

Carbon Reduction Plan: Year Ended December 2023

Supplier name: Virtual Mail Room Limited (906128647)

Publication date: 12 March 2024

About Virtual Mail Room Limited

Virtual Mail Room Limited (VMR) is a provider of business critical communications. VMR implements smarter tech based solutions resulting in more effective communications at a lower cost and reduced resource requirements.

Established over 25 years ago, VMR launched with the aim of transforming and optimising business processes. We believe in a design led approach that leverages our experience and our bespoke software platform that delivers improved productivity, reduced costs with a full audit trail.

Today we are one of the leading providers of business critical communications serving clients across the UK, Europe and North America. Our design led approach and our collaborative way of working has resulted in successful partnerships in both the private and public sectors.

Commitment to achieving Net Zero

VMR is committed to achieving Net Zero emissions by 2050 at the latest.

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.

As VMR's inaugural Carbon Reduction Plan, this document establishes both the baseline and current emissions footprints for the company.

Virtual Mail Room Limited Carbon Reduction Plan

Baseline Year: 01 January 2023 to 31 December 2023

Additional Details relating to the Baseline Emissions calculations.

Baseline Carbon Emissions report with no prior Scope 1, 2 or 3 emissions reporting. This footprint will establish both the baseline and current emissions footprint.

Due to the nature of business activities, Scope 3, Category 9, "downstream transportation and distribution" were not applicable for Virtual Mail Room Limited as per the GHG Protocol.

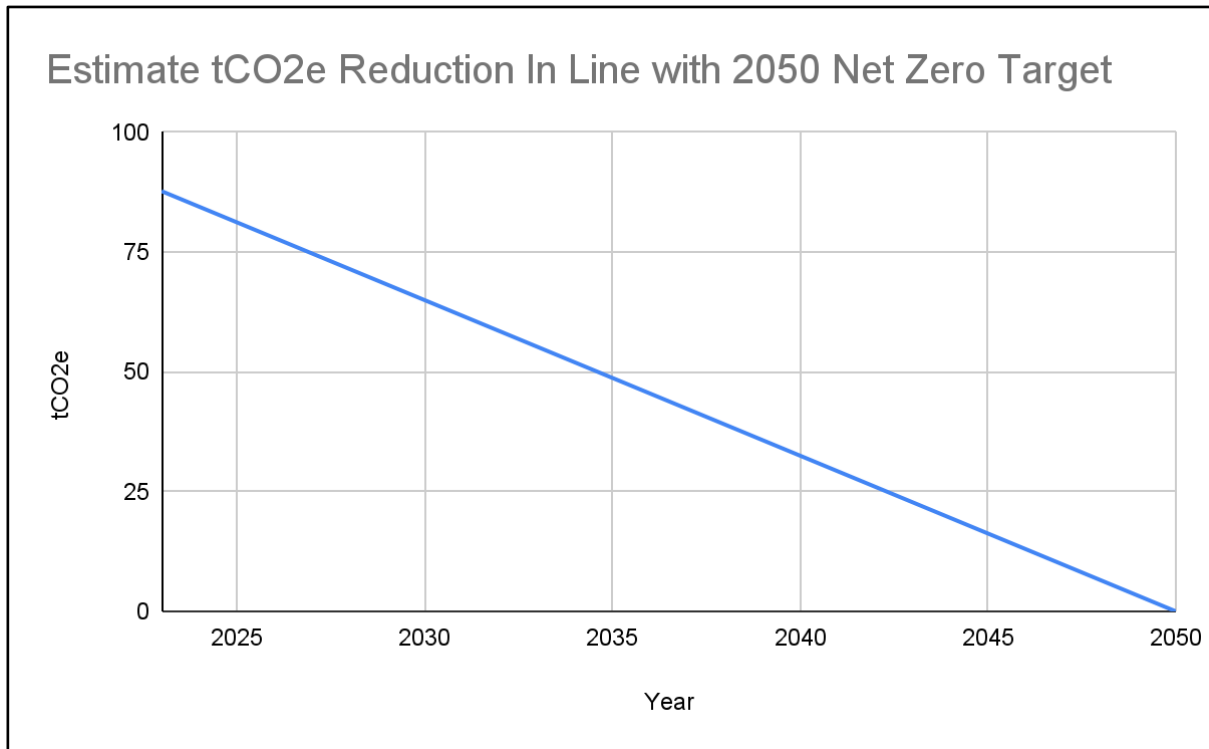
Baseline year emissions:

| EMISSIONS | TOTAL (tCO₂e) |
|------------------------|---------------------------------|
| Scope 1 | 3.246 |
| Scope 2 | 1.227 |
| Scope 3: Category 4 | 79.455 |
| Scope 3: Category 5 | 0.408 |
| Scope 3: Category 6 | 0.840 |
| Scope 3: Category 7 | 2.543 |
| Total Emissions | 87.72 |

Current Emissions Reporting Emissions reduction targets

This is VMR's baseline carbon footprint, in order to progress to achieving Net Zero, we plan to implement measures that will continue to drive down emissions.

We project that carbon emissions will decrease from **87.72 tCO₂e** by **16.24 tCO₂e** to **71.48 tCO₂e** over the next five years. This is a reduction of **20.4%** by 2028. Progress against these targets will be measured and shown in the graph below. Since this is VMR's first carbon footprint, no actual reductions can be shown.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

As a baseline assessment, no environmental management measures have been quantified. These will be included in future assessments. The following environmental management measures and projects have been completed prior to our initial baseline footprint.

- Our environmental management system is UKAS certified to ISO 14001 standard, supporting our commitment to delivering operations efficiently and sustainably whilst incorporating continuous improvement.
- Our quality management system is UKAS certified to ISO 9001 standard, showcasing our dedication to refining processes and undertaking comprehensive risk assessments. This ensures that increased resource management further contributes to operational efficiency and reliability.
- Replaced fluorescent lighting with PIR activated LED lighting.
- Boiler replaced with a more efficient model.
- Encouraged the use of video conferencing and other remote collaboration tools to reduce the need for business travel.

Planned Carbon Reduction Initiatives:

In the coming five years, we are committed to introducing additional measures aimed at further reducing emissions. We are currently contemplating various initiatives, and the examples listed below represent some of the key areas under consideration.

- Secure a 100% Renewable Energy Guarantees of Origin (REGO) contract for our office space.
- Reduce business travel by air, rail, and road through effective measurement and a sustainable travel policy.
- Engage employees, suppliers, and other stakeholders in carbon reduction efforts.
- Enhance the gathering of high-quality primary data on our emissions to assist in reduction efforts and progress measurement.
- Provide employee carbon awareness training to encourage a reduction in carbon footprint both at work and in personal activities.
- Encourage the use of electric or hybrid vehicles for last-mile delivery where feasible.
- Promote the transition of clients to electronic communication methods to reduce the associated emissions with traditional postal communication.

The report identifies that VMR's primary source of emissions stems from a third-party service integral to their business operations. Given the critical nature of this service and the limited influence VMR has over its operational methods, direct impact on these emissions is challenging. Nonetheless, VMR is committed to ongoing evaluations of its supplier network, with a proactive approach towards identifying and transitioning to more sustainable options as they become available.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the director.

Signed on behalf of Virtual Mail Room Limited:



Date: 12 March 2024

¹<https://ghgprotocol.org/corporate-standard>

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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