



TL-003

Carbon Neutral and Sustainability Policy

Introduction

Trevion Limited is committed to reducing our carbon footprint, both directly and through how we conduct our business and provide our services.

Our commitments are outlined as part of our Corporate Social Responsibility Policy however in this policy, we aim to clarify in detail where we are now in terms of becoming carbon neutral and our plans towards achieving goals of achieving Net Zero Carbon Emissions by 2050 in line with Cabinet Office targets and in line with the Climate Change Act 2008.

We believe this will make a positive difference to the environment and to the generations of the future.

Scope

This policy sets out to define our Carbon Reduction Plan (CRP) to achieve our Carbon Neutral status include how we measure our partners commitments to this.

How Our Carbon Footprint is Calculated

Carbon footprint is measured by multiplying the unit of business operation, for e.g. gallons of fuel with specific emission factors, this basic measure is equivalent to 8,887 multiplied by 0.001 metric tonnes of CO₂ / gallons of fuel.

Calculation Formula

Business Operation

x

Operation Specific
Emission factor

=

Carbon Footprint

Example of Calculation

18,502 Gallons of fuel
consumed.

x

8.887 x 0.001 Metric
tonnes of fuel used.

=

164 tonnes of CO₂
emission



Carbon Emissions Assessment

The Procurement Policy Note 06/21 (PPN 0621) Government guideline sets out how to take account of Carbon Reduction Plans. The assessment for the measure of carbon emissions is broken into three scopes as follows: -

Scope 1 – Direct Emissions from the Company’s own resources.

These include fuel used by our company vehicles, direct emissions and removals as a consequence of running our premises and fugitive emissions (e.g. refrigerant (FGAS) leakages).

- Our main contributor to Scope 1 is likely to be our use of Company-owned / leased vehicles.

Scope 2 – Indirect Emissions from purchased energy (i.e. heating, lighting etc).

These can be calculated from Electricity and Gas kW / hour figures, and the majority of bills now include a breakdown to indicate how these translate into CO₂ emission values.

- For our activities undertaken from our serviced offices / business park etc, we will contact our landlord to ascertain what their Scope 2 assessment is and how our use of offices and shared facilities impacts this.
- Our Carbon Neutral Plan (CRP) will promote any energy-saving initiatives we have in place (or plan to adopt) e.g. Solar panels, LED lighting, insulation, timer switches, etc.

Scope 3 – Indirect Value Chain emissions.

These are emissions outside our immediate control that occur upstream or downstream of our immediate operation as a consequence of the business we operate. Examples would be the carbon footprint 'journey' of stock that we buy in and the purchase/disposal of office equipment.

- Most importantly for us Scope 3 (Section 7) features employee travel to and from our place of work. This is likely to be the main contributing factor across our emissions assessment and is an area we will focus on reducing within our CRP by encouraging employees to consider their journeys.
- We will consider your stock flow, for example, can we obtain what we need from more local or more environmentally 'ethical' sources? Can we recycle or donate any end-of-life equipment so that it can be re-used?
- Our suppliers are unlikely to generate significant amounts of waste compared against other business sectors and industries, but we will feature recycling initiatives within the CRP.

Trevion Limited's Scope 1 Explanation (Exemption)

As we are service providers and not necessarily manufacturers of anything physical, we are not liable to anything under scopes 1 and 2, however we have taken steps towards sustainability wherever we



can.

Trevion Limited's Director is very aware of the effects that carbon emissions coming from an sustainable energy background and the effects the company's carbon footprint has on the environment.

We will seek to employ people who are local to our places of work to minimise their own travel times, costs and contributions to emissions. We devise logistical approaches to key holding and mobile patrols and encourage staff to be conscious of making unnecessary journeys in their own vehicles as part of our own internal awareness of being environmentally friendly.

Below is a breakdown of our current Scope 1 emissions:

Scope 1	Total	0.00	
		Carbon Emission KgCO2e	Carbon Emission tCO2e
Stationary Combustion (Boilers)	0	0	0
Mobile Combustion	0	0	0
Processing Emissions (On-site manufacturing)	0	0	0
Fugitive Emissions (FGAS)	0	0	0

Trevion Limited's Scope 2 Explanation

Our shared offices operate with light sensors that switch off when activity is not detected as an energy saving mechanism. Employees and visitors are encouraged to switch lights, heating or air conditioning when not required to minimise consumption and to maintain cost effectiveness in operating our offices. Energy-saving lighting has been installed throughout our offices and units or terminals not in use are switched off. Below is a breakdown of our current Scope 2 emissions

Scope 2			
	KWh	Carbon Emission KgCO2e	Carbon Emission tCO2e
Electricity	1412.00	329.0	0.329
Gas	0	0	0
Work from Home	1158.4	269.31	0.2693

We will continue to look for energy efficient sources of power and innovations that help our businesses and indeed their employees to reduce emissions in and outside of work. Our contributions today pave the way for the futures of the coming generations that we need to protect.

Trevion Limited's Scope 3 Explanation

We have been strategic in sourcing our approved suppliers, we measure them on a range of elements including their commitments to ethical sourcing, sustainability and location. Our main suppliers are local to us and in most cases, we are able to collect our orders with our electric vehicles for our own peace of mind.



Below is a breakdown of our current Scope 3 emissions:

Scope 3	Total	Carbon Emission KgCO2e
Waste Generated in operations	0	0
Upstream transportation and distribution	5	1.28
Downstream transportation and distribution	5	1.28
Business Travel	127.36	127.360
Commuting	3716.44	3,716,440

Resource Links

- [Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](#)
- [Carbon Neutral Britain - Become Carbon Neutral](#)
- [Carbon Net Zero - CCS \(crowncommercial.gov.uk\)](#)
- [How to calculate your carbon footprint \(sustain.life\)](#)

Trevion Limited's Fifteen Commitments to Carbon Reduction and Sustainability Initiatives

We are working on becoming compliant with ISO 14001 in addition to our current certifications and envisage that we will be on board with this Standard by the autumn of 2023.

- 1) The company has changed the way that we operate, such as dispensing with leased copier and scanning machines and instead moving towards a paperless office. Staff are encouraged to read procedures with cloud-based access instead of in hard copy.
- 2) We have invested in reporting software for employees to file reports, again electronically submitted to management and directly to the client, reducing the need for hard copies.
- 3) Trevion Limited has invested in high quality electric vehicles and LVEC VN5 vans hence the reason that our Scope 1 emissions currently stand at 0.00. Service and maintenance records are managed to ensure that our vehicles and devices are well maintained to minimise disruption and costly repairs adding to emissions. The advantage for us as a business is that electric vehicles are exempt from paying congestion charges and ULEZ charges within the capital as our business grows.
- 4) Our offices operate a recycling initiative including confidential waste which are sent for recycling to confidential waste contractors. We are also looking at staff initiatives for us to contribute to local groups involved in cleaning up shorelines, riverbanks and nature parks affected by littering and fly tipping. We hope to be proactive changing trends with regard to extending the message to a wider audience on the importance of being environmentally friendly by physically helping where we can. We currently recycle plastic, tin, cardboard and



glass in our offices. We have refrained from using plastic cups and some crockery within the office are made from recycled glass as examples of steps we have taken already.

- 5) Our approved suppliers are selected based on their ability to offer quality whilst respecting our policies surrounding sustainability and carbon neutrality and we have sourced local suppliers to minimise travel time and often we collect our orders in our own electric vehicles as part of this process.
- 6) Meetings with existing clients are now conducted online at least 90% of the time unless there is an absolute need to meet in person, this saves time and unnecessary time in using our vehicles even if they are electric, reducing wear and tear and the need to re-charge the vehicles.
- 7) Recruitment is conducted with local candidates invited to interviews, this is advantageous because their own travel time is kept to a minimum and they can be encouraged to use public transport instead of driving in to work.
- 8) The organisation has invested in energy saving equipment that possess energy saving modes when not in use including LED lighting and low energy light bulbs.
- 9) The Directors are now investigating the potential to back up our corporate social responsibility policy by investing in schemes that facilitate carbon offsetting. This will benefit us in terms of using our money to support new eco-friendly projects and technologies to reduce carbon emissions. We are also supportive of protecting our green belt areas to avoid landfill and intend for our money to be also used in planting trees to help with the balance of nature and to replace those trees being cut down.
- 10) We have asked our staff to invest in bags for life and to refrain from using plastic carrier bags wherever possible when at home. In addition, we encourage them to purchase items that employ less packaging and to boycott products or manufacturers that are causing harm to the environment, or which have a disregard for reducing their carbon footprint.
- 11) We will endorse and publicise Earth Day awareness campaigns and to contribute where possible in the hope that this awareness will spread not just throughout the organisation but also beyond it.
- 12) By efficient regulation of the indoor climate, we aim to reduce energy consumption, cold water supplies and natural air from open windows will reduce the need for indoor air conditioning and electric fans in the workplace. We will look at innovations including Heating, ventilation and air conditioning (HVAC) systems as the climate temperature increases globally.
- 13) We will consider sourcing sustainable energy such as opting in for purchasing power from sustainable sources if in the future we invest in company owned office premises we will look to install solar panels, water saving technology systems, eco heating and cooling systems and our energy suppliers would be heavily invested in wind, water and natural energy sources in supplying our energy.
- 14) As technology has moved to cloud and other web based platforms, there is now a need for data centres to manage them. These data centres holding our digital workplaces together saw an internet traffic increase by 40% in 2020 just as the global pandemic hit and changed the way many organisations large and small began to operate. The demand for data continues to increase exponentially and whilst paperless offices and an increase in home working are concepts towards sustainability, data centres still require energy sources to run them. We aim

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to monitor trends in managing data centres and will clear out unnecessary data annually to minimise superfluous data clogging up our data centres.

- 15) Committing to using sustainable products is the new thinking within Trevion Limited which we continue to trumpet in our newsletter and requesting staff to make their contributions to this commitment outside of the workplace. As well as dispensing with the use of plastic bags and opting for bags for life and boycotting or minimising the purchase of goods coated in excessive plastic packaging where possible; we are committed to following sustainable trends and products and investing in them such as products that self-compost and shying away from single use.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with 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 signed off by the director.

Prince Jose, Managing Director

Signature.....*Prince Jose*..... Date:30/09/2025.....