

Carbon Reduction Plan (CRP)

Supplier Name: Topp Language Solutions Ltd

Publication Date: 11/03/2025

Commitment to Achieving Net Zero

Topp Language Solutions Ltd is fully committed to achieving **Net Zero emissions by 2040**.

Baseline Emissions Footprint

Baseline emissions represent the greenhouse gases emitted before implementing reduction strategies. Establishing this baseline allows us to measure progress effectively.

Baseline Year: 2024

Emission Source	Emissions (tCO2e)
Scope 1 (Direct Emissions)	0 (Topp Language Solutions does not use any direct fuel sources)
Scope 2 (Indirect - Electricity Usage)	0.2351
Scope 3 (Business Travel & Employee Commuting)	0.2043
Total Emissions	0.4394

Given that this is our first year of carbon reporting, baseline emissions and reporting year emissions are the same. Moving forward, we will track and adjust our reduction strategies accordingly.

Completed Carbon Reduction Initiatives

Topp Language Solutions has proactively adopted multiple sustainability measures to minimise our carbon footprint:

- **Energy Efficiency Enhancements:** Our office operates on **low-energy LED lighting** with motion-sensing capabilities to optimise electricity usage.
- **Remote Service Delivery:** Over **85% of meetings and consultations** are now conducted virtually, significantly reducing business travel emissions.

- **Eco-friendly Procurement:** We prioritise working with suppliers that adhere to sustainable practices and actively review our procurement policies.
 - **Waste Reduction and Digitalisation:** Implementation of a **paperless policy**, reducing reliance on printed materials and single-use plastics.
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Future Carbon Reduction Initiatives

To further reduce emissions, we will implement the following initiatives:

- **100% Renewable Electricity by 2026:** Transitioning all office electricity sourcing to renewable energy providers.
 - **Carbon Reduction in Business Travel:** Reducing travel-based emissions by **20% by 2027**, promoting remote-first engagements and sustainable transport options.
 - **Employee Commuting Improvements:** Encouraging and incentivising **carpooling, cycling, and hybrid work models** to reduce employee commuting emissions by **30% by 2030**.
 - **Supplier Engagement:** Ensuring that **all new supplier contracts include sustainability criteria** and measurable carbon reduction commitments.
 - **Technology & IT Efficiency:** Implementing **low-energy servers and cloud computing** solutions that minimise power consumption.
 - **Investment in Verified Offsets by 2030:** Offsetting unavoidable emissions through **high-quality carbon sequestration projects** aligned with best practices.
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Carbon Reduction Targets

Top Language Solutions will track and report emissions annually, working towards the following reduction milestones:

- **10% reduction in business travel emissions by 2027** through continued remote-first policies.
 - **30% reduction in Scope 2 electricity emissions by 2030** via energy efficiency improvements and renewable sourcing.
 - **50% total emissions reduction by 2035** through comprehensive action across all scopes.
 - **Achieve full Net Zero by 2040**, ahead of government targets.
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Governance and Review

To ensure continued progress, Topp Language Solutions will **formally review its carbon reduction plan Annually**, adjusting strategies as needed based on real-world impact assessments.

Senior Management will oversee all emissions tracking and reduction initiatives for quick strategic decision-making purposes.

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 in accordance with the **GHG Protocol Corporate Standard** and appropriate Government conversion factors.

Scope 1 and Scope 2 emissions have been reported in line with **SECR requirements**, and the required subset of Scope 3 emissions has been reported in accordance with the published standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



Name: Cassandra Topp
Position: Managing Director
Date: 3rd March 2025