




ANNUAL  
REPORT  
2023

**TRAC  
INTERNATIONAL  
GROUP  
CARBON REDUCTION PLAN  
GHG EMISSIONS**

REV 03 PUBLISHED DECEMBER 2024



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## 1.0 NET ZERO COMMITMENT

The TRAC Company Group, have committed to the following net zero targets as part of the SME Climate Commitment Scheme, which is itself part of the UN's Race to Zero initiative and is as follows:

### *The SME Climate Commitment*

*Recognising that climate change poses a threat to the economy, nature and society at large, our company commits to take action immediately in order to:*

*Halve our greenhouse gas emissions before 2030*

*Achieve net zero emissions before 2050*

*Disclose our progress on a yearly basis*

*In doing so, we are proud to be recognised by the United Nations Race to Zero campaign, and join governments, businesses, cities, regions, and universities around the world that share the same mission.*

This commitment can be verified here - <https://smeclimatehub.org/committed-businesses/>

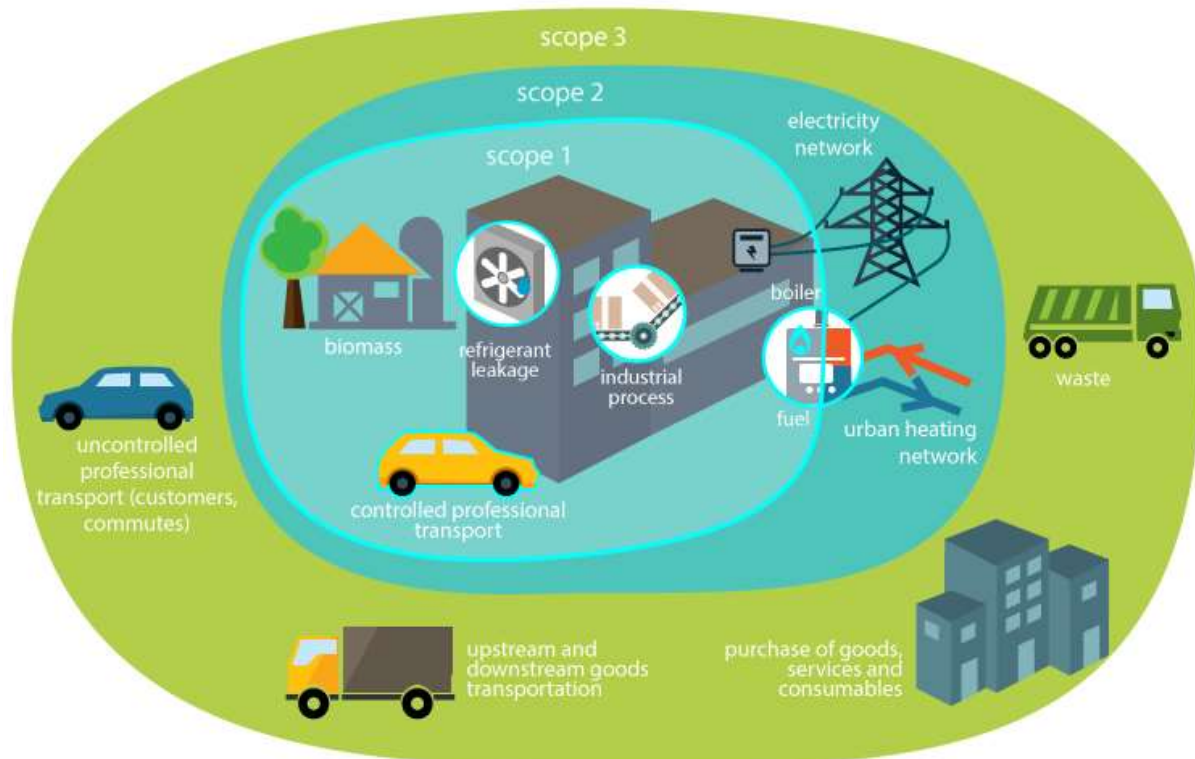
Furthermore, we have committed to net zero by 2045, in line with the Scottish Government's aims.

## 1.1 SCIENCE BASED TARGETS

One of the key actions of our Environmental and Sustainability Strategy was to develop and implement Science Based Targets. We set a new baseline year of 2019 and had our target validated by the Science Based Targets Initiative (SBTi) in 2022.

The TRAC Group is committed to reducing our scope 1 and 2 baseline figures by 46% by 2030 and being net zero across all scopes by 2045. As an SME, we are not required to set near-term targets on our Scope 3 emissions by the SBTi, however as a responsible organisation we are making efforts to widen what we monitor and include in our Scope 3 emissions and to take our own measures to reduce these as far as possible.

## 2.0 WHAT ARE SCOPES 1, 2, 3?



Schema : illustration of scopes perimeters for Greenhouse Gas emissions balance

When we calculate our greenhouse gas emissions, we do so by splitting the sources of our data into 3 scopes.

- Scope 1 is direct emissions on site – generally this is gas boilers and fuel used by our fleet for deliveries, business travel etc.
- Scope 2 is indirect emissions – these are emissions which are generated elsewhere but directly attributed to our business e.g. the electricity we use.
- Scope 3 is upstream and downstream activities and can encompass many elements. In TRAC/Radio Design we are currently monitoring waste, water, fuel expenses and commuting for staff. We have plans to develop our emissions monitoring for scope 3 over the next few years.

## 3.0 BASELINE FIGURES

| BASELINE 2019 YEAR:  |             |              |               |              |              |               |
|--|-------------|--------------|---------------|--------------|--------------|---------------|
| ADDITIONAL DETAILS RELATING TO BASELINE EMISSIONS CALCULATIONS:  |             |              |               |              |              |               |
| <ul style="list-style-type: none"> <li>Figures for UK and India calculated using DEFRA Reporting Conversion factors 2019 published by the UK Government - <a href="https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2019">Greenhouse gas reporting - Conversion Factors 2019 - GOV.UK (www.gov.uk)</a></li> <li>Scope 1 – UK - Gas used for fuel and diesel for fleet; India – diesel generator, and coolant top ups. N.B. Diesel for fleet is not currently part of the India baseline (see notes in 4.0)</li> <li>Scope 2 – Electricity used on sites</li> <li>Scope 3 – Waste, water, Business travel from expenses (UK only - Fuel, train, taxi, flights), Employee commutes, distribution</li> <li>Exclusions – India flights - data in progress, supplier data – unknown.</li> <li>UK - There were no AC unit or fire extinguisher unit top ups of F gases in 2019.</li> <li>N.B. High lirage of AC coolant in RD India due to setting up new office with new AC units.</li> </ul> |             |              |               |              |              |               |
| Emissions Tonnes CO <sub>2</sub> e   | INT         | ENERGY       | ENG & HLM     | RD UK        | RD IN        | Group total   |
| Scope 1  | 9.6         | 48.7         | 1019.4        | 178.4        | 29.1         | 1285.2        |
| Scope 2  | 5.1         | 11.8         | 39.8          | 150.3        | 33.5         | 240.6         |
| Scope 3  | 38.1        | 249.4        | 193.7         | 362.2        | 91.7         | 935.1         |
| <b>TOTAL</b>   | <b>52.8</b> | <b>309.9</b> | <b>1252.9</b> | <b>548.2</b> | <b>691.0</b> | <b>2460.9</b> |

### Notes:

Employee commuting was added to scope 3 baseline data in 2022. Full flight data was added to scope 3 in 2023, along with distribution data in Radio Design. N.B. Work to ensure that baseline figures are retrospectively updated with additional scope 3 data is ongoing and another revision of this document is anticipated in December 2024.

Radio Design disclosed their carbon data for 2019 as part of the Carbon Disclosure Project.

In April 2023, TRAC HLM was incorporated. Previously, these activities had been part of TRAC Engineering. For the baseline, their data remains combined but 2023 data has been separated out.

## 4.0 CURRENT YEAR FIGURES

| CURRENT YEAR: 2023   |             |              |              |             |              |               |                |
|--|-------------|--------------|--------------|-------------|--------------|---------------|----------------|
| ADDITIONAL DETAILS RELATING TO BASELINE EMISSIONS CALCULATIONS:  |             |              |              |             |              |               |                |
| <ul style="list-style-type: none"> <li>Figures for UK and India calculated using DEFRA Reporting Conversion factors 2023 published by the UK Government - <b>Greenhouse gas reporting: conversion factors 2023</b> - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</li> <li>Scope 1 – UK - Gas used for fuel and diesel for fleet; India – diesel generator, diesel for fleet and coolant top ups</li> <li>Scope 2 – Electricity used on both sites</li> <li>Scope 3 – Landfill waste, water Business travel from expenses (Fuel, train, taxi etc, both sites), Employee commutes. Flights were added to UK data in 2023.</li> <li>Exclusions – RD India flights - data in progress, supplier data – unknown.</li> <li>UK - There were no AC unit or fire extinguisher unit top ups of F gases in 2023.</li> </ul> |             |              |              |             |              |               |                |
| Emissions Tonnes CO <sub>2</sub> e   | INT         | ENERGY       | ENG          | HLM         | RD UK        | RD IN         | Group total    |
| Scope 1  | 9.4         | 36.7         | 106.4        | 39.1        | 89.4         | 8.8           | 289.9          |
| Scope 2  | 2.9         | 6.8          | 4.0          | 1.4         | 43.1         | 72.7          | 131.0          |
| Scope 3  | 11.6        | 209.2        | 10.6         | 24.2        | 315.9        | 1678.7        | 2250.2         |
| <b>TOTAL</b>   | <b>23.9</b> | <b>252.6</b> | <b>121.1</b> | <b>64.7</b> | <b>448.5</b> | <b>1760.3</b> | <b>2671.02</b> |

### Notes:

Overall Results show that scopes 1 and 2 have continued to reduce. Scope 3, due to improvements in reporting, is increasing.

**Radio Design** disclosed their carbon data for 2023 as part of the Carbon Disclosure Project in September 2024.

**TRAC International** scope 3 figures came down as use of MS Teams has resulted in significantly less business travel, no flights were taken and because of hybrid working pattern with most staff working from home. See section 5.0.

**All companies** - Flight data has been calculated for the UK. India flight data is currently in progress.

**Radio Design UK** began an energy review in 2022 ongoing into 2024 – see projects table in 5.0. 63.5 tonnes CO<sub>2</sub>e has been saved so far.

**TRAC Energy/TRAC International** - Scope 2 decreased – attributed to lighting project – see section 5.0.

**TRAC Energy** - Scope 3 increased – The pandemic and lockdowns exerted a substantial effect on the 2021 data, most notably when it came to business related travel in Scope 3. As expected, this figure has increased in 2022 with a return to pre-pandemic levels of personnel mobilising offshore. Hybrid working saved 51512 km travel and approximately **8.79 tonnes CO<sub>2</sub>e** from TRAC Energy statistics in 2022 but was minimal in 2023, with most staff returning to the office base full time.

**TRAC Engineering** has had substantial restructuring and changes to fleet since baseline year and this accounts for much of the change in figures. Most staff are also hybrid working with the offices used minimally in 2022.

## 5.0 CARBON REDUCTION PROJECTS

| Project  | Description  | Status   |
|--|--|--|
| Radio Design UK Energy Review                              | <p>Energy review conducted in 2022 – gas and electricity usage in Salts Mill appraised with the following results:</p> <p>Salts Mill Gas – 2022 figures are 18% lower than 2021’s readings. High usage months in 2022 may be up to 45% lower than 2021 readings. Reductions due to:</p> <ul style="list-style-type: none"> <li>• Reprogramming of heating</li> <li>• Reduced shift working</li> </ul> <p><b>Gas GHG emissions saving – 6.6 tonnes CO<sub>2</sub>e</b></p> <p>Salts Electricity – 2022 figures are 38% lower than 2021’s readings. Reductions due to:</p> <ul style="list-style-type: none"> <li>• Reduced staffing/premises</li> <li>• Implementation of LEDs</li> <li>• Supervisors walking round to check equipment switched off by operatives</li> </ul> <p><b>Electricity GHG emissions saving – 49 tonnes CO<sub>2</sub>e</b></p> <p>Total saving for 2022 calculated as <b>55.6 tonnes CO<sub>2</sub>e</b></p> <p>In 2023, Shipley Wharf LEDs were replaced, with the project completing in autumn 2023. A further <b>7.9 tonnes CO<sub>2</sub>e</b> appears to have been saved (despite the published DEFRA factor for electricity rising in 2023).</p> | <p>Complete</p> <p>Improvements made throughout 2022 and 2023.</p> <p>Salts Mill premises lighting upgrades were completed in September 2024.</p> <p>We would expect further reductions to show in 2024 figures.</p> <p>Total saving 63.5 tonnes CO<sub>2</sub>e</p> |
| TRAC Engineering, Radio Design - Renewable Energy Contract | <p>Electricity used at Shipley Wharf, Clydeside and Chesterfield premises is now on a 100% renewable energy tariff.</p>  | <p>As per DEFRA guidelines, we continue to report emissions for our electricity despite renewable source.</p>  |
| All Companies - Electric Vehicles                          | <p>Radio Design - Electric Mini purchased. Campaigns issued regarding Electric Vehicles. Octopus Energy EV purchase scheme joined.</p> <p>TRAC Energy - Electric Minis purchased and charge points installed at bases. Campaigns</p>   | <p>Complete – RD have promoted EVs. First member of staff joined the Octopus Energy scheme December 2022.</p>  |



issued to staff regarding electric vehicles, benefits.

Octopus Energy EV purchase scheme joined and promoted to staff in 2022 to encourage and support uptake of lower emission vehicles throughout workforce.

Additional electric vehicles added to TRAC Energy fleet 2023 – Van and Mini.

## 6.0 COMPLETED CARBON REDUCTION INITIATIVES

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

| Project                                     | Description  | Output  |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
|---|--|---|-----------------------|------|------|------|------|----|-----------------------|--------------------------|------|------|-------|------|-------|--------|---|
| Radio Design - Zero Waste to landfill       | Radio Design Salts Mill, which generated most of the UK waste, now sends waste to B&M Waste's Zero Waste facility. Waste is either recycled or converted to RDF.   | 6.85 tCO <sub>2</sub> e reduction from baseline.<br>Case Study was issued to interested parties in 2021 to highlight scheme and benefits. |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| Scope 3 enhancement - Employee Commute      | <p>Surveys were issued to staff in the UK and India regarding their commutes pre and post pandemic in order to generate a baseline commute figure and current commute figure. This will help see differences made by hybrid working patterns where they exist and in future years, the difference made by uptake of electric vehicles.</p> <table border="1"> <thead> <tr> <th>Energy</th> <th>UK tCO<sub>2</sub>e</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>50.5</td> </tr> <tr> <td>2022</td> <td>30.7</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>RD</th> <th>UK tCO<sub>2</sub>e</th> <th>India tCO<sub>2</sub>e</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>41.7</td> <td>90.53</td> </tr> <tr> <td>2022</td> <td>37.57</td> <td>107.13</td> </tr> </tbody> </table> | Energy  | UK tCO <sub>2</sub> e | 2019 | 50.5 | 2022 | 30.7 | RD | UK tCO <sub>2</sub> e | India tCO <sub>2</sub> e | 2019 | 41.7 | 90.53 | 2022 | 37.57 | 107.13 | Complete. Annual survey for 2023 data was issued to staff and completed in June 2023. |
| Energy                                      | UK tCO <sub>2</sub> e  |   |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| 2019  | 50.5   |   |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| 2022  | 30.7   |   |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| RD  | UK tCO <sub>2</sub> e  | India tCO <sub>2</sub> e  |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| 2019  | 41.7   | 90.53   |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| 2022  | 37.57  | 107.13  |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| RD India - Single Use Plastics              | Audit undertaken on site in line with government regulations.  | Single use plastics eliminated.   |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| TRAC International/ Energy                  | <p>All lights within the base car park were replaced with LED low energy lighting.</p> <p>2022 figures show a 12% saving on electricity (like to also be more EV charging in 2022 so savings from project may have been even more).</p>  | 7.78 tonnes CO <sub>2</sub> e saved.  |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| TRAC International Hybrid working           | <p>Most staff working from home the majority of the time. The plan for TRAC International is to continue hybrid working.</p> <p>Working from home in 2022 reduced commuting emissions by 73%.</p>  | 25.8 tonnes CO <sub>2</sub> e saved from scope 3.   |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |
| TRAC Energy - Scope 3 enhancement - Flights | Emissions from all flights are currently being calculated. Estimate is currently:  | Complete.   |                       |      |      |      |      |    |                       |                          |      |      |       |      |       |        |   |

|      | UK tCO <sub>2</sub> e |  |
|------|-----------------------|--|
| 2019 | 169.1                 |  |
| 2022 | 72.6                  |  |
| 2023 | 105.1                 |  |

## 7.0 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 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.

|                   |                      |           |
|-------------------|----------------------|-----------|
| Managing Director | <b>Kevin Stephen</b> | Signature |
| Date              | 23/12/2024           |           |



## 8.0 REVISION STATUS

| REVISION NUMBER | DATE       | REASON FOR AMENDMENT  |
|-----------------|------------|---|
| 01              | 01/10/2024 | First published report for 2023 data submitted to SME Climate Commitment.                                 |
| 02              | 25/10/2024 | Amended figures due to missing data stream in baseline year (credit card purchases TRAC Engineering/HLM). |
| 03              | 23/12/2024 | Kerosene omitted – error corrected in scope 1 for TRAC HLM and TRAC Engineering                           |

| REVISION NUMBER | DATE                                 | CONFIRM SCOPE 1           | CONFIRM SCOPE 2          | CONFIRM SCOPE 3          | CONFIRM TOTAL             | COMMENT  |
|-----------------|--------------------------------------|---------------------------|--------------------------|--------------------------|---------------------------|--|
| Rev 01          | Figures published 01/10/2024         | Total Scope 1<br>281.2    | Total Scope 2<br>131.0   | Total Scope 3<br>2250.2  | Total =<br>2662.4         | Figures signed off by CM – cross checked by LS |
|                 |                                      | <b>Baseline</b><br>1285.2 | <b>Baseline</b><br>240.6 | <b>Baseline</b><br>926.6 | <b>Baseline</b><br>2452.4 |  |
| Rev 02          | Revised figures published 25/10/2024 | Total Scope 1<br>281.2    | Total Scope 2<br>131.0   | Total Scope 3<br>2250.2  | Total =<br>2662.4         | Figures signed off by CM                       |
|                 |                                      | <b>Baseline</b><br>1285.2 | <b>Baseline</b><br>240.6 | <b>Baseline</b><br>935.1 | <b>Baseline</b><br>2460.9 |  |
| Rev 03          | 23/12/2024                           | 289.9                     | 131.0                    | 2250.2                   | 2671.02                   | 2023 now includes Kerosene HLM/ENG             |