

Carbon Reduction Plan template

Supplier name

Equinox Public Relations Ltd

Publication date

1st December 2025

Commitment to achieving net zero

Equinox Public Relations Ltd is committed to achieving net zero emissions by 2030.

Our organisation pledges to achieve net zero emissions by 2030. As a low-emitting agency with no Scope 1 emissions, we will focus on meaningful reductions rather than reliance on offsets, cutting emissions at source by reducing travel where possible, minimising printing, and prioritising low-carbon services, clients and suppliers. Offsets will be used only for residual emissions that cannot be eliminated. Through these actions, we aim to reduce our environmental impact year on year and build a resilient, climate-aligned business.

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: January 2025 – December 2025

Additional details relating to the baseline emissions calculations:

Equinox's baseline emissions represent a historic baseline established in line with our commitment to ISO 14001. The reporting period from January to December 2025 constitutes our first formal year of greenhouse gas emissions reporting and marks the first time Equinox has formally quantified and reported its greenhouse gas emissions. This baseline has been developed to provide a clear reference point against which future emissions reductions can be measured and reflects emissions prior to the implementation of any specific carbon reduction initiatives. Due to the nature of Equinox's activities, there are no direct emissions sources under our operational control and, as a result, Scope 1 emissions are not applicable to the organisation.

Equinox operates from rented office accommodation within Tramshed Tech, a co-working environment where core services and systems, including energy use and waste management, are shared across

multiple tenant organisations. This shared infrastructure limits the availability of fully disaggregated data, particularly for certain Scope 3 emissions sources, and ongoing measurement and data refinement is being undertaken in collaboration with the building operator. The baseline therefore reflects the best available data for the reporting period and will continue to be refined as data quality and coverage improve in future reporting years.

Baseline year emissions:	
Emissions	Total (tCO ₂ e)
Scope 1	N/A
	Scope 1 emissions are not applicable to Equinox due to the nature of its business activities. The organisation does not operate any direct emission sources under its control, such as on-site combustion for heating or power generation, nor does it own or operate a company vehicle fleet. As a result, Equinox does not generate any direct greenhouse gas emissions that would fall within Scope 1 reporting requirements.
Scope 2	0
	Equinox is currently in the process of measuring its Scope 2 emissions and is working closely with its landlord to obtain the relevant data. As Equinox occupies rented office space within a co-working environment, energy consumption is derived from shared electricity systems rather than being individually metered. The landlord is therefore calculating Equinox's proportion of energy use based on the square footage of the office space occupied. Once this information is finalised, Scope 2 emissions will be fully quantified and incorporated into future reporting.
Scope 3 (included sources)	Upstream transportation and distribution: 0
	Equinox has reported zero emissions for upstream transportation and distribution. All office supplies, such as stationery and paper, are sourced from local retailers within walking distance of the office, meaning no goods are delivered to the premises. In addition, the suppliers engaged by Equinox predominantly provide professional services rather than physical products, with service delivery undertaken remotely. As a result, there are no material upstream transportation

emissions associated with this category.

Waste generated in operations: 0

Emissions associated with waste generated in operations are currently reported as zero. Equinox's waste is managed through a shared waste collection arrangement operated by the building landlord and used by all tenants within the co-working space. At present, disaggregated waste data specific to Equinox is not available, and emissions measurement is ongoing from the landlord. This category will be updated once accurate allocation data becomes available.

Business travel: 0.46

Reported emissions under business travel relate to travel undertaken by employees for work purposes, such as attending client meetings. These emissions reflect travel that is necessary for the delivery of Equinox's services and have been calculated based on recorded business travel activity during the reporting period.

Employee commuting: 2.78

Employee commuting emissions have been calculated based on three employees travelling to the office by car. The remaining six employees live within walking distance of the office and therefore do not contribute to commuting-related emissions. This figure represents the total emissions associated with employee commuting during the reporting period.

Downstream transportation and distribution: 0.00209

Downstream transportation and distribution emissions arise from the printing of documents required to deliver services to clients. These emissions have been calculated based on paper usage, including the total weight of paper consumed, taking into account paper type and grammage, energy usage associated with printing processes, and the use of consumables such as inks. This reflects a small but measurable downstream emissions source linked to service delivery activities.

Total emissions	3.24209
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Current emissions reporting

Reporting year: January 2025 – December 2025

Please note that the reporting year is the same as the baseline year as this is the first year of formal reporting.

Emissions	TOTAL (tCO2e)
Scope 1	N/A <p>Scope 1 emissions are not applicable to Equinox due to the nature of its business activities. The organisation does not operate any direct emission sources under its control, such as on-site combustion for heating or power generation, nor does it own or operate a company vehicle fleet. As a result, Equinox does not generate any direct greenhouse gas emissions that would fall within Scope 1 reporting requirements.</p>
Scope 2	0 <p>Equinox is currently in the process of measuring its Scope 2 emissions and is working closely with its landlord to obtain the relevant data. As Equinox occupies rented office space within a co-working environment, energy consumption is derived from shared electricity systems rather than being individually metered. The landlord is therefore calculating Equinox's proportion of energy use based on the square footage of the office space occupied. Once this information is finalised, Scope 2 emissions will be fully quantified and incorporated into future reporting</p>
Scope 3 (included sources)	Upstream transportation and distribution: 0 <p>Equinox has reported zero emissions for upstream transportation and distribution. All office supplies, such as stationery and paper, are sourced from local retailers within walking distance of the office, meaning no goods are delivered to the premises. In addition, the suppliers engaged by Equinox predominantly provide professional services rather than physical products, with service delivery undertaken remotely. As a result, there</p>

are no material upstream transportation emissions associated with this category.

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Emissions reduction targets

In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 2.593672 tCO₂e by 2030. This is a reduction of 20%.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures have been implemented since the establishment of Equinox's baseline reporting period. Equinox has achieved ISO 14001 certification and has implemented a formal Environmental Policy, which sets out a structured framework for managing and reducing the organisation's environmental impacts. The policy defines clear environmental objectives, roles, and responsibilities, and provides a mechanism for the ongoing monitoring, review, and continual improvement of environmental performance across the business.

As this represents the first year of formal emissions reporting, it is not yet possible to quantify a verified carbon emission reduction in tCO₂e or a percentage reduction against a previous baseline. However, these measures are expected to drive measurable emissions reductions over time by embedding environmental considerations into decision-making and staff behaviours. The ISO 14001 management system and associated policy will remain in effect for the duration of the contract and form the foundation for future, quantifiable carbon reduction initiatives

Future carbon reduction initiatives

As part of Equinox's ISO 14001 certified environmental management system, a series of forward-looking environmental objectives have been established and will be reviewed and updated on an annual basis. These objectives are designed to support continual improvement and to embed carbon reduction into everyday operational practices. Key initiatives include a target to reduce business travel mileage by 10%, primarily through increased use of remote meetings and more efficient journey planning, thereby reducing emissions associated with work-related travel.

Equinox also aims to strengthen its environmental culture through the introduction of an environmental suggestion scheme, inviting team members to submit practical ideas that could be incorporated into office culture and day-to-day operations. Selected initiatives may be recognised or rewarded to encourage engagement and ownership across the organisation. In addition, Equinox will appoint an internal environmental lead responsible for promoting environmental awareness, monitoring progress against objectives, and ensuring the organisation remains aligned with evolving environmental requirements. Further initiatives include a commitment to reduce office printing by 15% through increased digital working practices. Collectively, these measures demonstrate Equinox's commitment to long-term carbon reduction and continuous environmental improvement.

Declaration and sign off

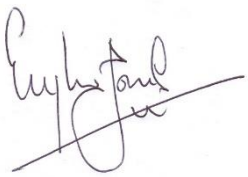
This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

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.¹⁵

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:

A handwritten signature in black ink, appearing to read 'C. J. Ford', is written over a horizontal dotted line.

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Date:01.12.25.....

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

¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

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

