
 Per Employee	2021	2023	Increase/ Decrease %	
	Scopes 1, 2 & 3	95.5 184.9	+93.6%	
 Per £1,000 Turnover	2021	2023	Increase/ Decrease %	
	Scopes 1, 2 & 3	0.7 0.7	0%	

The chosen intensity metrics shows a carbon emissions value of 184.9 tCO₂e per employee and 0.7 tCO₂e per £1,000 turnover. The business headcount averaged 37 people during the benchmark period.

7 Emissions Reductions Targets

The following graph summarises the carbon emissions reduction targets.



This graph represents the overall strategy to align with Science Based Targets.

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8 Carbon Reduction Actions

A five-year target of 50% Scope 1 & 2 reduction was set from our baseline of 51.3 tCO₂e in 2021 i.e. 25.5 tCO₂e by 2026. The business is on target to achieve this figure and now aiming for 65% scope 1 and 2 emissions reduction by 2030.

A 90% scope 1 and 2 emissions reduction by 2040 will be enabled by transitioning to renewables across our operation with offsetting in place for residual emissions. Transition to renewable gas and electricity was achieved in Spring 2023. The existing fleet of vehicles will transition when practical due to availability (e.g. 3.5t capacity) - leasing may be considered in the interim.

A 50% scope 3 emission reduction is targeted by 2030. Calculations are currently based on spend not actual emissions data. The focus of our attention is on our manufacturing partners who make up over 90% of our scope 3 emissions so we are working with them to get a better understanding of their environmental plans and progress to date.

Supplier rationalisation is planned for 2024 and as we get to grips with data provided, anticipate scope 3 emissions to increase significantly before they decrease. We continue to develop a suitable system for collecting emissions and other environmental data aiming to be able to report actual scope 3 emissions for 80% of our spend by FY2025 (instead of spend based calculations). Several are already manufacturing on renewables and implementing greener logistics.

We continue to address waste reduction as a priority and other scope 3 criteria including staff travel and commuting. Additionally, we have begun benchmarking embodied carbon of projects to help clients become familiar with the 'carbon calories' in furniture, also giving clients the opportunity to offset the embodied carbon of their projects through certified carbon removal schemes.

JPA Workspaces are developing the following initiatives to support the company's strategies to meet Science Based Targets:

Area of Focus	Initiative
Engagement of Team	Engaging the entire team throughout the organisation in the Net Zero transition plan and encouraging staff to support lower carbon ideas, opportunities, and activities.
Reduce Reliance on Spend Based Data	Reviewing major emissions based on spend (using 80/20 pareto principle) and developing more accurate emissions data together with suppliers.
Business Travel Emissions	Introducing a sustainable travel policy as part of the company handbook and induction process encouraging use of public transport and lower carbon options when practical to do so.
Carbon Emissions Dashboard	Completing its carbon emissions dashboard on a regular basis. This is overseen by a member of the Senior Management Team and shared with the wider team on a quarterly basis. By partnering with Net Zero International, we gain access to their expertise and support in reporting our emissions and how to reduce them, including best practice and insights. We will also promote our activities on social media to encourage others to make lower carbon decisions.
Fleet Strategy	Reviewing the fleet on a regular basis and the feasibility of technology to enable fleet vehicles to transition to lower emission engines from hybrid or electric engines. Less efficient vehicles are likely to be sold in 2024 and we may also pilot subcontracting logistical works with more efficient vehicles for selected projects and clients.
Supply Chain Review	Carrying out regular reviews of supply chain partners and introducing a sustainable supplier policy and/or supplier agreement.
Energy Efficiency of Site	Continuing to reduce energy consumption after transitioning to renewables in March and April 2023 Improving waste recyclability options and identifying waste asset streams.

Signed on behalf of JPA Workspaces

Name: Fiona Edwards



Position: Head of Sustainability

Date: 28th February 2025

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Company Overview

In 2022, the company re-aligned its Company Vision as the “the trusted designer and provider of sustainable workspaces better for People and Planet.”

We achieve this by staying with our projects for life, providing complete designs, furnishings, ongoing maintenance and decommissioning when no longer required. These services reduce waste, carbon, landfill, use of finite resources and unnecessary destruction of natural habitats through less consumption, longer use and re-use.

SDG12 – Responsible Consumption and Production is at the core of our operation, services, and products. In essence we help our clients consume less, buy better and use their furniture for longer through our circular services and support mechanisms. To date, these services have saved over 1024tonnes CO₂e to date through materials recycling, £2.38million in client spend through furniture re-use, repair and refurbishing and 4860 items rehomed in our community furniture programme with an equivalent value of £615,000.

These savings are enabled by our local approach and owned logistics infrastructure where repairs, refresh and collection services are tied in with day-to-day business via reverse logistics ie. We fill our vehicle both ways, keeping costs and carbon low. Ownership of our own fleet, fitting teams and warehousing means we have the capability to look after our clients new and existing furniture including a take-back service at the end of life where we also provide materials recycling and community furniture rehoming programmes. We are a zero to landfill company.

JPA are joint founders of the Herts Go Green and Grow Group, a group of like-minded individuals and businesses helping each other towards NetZero, shaping resources, knowledge and information locally – founder members include Net Zero International, KGK Genix, MCL Insight and Estu Global. The group now has over 50 members and is working together to reduce carbon and retain competitive edge.

Environmental expertise is reflected in participation on the Furniture Industry Sustainability Programme, Women in Office Design Sustainable Design Collective, East of England Furniture Makers and Furniture Makers Climate Change Committees. In 2023 JPA was recognised externally with a King’s Award for Enterprise for sustainable development.

Future Plans

JPA Workspaces aim to be the ‘go to’ designer and provider of workspaces that meet the needs of People and Planet. We also aim to develop a cross-industry in-house knowledge hub to all local organisations in need of help on their way to NetZero. We believe collaboration and innovation are the key to future success.

Short Term Goals – 2026

Ongoing scope 1 & 2 emissions reduction to achieve interim five year target of 50% Scope 1 & 2 reduction by 2026.

Fleet review and upgrade. Fleet activity will continue to see optimised loads and increased efficiencies through scheduling software whilst options are explored including lease or rental of stop-gap petrol vehicles whilst electric models are developed to meet our needs.

Ongoing scope 3 emissions identification and reduction.

Product and project carbon benchmarking

Medium Term Goals – 2030 (minimum 50% Reduction)

65% Scope 1 & 2 reduction by 2030 enabled by emerging technologies and practices to provide a fleet solution.

50% Scope 3 reduction and visibly cascading data.

Data for all product carbon with standard reporting for all projects.

Long Term – 2040 (Net Zero Target)

Longer term plans are not fixed, other than to continue moving towards Net Zero whilst growing our business.

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2023 Completed Carbon Reduction Initiatives

- Transition to renewables achieved
- Improved route optimisation software for vehicles and installation teams
- Increased waste reduction and materials recycling to eliminate redundant furniture landfill
- Maintained zero to landfill for all waste streams
- Participated in local authority cleaner air campaigns
- Mentored local businesses to help them understand and begin carbon calculating
- Developed circular services for furniture longevity reducing both carbon and waste
- Contributed to industry schemes and reduction via industry panels
- Developed carbon reporting for projects to assist clients with furniture benchmarking

Future Carbon Reduction Projects

- Develop robust but phased action plan for scope 3 emissions reduction with suppliers
- Develop wider training on carbon reduction for all stakeholders
- Develop benchmarking for products and projects to establish baselines for reduction in line with SBT
- Development of take-back and potentially buy-back schemes with manufacturing partners
- Develop maintenance agreements to extend lifecycle of existing furniture assets – reducing re-manufacturing emissions, raw materials use and biodiversity depletion
- Transition to greener fleet with regional hubs
- Upload data to shared visible platforms for wider engagement

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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.

	Previous Reporting Year Jan 22 – Dec 22	Current Reporting Year Jan 23 – Dec 23
Energy consumption used to calculate emissions Electricity Scope 2 - UK and Offshore (kWh)	35,178	36,175
Energy consumption used to calculate emissions Gas Scope 1 – UK and offshore (kWh)	15,233	18,170
Basis of Energy reporting (Location or Market) *	Location	Market
% of total energy sourced from certified renewable sources	0%	83.3%
Emissions associated with energy consumption - UK, Offshore and Global (tCO ₂ e) Scope 2	6.8	1.3
Emissions from activities for which the company is responsible including combustion of fuel and operation of facilities - Scope 1 (tCO ₂ e)	28.6	19.6
Emissions from purchase of electricity, heat, steam and cooling purchased for own use - Scope 2 (tCO ₂ e)	6.8	1.3
Total Scope 1 and 2 Emissions (tCO₂e)	35.4	20.8
Emissions from upstream activities out of operational control - Scope 3 (tCO ₂ e)	3,605.6	6,820.3
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)	3,605.6	6,820.3
Total Scope 1, 2 and 3 Emissions (tCO₂e)	3,641.0	6,841.2
Intensity ratio tCO ₂ e (gross Scope 1, 2 and 3) per employee	110.3	184.9
Carbon offsets (tCO ₂ e)	0.0	41.0
Total Annual Net Emissions (tCO₂e)	3,641.0	6,841.2

* 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. Using the location-based method emissions would be 7.5 tCO₂e.

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10 Standard and Methodology Used

JPA Workspaces 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). Carbon emissions are measured using recognised standards such as ISO 14064.

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 06/21 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: 28th February 2025

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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/