Carbon Reduction Plan

Supplier Name: AVR TRANSCRIPTION LTD Publication Date: 31/10/2024

Commitment to Achieving Net Zero

AVR is committed to achieving Net Zero emissions by 2050.

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: April 2022 - March 2023	
Additional Details relating to the Baseline Emissions calculations.	
No prior reporting	
Baseline year emissions: April 2022 - March 2023	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**0** AVR are tenants in Paragon Business Park which is managed through a lease contract. AVR have no company vehicles. Therefore, there are no emissions to report for this.
Scope 2	**10.5** AVR's landlord purchases utilities, emissions are calculated using rates charged within the lease.
Scope 3 **(Included Sources)**	**18.6** AVR do not buy and sell goods for distribution, and any generated waste is managed by our landlord. AVR is a paperless office but some paper waste is generated, shredded and recycled. There is limited business travel due to the nature of the work we do. AVR have 35 Employees, some who commute to the office, some who work from home thus reducing emissions relating to travel.
Total Emissions	**29.1**

Current Emissions Reporting

Reporting Year: April 2025 – March 2026	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**0** AVR are tenants in Paragon Business Park which is managed through a lease contract. AVR have no company vehicles. Therefore, there are no emissions to report for this.
Scope 2	**10.43** AVR's landlord purchases utilities, emissions are calculated using rates charged within the lease. At our new office, we were able to secure our own providers and opted for Octopus Energy – widely considered a highly eco-friendly supplier, often utilising 100% renewable electricity (wind, solar) for its, or offering, tariffs. They are among the UK's largest investors in green energy generation and promote sustainable technology like smart tariffs, heat pumps, and electric vehicle (EV) charging.
Scope 3 **(Included Sources)**	**5.85** AVR do not buy and sell goods for distribution, and any generated waste is managed by our landlord. AVR is a paperless office but any paper waste generated is shredded and recycled. There is limited business travel due to the nature of the work we do. The majority of our staff work from home thus reducing emissions relating to travel with only 14 staff members on average attending the office daily. At our new premises, Bolton Council collect our general and recycled waste who have been investing in greener bin wagons to help lower emissions. We also occasionally buy office equipment but when we do, we buy in bulk so as to limit delivery costs and therefore emissions.
Total Emissions	**16.28 tC02e**

Emissions Reduction Targets

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

We project that carbon emissions will decrease over the next five years to 5.17 tCO_2e by 2028. This is a reduction of 77%.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

2022

- Lighting accounts for over 2% of global greenhouse gas emissions. A global switch to energy efficient LED technology could save over 1,400 million tons of CO2 and avoid the construction of 1,250 power stations. AVR had LED panels installed to support this, choosing specific panels that mimic natural light for the additional benefit to the team.
- Motion sensor lighting was installed in common areas.
- AVR continued to promote, via appraisal refresher training, turning plug sockets off at the end of each day, ensuring PCs were switched off when not in use.
- Remote working was established with many employees authorised to work from home which reduced travel emissions. Remote workers also follow the same principles regarding being mindful of turning plug sockets off.

2023

- Electric car charging points were installed onsite.
- AVR encouraged those still commuting to the office to car share, as well as reminding them of the Cycle2Work scheme.
- AVR worked with our landlord to create a smaller office within the Turton Suite, meaning AVR's office space was halved.
- A new specialist recycling company was procured to degauss and recycle redundant IT equipment.
- AVR worked with University of Warwick to produce a Net-Positives strategy to reduce emissions.

The carbon emission reduction achieved by these schemes equate to 6.6 tCO_2e, a 22.68% reduction against the 2022 baseline and these measures will be in effect when performing the contract.

2024

- More Employees have gone remote further reducing travel emissions and onsite energy usage.

- During team meetings, employees were encouraged to use the Too Good To Go app to help reduce food waste thereby helping to lower emissions generated by food waste.
- AVR implemented strategies for reducing air con and heating usage and to use those utilities efficiently to further reduce emissions.

2025

- After over 20 years of renting, on November 26th 2025, we have finally reached a huge milestone and have purchased our own office which has meant we are now far more in control of our carbon footprint. This has already reduced our energy output and even our water usage.
- We have encouraged more employees to go remote which again saves on travel emissions and onsite energy usage

Current and Future Planned Initiatives for 2026-2027

- Research is being conducted on companies such as The Woodland Trust and Ecologi to find out who is best suited in regards to planting trees and preserving wildlife. This is so we can use our donated resources wisely to the best effect for improving our carbon footprint.
- Our goal is not just to become net zero but to become net positive. We plan to do this through efficient insulation, heat pumps, photo voltaic solar panels and other strategies needed to fully optimise our energy usage.

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].

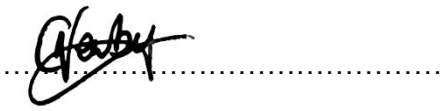
[1] https://ghgprotocol.org/corporate-standard

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

[3] https://ghgprotocol.org/standards/scope-3-standard

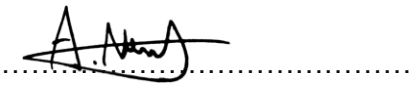
This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



Chrissie Newby
(Managing Director)

Date: 06.04.2026



Andy Newby
(Director)

Date: 06.04.2026