



Our Sustainability Report

2022

Carter Jonas



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Introduction

from our Chief Executive

Welcome to Carter Jonas' 2022 Sustainability Report.

Since 1855, Carter Jonas has worked with and within the natural environment. As a firm we have always committed to creating more sustainable outcomes for the property and landowners that we serve and the communities that we work within.

Throughout 2022, the world faced a series of unprecedented challenges, both at home and abroad. The unjust war in Ukraine continues to reap a horrific toll on the people of that country and has far-reaching social and economic impacts for the rest of the world. These effects are playing into the cost-of-living crisis we are experiencing in the UK, contributing to spiralling energy and food prices, compounding an already challenging economic situation as the country continues to experience the after-effects of the COVID-19 pandemic and Brexit.

All of this is set against the backdrop of the climate crisis facing our planet. In the final part of its sixth assessment report, the Intergovernmental Panel on Climate Change (IPCC) issued a 'final warning' and called for rapid action

to avert the worst effects of climate change. Closer to home, the Committee on Climate Change has issued a stark judgement on the UK's preparedness for the changing climate we find ourselves in. These wide-ranging issues are having a direct impact on our sector, with new risks but also opportunities emerging. We are well placed to support our clients in navigating this shifting landscape.

Within our own business, we are working to further embed sustainability considerations across our operations. Through the four pillars of Our People, Our Work, Our Resources, and Our Community, we continue to realise our sustainability objectives and create lasting value for our clients, our partnership, and the communities which we serve.

I am proud of the progress we have made so far, but we recognise that there is more for us to do. Throughout the course of 2023, we are working to evolve our approach to sustainability, refreshing our strategy and targets, and raising the bar on the ambitions we have set for ourselves.



“Throughout the course of 2023,
we are working to evolve our
approach to sustainability.”



Mark Granger
Chief Executive Officer

About

Carter Jonas

Carter Jonas is a multi-disciplinary property partnership of nearly 1,000 people. We are intent on helping clients realise their goals and aspirations by providing ‘simply better property advice.’

At Carter Jonas, ‘simply better property advice’ is a statement that unites everyone in our business behind a common purpose. It is a commitment to our customers that we will work harder for them, constantly striving to provide the best advice in the market.

Throughout the firm, across our core services of residential, commercial, rural, and planning and development, we also share the following values, which guide us in delivering our services:

Approachable

We treat every relationship with integrity, respect, and warmth.

Effective

We do what we say we will, we do it well, and we are accountable.

Ambitious

We are ambitious for clients and for our business.

Our vision

Carter Jonas balances its distinguished history with modern services and a cutting-edge approach. In 2020, the partners published their five-year plan to 2025. The vision that forms part of this plan states that:

- We will strengthen our position as a multi-disciplinary national firm, balancing our distinguished history stretching back almost 170 years with our cutting-edge ethos and a client first approach.
- We will continue to embed sustainability across all aspects of our business.

Our Clients

Our tailored service and 'simply better property advice' has enabled us to forge lasting, intelligent, and trusting partnerships with our clients. These long-standing relationships are our most important and most closely protected asset.

From private landowners to local authorities, pension funds to farmers, our universe of client experience is among the most varied in UK property. We spearhead major schemes for public bodies. We look after the property interests of cathedrals, colleges, and charities – as well as private individuals and corporates.

Throughout our endeavours, we never forget the importance of the people behind the brands, businesses, projects, and goals. That's why some of the principal property owners in the country are our loyal clients, some of which have been clients of Carter Jonas for over a century.



“Throughout our endeavours, we never forget the importance of the people behind the brands, businesses, projects, and goals.”

Sustainability awards, accreditations
and memberships



About this report

This report covers our performance for the 2022 calendar year, with the exception of the carbon data and supporting documentation which covers the financial year 2021-22.

The carbon data presented in the document have been prepared in accordance with the requirements of the measure-step of the Toitu carbon marks which is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2006 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals.

Our approach

to sustainability

The environmental, social and governance (ESG) agenda has grown in prominence over recent years, including within the property sector of which we are proud to be a part. It is self-evident that the resilience and long-term success of property assets and businesses are inextricably connected to their ability to keep pace with the demands, opportunities and pressures presented by our rapidly changing world; a world in which several critical environmental and societal limits are now being breached with far-reaching, systemic consequences.

Expectations of individual firms, both in the context of their corporate activities and the professional services they provide, have been rising rapidly as a result. Our clients rightly look to their advisors to assist them in achieving better environmental performance, delivering more positive outcomes for people and communities – all with greater transparency and accountability. At the same time, they expect their commercial requirements to be met.

Our industry has a role to play in delivering value and positive outcomes for the environment, society, and the economy. For Carter Jonas, that means having a positive legacy in the communities in which we work, both directly through our corporate activities, and the influence we have when advising our clients and working with stakeholders.



“Our industry has a role to play in delivering value and positive outcomes for the environment, society, and the economy.”



Our sustainability policy

Our sustainability strategy and the objectives we set for ourselves are structured into four key areas of focus:

Our People

Our people are the heart of our business. A happy, healthy, supportive workplace and a diverse and inclusive team are better for business and for the communities that the property sector serves.

Our Work

The work which we undertake for our clients presents the biggest opportunity for Carter Jonas to have a positive impact on the world around us by improving the sustainability performance and outcomes of our clients' property interests.

Our Resources

Carter Jonas is committed to playing our part in addressing the climate crisis. More broadly, we seek to minimise the impacts that our operations have on the natural world. We understand that, by adopting sustainable practices within our business, we can reduce our footprint and drive efficiencies in all we do.

Our Community

We strongly believe it is at a local level where we can make the greatest impact on communities and create additional social value. Our work in this area takes many forms, from sponsorship and pro bono work, to volunteering and sponsorship. We strive to be an active and engaged partner and a true champion for the causes we support.

Governance

Carter Jonas' Management Board, chaired by our Chief Executive, takes responsibility for establishing and developing our sustainability policy and ensuring that our sustainability goals are achieved.

We have an established Sustainability Group which has representatives from all our divisions and business functions. The Sustainability Group is responsible for promoting sustainability best practice across our business and reporting on progress against our sustainability goals to our Management Board.

The Social Impact Group is responsible for overseeing and directing Carter Jonas' philanthropic activities, partnering with our chosen charities to maximise the positive impact our people can have through their volunteering activity.

Role	Responsibility
Chief Executive	The development and delivery of Carter Jonas' sustainability strategy.
Management Board	The approval of the Sustainability Policy and delivery of the requirements therein.
Lead Partner	Championing sustainability issues among the Management Board.
Head of Sustainability	Developing and delivering Carter Jonas' sustainability strategy, targets, and policy.
Sustainability Group	Championing sustainability across the business and promoting best practice within divisions and teams.
Social Impact Group	Directing and championing Carter Jonas' charitable activities and volunteering efforts.



“Carter Jonas operates a number of management systems to ensure sustainable practices throughout our operations and services.”

Our sustainability policies and management systems

Carter Jonas' overarching commitment to sustainability is set out in our Sustainability Policy. This is supported by a range of policies with focus on specific areas of our programme. These include our Environmental Policy, our Health and Safety Policy, and our Modern Slavery Statement. These documents are all publicly available from [our website](#).

Carter Jonas operates a number of management systems to ensure sustainable practices throughout our operations and services. These are our ISO9001 accredited Quality Management System, our ISO14001 accredited Environmental Management System, and our ISO45001 accredited Health and Safety Management System. More broadly, we also maintain ISO14064 verification of our carbon footprint.





“We regularly review our sustainability efforts to ensure that they are focused on the most important issues.”

Evolving our programme

Carter Jonas strives to be at the forefront of action to address the most pressing sustainability issues faced by our sector, our clients, and the communities which we serve. For this reason, we regularly review our sustainability efforts to ensure that they are focused on the most important issues.

We are in the process of undertaking a comprehensive review of our strategy and programme. Throughout the course of 2023, we are:

- engaging our stakeholders to seek their views on the most material sustainability issues facing their businesses and ours;
- reviewing our sustainability targets to make sure that they are addressing these material issues;
- recalibrating our governance arrangements to reflect accountability for the delivery of these revised targets; and
- undertaking a comprehensive review of our policies, processes, and systems to support the same.

We will be releasing information on the outcomes of our review later in 2023.



Our pillars

Our People

Our Work

Our Resources

Our Community

Our People

Diversity and inclusion are key components of the Carter Jonas vision and are critical for the business to build its talent pipelines and remain competitive. By increasing diversity within our workforce, we will attract a greater number of talented people to our business, bring new approaches to our work, encourage better team collaboration, improve performance and customer satisfaction, increase retention rates, and achieve greater success in new markets.

Target performance

Target	2022 performance
Increase apprentice roles within the business by 40% by 2025 compared to eight roles in 2020.	137%
Reduce the mean gender pay gap by 10% by 2025 from 2019 baseline of 30%.	27.8%
Maintain at least 50% female representation amongst annual graduate intake.	47%
Increase BAME representation among staff to 10% by 2025.	7%
Continually improve our staff satisfaction and engagement score of 75%.	78%
At least 50% of staff to undertake personal development relating to health and wellbeing each year.	81%

Gender pay gap

Figure 1 Carter Jonas Gender Pay Gap



We have been reporting our gender pay gap since 2017, and during that time have seen an overall decrease from 30.47% mean gap to 27.79% in our 2022 report. We are investing in ongoing measures to reduce our Gender Pay Gap and accelerating the pace of change.

From the extract data taken from April 2022, we have seen a slight increase in our mean hourly pay gap from 25.82% in April 2021, to 27.79% in April 2022. We still have a high representation of men in roles that attract a higher rate of pay.

Further reducing our gender pay gap is an important long-term goal and we recognise that it will take ongoing commitment. Through a culture of empowerment and flexibility, together with a proactive approach to EDI, we should see a further increase in women moving into senior roles, significantly reducing the gap over time.



“Through a culture of empowerment and flexibility, together with a proactive approach to EDI, we should see a further increase in women moving into senior roles, significantly reducing the gap over time.”

Carter Jonas is an equal pay employer. We pay men and women the same amount for undertaking the same job role in the same location. We use external benchmarking, our annual pay audit and thorough recruitment processes to establish this. We provide equal opportunity and unconscious bias training to all line managers and provide support and training in how to hold good quality performance review meetings. Differences occur only due to length of time at a particular grade and as a result of competency-based performance assessment. Performance reviews inform the salary review process which also allows us to redress any unjustifiable differences.

Full detail, including our action plan, is available in Carter Jonas's 2022 Gender Pay Gap Report, [available from our website](#).



“By employing a diverse group of people, we will embrace different perspectives, ideas, and talents, and we can best service our clients and the communities in which we work.”

Equality, diversity and inclusion

Equality, diversity and inclusion (EDI) is a fundamental part of our business strategy, and it is critical for us to build our talent pipelines and remain competitive. Our vision is to build a culture where individuals can be themselves. By employing a diverse group of people, we will embrace different perspectives, ideas, and talents, and we can best service our clients and the communities in which we work. A place where people feel valued and feel part of an inclusive culture is fundamental to achieving Vision 2025, our business strategy.

Figure 2 Carter Jonas BAME representation

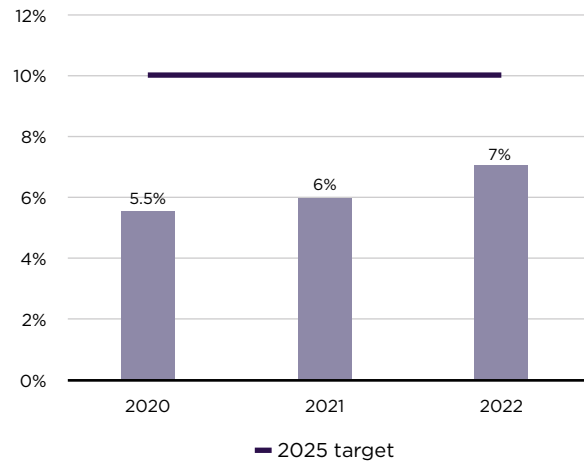
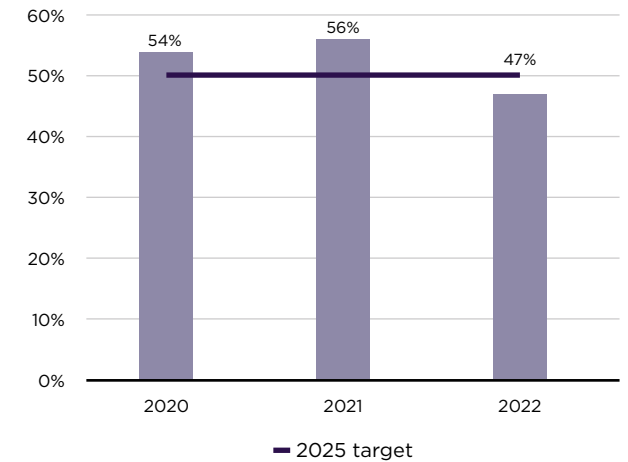


Figure 3 Female graduate intake



The Carter Jonas EDI network



The Carter Jonas EDI network has been set up to raise awareness and increase understanding of EDI and to act as a consultative group to influence and improve policy and practice within Carter Jonas, together with our clients and suppliers. It aims to provide a supportive and safe space for people to meet to discuss and express their views, experiences, and concerns, explore ideas and initiatives, plan events and drive change.

Our EDI intranet site acts as an information and signposting resource for partners, managers and employees on issues relating to gender equality, race, ethnic minorities, sexual orientation, gender identity, and homophobia, and provides channels of support for our employees.

“Since establishing the network four years ago, we have grown the group to 34 ambassadors across the country.”

Case study Carter Jonas School Ambassadors

Carter Jonas' School Ambassadors network was established to raise awareness of career opportunities in the property sector amongst students from a broad range of backgrounds. We work with pupils aged 16-18 who perhaps have never thought about working in the property industry and informing them about the routes they can take, highlighting work experience and apprenticeship options. The aim of the network is to foster diversity and inclusion by promoting opportunities to enter the property sector.

The role of a CJ School Ambassador involves liaising with schools in their local area to establish a main point of contact for recruitment activities. Ambassadors will also

attend school career fairs, both in-person and virtual, and present to students about careers in the property industry, including the company's apprenticeship schemes and graduate roles. They also expand outreach to local community groups, such as sports groups and youth clubs, and facilitate work experience requests. As part of the network's strategy, we have also been able to launch School Insight Days which invite school students from local areas into the office to experience a taster of career pathways in property.

Since establishing the network four years ago, we have grown the group to 34 ambassadors across the country. We aim to have at least one ambassador in each office who is asked to contact at least two schools each year.





Our People

Our Work

Our Resources

Our Community

Our Work

The work that we undertake for our clients presents the biggest opportunity for Carter Jonas to have a positive impact on the world around us by improving the sustainability performance and outcomes of our clients' property interests.

Given that much of our work is advising our clients on their property portfolio and strategy, we recognise that the advice we give can often have a large environmental impact. We understand that we have a responsibility to amplify the positive impact we have on the world at large through our advice and thought leadership. In doing so, we not only help our clients mitigate the risks posed by climate change, but also actively contribute to the delivery of the UK's sustainability targets.

Target performance

Target	2022 performance
Facilitate the delivery of at least 5GW of on-site renewable energy by 2025	0.72 GW
Maintain or exceed our net promoter target score of Excellent (80%) every quarter	80%

Our services

Carter Jonas offers a comprehensive suite of services which can help improve the sustainability performance of our clients' assets, creating new opportunities for value creation and maximising their positive impact in the world. These include:

- Energy and carbon audits
- Climate adaptation and mitigation strategies
- Biodiversity net gain strategies
- Renewable energy development
- Carbon offsetting strategies
- Sustainable land management strategies



“The vision for Woking town centre is entirely in line with aspirations for green, community-orientated living.”

Case study Supporting sustainable change in Woking

A sustainable regeneration plan for Woking town centre has received the green light thanks to Carter Jonas' successful appeal outcome for EcoWorld.

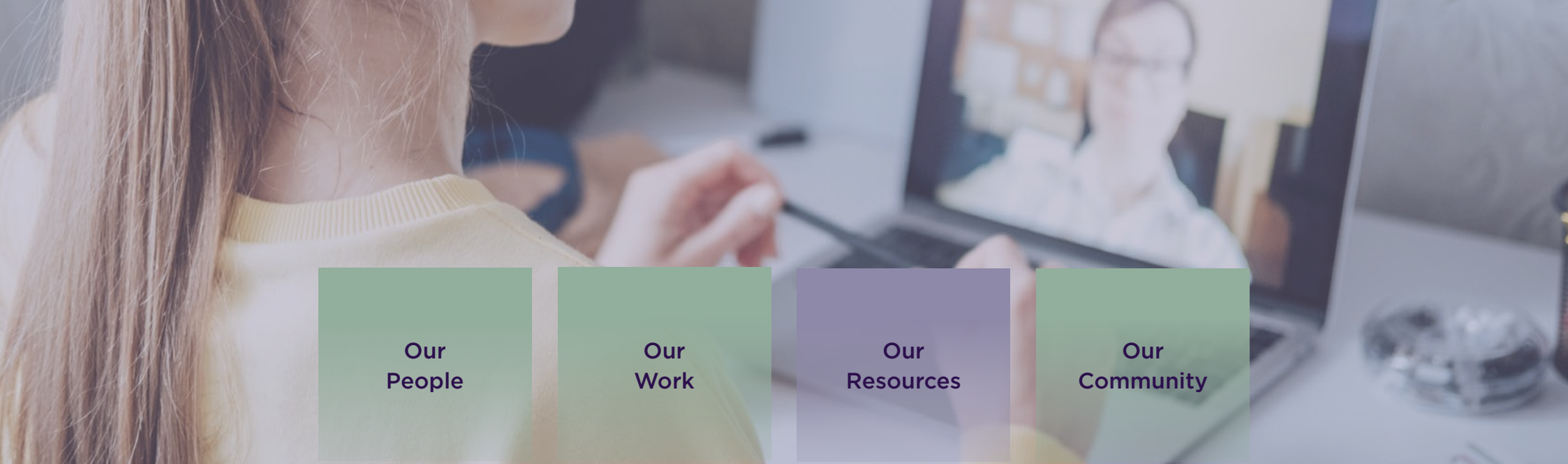
The plan includes more than 900 new homes, affordable housing, ground floor units for businesses, a homeless shelter for local charity the York Road Project, and a new home for the Woking Railway Athletic Club.

The development will feature a pedestrianised 'green' street with public spaces, shops, cafés, and cycle-friendly paths. The scheme is expected to create 250 jobs and result in a £7m increase in local spend.

Katy Davis, Head of Planning at Carter Jonas, commented, “We are very pleased to achieve this result on behalf of EcoWorld. The vision for Woking town centre is entirely

in line with aspirations for green, community-orientated living. The scheme will provide a huge boost for the town and continue the physical transformation of future-facing Woking.”

Conor McGahon, Managing Director of EcoWorld London, commented, “We at EcoWorld London are totally committed to creating positive change for Woking and are very pleased to be granted planning permission to progress with our exciting plans for the town centre. We look forward to working closely with the Council and community as we deliver much-needed new homes, biodiverse green spaces and retail, set within extensive pedestrian-friendly public space for everyone to enjoy.”



Our People

Our Work

Our Resources

Our Community

Our Resources

At Carter Jonas we recognise the devastating impacts that climate change is causing around the globe. These same impacts also have potential to have significant negative consequences for our clients’ business interests. We’re working hard to make a positive contribution to tackling the climate crisis by mitigating the impact of our own operations and supporting our customers to do the same.

Carter Jonas meets the requirements of Carbon Reduce® certification having measured our greenhouse gas emissions in accordance with ISO 14064-1:2006 and committed to managing and reducing our emissions in respect of the operational activities of our organisation. Our carbon footprint data is third-party assured by Achilles. The assurance statement is provided in Appendix 1 at the end of this report.

Carter Jonas’ carbon footprint (Mt CO₂e)

Year	2010-11 (baseline)	2019-20	2020-21	2021-22
Scope 1	364.0	205.9	152.7	237.2
Scope 2	432.8	204.1	185.5	161.0
Scope 3	320.4	543.5	287.4	341.6
Annual emissions	1,117.2	953.5	625.5	739.9
% change vs baseline	-	-15	-44	-34





“We’re working hard to make a positive contribution to tackling the climate crisis by mitigating the impact of our own operations and supporting our customers to do the same.”

Overall, we have seen a drop in absolute emissions of 34% in 2021-22 compared to our 2010-11 baseline. Our emissions have risen by approximately 10% since 2020-21, driven largely by the return to office and increased travel post-COVID.

Figure 4 Carter Jonas carbon footprint (MT CO₂e)



Our net-zero commitment

We acknowledge the climate crisis and are committed to making a positive contribution to address it. Carter Jonas has pledged to achieving net-zero emissions by 2030. At present, this is measured on the basis of an intensity target, where we calculate emissions reductions relative to our business' financial performance. As part of our work evolving our sustainability strategy, we will be investigating opportunities to introduce an absolute emissions reduction target aligned to climate science.

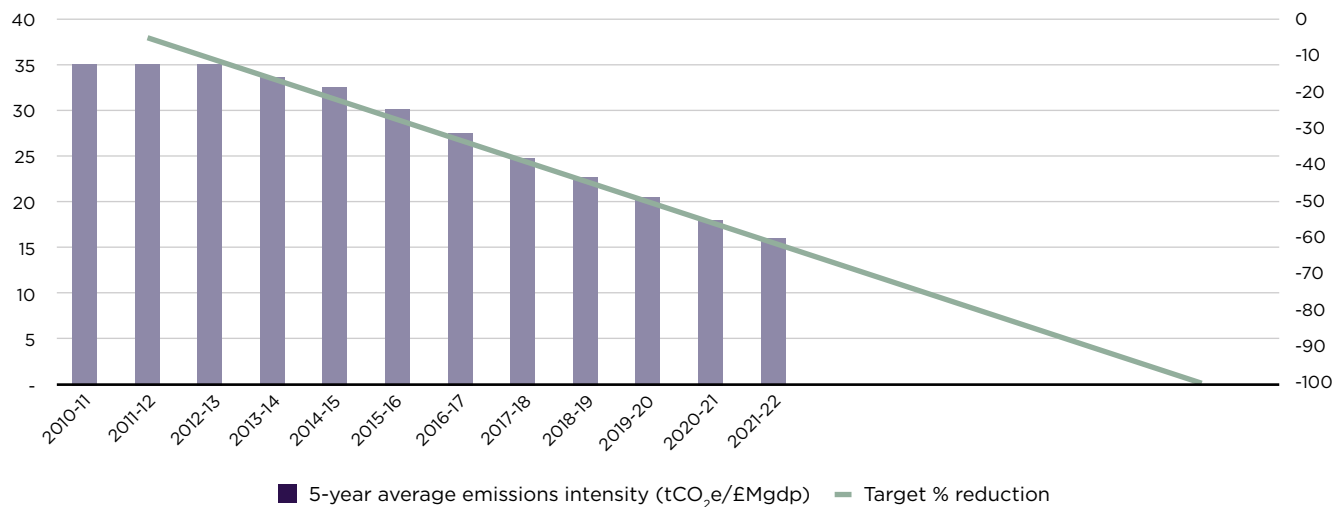
For more detail, and to see our progress against this commitment and our plan to achieve net-zero, we would refer you to our annually updated Carbon Reduction Plan, last published on 6th September 2022. Please refer to **Appendix 2** at the end of this report.

Carter Jonas' carbon footprint (Mt CO₂e)

Year	2010-11 (baseline)	2019-20	2020-21	2021-22
Scope 1	364.0	205.9	152.7	237.2
Scope 2	432.8	204.1	185.5	161.0
Scope 3	320.4	543.5	287.4	341.6
Total emissions	1117.2	953.5	625.5	739.9
5-year average emissions intensity (Mt CO ₂ e/£Mgdp)	34.93	20.51	18.00	15.94
% change in intensity vs baseline	N/A	-41.3	-48.5	-54.4

“As part of our work evolving our sustainability strategy, we will be investigating opportunities to introduce an absolute emissions reduction target aligned to climate science.”

Figure 5 Carter Jonas net-zero pathway



Some of the measures we have taken to reduce our carbon footprint include:



A programme of office refurbishments and office moves to more efficient offices, with 70% being completed.



A company car policy to reduce emissions through fleet renewal every three years, introducing more hybrids and electric cars.



Making more efficient use of our office space.



Encouraging use of public transport through a travel hierarchy policy.



Purchasing renewable certified green electricity for our offices.



Cycle to work scheme to reduce work related emissions.



Investment in video conferencing and agile working to reduce need for business travel.



Upgrading to more efficient equipment and reducing numbers of office printers.



A flexible working policy to support our people in working from home and reduce emissions from commuting.

Case study Reducing the impact of technology

The use of technology in the office has enabled new forms of remote work and collaboration that can reduce commuting, office space, and paper usage, leading a broad array of sustainability benefits. At the same time, when not managed correctly, IT usage can lead to increased energy consumption, carbon emissions and e-waste arisings.

At Carter Jonas, we aim to make best use of our IT assets to support the delivery of the firm's business while, at the same time, enhance the sustainability-related benefits and minimise the negatives. To this end, as part of our cloud-first strategy and asset lifecycle, we have introduced several initiatives over the past year.

Chiefly, we have moved away from the use of power-hungry physical servers located in our offices migrating our infrastructure to T1 providers. We estimate that this has resulted in a drop in carbon emissions intensity of around 15%.

Carter Jonas is also taking steps to minimise the volume of e-waste we produce and ensuring that we reuse, recycle, or donate whatever we can. We recently donated several items of kit to a community initiative aimed at protecting the UK's woodland. 100% of the waste we cannot donate is sent to be recycled. We also work to reduce the volume of paper we are using in our offices, having reduced paper consumption by nearly 80% since 2015. Any remaining printing is offset by tree planting through Print Relief.



“At Carter Jonas, we aim to make best use of our IT assets to support the delivery of the firm's business while enhancing the sustainability-related benefits and minimising the negatives.”

Target performance

Target	2022 performance
Reduce our carbon emissions to net zero by April 2030	-54% reduction in emissions intensity
Reduce the volume of paper used in our offices by 5% per annum	-79.4%
Recycle or reuse 100% of our IT waste	100%
Reduce carbon emissions intensity from IT infrastructure by 20% per annum	15%



**Our
People**

**Our
Work**

**Our
Resources**

**Our
Community**

Our Community

We strongly believe that it is at a local level where we can make the greatest impact on communities and create additional social value. Our work in this area takes many forms, from sponsorship and pro bono work, to volunteering and sponsorship.

We want to make property careers accessible to people from a wide range of backgrounds. In addition to raising awareness of the opportunities, we also help young people from diverse backgrounds take the first steps into a property career. We believe that by bringing in more diversity into the talent pipeline, we are better able to reflect the diversity of the communities we serve, leading to a better built environment and better outcomes for all.

Through our charity work, we have helped important causes achieve life-changing outcomes. We strive to be an active and engaged partner and a true champion for

the causes we support. In 2022, we provided more than £75,000 in donations and local sponsorships.

To ensure our approach is not fragmented, we focus our charitable activities on two core charities:

- **LandAid**
We are a strategic partner of LandAid, whose aim is to end youth homelessness in the UK. Since 2014 we have raised over £121,000 for LandAid which has gone to help projects across the UK.
- **Pathways to Property**
We are a bronze partner of Pathways to Property. Led by the Reading Real Estate Foundation (RREF) at Henley Business School, University of Reading, the initiative aims to widen access to the real estate profession by raising awareness of and aspirations about the vast range of careers available within the industry.





“At Carter Jonas, we will continue to prioritise diversity, equity, and inclusion in support of our commitment to creating a workplace where everyone feels valued and supported.”

Target performance

Target	2022 performance
Carter Jonas staff to deliver at least 100 days of volunteering per annum	64
Increase number of school ambassadors by 20% by 2025 compared to 33 in 2020	34
Publicly report on annual charitable donations	£75,686.58
Raise a minimum of £25,000 per annum for our charity partner, LandAid	£40,415.47

Case study Partnering with Scope on skills and employment

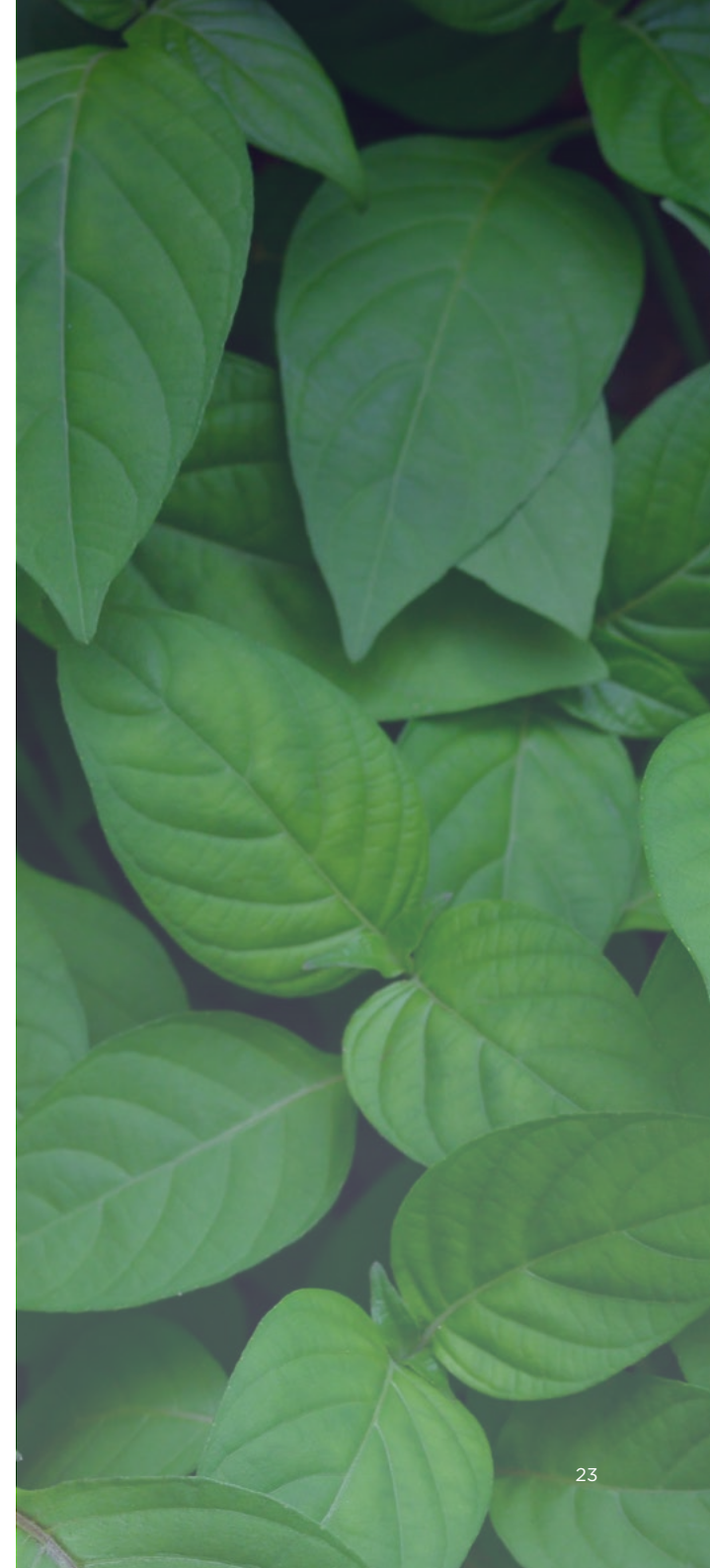
At Carter Jonas, we believe in creating a diverse and inclusive workplace where everyone has the opportunity to succeed. We are proud to be a Disability Confident employer and are dedicated to supporting individuals with disabilities in finding employment. That is why we teamed up with Scope, a charity that campaigns to change negative attitudes about disability, to take our commitment to the next level.

We wanted to do more than just advertise our roles on their careers site. We wanted to use our recruitment expertise to help their disabled customers gain the confidence and skills they need to find and secure meaningful employment. As well

as giving us the opportunity to help make a difference, we also wanted to learn from the experience and reflect on how we can improve our own recruitment processes.

The feedback we received from Scope was heartening. We were told that our team made their customers feel at ease and provided valuable feedback that helped them prepare for their interviews. We were thrilled to hear that our efforts had a positive impact on their customers, and they found the experience beneficial and helpful.

At Carter Jonas, we will continue to prioritise diversity, equity, and inclusion in support of our commitment to creating a workplace where everyone feels valued and supported.



If you have any questions about the information in this report, please get in touch with us.

Mark Granger

Chief Executive Officer

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Carter Jonas | Simply better
property advice

The background of the slide is a dense, close-up photograph of green leaves, likely from a plant like basil, with prominent veins and a slightly glossy texture. The leaves are arranged in a natural, overlapping pattern, filling the entire frame.

Appendix 1

Assurance statement

ORGANISATIONAL AUDIT REPORT FOR:

Carter Jonas LLP

Verification firm: Achilles Information Limited, Milton Park, 30 Western Ave, Milton, Abingdon OX14 4SH.

Lead Auditor: Glenn Cargill

Client Contact: Stuart Hopkinson

Report date: 9/08/2022

Peer Reviewed by: Stephen Smith

AUDIT OBJECTIVES

To determine whether the organisation's GHG measurements (emissions data and calculations) and reduction(s) meet certification requirements for the Programme as detailed in the criteria and scope.

AUDIT CRITERIA AND SCOPE

The audit criteria and scope are detailed in the following table:

Criteria	ISO 14064 Part 1 2018, ISO 14064 Part 3 2019.
	Technical Requirements 3.1 & Audit and Certification Technical requirements
	GHG Protocol scope 2 guidance.
	-
	-
GHG program	Carbon Reduce
Audit date	08/08/2022
Base year	01/05/2010 to 30/04/2011
Reporting year	01/05/2021 to 30/04/2022
Consolidation methodology	Operational control.
Materiality threshold	5%
EMISSIONS FACTOR SOURCE	Toitū emanage -
GHG statement (certification claim)	Carter Jonas LLP meets the requirements of Carbon Reduce certification having measured its greenhouse gas emissions in accordance with ISO 14064 Part 1 2018 and is committed to managing and reducing its emissions in respect of its operational activities of its UK organisation.
Registered Office Address	One Chapel Place, London, W1G 0BG, UK
Audit type	Recertification (certificate renewal).

VERIFIED LOCATION BASED EMISSIONS TOTALS

Emissions summary by category:	All measured emissions	Mandatory boundary	Units
Category 1: Direct emissions and removals	237.21	237.21	tCO ₂ e
Category 2: Indirect emissions from imported energy	161.01	161.01	tCO ₂ e
Category 3: Indirect emissions from transportation	327.24	327.24	tCO ₂ e
Category 4: Indirect emissions from products used by organisation	14.40	14.40	tCO ₂ e
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	tCO ₂ e
Category 6: Indirect GHG emissions from other sources	0.00	0.00	tCO ₂ e
Total gross inventory	739.85	739.85	tCO₂e
Category 1 direct removals	0.00	0.00	tCO ₂ e
Exported renewable generation/fuel	0.00	0.00	tCO ₂ e
Purchased emission reductions	0.00	0.00	tCO ₂ e
Total net inventory	739.85	739.85	tCO₂e

VERIFIED MARKET BASED EMISSIONS TOTALS

Emissions summary by category:	All measured emissions	Mandatory boundary	Units
Category 1: Direct emissions and removals	237.21	237.21	tCO ₂ e
Category 2: Indirect emissions from imported energy	138.16	138.16	tCO ₂ e
Category 3: Indirect emissions from transportation	327.24	327.24	tCO ₂ e
Category 4: Indirect emissions from products used by organisation	14.40	14.40	tCO ₂ e
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	tCO ₂ e
Category 6: Indirect GHG emissions from other sources	0.00	0.00	tCO ₂ e
Total gross inventory	717.00	717.00	tCO₂e
Category 1 direct removals	0.00	0.00	tCO ₂ e
Exported renewable generation/fuel	0.00	0.00	tCO ₂ e
Purchased emission reductions	0.00	0.00	tCO ₂ e
Total net inventory	717.00	717.00	tCO₂e

LEVEL OF ASSURANCE PROVIDED

Based upon the verification undertaken, the following level of assurance is provided:

Reasonable

The above is based upon the following qualifications:

None

MANDATORY REDUCTION PERFORMANCE

The following reductions have been made in the programme mandatory emissions categories, relative to the base year(s), using the programme 5 year rolling average methodology.

Reduction performance		
Category 1 & 2 emissions only	% reduction	41.81
Emissions intensity: category 1,2 & all other mandatory categories.	% reduction	54.38

CONCLUSION AND RECOMMENDATION

Select the appropriate recommendation based upon the audit and reduction performance results.

Platinum status certification is recommended.

Comments:

Based upon reductions in scope 1 & 2 of 41.81% and emissions intensity of 54.38%, compared to a 2010-11 base year, platinum certification is recommended.

Verification procedures:

Verification evidence gathering procedures include:

An initial evaluation of organisational scope & boundaries, typically by interview and or desktop data review.

An initial evaluation of organisational scope & boundaries, typically by interview and or desktop data review.

A sample of site visits will typically be conducted, dependent on the industrial sector.

A comprehensive range of emission sources will be taken and typically checked for classification, completeness of data, scope & boundaries, time-periods, emission factors applied, consistency or changes to methodologies, estimations used & that adequate control procedures are in place. This will also include retrace back to source data and a full recalculation of GHG emissions.

Mandatory

Refers to the specific scope & boundary or requirements of the Carbon Reduce GHG program.

Notes:

The detailed audit findings and calculations given in the Verification Plan and Working Papers associated with this audit contain proprietary verification methodologies and remain confidential.

The audit is based upon sampling and as such nonconformities may exist that have not yet been identified.

We have reviewed the company's GHG emissions inventory for the period. The inventory is based on historical information which is stated in accordance with the requirements of ISO 14064 Part 1 and the scheme Technical Requirements.

The scope of the review was limited to personnel interview, analytical review procedures applied to GHG emissions data, and review of the input of data into the emissions inventory.

A **non-conformance (NCR)** indicates that the auditor has found a non-conformance with scheme Technical Requirements (audit criteria) and requires you to take the appropriate corrective action and provide evidence of this correction within 10 working days. This may require resubmission of an updated Emissions Inventory and Management report.

A **minor non-conformance (mNCR)** which the auditor has found which is not material to the outcome of the inventory, but to which a failure to address in the preparation of future inventories could lead to a major Non-Conformance (NCR).

Observations made by your auditor are strongly advised but the actions are not required for the organisation to be recommended for certification.

Neither Toitū Envirocare nor the auditor has any interest in the organisation, other than in our capacity as assurance providers. We have not carried out any work with this business prior to this review other than conducting the previous verification

Toitū carbon programmes boundary is defined as all Category 1 and 2 emissions, Category 3 emissions associated with business travel and freight paid for by the organisation, Category 4 emissions associated with waste disposed of by the organisation, and transmissions and distribution of electricity and natural gas

Any correspondence regarding this audit report should be directed to your Lead Auditor.

A copy of this report has been provided to the nominated client contact.

This report has been prepared solely for the use of the organisation and Toitū Envirocare as part of an application for Toitū carbonreduce programme certification. It may be relied on solely by the organisation and Toitū Envirocare for that purpose only. Toitū Envirocare does not accept or assume any responsibility to any person other than the organisation in relation to the statements or findings expressed or implied in this report.

Responsibilities:

The responsible party is responsible for the preparation and fair presentation of the GHG statement in accordance with the criteria. The verifier is responsible for expressing an opinion on the GHG statement based on the verification activities undertaken.

APPENDIX 1: AUDIT FINDINGS LOG

Issued to:	Carter Jonas LLP
Lead Verifier:	Glenn Cargill
Date Issued	09 August 2022

Findings marked **RFI** (request for further information) must be replied to as soon as possible to allow the audit to progress.

Findings marked **NCR** must be corrected before audit can be closed out, unless otherwise approved by the Certification Manager.

Findings marked **mNCR** is not required to be corrected for this verification, but it must be addressed/checked for your next inventory, or it may become a NCR. You may voluntarily correct a mNCR for completeness.

Findings marked **Obs** are observations or recommendations from the verifier which may be helpful to you but do not need to be acted upon.

Corrective actions are expected to be closed out within 10 working days of the audit.

Ref #	Non-conformances & Requests for Further Information:	Status	Type	Comments / Agreed Corrective Actions/Evidence sighted to close out the issue where corrective action required.	Date due / Date closed	Ref. to audit criteria (for mNCRs & NCRs only)
GAC1	Company cars have been incorrectly classified as scope 3 / category 3 emissions.	Closed	mNCR	Corrected	09/08/2022	5.1 Calculation of GHG emissions & removals
GAC2	There is a variance of 11% between reported and verified emissions from electricity	Closed	NCR	Incorrect market based methodology used. Corrected.	09/08/2022	5.1 Calculation of GHG emissions & removals



Appendix 2

Carbon reduction plan

Carbon Reduction Plan

Note; Figures awaiting external verification by Achilles-Carbon Reduce audit undertaken 8-9th August 2022.

Supplier name: Carter Jonas LLP

Publication date: 6.9.22

Commitment to achieving Net Zero

Carter Jonas LLP is committed to achieving Net Zero emissions by 2030.

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; 2010-11	
Additional Details relating to the Baseline Emissions calculations.	
Carter Jonas LLP has measured our CO2e emissions since 2010/11. These measured emissions include scope 1, 2 and 3 emissions. Carter Jonas LLP meets the requirements of Carbon Reduce-CEMARS® certification having measured its greenhouse gas emissions in accordance with ISO 14064-1:2006 and committed to managing and reducing its emissions in respect of the operational activities of its organisation.	
Baseline year emissions: 1.5.2010- 31.4.2011	
EMISSIONS	TOTAL (tCO2e)
Scope 1	364.00
Scope 2	432.78
Scope 3 (Included Sources)	320.40
Total Emissions	1117.18
Emissions intensity (tCO2e/£Mgdp)	34.93

Current Emissions Reporting; 1.5.2021 - 31.4.2022	
Additional Details relating to the Baseline Emissions calculations.	
EMISSIONS	TOTAL (tCO2e)
Scope 1	237.21
Scope 2	161.01
Scope 3 (Included Sources)	341.63
Total Emissions	739.85
5-year average emissions intensity (tCO2e/£Mgdp)	15.94
% change in emissions intensity (tCO2e/£Mgdp) since base year (Scope 1, 2 & 3)a	54.38

a - using 5 year rolling average

Emissions reduction targets

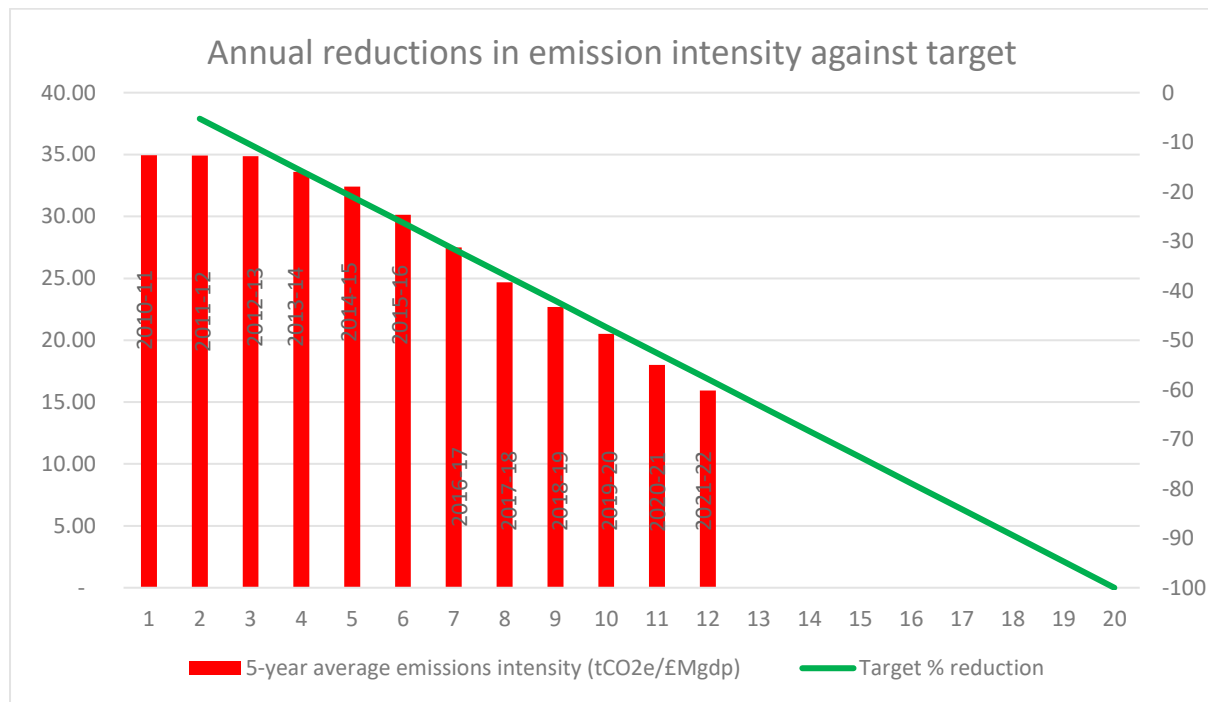
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Carter Jonas LLP is committed to achieving Net Zero emissions by 2030.

We project that carbon emissions will decrease over the next five years to 7.91tCO₂e/£m turnover by 2026-7.

This is a reduction of 84.16% since our 2010-11 base year.

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2010-11 baseline. The carbon emission reduction achieved by these schemes equate to 18.99tCO₂e/£m turnover, a 54.38% reduction against the 2010-11 baseline and the measures will be in effect when performing the contract.

Measures include environmental management certification schemes e.g.

- Purchasing renewable certified green electricity from 1.12.20.
- A programme of office refurbishments and office moves to more efficient offices with 70% being completed to date.
- Moving to more efficient offices from our typical listed buildings.
- A company car policy to reduce emissions through fleet renewal every 3 years and the natural introduction of hybrids and electric cars.
- Investment in Video Conferencing, Microsoft Teams, Skype for business and agile working to reduce need for business travel.
- Measurement of business mileage.

- Encouraging use of public transport and travel hierarchy policy.
- Cycle to work scheme to reduce work related emissions.
- A programme of equipment replacement with more efficient equipment and reduction in office printers.
- More efficient use office space with more staff per office.
- Allowing employees to work from home.
- ISO14064 accreditation through Achilles Carbon Reduce, ISO14001 accreditation and ESOS audits.

The above programmes will continue and we are researching the purchase of renewable gas sources.

Fleet renewal every 3 years will increase hybrid and electric car use as the UK Government phase out new internal combustion engine vehicles. Adoption of whole life costing so fuel efficient cars are more encouraged. We have 6 year age limit on Grey fleet but ultimately carbon offsetting will be required to reach 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 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 board of directors (or equivalent management body).

Signed on behalf of the Supplier:



S.G.Hopkinson.

Quality Manager Date: 6.9.22

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>

The background of the slide is a dense, close-up photograph of green leaves, likely from a plant like basil. The leaves are vibrant green and have a distinct vein pattern. They are arranged in a way that creates a sense of depth and texture, with some leaves in sharp focus and others slightly blurred in the background. The lighting is soft, highlighting the natural colors and shapes of the foliage.

Appendix 3

SECR filing

STREAMLINED ENERGY & CARBON REPORT (LARGE UNQUOTED COMPANY OR LLP)

Report date: 09 August 2022

For the period: 01 May 2021 to 30 April 2022

Disclaimer

This template has been provided by Enviro-Mark Solutions Limited. While every effort has been made to ensure the template is consistent with the requirements of the Streamlined Energy and Carbon Reporting (SECR) Guidelines, Enviro-Mark Solutions Limited and Achilles Information Limited do not accept any responsibility whether in contract, tort, equity or otherwise for any action taken, or reliance placed on it, or for any error or omission from this report. The template should not be altered (i.e. the black text); doing so may invalidate the organisation's claim that the completed report is in accordance with the SECR Guidelines.

This work shall not be used for the purpose of obtaining emissions units, allowances, or carbon credits from two or more different sources in relation to the same emissions reductions, or for the purpose of offering for sale carbon credits which have been previously sold.

The consolidation approach chosen for the greenhouse gas inventory should not be used to make decisions related to the application of employment or taxation law.

This report shall not be used to make public greenhouse gas assertions without independent verification to ISO 14064-1:2018 and issue of an assurance statement by Achilles Information Limited.

INVENTORY SUMMARY

This inventory has been prepared in accordance with the requirements of the measure-step of the Toitū carbon marks, which is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2018 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals . Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

GHG emissions and energy use for period 01 May 2021 to 30 April 2022

	01 May 2017 to 30 April 2018	01 May 2018 to 30 April 2019	01 May 2019 to 30 April 2020	01 May 2020 to 30 April 2021	Current reporting year 01 May 2021 to 30 April 2022
Energy consumption used to calculate emissions (kWh)	3,799,130.67	4,061,168.50	3,461,045.59	2,578,073.48	3,104,323.60
Gas (kWh)	388,021.17	419,215.50	359,050.65	374,858.87	408,936.29
Electricity (kWh)	1,023,246.18	992,771.70	822,306.16	794,961.02	781,205.80
Transport fuels (kWh)	833,430.47	799,254.29	548,282.99	336,504.25	657,405.61
Other energy sources (Scope 1 & 2) kWh	0.00	0.00	0.00	683.23	0.00
Transport fuels (Scope 3) kWh	1,554,432.85	1,849,927.01	1,731,405.79	1,071,066.11	1,256,775.90
Emissions from combustion of gas tCO ₂ e (Scope 1)	71.43	77.10	66.01	68.84	74.82
Emissions from combustion of fuel for transport purposes tCO ₂ e (Scope 1)	203.51	195.46	139.88	83.90	162.38
Emissions from business travel in rental cars or employee-owned vehicles where company is responsible for purchasing of the fuel tCO ₂ e (Scope 3)	375.67	448.19	441.96	267.34	309.92
Emissions from purchased electricity tCO ₂ e (Scope 2, location-based)	336.69	272.06	204.08	179.90	161.01
Total gross emissions tCO ₂ e based on the above	987.31	992.81	851.93	599.97	708.14



	01 May 2017 to 30 April 2018	01 May 2018 to 30 April 2019	01 May 2019 to 30 April 2020	01 May 2020 to 30 April 2021	Current reporting year 01 May 2021 to 30 April 2022
Total gross emissions from above by unit turnover/revenue (tCO ₂ e/£M)	16.34	15.48	12.74	8.54	8.78
Methodology	ISO14064 Part 1 2018 and Carbon Reduce	ISO14064 Part 1 2018 and Carbon Reduce	ISO14064 Part 1 2018 and Carbon Reduce	ISO14064 Part 1 2018 and Carbon Reduce	ISO14064 Part 1 2018 and Carbon Reduce
Emissions from other activities which the company owns or controls including operation of facilities tCO ₂ e (Scope 1)	N/A	N/A	N/A	N/A	N/A
Emissions from global electricity use (excluding UK and offshore) tCO ₂ e (Scope 2)	N/A	N/A	N/A	N/A	N/A
Emissions from heat, steam and cooling purchased for own use tCO ₂ e (Scope 2)	N/A	N/A	N/A	N/A	N/A
Emissions from other activities tCO ₂ e (Scope 3)	109.29	120.30	101.50	19.89	31.71
Total other emissions tCO ₂ e	109.29	120.30	101.50	20.04	31.71
Total gross Scope 1, Scope 2 & Scope 3 emissions tCO ₂ e	1,096.61	1,113.11	953.44	620.01	739.85
Total gross GHG emissions per unit turnover/revenue (tCO ₂ e/£M)	18.15	17.35	14.25	8.83	9.17
Third Party verification	Verified to ISO14064 Part 1 2018 and Carbon Reduce	Verified to ISO14064 Part 1 2018 and Carbon Reduce	Verified to ISO14064 Part 1 2018 and Carbon Reduce	Verified to ISO14064 Part 1 2018 and Carbon Reduce	Verified to ISO14064 Part 1 2018 and Carbon Reduce

¹ Toitū carbon marks refers to the Toitū carbonreduce and Toitū carbonzero programmes

² Throughout this document 'GHG Protocol' means the GHG Protocol Corporate Accounting and Reporting Standard and 'ISO 14064-1:2018' means the international standard Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals

ENERGY EFFICIENCY ACTION

The Carter Jonas Management Board is committed to continuing to reduce its carbon footprint and has set a target of net zero by 2030. Progress will be reported to them annually and will accompany our Company accounts.

Actions we have taken reduce energy consumption;

- Purchasing renewable certified green electricity from 1.12.20.
- A programme of office refurbishments and office moves to more efficient offices with 70% being completed.
- Moving to more efficient offices from our typical listed buildings.
- A company car policy to reduce emissions through fleet renewal every 3 years and the natural introduction of hybrids and electric cars.
- Investment in Video Conferencing, Microsoft Teams, Skype for business and agile working to reduce need for business travel.
- A flexible working Policy to allow our people to home work and reduce emissions from commuting.
- Measurement of business mileage.
- Encouraging use of public transport through a travel hierarchy policy.
- Cycle to work scheme to reduce work related emissions.
- A programme of equipment replacement with more efficient equipment and reduction in office printers.
- More efficient use office space with more staff per office.
- ISO14064 accreditation and ESOS audits.