

**Carbon
Reduction Plan
For Miller Freeman**



**positive
planet**

Company Details

Supplier Name: MILLER FREEMAN & SONS (NOTTINGHAM) LIMITED

Company Registration Number: 02222641

Our Commitment

Miller Freeman is committed to achieving Net Zero emissions by 2040.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations, they are defined as “science-based” when they align with the scale of reductions required to limit global temperature increases to 1.5°C compared to pre-industrial temperatures. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year.

SBTi recommends that organisations commit to near-term targets (that cover a minimum of 5 years/maximum of 10 years from the baseline year), as well as long-term targets.

Our near-term targets:

- Reduce scope 1 and 2 emissions by 42% by 2030.
- To procure 100% renewable electricity by 2030.
- Reduce Scope 3 emissions by 42% by 2030.
- Measure all scope 3 categories by 2027.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the combustion of fuels in on-site boilers, furnaces, or vehicles.

Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.

Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation’s value chain, including emissions from upstream and downstream activities.

Our Carbon Footprint

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. We have chosen to set our baseline year as April 2024 – March 2025.

Baseline Year: 2024-2025	
The current reporting year (April 2024 – March 2025) is the first year that we have measured and reported our carbon footprint and will serve as the baseline year for future measurements.	
Emissions	Total (tonnes CO ₂ e)
Scope 1	114
Scope 2*	Market-based: 2.3 Location-based: 1.2
Scope 3 including: <ul style="list-style-type: none">- Fuel & Energy Related Services- Business Travel- Transportation & Distribution (Upstream & Downstream)- Employee Commuting & Homeworking- Operational Waste & Water	36.1
Total Emissions*	Market-based: 152.4 Location-based: 151.4

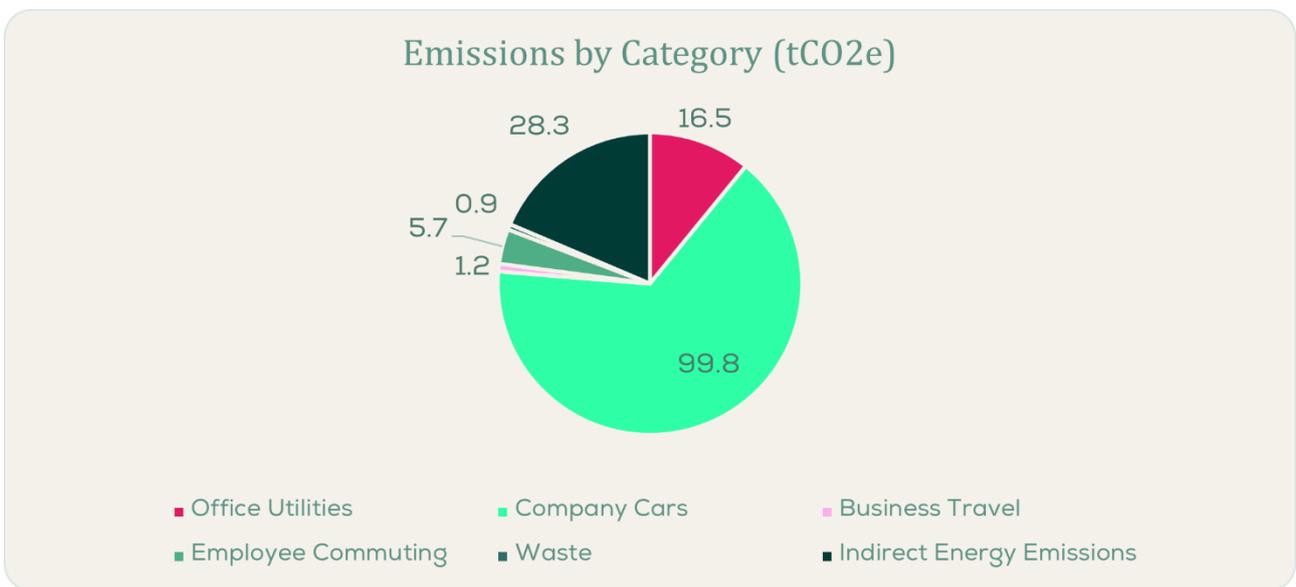
*Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.

Carbon Intensity Metrics

Baseline year: 2024-2025	Carbon intensity metric
Employees (tCO ₂ e per FTE)	9.9
Revenue (tCO ₂ e per £)	30.5

Based upon 15.4 FTEs (full-time employee equivalents), and a £5 million revenue during the measurement period. We are using market-based emissions to calculate our intensity metrics.

Carbon Emissions Breakdown



Progress

There are no previous existing carbon emission reduction targets against which to report progress. We will continue reporting our emissions annually and update our progress.

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented.

Activity	Completion Date	Scope
<p>Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions.</p> <p>Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.</p>	2025	1,2,3
<p>Created a Green Team to lead initiatives. This team has been made up of members from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.</p>	2025	1,2,3
<p>- Please include any reduction initiatives taken up by Miller Freeman over the last two years</p>		

Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

Reduction Plans – Scope 1 & Scope 2				
Activity No.	Activity	Target Date	% Reduction Target	Category
1	<p>Ask the landlord to consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets.</p> <p>Consider planning for larger cost management (where appropriate) such as an efficient boiler system.</p> <p>Consider moving to premises without gas heating for 100% reduction is stationary combustion emissions.</p>	2026	6%	Stationary Combustion
2	<p>Encourage the management company at the office to procure a 100% renewable electricity tariff. This change will reduce market-based emissions (from chosen tariff) from the office (common areas) to 0 tCO₂e.</p>	2026	100% (market-based)	Purchased Electricity
3	<p>Implement energy efficiency measures to reduce the overall amount of electricity consumed at sites. Optimise operational procedures and implement energy management systems (such as ISO 14001).</p> <p>Examples of reduction measures include:</p> <ul style="list-style-type: none"> - upgrading lighting and introducing more sensor lighting, and aligning sensor times to usage patterns (eg 3 minutes for corridors, 20 minutes for working spaces) - installing timers on sockets/equipment - reviewing and renewing inefficient equipment (when at end of life), and actively consider the energy efficiency 	2028	10% (location-based)	Purchased Electricity

	<p>of equipment when new purchases are required (eg laptops, fridges, dishwashers)</p> <p>Invite colleagues from different sites to openly explore challenges and barriers to collaboratively find solutions for reduction.</p>			
4	<p>Conduct a review of company vehicles to outline a strategy for company vehicle electrification:</p> <ul style="list-style-type: none"> - determine which vehicles to electrify first, dependent on which vehicles are used most, which vehicles are most polluting, and which vehicles are oldest. - determine if fleet size can be reduced by using active transport (such as using e-bikes or e-cargo tricycles for shorter use cases). - determine a timeframe for vehicle electrification and commit to this. 	2026	100%	Mobile Combustion Purchased Electricity (EVs)
7	<p>Consider driver-efficiency training for company car users – this should demonstrate a reduction in total fuel/electricity use.</p>	2026	10%	Mobile Combustion Purchased Electricity (EVs)

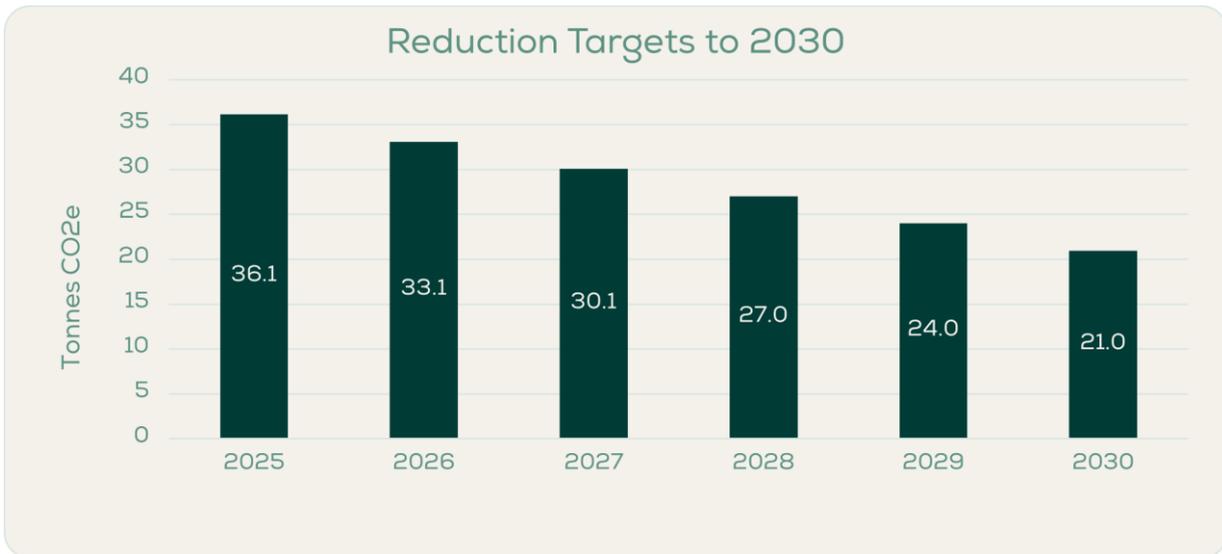
Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to **67.4 tCO₂e** by 2030.

We also aim to implement the further initiatives below to reduce Scope 3 emissions:

Reduction Plans – Scope 3				
Activity No.	Activity	Target Date	% Reduction Target	Category
1	<p>Commit to measuring the remaining upstream Scope 3 categories, meaning that year’s carbon emissions measurement will be a full picture of Miller Freeman’s carbon impact.</p> <p>Currently, the largest missing categories are procurement, meaning that once these are measured, reduction activities targeted at these categories will be able to be created.</p>	2026	-	Purchased Goods & Services Capital Goods
2	<p>Consider training and engagement for the Green Team, leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals where appropriate. On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.</p>	2026	2.5 - 7.5%	Commuting & Home Working Business Travel
3	<p>Develop and implement a Sustainable Travel Policy to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate.</p> <p>Monitor and consider alternatives to air-based travel as a priority and commit to offering support to workforce with options for active travel schemes, such as bike to work or car sharing opportunities.</p> <p>Utilise the emissions travel hierarchy:</p> <ul style="list-style-type: none"> - Digital communication - Walking and cycling - Public and shared transport - EV’s and car sharing/clubs 	2026	15%	Business Travel Commuting

	<ul style="list-style-type: none"> - ICE vehicles and car sharing/clubs - Air travel <p>Consider creative ways to engage and support the workforce to influence change.</p> <p>Examples include setting an internal organisation carbon credit scheme (limit that to a number of tCO₂e per year), extra holiday days for low emission travel choice, bonuses, subsidised travel, equal mileage payments for diesel/petrol/EVs/cycling.</p>			
4	Liaise with key suppliers to see whether they can ship with the minimal amount of packaging needed to secure the product.	2026	25%	Waste

Based upon the above completed and planned initiatives, it is projected that (as a minimum) Scope 3 carbon emissions will further decrease over the next seven years from the current normalised measurement of 36.1 tCO₂e to 21 tCO₂e by 2030. This is a **reduction of 42%** and will keep us on track to Net Zero.



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 ¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting ².

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 ³.

This Carbon Reduction Plan has been reviewed and signed off by the Miller Freeman Executive Team.

Signed on behalf of Miller Freeman:

Matthew Butler

Name: M Butler

Position: Director

Date: 25/06/2025

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>

³