



 Bailie
Group

Carbon Reduction Plan

Commitment to Achieving Net Zero

Bailie Group are committed to reducing their environmental impact and as such have signed the Race to Net Zero SME climate pledge to halve our emissions by 2030 and achieve Net Zero by 2050. More information can be found here: [Business Climate Hub](#) or its [SMEs page](#).

Our group wide carbon strategy is to drive reductions to Net Zero within our own operations and our value chain by 2050.

All entities within Bailie Group are committed to achieving the above targets.

Baseline Emissions Reporting

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. Our Carbon Baseline includes our greenhouse gas (GHG) emissions from the seven GHG's named by the Kyoto Protocol:

- Carbon Dioxide (CO₂)
- Hydrofluorocarbons (HFCs)
- Methane (CH₄)
- Nitrous Oxide (N₂O)
- Nitrogen Trifluoride (NF₃)
- Perfluorocarbons (PFCs)
- Sulphur Hexafluoride (SF₆)

Our emissions are calculated in tonnes of carbon dioxide equivalent (tCO₂e) using the appropriate conversion factors published by Greenhouse Gas protocol. Our emissions data is reported in line with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard.





Group Emissions - Baseline Reporting Year (2021)

Scope 1 & 2 Emissions

Following comprehensive investigations into our energy consumption and carbon emissions during 2020 & 2021, we have baselined our Scope 1 and Scope 2 emissions from year end 2020 to year end 2021.

Our reset baseline supports our commitment to setting and achieving Net Zero Targets.

Scope 3 Emissions

We are continuing to develop the maturity of our Scope 3 footprint. Our Scope 3 baseline includes the following categories:

Category 3 - Fuel- and energy-related activities

Category 5 - Waste generated in operations

Category 6 - Business travel

Category 7 - Employee commuting

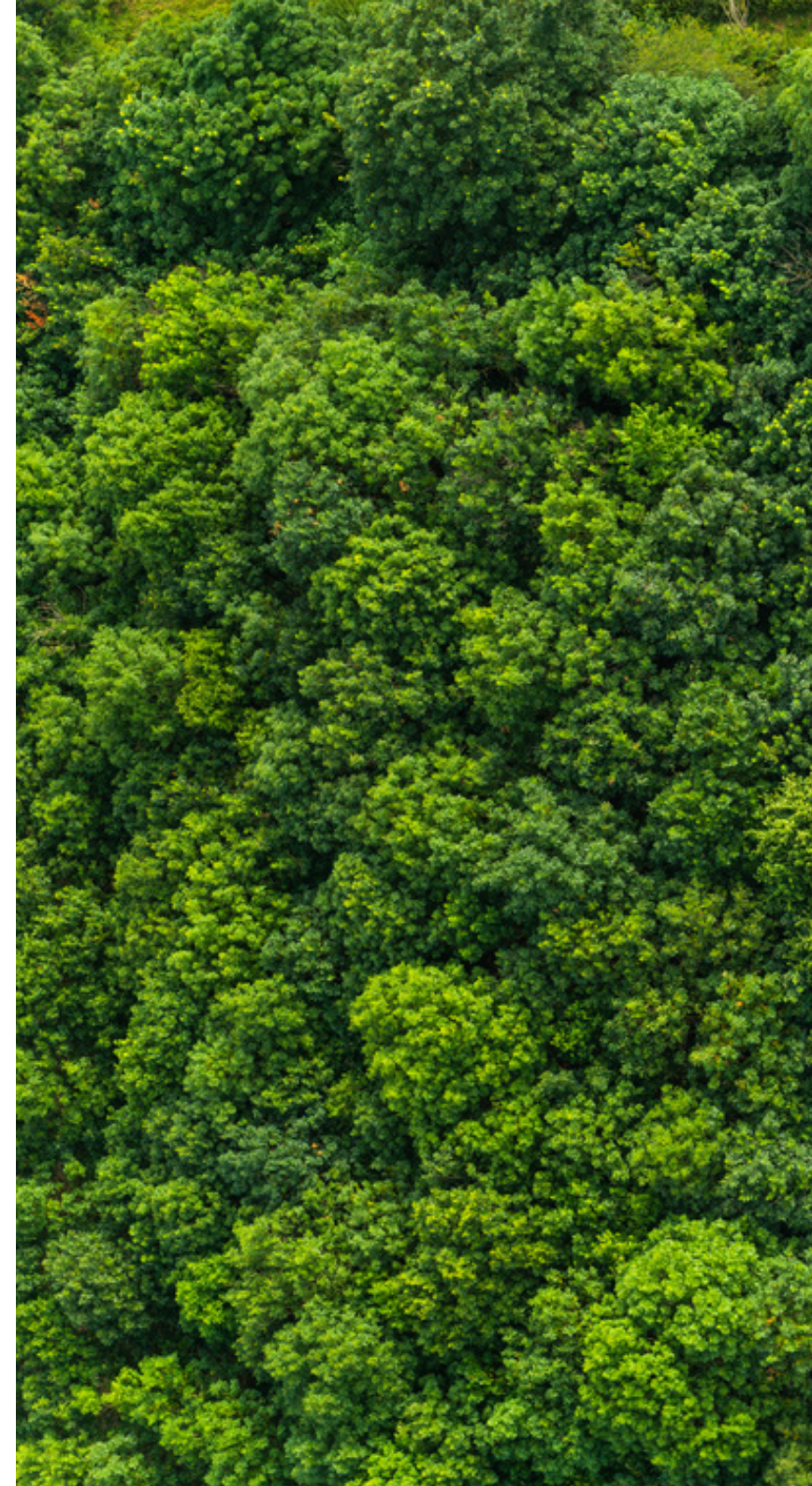
Bailie Group Baseline Emissions 2021	
Emissions	Total CO ₂ Equivalent (tCO ₂ e)
Scope 1	145.2
Scope 2	138.3
Scope 3	363.3
Total Emissions	647



Entity Emissions - Baseline Reporting Year (2021)

The following is a detailed breakdown of the 2021 Baseline Emissions of 'in scope' entities within Bailie Group.

Baseline Emissions 2021		
Entity	Emissions	tCO ₂ e
Corporate Document Services	Scope 1	86.1
	Scope 2	83.1
	Scope 3	139.9
	Total	309.1
CDS Defence & Security	Scope 1	56.1
	Scope 2	49.1
	Scope 3	160.1
	Total	265.3
Newspress	Scope 1	3.7
	Scope 2	5.2
	Scope 3	54.4
	Total	63.3
BGBS	Total	9
Total		647



Emissions Reporting 2022

Group Emissions - Emissions Reporting Year (2022)	
Reporting Year: 2022	
Emissions	Total (tCO ₂ e)
Scope 1	91.9
Scope 2 (Location based)	88.5
Scope 3	185.1

The following categories are included in our Scope 3 emission figures:

Category 3 Fuel- and energy-related activities – (T & D losses)	8.1
Category 5 Waste generated in operations incl. water supply	7.3
Category 6 Business travel	133.0
Category 7 Employee commuting	37.1
Category 9 Downstream transportation	0 ¹

Total Emissions	365²
Target	606

The following categories were captured in 2023. As no target was set in 2022 they have not been included in our 2022 Scope 3 emission figures. They will form part of future emissions reporting. They are shown below for transparency.

Category 4 Upstream transportation and distribution	1630 ³⁴
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¹ Downstream emissions are not applicable to our operations. Bailie Group does not utilise any warehouse storage facilities beyond it's own buildings. Goods are transported to the end consumer directly and purchased transportation services are included in our upstream emissions.

² Includes Bailie Group and BGBS business travel and commuting. This is not included in entity emissions. Does not include transportation emissions as these were not in 2023 targets.

³ Includes 2.28 tco₂e BGBS emissions.

⁴ Upstream transportation emissions are calculated using spend based method for courier emissions. Work is continuing to increase this data capture therefore future emissions will be higher. These emissions were added into the 2023 Carbon Reduction Plan in November 23. Whilst they did not form part of the targets for 2023, we will report these emissions in as part of the 2023 total emissions reporting and will be included in future targets and reporting.

Entity Emissions - Emissions Reporting Year (2022)

The following is a detailed breakdown of the Current Reporting Year Emissions of 'in scope' entities within Bailie Group. These emissions were updated in November 2023 with upstream emissions:

Emissions 2022		
Entity	Emissions	tCO ₂ e
Corporate Document Services	Scope 1	40.0
	Scope 2	56.7
	Scope 3	32.0
	Total	Actual 128.8
	Target	293.7
CDS Defence & Security	Scope 1	30.7
	Scope 2	30.5
	Scope 3	126.3
	Total	Actual 187.5
	Target	252.1

Emissions 2022		
Entity	Emissions	tCO ₂ e
Newspress	Scope 1	21.1
	Scope 2	1.3
	Scope 3	11.5
	Total	Actual 33.9
	Target	60.2
BGBS	Scope 3	15.8
Group Total	Total	365
	Target	606

The following categories were captured in November 2023. As no target was set for 2023 they have not been included in our 2023 Scope 3 emission figures. They will form part of future emissions reporting. They are shown below for transparency.

Category 4 Upstream Transportation and Distribution (1630⁵)

Emissions Reporting 2023

Group Emissions - Emissions Reporting Year (2023)	
Reporting Year: 2023	
Emissions	Total (tCO ₂ e)
Scope 1	68.1
Scope 2 (Location based)	86.2
Scope 3	189.7

The following categories are included in our Scope 3 emission figures:

Category 3 Fuel- and energy-related activities – (T & D losses)	7.5
Category 5 Waste generated in operations incl. water supply	5.9
Category 6 Business travel	162.2
Category 7 Employee commuting	14.2
Category 9 Downstream transportation	0 ⁶

Total Emissions	344.57
Target	347

The following categories were captured in November 2023. As no target was set for 2023 they have not been included in our 2023 Scope 3 emission figures. They will form part of future emissions reporting. They are shown below for transparency.

Category 4 Upstream transportation and distribution	1531.8 ⁷⁸
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⁵ Upstream emissions are not included in 2023 targeted reductions as they were added in Nov 23.

⁶ Downstream emissions are not applicable to our operations. Bailie Group does not utilise any warehouse storage facilities beyond its own buildings. Goods are transported to the end consumer directly and purchased transportation services are included in our upstream emissions.

⁷ Includes 1.8 tco₂e BGS emissions.

⁸ Upstream transportation emissions are calculated using spend based method for courier emissions. Work is continuing to increase this data capture therefore future emissions will be higher.

Entity Emissions - Emissions (2023)

The following is a detailed breakdown of the Current Reporting Year Emissions of 'in scope' entities within Bailie Group:

Emissions 2023		
Entity	Emissions	tCO ₂ e
Corporate Document Services	Scope 1	37.8
	Scope 2	55.7
	Scope 3	31.82
	Total	Actual 125.32
	Target	122.3⁹
CDS Defence & Security	Scope 1	29.2
	Scope 2	29.5
	Scope 3	118.2
	Total	Actual 176.9
	Target	178.1
Newspress	Scope 1	1.1
	Scope 2	1.1
	Scope 3	16.6
	Total	Actual 18.8
	Target	32.2

Emissions 2023		
Entity	Emissions	tCO ₂ e
BGBS	Scope 3	23.75
	Total	Actual 23.75
	Target	15
Group total	Total	344.77
	Target	347

The following categories were captured in 2023. As no target was set for 2023 they have not been included in our 2023 Scope 3 emission figures. They will form part of future emissions reporting. They are shown below for transparency.

Category 4 Upstream Transportation and Distribution (1531.8¹⁰¹¹)

⁹ Targets are based on a 5% reduction on 2022 emissions and do not include Upstream transportation emissions, which were 1,531.8

¹⁰ Includes 1.8 tco₂e BGBS emissions.

¹¹ Upstream transportation emissions are calculated using spend based method for courier emissions. Work is continuing to increase this data capture therefore future emissions will be higher.



PlanetMark Certification 2024

The Bailie Group has been certified with The Planet Mark for the year ending December 2023 based on its per turnover metric reduction and set a target to reduce emissions by 5% annually.

Our Planetmark certification includes all of the categories of emissions reported here except:

- Commuting
- Upstream transportation

These figures are unverified,

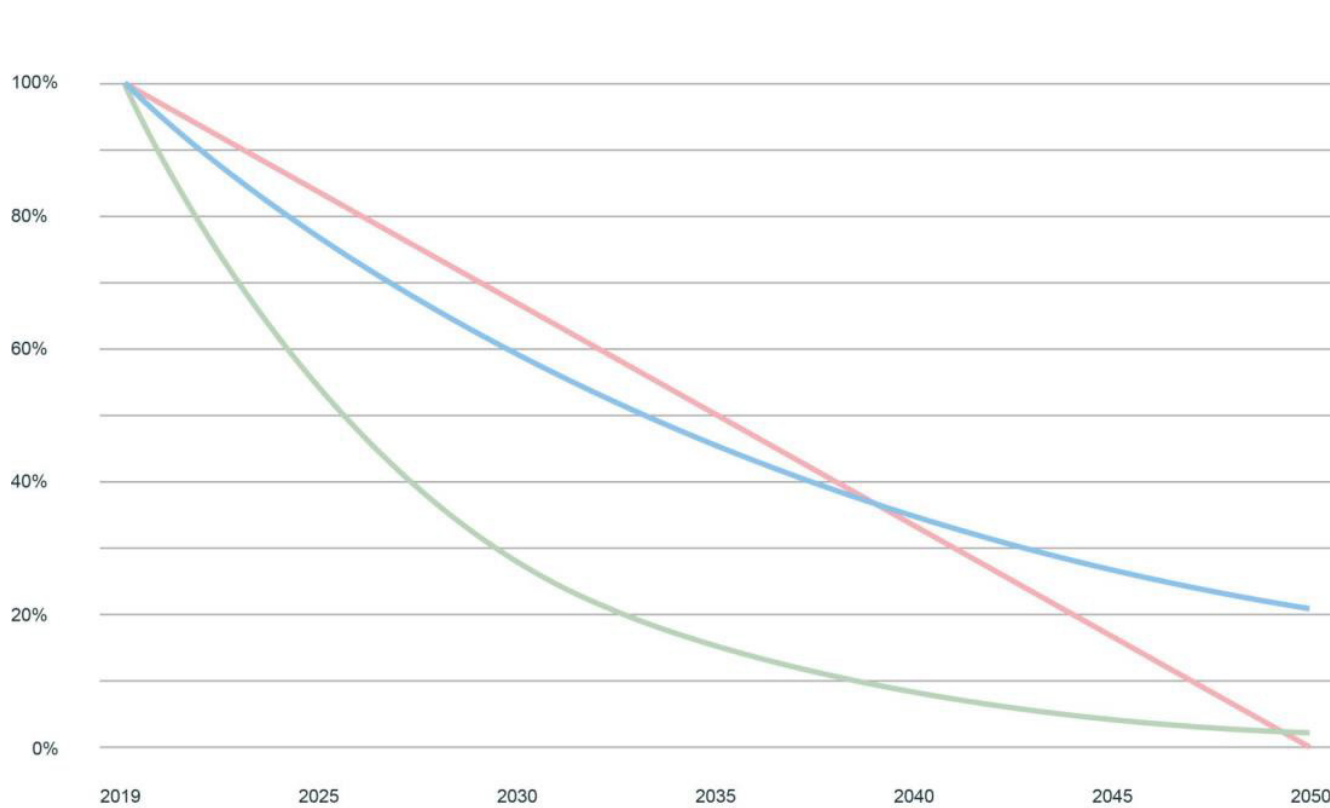
The Bailie Group's measured location-based carbon footprint for year ending December 2023 was 331.8 tCO₂e, an increase of 1% from the year ending December 2022 (328.9 tCO₂e).

The carbon footprint per £m turnover was 5.5 tCO₂e (a decrease of 4%) and the carbon footprint per employee was 0.8 tCO₂e (a decrease of 9%)



Target Setting

A decade of Action: Pathways to Net Zero through varying emissions reduction trajectories.



- Planet Mark 5% annual reduction
 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

- Planet Mark 12% annual reduction
 A 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019. A 12% year on year reduction from a 2019 baseline would set Bailie Group on track to meet the UK target Net Zero by 2050.

- Planet Mark 5% annual reduction
 In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:
 - 2040 - Net Zero within our own operations (Scope 1 & 2)
 - 2050 - Net Zero across the value chain (Scope 3)

The group has determined a 5% reduction target for 2024 against the 2023 emissions. Reduction targets are measured against an intensity metric of turnover and headcount.

Emissions 2024 Targets

Emissions 2023		
Entity	Emissions	tCO ₂ e
Corporate Document Services	Scope 1	
	Scope 2	
	Scope 3	
	Total	Target 118 (Location based)
CDS Defence & Security	Scope 1	
	Scope 2	
	Scope 3	
	Total	Target 168.01 (Location based)
Newspress	Scope 1	
	Scope 2	
	Scope 3	
	Total	Target 17.86 (Location based)
BGBS	Scope 3	
	Total	Target 24.27¹²
Group total	Total	Target 1782.67

¹² Target includes transportation emissions which were not reported on in 2023 in totals.



Carbon Reduction Projects and Achievements in 2023

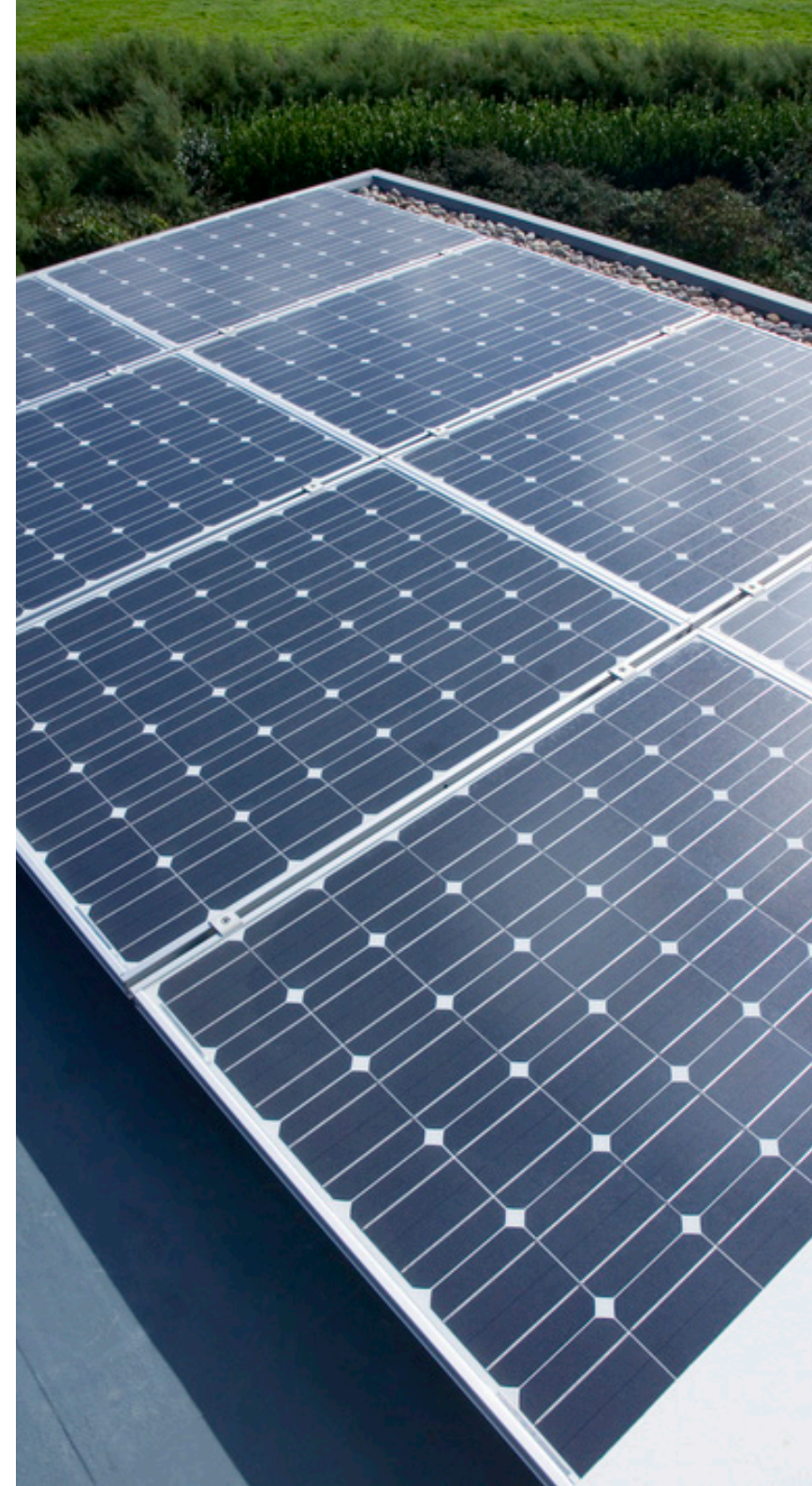
In 2023 as a group we made a total reduction in our carbon footprint of 22.25 tCO₂e. The reductions were recorded within the following categories:

- fleet travel
- fuel
- electricity (both market and location based)
- waste
- commuting

Activity in 2023

This was achieved through a combination of actions including:

- Extension of ISO 50001 scope to include our Aylesbury and Cheltenham sites.
- Installation of updated heating controls, allowing better control of heating of production and warehouse facility at our Aylesbury site.
- Solar panel installation at our Cheltenham site.
- Reduction of fleet vehicles and exchanging vehicles for less environmentally damaging alternatives.
- Relinquished low use satellite sites.
- Increasing proportion of renewable energy supply within group properties.
- Consolidation of goods deliveries to reduce number of deliveries.



Carbon Reduction Projects and Achievements to Date

The following environmental management measures and projects have been completed or implemented across the Group in 2023:

- Committed to Net Zero by 2050 by signing the SME climate pledge.
- Behaviour change, engagement and sustainability awareness training across Group.
- Consolidation of waste management to green provider ensuring zero to landfill.
- Formation of an Energy Team, tracking and reporting on energy consumption and reduction targets.
- Communication of a sustainable procurement policy.
- Procurement of less environmentally damaging fleet vehicles including Group electric van for transportation of IT equipment across the country.
- Communication of a sustainable travel policy.
- Extension of carbon emissions measurement.

Bailie Group - Carbon Reduction Plan 2024

- Implement a range of energy conservation measures: LED lighting, management and control of heating and cooling.
- Investigating renewable energy opportunities across our property portfolio.
- Responsible procurement and disposal of IT equipment with policies determining our approach.
- Continue to extend scope of emissions measurement by improving data quality.
- Begin working towards ISO Net Zero guidelines by completing a gap analysis.
- Create net zero strategy.
- 100% renewable energy supply in our group properties.

Future Considerations

- Continual improvement and development of our Environmental Data Management System.
- Achieving 100% ULEV fleet by 2030.
- Promote domestic tool for employees to calculate and reduce their carbon footprint. both at work and home – run incentive to encourage action.
- Developing full carbon footprints of all three scopes of carbon emissions of our products and services.

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 standard¹³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.¹⁴

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.¹⁵

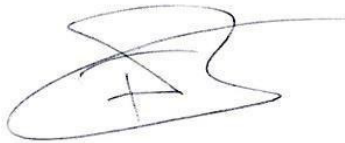
This Carbon Reduction Plan has been reviewed and approved by Bailie Group's Chief Executive.

Signed for and on behalf of Bailie Group:

Name: Fergus Bailie

Role: Chief Executive

Signature:



Date: 01/05/2024

¹³ <https://ghgprotocol.org/corporate-standard>

¹⁴ <https://www.gov.uk/government/collections/government-conversionfactors-for-company-reporting>

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

