

Carbon Reduction Plan

6th February 2025

Commitment to achieving Net Zero

Maistro Limited is committed to achieving Net Zero emissions by 2045.

Baseline Emissions Footprint

Baseline Year: January 2024 to January 2025	
Additional Details relating to the Baseline Emissions calculations.	
New baseline created due to significant restructuring of the company including closing of our office base in December 2023 and moving to a fully work at home company. Additionally, this is the first time we are required to formally submit our Carbon Reduction Plan to get to Net Zero by 2050 as a mandatory requirement.	
Baseline year emissions:	
EMISSIONS	TOTAL 41.1 (tCO₂e)
Scope 1	0 – no owned office or company vehicles.
Scope 2	3.15 – home electricity use.
Scope 3 (Included Sources)	37.95 – business travel, homeworking waste and IT/Cloud services. Zero in upstream transportation and distribution. No goods or services requiring to be transported. Zero in downstream transportation and distribution. No good or services requiring to be transported. Zero in employee commuting due to fully working from home model.

	Zero in waste generated in operations – no operational centre due to working at home model.
Total Emissions	41.1 (tCO₂e)

1. Key Assumptions & Data Sources

Home Energy: Calculated using UK government homeworking emissions factors (2024 DEFRA: 0.233 kgCO₂e/kWh). Employees provided annual kWh usage via surveys.

Essential Business Travel 2024-2025: Flights to South Africa (3 trips) calculated via ICAO Carbon Calculator (1 round-trip LHR-CPT ≈ 3.2 tCO₂e).

Home Waste: Assumed 100kg/year/employee (DEFRA waste emission factors for recycling/landfill).

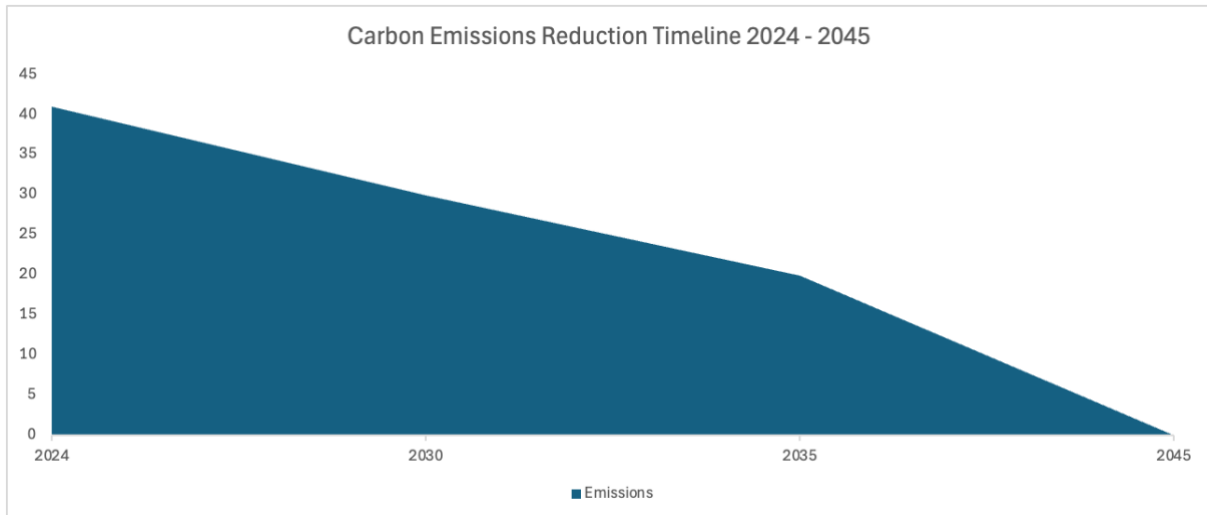
IT/Cloud: Estimated energy use from SaaS tools.

2. Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets: -

- In 2025 our target reduction is 5% to 39 tCO₂e driven by our employee engagement programme, 50% of our team switching to 100% renewable energy.
- We project that carbon emissions will decrease over the next five years to 28.8 tCO₂e by 2030. This is a reduction of 30%. Removing 80% of non-essential flights and 100% renewable energy adoption.
- By 2035 we are targeting a decrease in emissions to 20.55 tCO₂e. This is a reduction of 50%.
- By 2045 we are targeting Net Zero to 0 tCO₂e.

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



3 Carbon Reduction Projects

To support achieving our Carbon Reduction targets in the future we plan to implement a series of initiatives with such as:

Homeworking Energy Efficiency

- Action: Switch to 100% renewable energy tariffs.
- Metric: 50% of employees on green energy (track via annual survey) in 2025.
- Savings: 3.15 tCO₂e → 0 tCO₂e (Scope 2) when employees switch.
- Action: Provide energy-efficient equipment for in-home working (LED bulbs, ENERGY STAR certified devices).
- Metric: Measure kWh reduction per employee (measured by smart meters).
- Savings: 10% reduction in home energy use → 0.315 tCO₂e/year.

Business Travel Reduction

- Offset emissions for essential business travel through verified carbon offset projects.
- Action: Travel policy updated to “Virtual First”. Board level sign off required for any international travel.
- Metric: Track flight emissions (track km/flight class; application of DEFRA factors).
- Savings: Reduce flights by 50% → 18.97 tCO₂e reduction (Scope 3).
- Action: Mandate carbon offsetting for essential travel.
- Metric: Measure and track percentage of travel emissions offset - targeting 100% offset by the end of this year 2025.

IT & Cloud Optimisation

- Action: Maintain existing ongoing agreement with Microsoft Azure who are 100% Carbon Neutral.

Waste & Circular Economy

- Action: Partner with e-waste recyclers
- Metric: Measure kilograms of e-waste recycled annually (target 100% by 2026).
- Action: Subsidise home composting bins.
- Metric: Percentage reduction in landfill waste (DEFRA factors: composting ≈ 90% emissions reduction).

Employee Engagement

- Action – Appoint a Sustainability Lead and include in our ISMS Management System aligned to ISO27001 accreditation.
- Action: Carbon literacy training delivered to all employees
- Action: Annual “Green Champion” awards for energy/waste reduction.

Tracking & Reporting

- Data Collection
- Quarterly: Employee energy bills and travel logs.
- Annual: Independent third-party audit.
- Create and publish a public-facing dashboard showing:
 - Progress vs. targets.
 - Emissions by category (Scope 1/2/3).
 - Key initiatives implemented.

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 Maistro:

Joel Walker – MD Platform Services and Co – Founder.

6th of February 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>

