



# **Carbon Reduction Plan**

**FY2022-2023**



**pluszero**

# Executive Summary

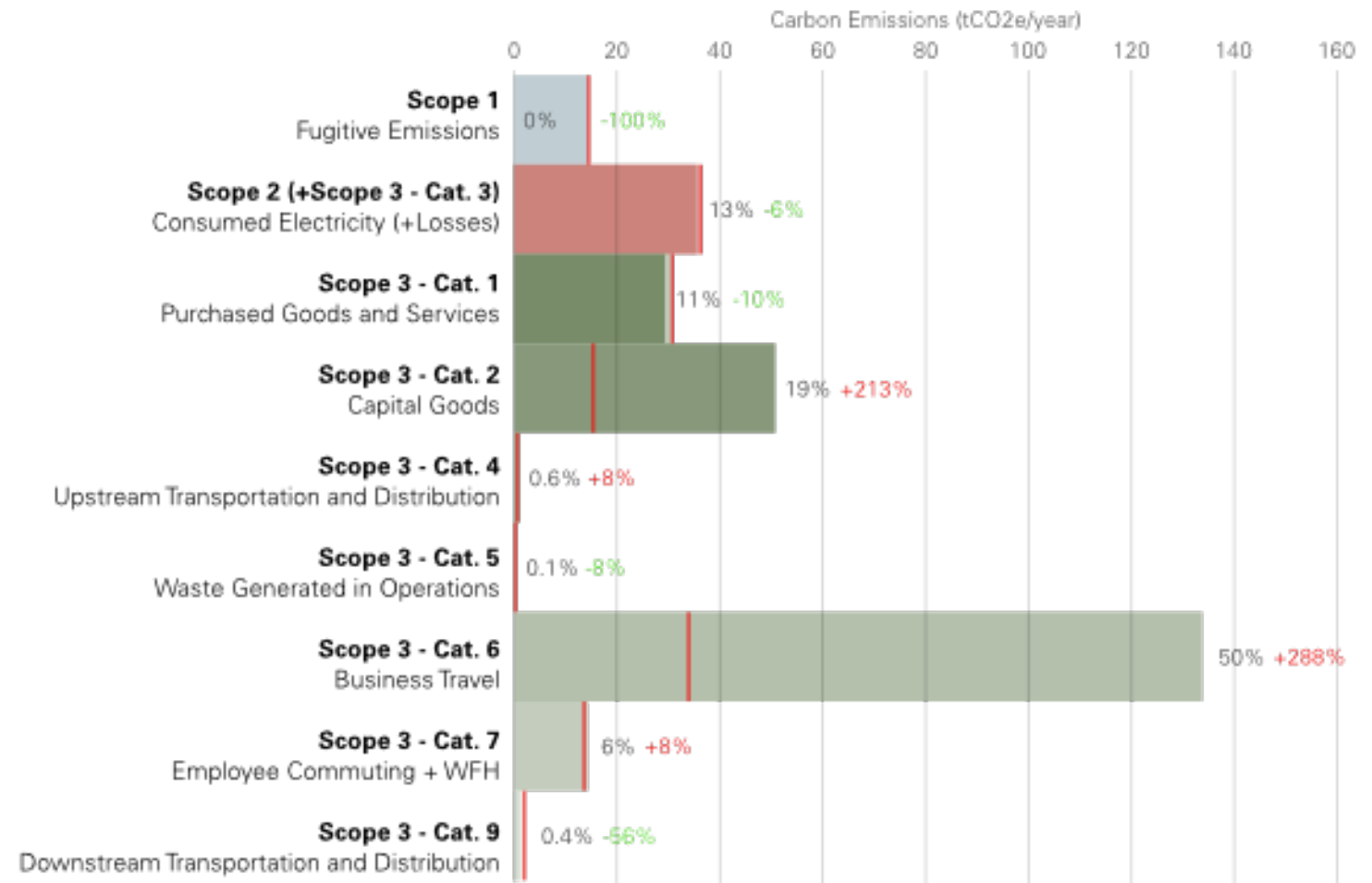
As part of its commitment to reduce carbon emissions in its operations, Jestico + Whiles has updated an assessment of its direct and indirect emissions, following Greenhouse Gas Protocols procedures and in line with Procurement Policy Note 06/21. This latest exercise, for the financial year running from September 2022 to August 2023, follows on from the previous financial year which established the baseline for the Carbon Reduction Plan, running to 2050.

In the reporting year, Jestico + Whiles' London operation was responsible for just over 267 tonnes of CO2 equivalent (normalised as 4.18 tCO2e/FTE). This is an increase from the baseline of 74%. In the baseline year (FY21/22), three categories represented around 20 to 25% of the total, namely: electricity consumption (including transmission losses), business travel (of which about half were flights), and purchased goods and services. The three most contributing categories this year were business travel, capital goods and electricity consumption (including transmission losses) which now represent 82% of the total emissions. Business travel (Scope 3 – Cat. 6) saw the most dramatic yearly change with an increase of 288%, comprising 50% of the total practice emissions. This year, the purchase of capital goods (Scope 3 – Cat.2) contributed 19% of the total alone, which marks an increase of 213% on the baseline year. Fugitive emissions (Scope 1) were removed this year due to an update to the calculation following more accurate information. Downstream transportation and distribution saw a decrease of 56% on the baseline year. Scope 2 and scope 3, categories 1, 3, and 5 all saw marginal decreases, while categories 4 and 7 both saw an 8% increase. The three least contributing categories remained the same and represented, altogether, just over 1% of the total this year.

It was noted that the 2021/22 baseline year likely still incorporated impacts from the Covid pandemic, which was generally expected to artificially lower many of the emissions categories (especially business travel). This has been the case and it will be more challenging to achieve the set carbon reduction targets in the first few years of plan implementation.

Science-Based Targets were used as a basis to set the plan's targets up to 2050. For the period up to 2030, a constant reduction of 5.5% of yearly emissions was set, in relation to the 21/22 baseline year.

It is clear that this yearly reduction will be extremely hard to achieve unless the most contributing emissions categories are targeted directly with new actions and practice policies. Based on the compiled data, analysis, and modelling, several carbon reduction strategies have been identified, which will provide a strong basis to achieve Jestico + Whiles' short-term goals.

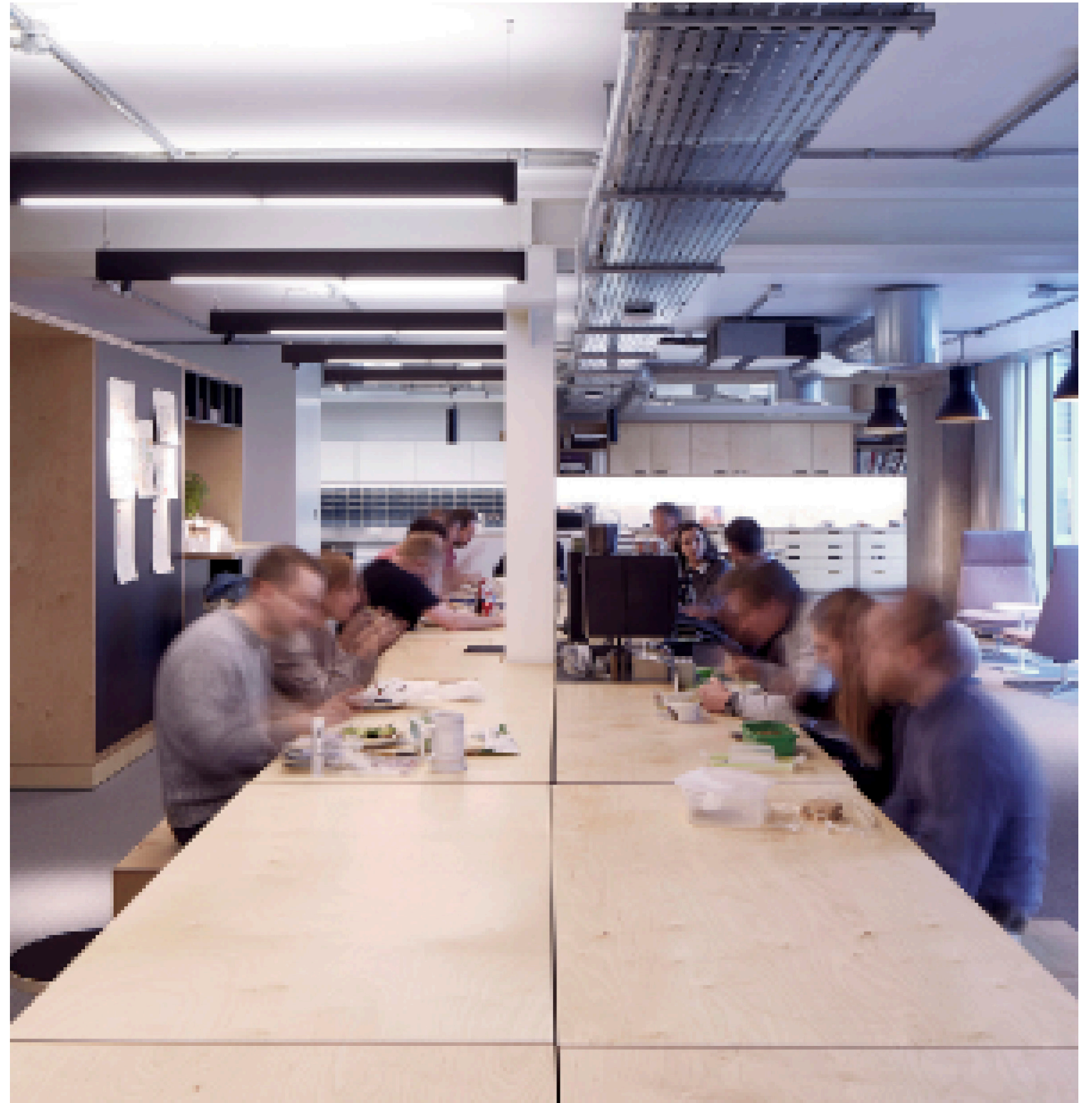


# 1. Introduction

## 1.1 About Us

Jestico + Whiles is a renowned employee-owned architecture and design firm with a global presence, having offices in London and Prague, and executing projects in a wide array of sectors, including housing, hotels, education, offices, retail, research, transport, and cultural facilities. We have long been pioneers in sustainable design, placing it at the forefront of our core values. We are proud signatories of Architect's Declare and have committed to the RIBA 2030 challenge, which aims to minimise operational and embodied carbon, and potable water use in all of our designs.

Our plusZero team, bringing together the best in-house knowledge on sustainability, leads our firm's commitment to continuous improvement in sustainability best-practices. This extends beyond design work, and encompasses self-critical analysis of our operations, with the aim of continually reducing our direct and indirect carbon emissions, while still investing in credible programs for 100% carbon offsetting. We also aspire to achieve Carbon Neutral certification (PAS2060) as soon as practically possible and to pursue the broader principles set by B-Corp certification.



## 1.2 About This Report

This Carbon Reduction Plan for the 2022/23 financial year (CRP) is a part of Jestico + Whiles' commitment to sustainability, and follows a baseline carbon footprint for the 2021/22 financial year, and proposes realistic targets and improvements to achieve our goals.

We have been accounting and offsetting 100% of Scope 2 and some Scope 3 emissions since 2011, through the World Land Trust, as part of the practice's ISO14001 environmental management policies and its commitment to carbon reduction. This comprehensive CRP goes further and considers refrigerant fugitive emissions (Scope 1), and additional Scope 3 categories, such as purchased goods, services, capital goods, employee commuting and working from home.

The CRP's aims and standard methodologies have been set by Procurement Policy Note (PPN 06/21), published as part of UK Government's commitment to becoming Net Zero by 2050. This sets the requirements for data collection on a subset of the Scopes and in line with the methodologies defined in the Greenhouse Gas Protocol (GHG Protocol). All data compilation followed best practice and we used the World Land Trust's Carbon Calculator to establish all the reported emissions.

## 1.3 Important Considerations

Despite having physical offices in both London and Prague (approximately 64 and 16 full time employees, respectively), for the purposes of this document, the reporting boundary encompasses only operations in the London office.<sup>1</sup> All normalised figures are based on the number of employees in the London office only.

The London office is located on one floor of a seven-storey office building which is managed by a separate building management company. The information provided for this report on utility use in the communal areas is limited, as it was provided as a total for the entire building without a breakdown per tenant. In such cases, figures for Jestico + Whiles have been assigned proportionally as a percentage of the building's total office floor area.

<sup>1</sup> The GHG Protocol advises reporting on all parts the organisation has operational or financial control over. Jestico+Whiles aims to also include Prague office's operations in future revisions to fully meet the GHG Protocol's best practices.



## 2. Carbon Emissions

### 2.1 Reported 2022/23 Carbon Emissions

**Scope 1** **0%** Direct Emissions: refrigerants (16.1 tCO<sub>2</sub>e)

**Scope 2** **13%** Indirect Emissions: electricity (+losses) (36.7 tCO<sub>2</sub>e)  
(+Cat 3)\*

**Scope 3** **87%** Other Indirect Emissions (101.3 tCO<sub>2</sub>e)

Cat. 1 **11%** Purchased goods and services \*

Cat. 2 **19%** Capital goods \*

Cat. 4 **0.6%** Upstream transportation and distribution

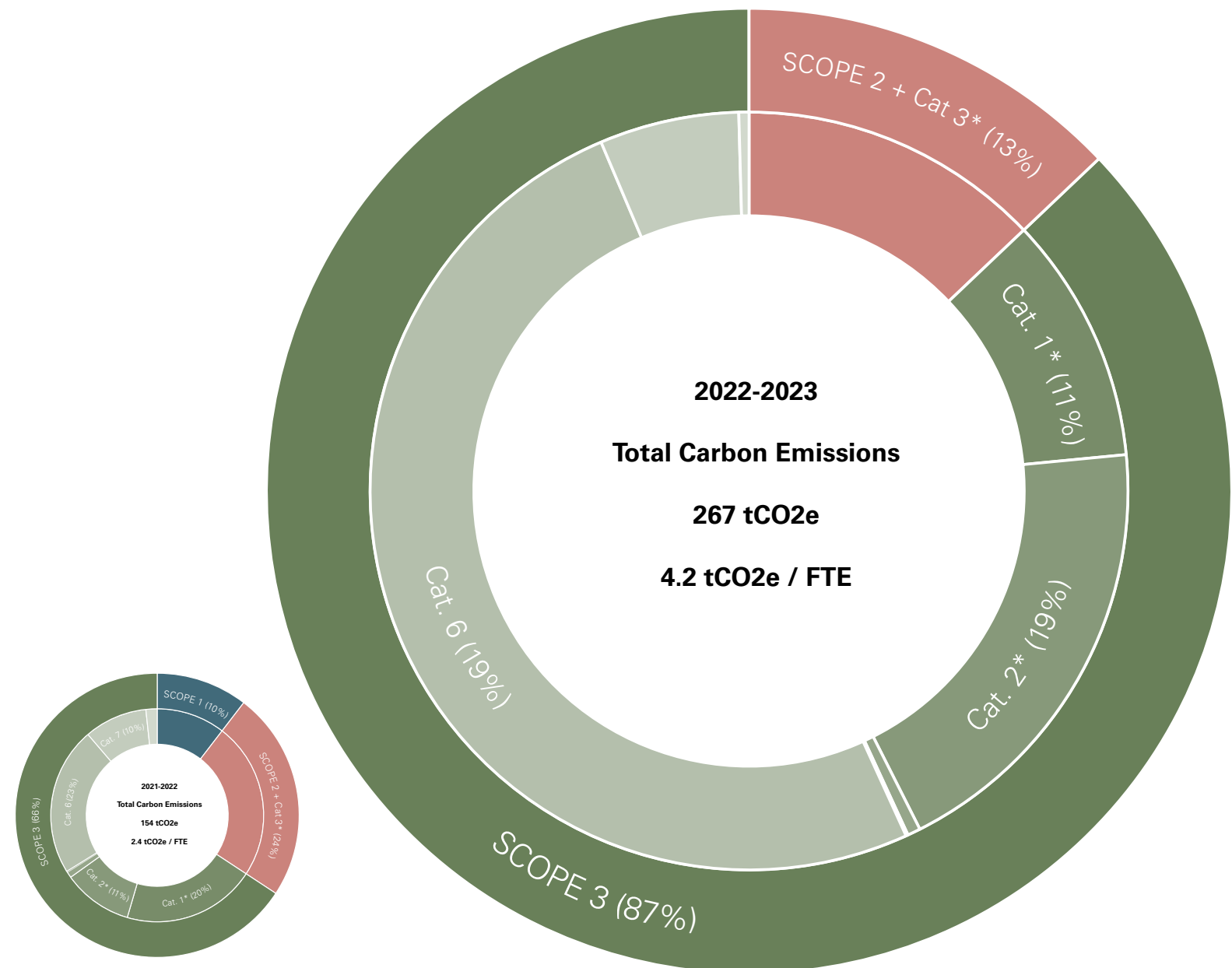
Cat. 5 **0.1%** Waste generated in operations

Cat. 6 **50%** Business travel including hotel stays

Cat. 7 **6%** Employee commuting, working from home

Cat. 9 **0.4%** Downstream transportation and distribution

\* Additional categories not required by PPN 06/21



## 2.2 Methodology Notes

This section provides a brief description of how we calculated each scope and category. All CO<sub>2</sub> equivalent emissions have been calculated using the World Land Trust's Carbon Calculator.

### Scope 1 – Direct Emissions

Although Jestico + Whiles have no emissions from direct combustion of fossil fuels (e.g. natural gas, heating oil), Scope 1 also covers emissions from refrigerant leaks in HVAC systems (fugitive emissions). These would be accounted for by following guidance from US Environmental Protection Agency and Annex C of the UK Environmental Reporting Guidelines. Following further understanding of the systems used in the office it has been confirmed that the units are factory sealed, and thus as no leaks have been identified that there have been no associated emissions during the reporting period. Only during refrigerant maintenance and recharging would emissions occur in the Sutton Yard office.

### Scope 2 – Indirect Emissions

Scope 2 covers the emissions resulting from the generation of electricity used within the office. Although all Jestico + Whiles' electricity is backed up by Renewable-Energy Guarantees of Origin (REGO), the data included in this report assumes location-based emissions and therefore is based on the average carbon content of the UK grid. This decision aims to provide a more realistic representation of the emissions resulting from our electricity consumption.

### Scope 3: Category 1 – Purchased goods and services

This category considers cradle-to-gate emissions generated in the production of purchased food, drink, and office supplies, and emissions from cloud services used by the office. Where possible, precise quantification was used to calculate emissions (e.g., weight of coffee / paper). However, this has not been possible in all instances and emissions have instead been calculated in terms of related expenses. A 5% contingency was added to the calculated emissions to account for any missed items.

### Scope 3: Category 2 – Capital goods

This includes the cradle-to-gate emissions from extraction, production, and transportation of capital goods, such as computers and other IT equipment purchased within the reporting period. As with Category 1, precise information has been used where possible (e.g., number of workstations purchased), with remaining emissions calculated in terms of related expenses. A 5% contingency was added to the calculated emissions to account for any missed items.

### Scope 3: Category 3 – Fuel and energy-related activities

This category accounts for energy losses during the transmission and distribution of the electricity consumed by the office. This has been calculated automatically by the World Land Trust's Carbon Calculator from the Scope 2 data.

### Scope 3: Category 4 – Upstream transportation and distribution

As Jestico + Whiles are a services company, upstream transportation and distribution is limited to deliveries of food, consumables, and materials to the office. There is no current record of transportation distances or vehicles used. This has thus been accounted for by assigning a £2.50 delivery charge to every delivery and converting this to carbon equivalent using the average road freight delivery carbon emissions per £.

### Scope 3: Category 5 – Waste generated in operations

This category includes all emissions created from the disposal of waste generated by the practice. This has been calculated using information provided by the waste collection company which serves the office building. Water consumption and wastewater treatment information was estimated from historical data, assuming the last available 5-year average consumption intensity (in m<sup>3</sup>/person.year).

### Scope 3: Category 6 – Business travel

This category includes emissions generated from all travel booked and expensed by Jestico + Whiles during the reporting period, as well as hotel stays. Emissions from travel by plane and train have been calculated by distance, whereas travel by taxi, tube, bus/tram has been accounted for in terms of related expenses. Hotel stays have also been accounted for in terms of related expenses.

### Scope 3: Category 7 – Employee commuting / teleworking

Although PPN 06/21 only requires emissions from employee commuting to the office be included, we have included information relating to working from home since this has become a significant part of the office working culture. Information for this category was collected as part of an employee survey that asked for information on commuting distances and modes of transport, as well as energy consumption whilst homeworking. The survey had a 85% response rate.

### Scope 3: Category 9 – Downstream transportation and distribution

This category includes emissions generated by the transportation of any items produced by Jestico + Whiles. As a services company, the number of deliveries is minimal and is usually limited to material samples, models, and documents. There is no current record of transportation distances or vehicles used. This category has been calculated based on expenses with courier and postage services. This has been converted to carbon equivalent using the average road freight delivery emissions per pound using World Land Trust's Carbon Calculator.

### 3. Carbon Emissions Reduction

#### 3.1 Long-term projections and target setting

Jestico+Whiles' ambitions for absolute carbon emissions reduction targets are set as:

**2030 - 44%** below 21/22 baseline

**2040 - 76%** below 21/22 baseline

**2050 - 90%** below 21/22 baseline

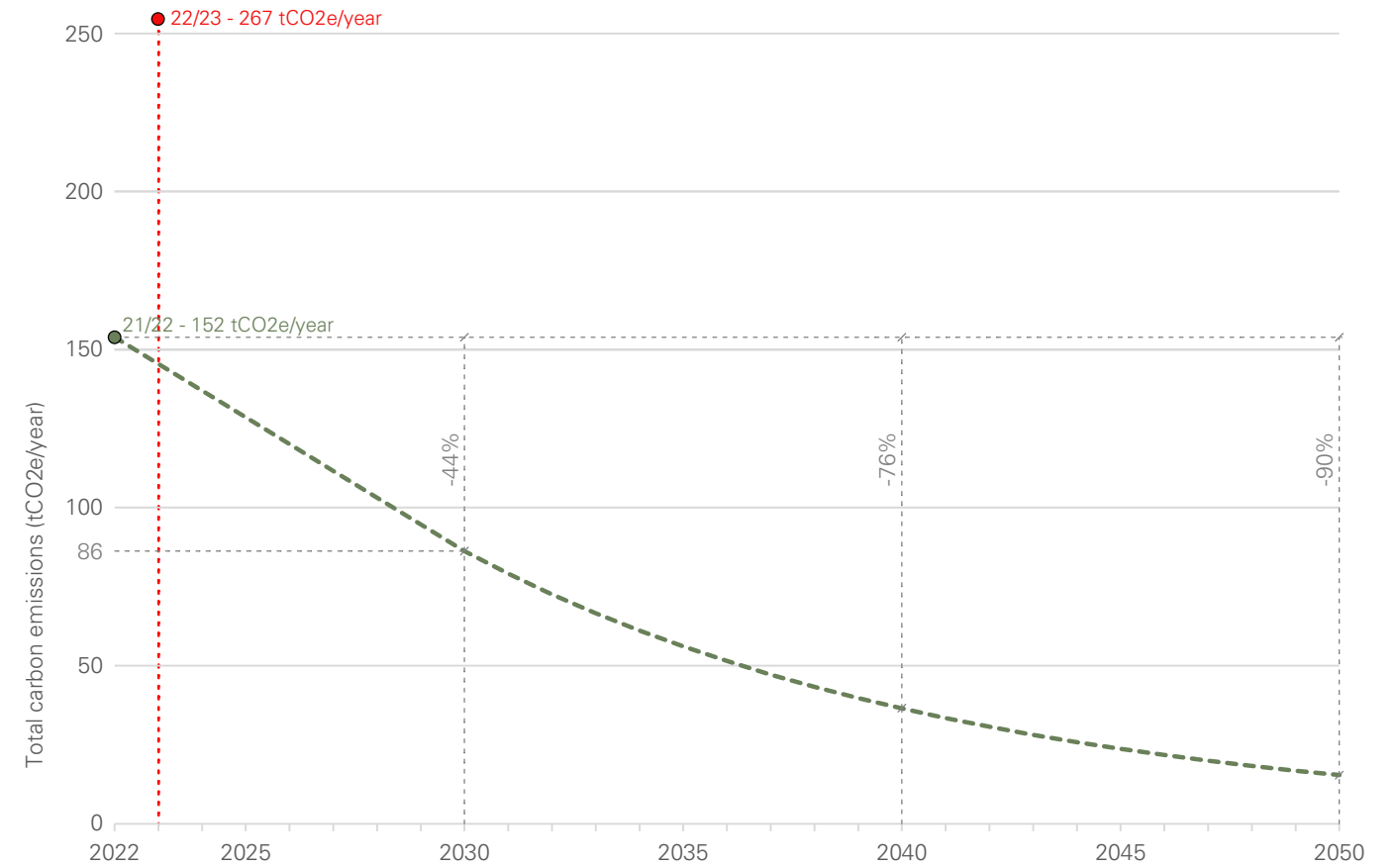
These targets were set following three premises:

1. Initial absolute reduction of 5.5% per year based on recommendations by Science-Based Target Initiative (SBTi). However, Jestico+Whiles chooses to be more ambitious than SBTi's recommendation of 4.2%/year for SMEs to align to the global 1.5°C carbon budget.<sup>1</sup>
2. Realistically admit that no plan can achieve 100% total carbon emissions (before offsetting), thus setting out to achieve 90% absolute reduction by 2050.
3. From 2030 onward, aim for a consistent yearly reduction in emissions (relative to the year prior) of 8.3% (i.e., the effort needed to achieve the objective set by premise 2).

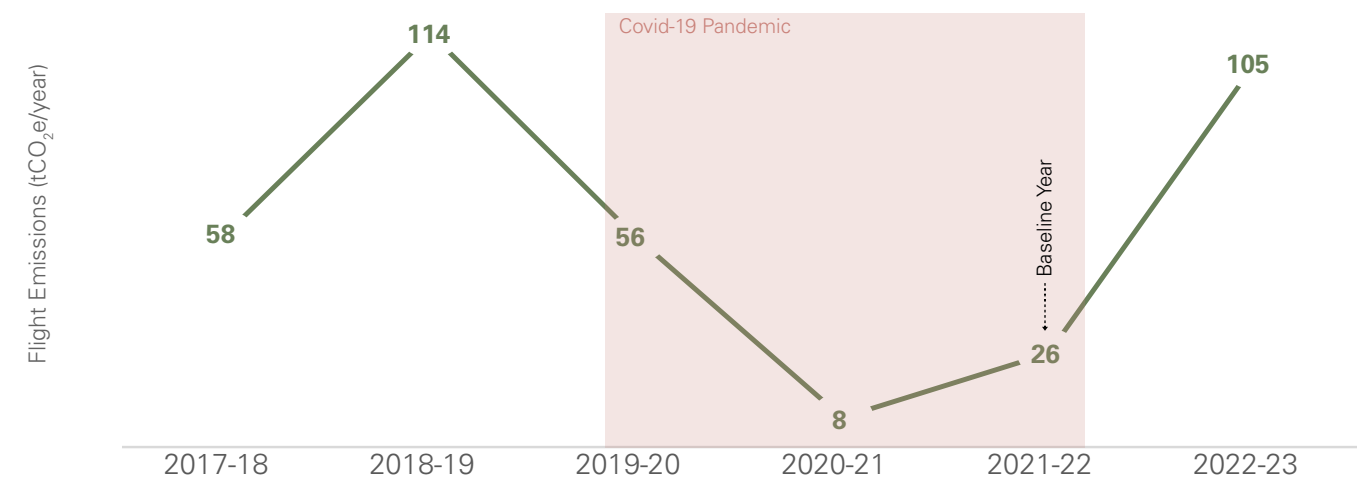
Despite not aiming for absolute zero emissions even in the long-term (practically outside of Jestico+Whiles' control), we will keep the commitment to offset all annual carbon emissions. We will also continuously review the institutions we work with and projects we support, to ensure the highest quality offsetting practices with certified activity and long-term carbon-capture additionality.

Achieving these reduction targets based on the latest data will be difficult (Graph 01), especially considering the impact of the most volatile emissions categories like Scope 3, Cat. 6. Despite seeing a significant increase in flight travel emissions from the baseline set in FY21/22, this is in fact a return to pre-pandemic levels (Graph 02). Whilst we will prioritise addressing this type of increase, this type of category increase is not strongly deterministic of the direction of the practice.

<sup>1</sup> *Foundations of Science-based Target Setting* (April, 2019), Science-based Targets Initiative. Available at: <https://sciencebasedtargets.org/resources/legacy/2019/04/foundations-of-SBT-setting.pdf>



Graph 01 - Proposed carbon reduction targets



Graph 02 - Flight travel emissions since September 2017



### 3.2 Proposed Carbon Reduction Actions

This 2022/23 carbon assessment enables a better understanding of our current emissions and motivated a discussion around potential actions for improvement on the short-, medium- and long-term. Below are some of the main options identified:

Action	Time-frame and Estimated Expected Outcomes
1. Establish and implement a new business travel policy targeting flights specifically	Short-term - <50% reduction in Scope 3 emissions
2. Further prioritise train over flights in domestic and short-haul business travel	Medium-term - <10% reduction in Scope 3, Cat. 6 emissions
3. Explore options to reuse server-room waste heat	Short-term - <2% reduction in Scope 2 emissions
4. Review HVAC timing and settings programming	Short-term - <3% reduction in Scope 2 emissions
5. Upgrade to single, efficient, larger monitors (instead of dual) for improved material- and energy-efficiency	Medium-term - <1% reduction in Scope 3, Cat.2 emissions
6. Review operation of lighting and IT systems for improved efficiency	Short-term - <5% reduction in Scope 2 emissions
7. Consider thin-client or cloud computing+laptops for improved energy efficiency	Long-term - <20% reduction in Scope 2, and Scope 3, Cat. 7 emissions
8. Improve Environmentally Preferable Purchasing policy and its processes	Short-term - <5% reduction in Scope 3, Cat. 1, 2, 4 & 9 emissions
9. Prioritise hiring electric transport for deliveries and business travel	Short-term - <5% reduction in Scope 3, Cat.4, 6 & 9 emissions
10. Further incentivise electric public transportation (tube/train), instead of conventional bus	Medium-term - <5% reduction in Scope 3, Cat.7 emissions

## 4. Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 board of directors.

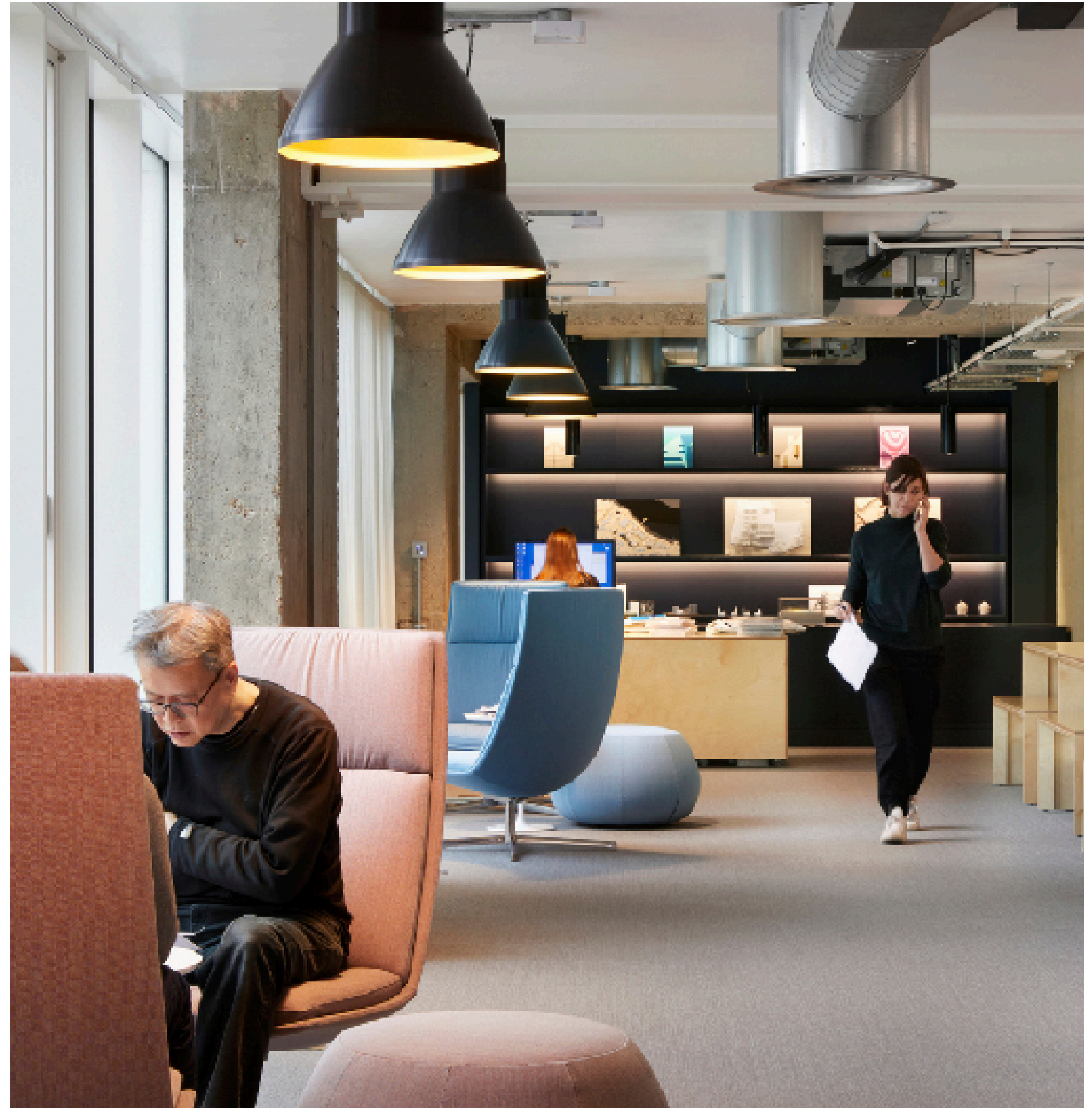
Signed on behalf of Jestico+Whiles:

*J. Harris*

Jude Harris

Date:

09 February 2024



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