



## Carbon Reduction Plan

**Organisation Name:** Starfish Search Limited **Plan Version:** 1.0 **Date:** 27<sup>th</sup> August 2025

### 1. Executive Summary

This document outlines the Carbon Reduction Plan for Starfish Search Limited, an SME committed to achieving a Net Zero carbon footprint by **2050**. This plan provides a clear roadmap to measure, manage, and mitigate our greenhouse gas (GHG) emissions. Our strategy focuses on identifying key emission sources, setting ambitious but achievable targets, and implementing practical actions across our operations and value chain. We believe this commitment will not only contribute to the UK's national climate goals but also improve our business efficiency, reduce operational costs, and enhance our reputation among customers, suppliers, and employees.

### 2. Baseline Emissions Footprint

To effectively reduce our emissions, we must first understand our current carbon footprint. Our baseline emissions represent a snapshot of our GHG emissions for a specific, representative 12-month period. This baseline will be used to measure our progress against our targets.

**Baseline Year:** 1 January 2024 – 31 December 2024

**Total Baseline Emissions:** 181.94 CO<sub>2</sub>e

#### Emissions by Scope

- **Scope 1: Direct Emissions**
  - Emissions from sources we own or control.
  - **Sources:** Company vehicles (e.g., fuel for fleet cars, vans), on-site gas boilers for heating, and refrigerants.
  - **Baseline:** 0.00 CO<sub>2</sub>e
- **Scope 2: Indirect Emissions from Purchased Energy**
  - Emissions from the generation of purchased electricity.
  - **Sources:** Purchased electricity for lighting, office equipment, servers, and air conditioning.
  - **Baseline:** 5.3 CO<sub>2</sub>e
- **Scope 3: Other Indirect Emissions**
  - Emissions from sources in our value chain. For an SME, this can be complex. We will focus on the most material sources first.
  - **Sources:** Business travel (air, rail, car), employee commuting, waste generated in operations, and purchased goods and services.
  - **Baseline:** 176.6 CO<sub>2</sub>e



### 3. Carbon Reduction Targets

Our goal is to achieve Net Zero by **2050**, in line with UK government legislation. We will set intermediate targets to ensure consistent progress.

- **Short-Term Target (by 2030):** Reduce total emissions by 20% from our baseline year.
- **Medium-Term Target (by 2040):** Reduce total emissions by 50% from our baseline year.

### 4. Key Reduction Projects & Initiatives

This section details the practical actions we will take to meet our targets.

#### A. Energy & Operations

- **Action:** Switch to a 100% renewable electricity tariff.
  - **Timeline:** Within the next 2 years once the current contract has ended. Total Energies are currently 40% renewable.
  - **Impact:** This is one of the most effective ways to reduce Scope 2 emissions.
- **Action:** Upgrade office lighting to energy-efficient LED bulbs.
  - **Timeline:** 36 months (existing lights to be replaced as they “run out”)
  - **Impact:** Significant reduction in electricity usage.
- **Action:** Implement an "office switch-off" policy, ensuring all non-essential equipment is turned off at the end of the day.
  - **Timeline:** Immediately
  - **Impact:** Simple behavioural change with a quick win on electricity savings.

#### B. Transport & Travel

- **Action:** Review and implement a "low-carbon travel policy" prioritising virtual meetings over business travel and encouraging rail travel over flights.
  - **Timeline:** Within 6 months
  - **Impact:** Reduces Scope 3 business travel emissions.
- **Action:** Incentivise employee commuting via public transport, cycling (e.g., Cycle to Work scheme), or carpooling.
  - **Timeline:** Ongoing: remind colleagues of cycle to work scheme and public transport options
  - **Impact:** Reduces Scope 3 commuting emissions and promotes employee well-being.

### C. Waste & Supply Chain

- **Action:** Implement a comprehensive recycling programme for paper, plastic, glass, and food waste.
  - **Timeline:** Within 2 months – already implemented in Leeds office through council recycling programme. London TBC
  - **Impact:** Reduces Scope 3 waste emissions and can lower waste disposal costs.
- **Action:** Digitise business processes to reduce paper usage (e.g., paperless invoicing, digital filing).
  - **Timeline:** Ongoing (and reminders to colleagues to only print where absolutely necessary).
  - **Impact:** Reduces waste and resource consumption.
- **Action:** Engage with our key suppliers to understand their own carbon reduction efforts.
  - **Timeline:** Annually – surveys to be sent out annually in January to key suppliers to understand their carbon reduction efforts.
  - **Impact:** Strengthens our supply chain and encourages broader decarbonisation.

### 5. Governance & Reporting

We will ensure this plan is actively managed and communicated.

- **Reporting:** We will measure our carbon footprint annually, using the same methodology as the baseline, and publish the results on our company intranet.
- **Governance:** A senior member of staff will be responsible for overseeing the implementation and progress of this plan.
- **Employee Engagement:** We will communicate our progress to all staff and encourage their participation through regular updates and internal initiatives.

### 6. Declaration & Sign-Off

This plan represents our commitment to reducing our carbon emissions and contributing to a sustainable future.

**Name:** Rob Stirk **Title:** Finance Director **Date:** 27<sup>th</sup> August 2025

#### LONDON

0203 971 0831  
Starfish Search Ltd  
85 Gresham Street  
London, EC2V 7NQ

#### LEEDS

0113 246 4262  
Starfish Search Ltd  
5th Floor, Airedale House,  
Albion Street, Leeds, LS1 5AP

#### ACCREDITATIONS



Crown  
Commercial  
Service  
Supplier



CYBER  
ESSENTIALS