

CARBON REDUCTION PLAN

FOR



Prepared by:



Silent Sounds Carbon Emissions Report

Table of Contents

1	Net Zero Commitment	3
2	Background Information	3
3	Carbon Emissions Overview	5
4	Analysis by Scope	5
5	Emissions by Activity	6
6	Intensity Metric Analysis	7
7	Emissions Reductions Targets	7
8	Carbon Reduction Actions	8
9	Emissions Data	9
10	Standard and Methodology Used	10
11	Data Quality / Confidence	10
12	Declaration & Sign Off	10
13	Glossary	11

Silent Sounds Carbon Emissions Report

1 Net Zero Commitment

Silent Sounds recognises the importance of making a full and lasting commitment to reducing the greenhouse gas emissions from our activities, in support of the wider commitment of the world to limit global temperature increases and the impact on the planet.

We commit to the following:

1. For our company to achieve Net Zero in line with the Science Based targets set out by the UNFCCC i.e., to achieve Net Zero no later than 2050 and target a 50% reduction in emissions by 2030.
2. To set realistic short- and long-term targets that are designed to achieve our Net Zero commitments.
3. To report the total Greenhouse Gas emissions of our business, at a minimum, on an annual basis.

	Year	Earlier Year if Possible
Commitment to be Net Zero	2050	2045
50% Emissions Reduction	2030	

2 Background Information

2.1 Company

Silent Sounds is a Limited Company registered in England, company number 08043043, with a head office address of 9 - 10 Manor Courtyard Hughenden Avenue, High Wycombe, England, HP13 5RE.

Silent Sounds Communications is a private organisation based in High Wycombe. We specialise in many areas of Spoken, Deaf and Translation Services.

We are passionate about promoting deaf awareness and continually strive to ensure that Deaf/hearing impaired people have equal access to the services that they require. We work within a wide variety of areas. There are approximately 9 million deaf people in the UK all using different forms of communication. Therefore, we have concentrated on providing a wide range of deaf communication services, which includes British Sign Language, Deaf Relay, Sign Supported English (SSE), Lipspeaking and Notetaking. We are also able to provide Irish, American & Farsi Sign Language and Deafblind Manual interpreting when required.

As language specialists, we strive to deliver a fast and efficient service in over 200 languages. Our dedicated team of Languages professionals and Interpreters work as a Ambassadors to ensure that our service is world class making us the first name for Interpreting.

2.2 General Data

Reporting Period	Current Period April 2023 - March 2024
Industry	Translation and Interpretation
No. of Staff	25
No. of Offices Owned	1
No. of Offices Leased	0
No. of Company Vehicles - Owned	0
No. of Company Vehicles - Leased	0

Silent Sounds Carbon Emissions Report

2.3 Current Reporting Period

April 2023 - March 2024

2.4 Organisational Boundary

There are 3 different approaches to measuring emissions, as defined by the GHG Protocol. This report has been constructed using the **Operational Control Approach**, considering the requirements of each potential approach.

Approach	Description	Approach Taken
Operational Control	The organisation has operational control over an operation if it or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.	✓
Financial Control	The organisation has financial control over the operation if it has the ability to direct the financial and operating policies of the organisation with a view to gaining economic benefits from its activities.	
Equity Share	The organisation accounts for GHG emissions from operations according to its share of equity in the operation.	

2.5 Benchmark Year

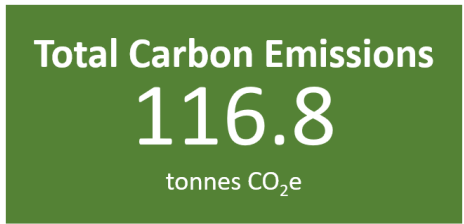
The organisation's benchmark year is from **April 2023 - March 2024**. This is the first time the organisation has measured and reported on its carbon emissions.

2.6 Methodologies Used

Throughout this report all methodologies used are explained within the relevant sections.

Silent Sounds Carbon Emissions Report

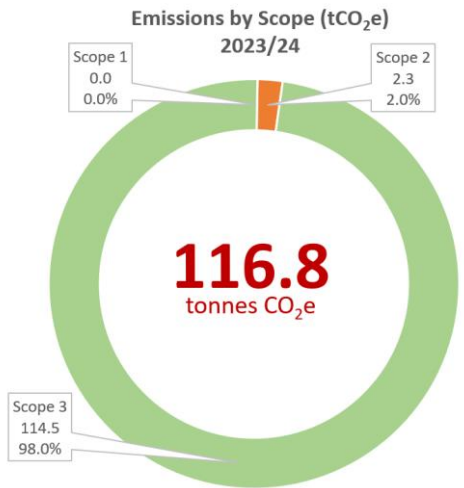
3 Carbon Emissions Overview



The total calculated emissions for the business for the period 2023/24 are 116.8 tCO₂e. This is the first year the company has measured its carbon emissions. As such this is the benchmark year of the company with the breakdown of emissions analysed throughout this report.

The Company will aim to measure an increasing amount of Scope 3 emissions and is committed to reducing their emissions across all scopes.

4 Analysis by Scope

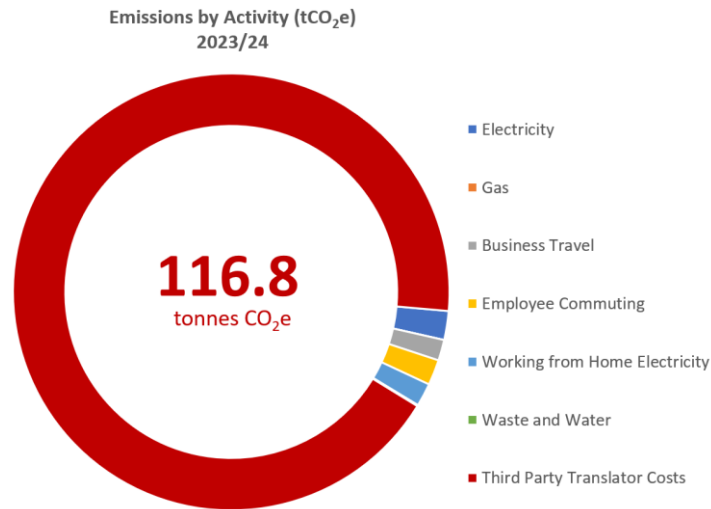


Scope	Description	tCO ₂ e	%
Scope 1	Silent Sounds does not have any Scope 1 emissions. Heating is provided by electric heaters in the office and they do not have any company vehicles.	0.0	0.0%
Scope 2	Emissions in Scope 2 include electricity used at the company's office. The office is not on a renewable tariff.	2.3	2.0%
Scope 3	Scope 3 emissions include: <ul style="list-style-type: none"> • Waste and Water • Business Travel • Employee Commuting • Transmission and Distribution of Electricity • Third Party Translator Costs No couriers are used for any services.	114.5	98.0%
TOTAL		116.8	100%

Reported Scope 3 emissions may increase in future years as data and information becomes available.

Silent Sounds Carbon Emissions Report

5 Emissions by Activity




Data Details		2023-2024		
Emission Type	Scope	tCO ₂ e	Data Source	Data Confidence
Energy				
Gas	1	-	Gas Bill	High
Electricity	2	2.3	Electricity Bills	High
Transmission & Distribution	3	0.2	EEIO Spend Analysis	Medium
Employee Commuting				
Car - Petrol	3	2.1	Employee Survey	Medium
Bus and Rail	3	0.1	Employee Survey	Medium
Business Travel				
All Business Travel	3	1.8	EEIO Spend Analysis	Medium
Additional Scope 3 Measured				
Working from Home Electricity	3	2.0	Employee Survey	Medium
Waste and Water	3	0.1	Waste and Water Bills	High
Third Party Translator Costs	3	108.2	EEIO Spend Analysis	Medium
TOTAL		116.8		

Silent Sounds Carbon Emissions Report

6 Intensity Metric Analysis

Intensity metrics help normalise emissions data, taking into account variations in production levels or activity volumes. This allows for a more accurate assessment of emission trends over time, regardless of changes in business operations. The initial intensity metrics for the company are below and will be used for comparative purposes in following years.

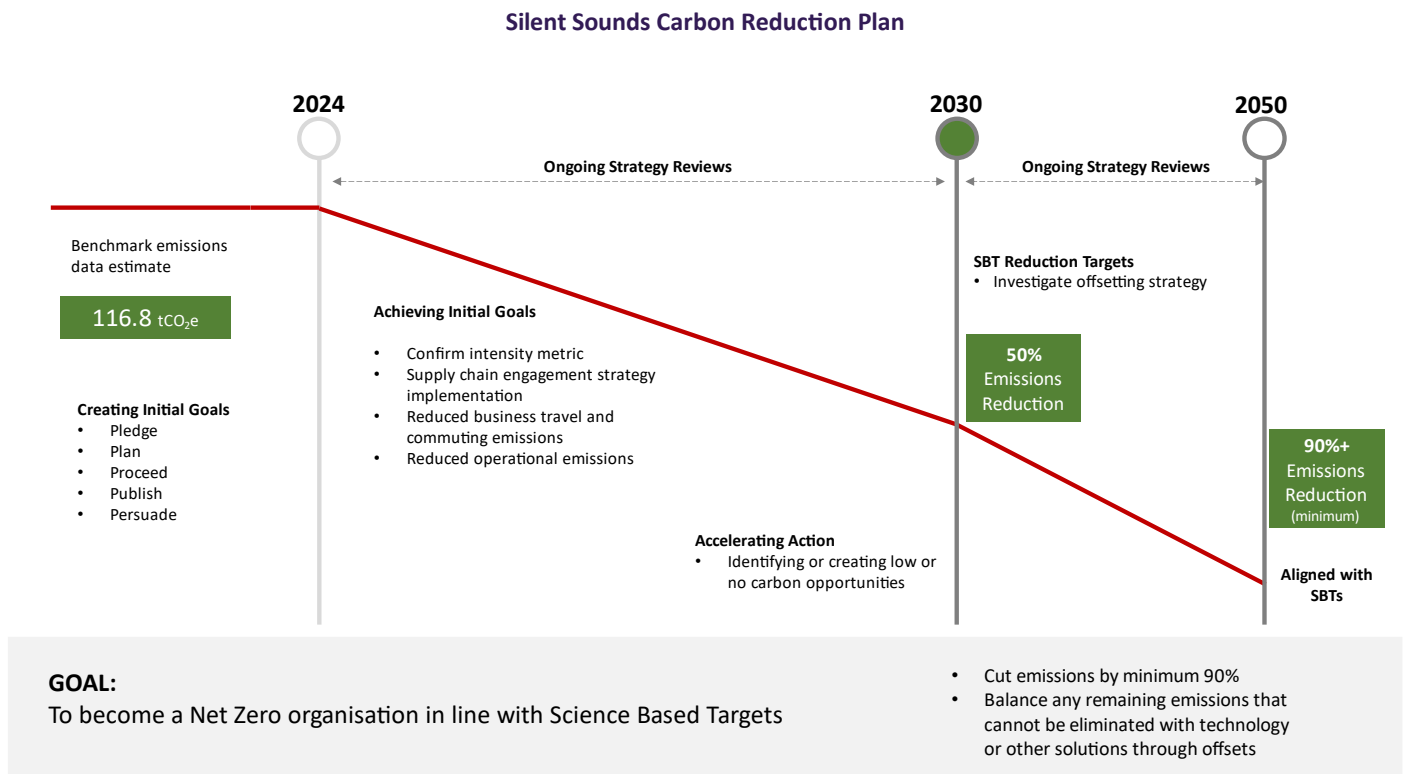
Intensity Metrics (tCO₂e)

	2023/24
Per Employee	Scopes 1, 2 & 3 4.8

The chosen intensity metric shows a carbon emissions value of **4.8 tCO₂e per employee**. The business headcount averaged 24 people during the benchmark period.

7 Emissions Reductions Targets

The following graph summarises the carbon emissions reduction targets.



Silent Sounds Carbon Emissions Report

8 Carbon Reduction Actions

Silent Sounds will develop the following initiatives that will support the company's strategies to meet Science Based Targets:

Area of Focus	Initiative
Engagement of Team	To engage the entire team throughout the organisation in the Net Zero transition plan and to encourage staff to support lower carbon ideas, opportunities, and activities.
Business Travel Emissions	To introduce a sustainable travel policy encouraging use of public transport and lower carbon options when practical to do so. This will be implemented during 2023.
Carbon Emissions Dashboard	Silent Sounds has made the commitment to complete its carbon emissions dashboard on a regular basis. This is overseen by a member of the Senior Management Team and shared with the wider team on a quarterly basis. By partnering with Net Zero International, we gain access to their expertise and support in reporting our emissions and how to reduce them, including best practice and insights. We will also promote our activities on social media to encourage others to make lower carbon decisions.
Supply Chain Review	To carry out a full review of the supply chain, developing a full plan in 2023 – 2024, followed by the introduction of a sustainable supply chain policy in 2024.
Third Party Translator Costs	Review feasibility of reducing third party translator costs and employing direct staff.
Energy Tariffs	Discussion with landlord about feasibility of changing to a renewable electricity tariff.
Data Collection	Developing internal systems and processes to capture key billing data for future carbon reduction reports.

Signed on behalf of Silent Sounds

Name: Fazel Qasim



Position: **Operations Director**

Date: 02/09/2024

Silent Sounds Carbon Emissions Report

9 Emissions Data

The data contained in the table below represents total emissions calculated and is consistent with SECR requirements. All sources of emissions that have been measured are included in the totals below. Emissions from key activities are summarised in the previous sections.

	Current Reporting Year Apr 23 - Mar 24
Energy consumption used to calculate emissions Electricity Scope 2 - UK & Offshore (kWh)	20,405
Energy consumption used to calculate emissions – Global, excluding UK & Offshore (kWh)	N/A
Basis of Energy reporting (Location or Market)*	Location
% of total energy sourced from certified renewable sources	0%
Emissions associated with energy consumption - UK, Offshore & Global (tCO ₂ e)	2.3
Emissions from activities for which the company is responsible including combustion of fuel & operation of facilities - Scope 1 (tCO ₂ e)	0.0
Emissions from purchase of electricity, heat, steam and cooling purchased for own use - Scope 2 (tCO ₂ e)	2.3
Total Scope 1 & 2 Emissions (tCO₂e)	2.3
Emissions from upstream activities out of operational control - Scope 3 (tCO ₂ e)	114.5
Emissions from use of sold products and services out of operational control - Scope 3 (tCO ₂ e)	None included
Total Gross Scope 3 Emissions (tCO₂e)	114.5
Total Scope 1, 2 & 3 Emissions (tCO₂e)	116.8
Intensity ratio tCO ₂ e (gross Scope 1, 2 & 3) per employee	4.8
Carbon offsets (tCO ₂ e)	0.0
Total Annual Net Emissions (tCO₂e)	116.8

* A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen.

10 Standard and Methodology Used

Silent Sounds categorises its Greenhouse Gas (GHG) Emissions as Scope 1, 2 or 3 as referred to in the WBCSD – WRI Greenhouse Gas Protocol (revised edition, dated March 2014). Emissions in Carbon Dioxide equivalent (CO₂e) for all scopes are calculated using the conversion factors listed in DESNZ Greenhouse Gas Conversion Factors for the relevant 12-month period over which the carbon emissions are calculated. Procured renewable electricity and gas is calculated in accordance with the WBCSD – WSI Scope 2 Guidance on procured renewable energy (2015).

11 Data Quality / Confidence

The data used to generate this report has been collected from various sources from both within the company and using assumptions gathered by Net Zero International. These emissions have been converted to CO₂e using GHG Protocol and DESNZ frameworks and conversion factors for the relevant period.

12 Declaration & Sign Off

This Carbon Reduction Plan has been completed in accordance with SECR, 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 agreed by the board of directors (or equivalent management body).

Signed on behalf of Net Zero International

Name: **David Hawes**

A handwritten signature in black ink that reads "David Hawes". The signature is written in a cursive, flowing style.

Position: **Chief Executive Officer**

Date: 2nd September 2024

Silent Sounds
Carbon Emissions Report

13 Glossary

Benchmark Data	The chosen 12-month period that sets the calculated emissions that need to be mitigated and/or offset.
Carbon Reduction	Reduction in measured CO ₂ e emissions
Carbon Reduction Plan	Plan to reduce CO ₂ e emissions over a period of time, updated annually
Carbon Emissions (Gross)	CO ₂ e emissions from Company activities
Carbon Emissions (Net)	CO ₂ e emissions from Company activities minus verified carbon offsets the Company purchases
Carbon Neutral	When emissions are fully offset including those emissions that could be mitigated.
Carbon Offsets	A removal or reduction of carbon emissions through a verified scheme.
CO₂e	All greenhouse gases expressed in terms of Carbon Dioxide equivalent (CO ₂ e) for consistency of reporting.
DESNZ	Department of Energy Security and Net Zero (https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)
EEIO	Environmentally Extended Input Output – Emissions estimated on spend https://ghgprotocol.org/
Organisational Boundaries	GHG Protocol Organisational Boundaries https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf
GHG Protocol	Greenhouse Gas Protocol https://ghgprotocol.org/
Greenhouse Gases	Carbon Dioxide (CO ₂), Methane (CH ₄), Nitrous Oxide (N ₂ O), Chlorofluorocarbons (CFCs and HCFCs), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs), Sulphur Hexafluoride (SF ₆)
Greenhouse Gas Conversion Factors	Annually published conversion factors normally published by relevant government departments. Converts activity into CO ₂ e emissions.
Greenhouse Gas Emissions (GHG)	Gases in the atmosphere that absorb and radiate heat
Intensity Metric/Ratio	A metric that measures carbon emissions per relevant unit of activity in a business.
Market Reporting v Location Reporting	Market is based on specific tariffs. Location is based on the country from which you are reporting.
Net Zero	GHG emissions are mitigated and those that cannot are offset
Renewable Tariff	An energy tariff that is 100% powered by renewable energy and is certified.
SBT	Science Based Targets – reducing emissions by 50% by 2030 and by 90% by 2050 and offsetting the remaining amount.
Scope 1	The fuels that are burnt (gas, transport the company owns, refrigerant gases)
Scope 2	The energy that is bought (electricity from the grid, purchased heat)
Scope 3	Emissions embedded in everything a company buys and emitted as a consequence of everything a company sells.
SECR	Streamlined Energy & Carbon Reporting
tCO₂e	Metric tonnes of CO ₂ equivalent emitted.
WBCSD	World Business Council for Sustainable Development https://www.wbcsd.org/
WRI	World Resource Institute https://www.wri.org/