

January 2025



Carbon reduction plan PPN06/21



Contents

Carbon reduction plan	01
Commitment to achieving Net Zero	01
Baseline emissions footprint	01
Current emissions reporting	02
Emissions reduction targets	03
Carbon reduction initiatives	04
Future carbon reduction initiatives	07
Declaration and sign off	08

Carbon reduction plan

Supplier name: Browne Jacobson LLP
Publication date: 3 January 2025

Commitment to achieving Net Zero

Browne Jacobson LLP is committed to achieving Net Zero emissions by **2035**.

Baseline emissions footprint

Baseline year: 1 January 2023 to 31 December 2023

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.

Additional details relating to the baseline emissions calculations

Following the firm's decision to invest further in 2022 for a dedicated resource that would establish and collate the necessary environmental data for Scopes 1, 2 and 3 (categories 4, 5, 6, 7 and 9), we are now able to agree a new baseline year to that published in 2024. As reported in that publication, without the category 7, employee commuting survey results for calendar year 2023 we could not truly represent the firm's footprint. We also took the opportunity to establish the working from home figure for those choosing to turn on their heating.

We have also recently completed an external validation of Scope 1 and 2, using consultancy firm, Nature Positive. We are currently undergoing the same process for Scope 3, which has also assisted in the confirmation of Scope 3 categories to which the firm must collate.

For the purposes of PPN06/21, this process confirmed categories 4 and 9 are not applicable as previously reported.

The following data shows emissions for two reporting periods (new baseline and current).

Baseline year emissions: 1 January 2023 to 31 December 2023	
Emissions	Total (tCO ₂ e)
Scope 1 (Externally validated)	11.9 tCO₂e (location method) Natural Gas (11.9) and Biogas (0.005)
Scope 2 (Externally validated)	399.5 tCO₂e (location method) Electricity (232.5 tCO ₂ e) and district heating (166.9 tCO ₂ e) Market based method for electricity would be 9.46 tCO ₂ e
Scope 3 (included sources)	1160.5 tCO₂e (location method) Included sources: <ul style="list-style-type: none">Category 4 – upstream transportation and distribution 0 tCO₂e (location method) Please note: recorded as 'zero' as firm is a legal services provider.Category 5 – waste generated in operations 65.7 tCO₂e (location method) Waste (64.9) and water (0.73)Category 6 – business travel 268.8 tCO₂e (location method) Travel (192) and hotel overnights (76.8)Category 7 – employee commuting 826 tCO₂e (location method) Employee commuting (509.9) and working from home (316.1)Category 9 – downstream transportation and distribution 0 tCO₂e (location method) Please note: recorded as 'zero' as firm is a legal services provider.
Total emissions	1571.9 tCO₂e (location method) Market based would be 1348.8 tCO ₂ e



1571.9

tCO₂e total emissions in the baseline period reporting.

1697.0

tCO₂e total emissions in the current period reporting.

Current emissions reporting

Current emissions reporting: 1 January 2024 to 31 December 2024	
Emissions	Total (tCO ₂ e)
Scope 1	9.81 tCO₂e (location method) Natural gas (9.8) and Biogas (0.007)
Scope 2	365.3 tCO₂e (location method) Electricity (213) and district heating (152.0) Market based method for electricity would be 68.4 tCO ₂ e
Scope 3 (included sources)	1321.9 tCO₂e Included sources: <ul style="list-style-type: none"> • Category 4 – upstream transportation and distribution 0 tCO₂e (location method) Please note: recorded as 'zero' as firm is a legal services provider. • Category 5 – waste generated in operations 66.6 tCO₂e (location method) Waste (65.6) and water (1.02) • Category 6 – business travel 320 tCO₂e (location method) Travel (212) and hotel overnights (108) • Category 7 – employee commuting 935.3 tCO₂e (location method) Employee commuting (575.3) and working from home (360.0) • Category 9 – downstream transportation and distribution 0 tCO₂e (location method) Please note: recorded as 'zero' as firm is a legal services provider.
Total emissions	1697.0 tCO₂e (location method) Market based would be 1552.3 tCO ₂ e

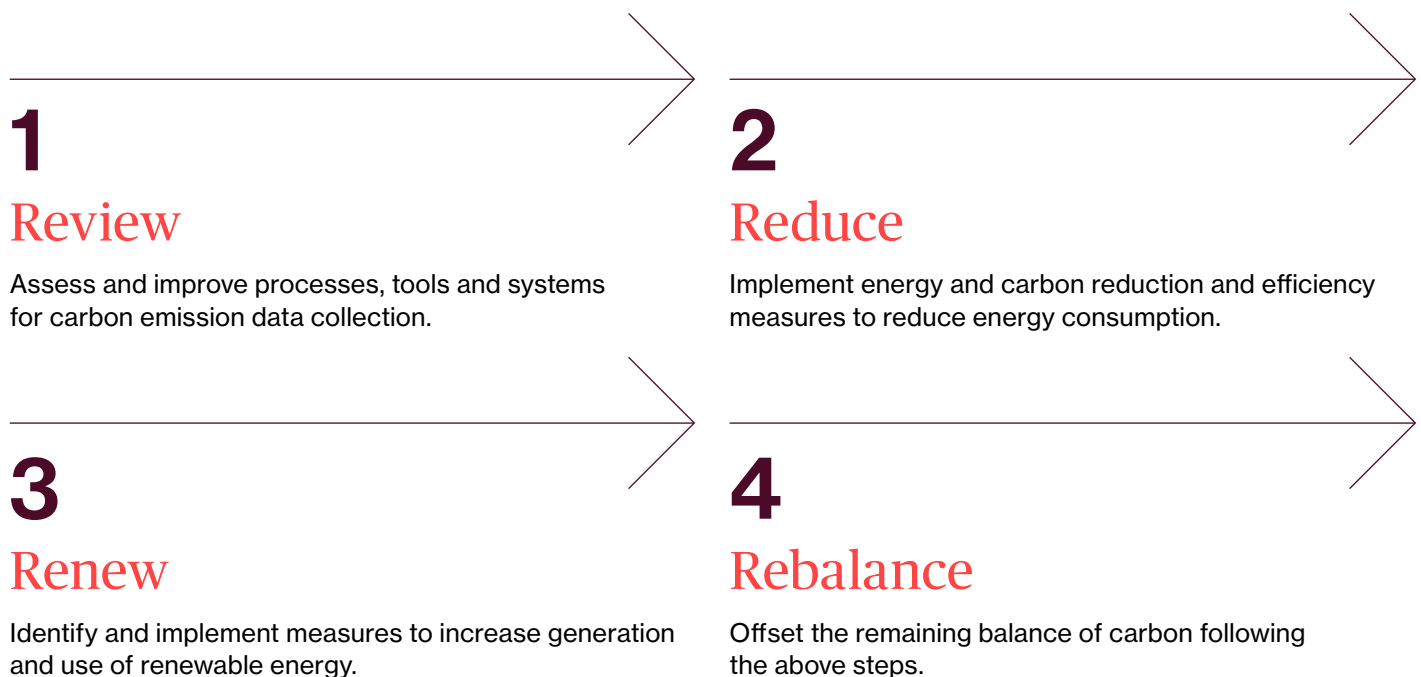
Emissions reduction targets

Our approach to achieving net zero follows a four step, iterative, process:

We project* that carbon emissions will decrease over the next five years to **1187.4 tCO₂e by 31 December 2028.**

This is a reduction of

-24%



* Naturally, this projection is subject to several variables, some of which may be uncontrollable in the short, medium or long term by the firm.

Carbon reduction initiatives

+8%

like for like increase
of our carbon emissions
from the baseline year
to the current year.

The continuation of environmental management measures and projects from the original baseline year of 2020, plus new initiatives from the revised baseline of **2023**, have been implemented, completed and/or maintained. As a result we have seen a modest like for like **increase of our carbon emissions of 8%** from the 2023 baseline year to current.

In that time we have seen an increase of full-time equivalent (FTE) employees of **6.2%** (1145 to 1216). Again, giving a modest **increase** to the intensity ratio from **1.37 tCO₂e** (2023) to **1.40 tCO₂e** (2024).

Furthermore, it's worth noting in 2023 we occupied a total of seven offices for **68.5 months**. However, in 2024, we occupied six offices for **72 months**. This is all worth considering when reviewing our overall carbon reduction performance in a time of growth and change.

To demonstrate initiatives the firm has implemented **PIR office lighting** and a programme of **LED tube replacement** where feasible, plus **HVAC centralisation via BMS or zonal controls**. The firm has also an **all-laptop estate** that uses significantly less energy than equivalent desktops and has virtualised a large percentage of the server estate meaning less computing hardware in the firm's data centre and a resulting reduction in electricity and cooling requirements.

We have also made incremental behavioural changes such as monitoring **switch-off policies** and implementing **DocuSign** to minimise the need for paper. The number of **office MFDs** has also fallen as the need to print, copy or scan is minimised, thus saving on energy, paper, printer cartridges and maintenance visits.

Furthermore, we've taken the opportunity to consolidate **office premises**, move to buildings with greater energy efficiency and/or a smaller footprint, refurbished or repurposed existing hard and soft surfaces. This has saved carbon emissions as we've not increased our embedded carbon usage by purchasing new furniture. We have offered an **EV procurement benefit** to employees and revised procurement policies to include environmental considerations. We've replaced the **tap heads** across our head-office handwashing facilities with adaptors which can use 50% less water and 30% less energy. We have also installed **living moss walls** in most of our offices. Moss walls cool the office environment, act as an insulator, stabilise humidity and absorb CO₂ and particulate matter.

We have removed significant single use plastic from all our offices and introduced **improved segregated waste and recycling processes**. Even coffee grounds and food at head-office are packaged and used

for composting by our zero-waste catering contractor. A contractor chosen for their commitment to fresh, local ingredients that supports sustainable practices by reducing "food miles". The distance food travels before reaching consumers and the associated transportation carbon emissions.

We've donated surplus sundry items to local charities and schools such as furniture, stationery, linen and excess catering equipment. Not only helping the environment, but communities too.

In 2022 we centralised our **business travel arrangements** with a single supplier who can measure and display the carbon footprint of each journey and provide employees with alternative lower carbon travel solutions. At the same time, we implemented a sustainable travel policy encouraging staff to consider the necessity of their journey and to use more sustainable modes of travel for essential journeys. These operational and cultural changes would support positive steps on choice whilst gaining more accurate data to learn from.

We have provided **secure lockable bike storage** at our head office to encourage more cycling to work. We also implemented a **green travel plan** through Modeshift Stars as part of the firm's move to a grade A, BREEAM 'Excellent', office in Birmingham. In 2024 we supplied hair-drying facilities at head office as

requested by staff to encourage the use of walking, running and cycling to work.

In early 2024 we established an improved **internal Sustainability Group** led by Senior Management and made up of volunteers from across the firm with a passion for the environment. The group's participants support the consultation and agreements necessary to steer the firm's environmental decision making and carbon reduction journey.

We launched a **Brainwave app** to gather ideas, including any to help the environment, and an internal Green Network on our Viva Engage communications platform.

Since the introduction of a **flexible working policy** allowing employees to work from home for up to three days per week, this has made the data collection and measurement

around staff commuting and home heating arrangements a more accurate annual assessment as working habits have normalised. The use of the third-party platform for the survey also provided the user with their personal footprint, so they too can make informed decisions.

We also have a hybrid approach to Board and Executive meetings, meaning less travel for our operational governance.

In June 2024, the firm held its first **firmwide event to mark World Environment Day**. This covered a series of activities to both educate and engage the workforce. Working alongside our supply chain partners to inform employees of sustainable initiatives they may be unaware the firm has in place or forthcoming. It also served the local community with litter picking groups.

In August 2024, the firm achieved the **ISO 14001:2015 certification** across all its offices, with no major or minor non-conformances or opportunities for improvement noted by the auditor. This framework will actively support carbon reduction as part of annual objectives set by Senior Management and the Exec.

The firm also developed and implemented across 2024 its internal **SharePoint** as well giving a dedicated section to **sustainability** on its website. This was to provide information, instruction and education to interested parties and stakeholders.

The firm committed resources to having its Scope 1, 2 and 3 data for calendar year 2023 validated by an external consultancy for the first time. Scope 1 and 2 we're found to be closely aligned with the figure established internally. The Scope 3 review is underway and has already





+100%

increase in the firm's environmental score with EcoVadis over the last two years.

established categories 4, 8, 9, 10, 11, 12, 13, 14 and 15 are not applicable to the firm at this time. The data for Categories 1, 2, 3, 5, 6 and 7 will be validated in 2025.

For the past four years, the firm has continually maintained medal-worthy recognition to the **EcoVadis** platform, an annual independent assessment of the firm's Environmental, Social and Governance profile. It is noteworthy that the environmental score has **increased 100%** over the last two years and this is a positive reflection of the dedication made to our sustainability journey. The firm's EcoVadis scorecard is available on request.

The firm also made a commitment to **SBTi**, with registration made in early 2024.

Environmental and sustainable practice considerations as part of general event management are now established as part of the planning process.

In February 2024, we were able to say the entire portfolio of offices were on **REGO electricity or Zero**

Carbon tariffs. However, the decision by our landlords at head-office from September 2024, to return to a standard account did undo that achievement, despite assurances. We did however, lobby against that decision, as such, we're currently negotiating a reversal back to a REGO account from 1 January 2025.

From December 2024, the London office also moved to **Biogas** from Natural gas for the first time. Again, something we've actively encouraged our landlords and building management to consider at contract renewal. With Manchester a long-term advocate of Biogas, this is another positive addition to the portfolio.

In December 2024, we submitted our five actions for **ESOS 3**. This reflects our decision to replace all traditional lighting on both London office floors with LED (from Feb 2024), optimise available space at head office to reduce electricity and district heating (from September 2024) and for Birmingham to appoint a local energy saving champion to bring down annual consumption (from December

2024). Forecast is to reduce by 593,664 kwh by December 2027. Currently on target.

In 2024, the firm committed to a three-year programme with the **Nottingham Green Guardians** to undertake a series of periodic activities. Although not always measurable for carbon reduction, the aim to make a sustainable difference whilst supporting biodiversity in the local community was a key driver. An initial taster session was attended in the August.

As a last resort, the firm has purchased **carbon credits** to offset its remaining footprint. This has supported several projects globally.

Future carbon reduction initiatives

In the future we intend to implement the following further reduction measures:

- Establish remaining Scope 3 Category 1 and 2 data.
- Have Scope 3 data externally validated to identify further carbon reduction opportunities.
- Examine potential photovoltaic (PV) panel schemes for installation at head-office (subject to landlord's permission and other consents).
- Continue to influence our landlord-controlled buildings to commence or maintain procurement of gas and electric from sustainable and renewable sources.
- Attend a Miyawaki style planting session with the Nottingham Green Guardians to improve biodiversity within the Nottingham community. Use volunteers from within the firm to form a working group. Undertake other projects as established.
- Ensure a move to interim premises at Cardiff to accommodate a growing workforce does not compromise our energy performance, enhances cycling facilities and is brought into Scope of ISO 14001.
- Include more stringent 'green' requirements within our own procurement processes when choosing new premises or renegotiating the existing portfolio.
- Motivate greater sustainable procurement to ensure that our own purchases embed a culture focussed on environmental protection. Currently reviewing the stationery provider and ordering process for employees to make greener choices.
- Monitor performance of ESOS 3 action commitments to ensure conditions are being met.
- Implement a self-serve taxi booking option where 'greener' alternatives are offered (EV or hybrid for instance) and carbon data is captured for improved reporting.
- Examine options for other external standards or frameworks to enhance validation of data or reduction in carbon.
- Consider canvassing employee opinion on what might be done to alter commuter habits to greener options.
- Implement access to thermal imaging cameras for employees to assess their own homes potential cold spots. This may support the need to turn off heating when working from home.
- Complete near term and net zero target submission for SBTi.



The firm's current carbon reduction targets focus on understanding the environmental impacts on the business as the current calendar year brings fresh working patterns and trends. This focus will undoubtedly influence our decision making over premises, procurement and policy.

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 Browne Jacobson:



3 January 2025



Richard Medd

Managing Partner

+44 (0)115 976 6256

richard.medd@brownejacobson.com

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>.



Browne
Jacobson

1

brownejacobson.com



Browne Jacobson is the brand name under which Browne Jacobson LLP and Browne Jacobson Ireland LLP provide legal and other services to clients. The use of the name "Browne Jacobson" and words or phrases such as "firm" is for convenience only and does not imply that such entities are in partnership together or accept responsibility for the acts or omissions of each other. Legal responsibility for the provision of services to clients is defined in engagement terms entered into between clients and the relevant Browne Jacobson entity. Unless the explicit agreement of both Browne Jacobson LLP and Browne Jacobson Ireland LLP has been obtained, neither Browne Jacobson entity is responsible for the acts or omissions of, nor has any authority to obligate or otherwise bind, the other entity.

Browne Jacobson LLP is a limited liability partnership registered in England and Wales, registered number OC306448, registered office Mowbray House, Castle Meadow Road, Nottingham, NG2 1BJ. Authorised and regulated by the Solicitors Regulation Authority (SRA ID 401163). A list of members' names is available for inspection at the above office. The members are solicitors, barristers or registered foreign lawyers.

Browne Jacobson Ireland LLP is a limited liability partnership registered in the Republic of Ireland. Regulated by the Law Society of Ireland and authorised by the Legal Services Regulatory Authority to operate as a limited liability partnership. A list of its partners is available at its principal place of business at 2 Hume Street, Dublin 2, D02 FT82.