Quattro
design architects

Carbon Reduction Plan

Supplier name: Quattro Design Architects Ltd

Publication date: 10th June 2025

Commitment to achieving Net Zero

Quattro Design Architects Ltd has publicly committed to achieving Net Zero emissions by 2035.

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: 2019	
Additional Details relating to the Baseline Emissions calculations.	
Quattro Design Architects has recorded its emissions for employee mileage, plus monitored paper usage and recycling, since 2014 when it achieved ISO14001 certification. Since 2019 this has been extended to include the three scopes of GHG emissions. Carbon emissions have been calculated from the UK Government GHG Conversion Factors for Company Reporting for the respective year. Quattro has set a target to reach Net Zero for Scope 1 and 2 emissions by 2030 and Scope 3 emissions by 2035.	
Baseline Year Emissions: 2019	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**3.38**
Fuel for Office	0.0 (Building heated by electricity only – reported in Scope 2 emissions below)
Company Cars - Fuel Combustion:	3.38
Scope 2	**20.41**

Purchased Electricity for Building (100% renewable):	18.87
Purchased Electricity for EVs:	1.54
Scope 3	**261.71**
Employee Commuting:	67.67
Water Supply:	0.10
Water Treatment:	0.20
Upstream Transportation and Distribution:	22.13
Waste Generated in Operations:	165.54
Business Travel:	6.07
Downstream Transportation and Distribution	0.0 (Not relevant. Quattro does not sell or transport products.)
Remote working (electricity, electricity T&D, heating)	0.0 (Fully office working in 2019))
Website	0.0 (Not measured in 2019)
Total Emissions	**285.50**

Current Emissions Reporting

Reporting Year: 2023 (most recent complete reporting year)
Additional Details relating to the Reporting Year Emissions calculations.
Following our initial Carbon Reduction Reporting, Quattro Design Architects continues to review and improve its reporting calculations. Since the Covid-19 pandemic our staff have operated on a hybrid mix of office and remote working, which remains in place. We calculate the emissions associated with home working and include these within our total emissions. We also report the emissions generated by our website. Carbon emissions have been calculated from the UK Government GHG Conversion Factors for Company Reporting for the respective year. Quattro has set a target to reach Net Zero for Scope 1 and 2 emissions by 2030 and Scope 3 emissions by 2035.

Reporting Year Emissions: 2023	
EMISSIONS	**TOTAL (t CO2e)**
Scope 1	**2.60**
Fuel for Office	0.0 (Building heated by electricity only (green tariff) – reported in Scope 2 emissions below)
Company Cars - Fuel Combustion:	2.60
Scope 2	**10.60**
Purchased Electricity for Building (100% renewable):	9.80
Purchased Electricity for EVs:	0.80
Scope 3	**181.70**
Employee Commuting:	44.55

Water Supply:	0.05
Water Treatment:	0.05
Upstream Transportation and Distribution:	2.44
Waste Generated in Operations:	126.17
Business Travel:	3.33
Downstream Transportation and Distribution	0.0 (Not relevant. Quattro does not sell or transport products.)
Remote working (electricity, electricity T&D, heating)	5.07
Website	0.04
Total Emissions	**194.90**

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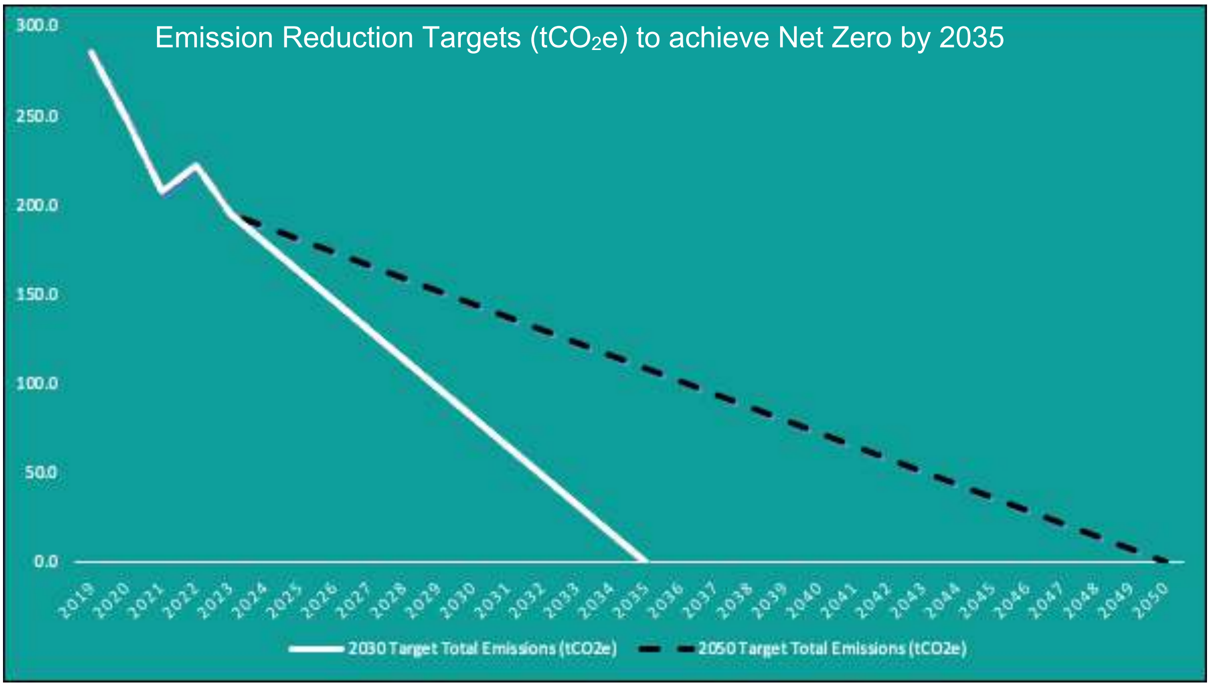
Emissions Reduction Targets

We are committed to becoming net zero by 2035 or sooner.



*The impact of Covid-19 demonstrated in the 2020 dip in emissions.

During the calculation of our latest reporting year emissions, it became apparent that as a result of a change of waste contractor and a change of process in measuring waste, our historic waste calculations included significant inaccuracies. As a result of this review, we met the threshold to re-baseline our calculations and restate previous years in relation to our carbon emissions. Our re-baseline requirement and methodology is included at Annex A to this report.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline:

- Our environmental management system is UKAS certified to ISO14001 and is audited annually.
- Flexible and hybrid working policy.
- Office facility heated by electricity.
- Ongoing transition of company vehicles to electric.
- Renewable energy sources for all our electricity requirements.
- Print management system to reduce paper and ink usage.
- Zero to landfill and recycling for our waste streams.
- Cycle to Work scheme for all staff.

The carbon emission reductions achieved by these schemes are evident in the sustained reduction in our CO_2 emissions since our 2019 baseline.
Clearly the Covid-19 pandemic had an impact; however, whilst maintaining increased office utilisation, we continue to balance our hybrid working model to meet both business requirements and the management of Scope 3 emissions.

Future Carbon Reduction Measures
In the future we are implementing further measures such as:

- Building awareness amongst our workforce of the impact of their decisions on our journey to Net Zero.
- Continuing the transition to electric vehicles for our company fleet.
- Further reducing our waste.
- Further quantification and understanding of value chain environmental impacts.
- Engaging our supply chain to minimise our Scope 3 carbon emissions.
- Continuing to invest in a certified carbon offset scheme for emissions we cannot eliminate.
- Continued transition to an ultra-low emission vehicle fleet and ongoing engagement with our supply chain to support Scope 3 carbon reductions during 2024/25.

Our largest emissions occur as a result of employee commuting and office waste production. To target these areas we:

- Offer company incentives for those who choose to walk, cycle or use public transport.
- Operate an electric car salary sacrifice scheme.
- Reduce materials arriving at the office which subsequently become waste.
- Reduce printing.

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 board of directors.

Signed on behalf of the Supplier:

Robert Walder, Director

Date: 10th June 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

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ANNEX A

Rebaseline and Restatement of our Carbon Emissions Data Report

Introduction

The importance of accurate record keeping for the purposes of calculating carbon emissions has grown. Our baseline year of 2019 was chosen as a 'typical year' prior to the significant changes in normal office operations as result of the Covid-19 pandemic. This baseline year plays a critical role in our subsequent assessment of our environment performance.

Recognising the importance of the data reported in previous years, the Greenhouse Gas Protocol allows for recalculations on the basis of:

- *Significant changes in structure of organization*
- *Significant changes in calculation methodology*
  - *Improved emission factors*
  - *Improved activity data*
- *Discovery of significant errors or smaller errors that are collectively significant*

Since 2019 a number of changes and improvements in our measuring and recording of our waste production has occurred:

1. The way in which Gloucester Quays Facilities Management segregates and records office waste production has changed, including separation of food waste.
2. Quattro's office cleaning contractor has subsequently changed its waste management procedures, resulting in:
   a. a change in waste bag size affecting the average weight used for calculations.
   b. improved accuracy in bag counting and recording.
3. The cleaning contractor has been instructed to weigh waste bags at regular points to enable a review of the average weight of a certain classification of waste to further improve accuracy.
4. Quattro undertakes periodic checks to ensure accuracy of reporting by the cleaning contractor.

The above represents significant changes in calculation methodology, and discovery of errors from previous cleaning contractor reporting and therefore meets the GHG Gas Protocol criteria to undergo a recalculation and hence rebaseline.

Objectives of this Report

- To ensure our 2019 data reflects, as accurately as possible, our actual waste production for that year.
- To ensure our waste data for our subsequent reporting years[4] of 2021 and 2022 are also as accurate as possible.
- To enable an accurate assessment of our current and future environmental performance.

Statement

Following a review of waste data for our baseline year 2019, this statement records our decision to recalculate our carbon emissions as a result of our waste production. This has wll resulted in a reset of our baseline figures.

Furthermore, we have reviewed the data for 2021 and 2022 to produce a 'restatement' of these figures prior to completing our 2023 calculations.

Method

The inaccuracies involved in previous years of waste reporting cannot be subsequently checked, however in light of current practices we can make realistic assumptions. Even though it is likely that our current waste production has decreased, we have used averages for 2023 to improve our data for 2019, 2021 and 2022.

Summary

This report records our Board decision to rebaseline and restatement our Carbon Emission Data to ensure we are better positioned to measure, report and reduce our carbon emissions in the future.

Shirley Park

Commercial Bid Manager

1 May 2024

[4] 2020 was not used as a reporting year due to the extensive Covid-19 lockdowns.