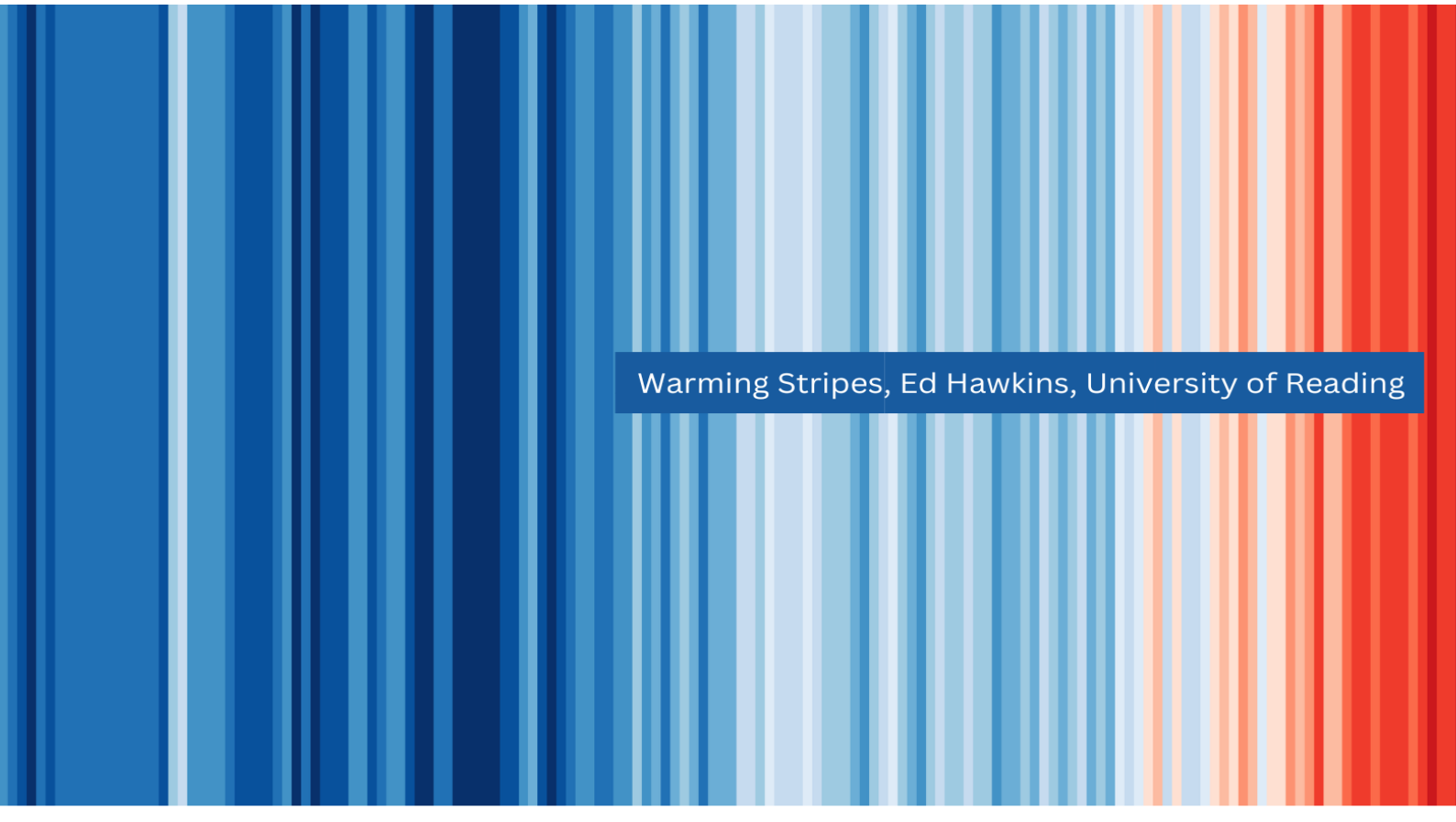
CARBON REDUCTION PLAN

FOR

JPA® Workspaces

Prepared by:	net zero. international
Reporting Period:	January 2024 – December 2024
Issued Date:	30th June 2025



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1 Net Zero Commitment

JPA Workspaces 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	2040*
50% Emissions Reduction	2030	

*In line with NHS Evergreen and UCLH Supplier Strategy

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2 Background Information

2.1 Company

JPA Workspaces is a Limited Company registered in England, company number 01180064. The head office is Sphere Industrial Estate, Campfield Road, St Albans, Hertfordshire, AL1 5HT. Established in 1974, the business celebrated its 50th anniversary in 2024.

Specialising in the design, provision and maintenance of contract workspace interiors across commercial offices, education, healthcare and hospitality, **JPA Workspaces** is committed to improving both its own and industry performance in relation to ESG reporting and development.

Responsible business operation lies at the heart of JPA's business model underpinned by a long-standing focus on product longevity, circularity and waste reduction. We provide a complete range of services for every stage of the furniture lifecycle including a take back and recycling service at end of life to ensure zero waste.

Reporting Period	**Benchmark Period** January 2021 – December 2021	**Current Period** January 2024 – December 2024
Industry	**Workplace Solutions**	**Workplace Solutions**
No. of Staff	22	22
No. of Premises Owned	0	0
No. of Premises Leased	1	1
No. of Company Vehicles - Owned	8	6
No. of Company Vehicles - Leased	0	0

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2.2 Current Reporting Period

January 2024 – December 2024

2.3 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.	

2.4 Benchmark Year

The organisation's benchmark year is from January 2021 –December 2021**.** This is the fourth time the organisation has measured and reported on its carbon emissions.

2.5 Methodologies Used

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

3 Carbon Emissions Overview

Benchmark Period	Current Period	
Total Carbon Emissions	**Total Carbon Emissions**	**Change**
2,100.2	**3,405.0**	**1,304.8** 38.3% Increase
tonnes CO_2e	tonnes CO_2e	tonnes CO_2e

The total calculated scope 1, 2 and 3 emissions for the business in 2024 were 3,405 t CO_2e. This is compared to 2,100.2 t CO_2e in the baseline year and is an increase of 38.3%. This increase is driven by a broader range of scope 3 calculations and an increase in turnover. The carbon intensity per £ of turnover has reduced by 15%.

JPA Workspaces has measured all Scope 1 and 2 emissions, plus elements of Scope 3 for this reporting period, including supplier spend. Supplier spend has been calculated using the spend based methodology. All other data has been calculated using energy bills, travel expenses and employee surveys.

The Company is committed to continually evolve and improve the measurement process and accuracy in future years for Scope 3 emissions. The business leases an office and warehouse and owns a fleet of 8 delivery vans.

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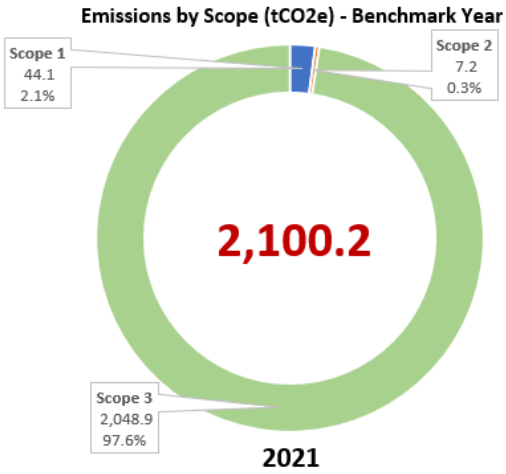
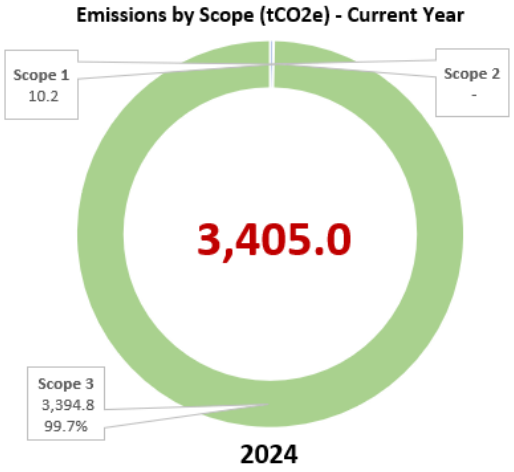
4 Analysis by Scope





Scope	Description	tCO2e	%
Scope 1	Scope 1 emissions includes fuels used at company premises and company vehicles.	10.2	0.3%
Scope 2	Emissions in scope 2 includes electricity used at the company's premises. The office is on a fully renewable tariff.	-	0.0%
Scope 3	Scope 3 emissions include: • Business Travel • Employee Commuting • Transmission and Distribution of Electricity • Purchased Goods and Services	3,394.8	99.7%
TOTAL		**3,405.0**	**100.0%**

Reported Scope 3 emissions will increase in future years as more detailed data becomes available and as more of the fifteen recognised categories are included covering both upstream and downstream activities.

1.	Purchased Goods and Services	Included
2.	Capital Goods –	Not applicable
3.	Fuel- and Energy-Related Activities – transmission and distribution	Included
4.	Upstream Transportation and Distribution	Not applicable
5.	Waste Generated in Operations	Included
6.	Business Travel	Included
7.	Employee Commuting	Included
8.	Upstream Leased Assets	Not applicable
9.	Downstream Transportation and Distribution	Not applicable
10.	Processing of Sold Products	Not included
11.	Use of Sold Products	Not included
12.	End-of-Life Treatment of Sold Products	Not included
13.	Downstream Leased Assets	Not applicable
14.	Franchises	Not applicable
15.	Investments	Not applcable

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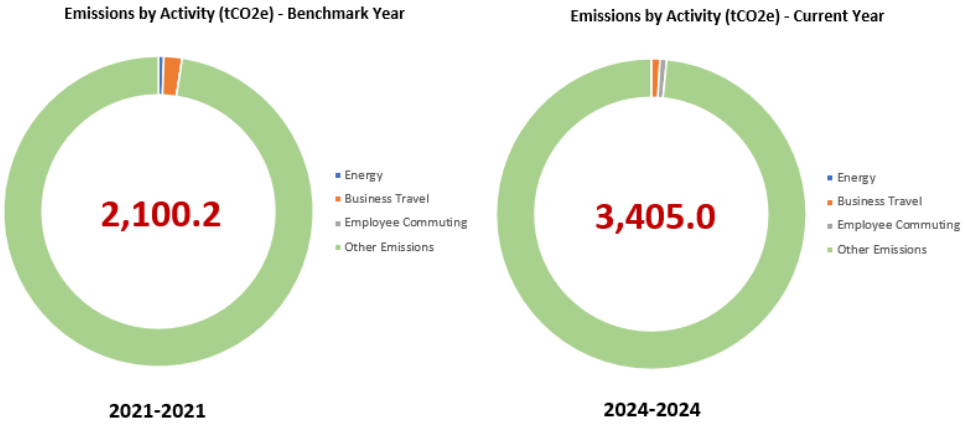
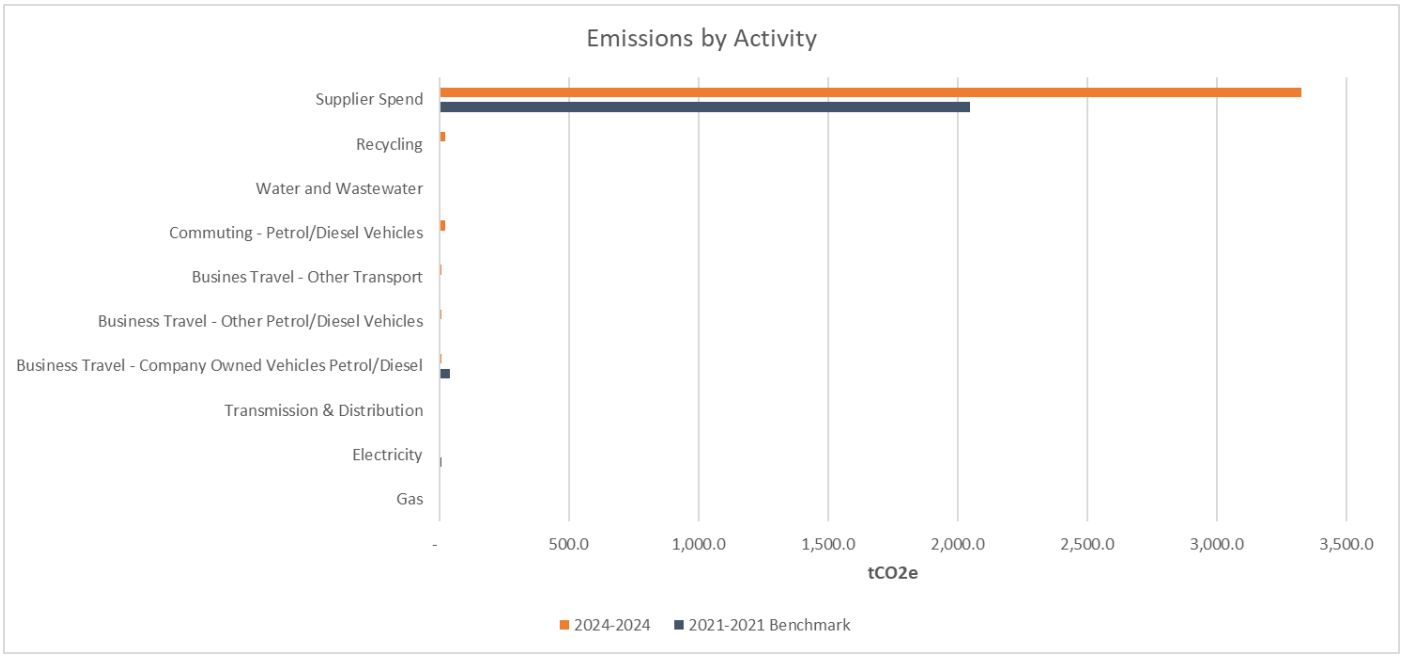
5 Emissions by Activity





Data Details Emission Type	Scope	Benchmark Year 2021 tCO2e	Current Year 2024 tCO2e	Difference	Data Source	Data Confidence
Energy						
Gas	1	3.8	-	- 3.8	No Gas on Site	High
Electricity	2	7.2	-	- 7.2	Electricity Bills	High
Transmission & Distribution	3	0.6	0.6	- 0.0	Electricity Bills	High
		11.6	**0.6**	- **11.0**		
Business Travel						
Business Travel - Company Owned Vehicles Petrol/Diesel	1	40.3	10.2	- 30.1	Finance Report	High
Business Travel - Other Petrol/Diesel Vehicles	3	-	9.8	9.8	Staff Expenses	High
Busines Travel - Other Transport	3		10.2	10.2	Staff Expenses	High
		40.3	**30.2**	- **10.1**		
Employee Commuting						
Commuting - Petrol/Diesel Vehicles	3	-	23.7	23.7	Employee Survey	Medium
		-	**23.7**	**23.7**		
Other Emissions Calculated						
Water and Wastewater	3	-	0.2	0.2	Spend Analysis	Medium
Upstream Transportation and Distribution	3	-	-	-	Spend Analysis	Medium
Downstream Transportation and Distribution	3	-	-	-	Spend Analysis	Medium
Recycling	3	-	24.8	24.8	Spend Analysis	Medium
Supplier Spend	3	2,048.2	3,325.5	1,277.3	Spend Analysis	Medium
		2,048.2	**3,350.5**	**1,302.3**		
TOTAL		**2,100.2**	**3,405.0**	**1,304.8**		

Emissions have increased since the benchmark period due to more scope 3 criteria added and increased supplier spend due to increase in turnover.

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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 (tonnes CO_2e)

Per Employee

	Benchmark Year 2021-2021	Current Year 2024	Change	Increase
Scopes 1, 2 and 3	95.5	125.3	29.88	31%

Per £'000 Turnover

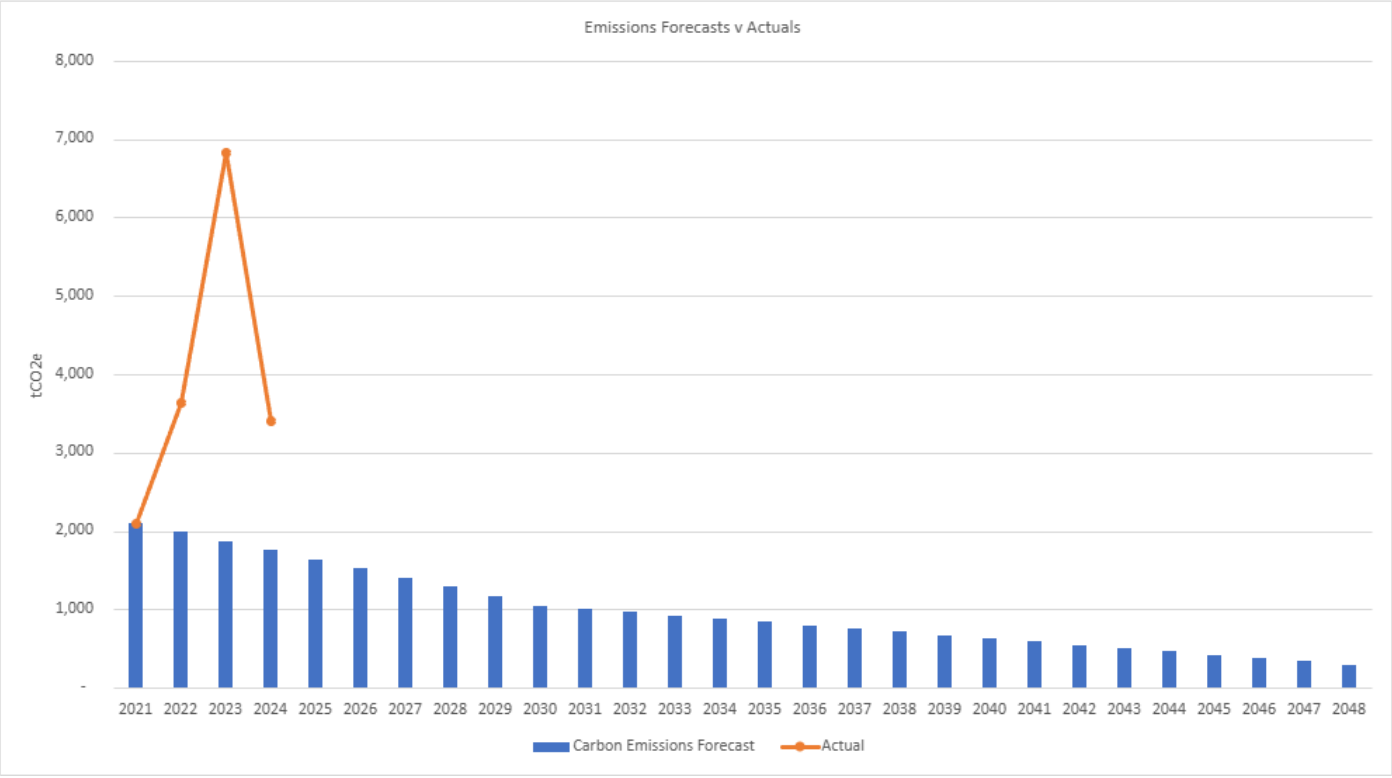
	Benchmark Year 2021-2021	Current Year 2024	Change	Decrease
Scopes 1, 2 and 3	0.7	0.6	-0.10	-15%

The chosen intensity metrics show a carbon emissions value of 125.3 tCO_2e per employee. The business headcount averaged 27 people during the reporting period and exited with 22 employees.

7 Emissions Reductions Targets

Science Based Targets (SBTs) specify the need to target emissions reductions by 90% by 2050. In some circumstances, countries and companies may set emissions targets for different dates.

The following chart provides a forecasted view of the emissions targets for the organisation. These targets will be mapped against actual emissions year by year to support ongoing strategies and decision making to achieve the SBTs.



Emissions in 2023 include a large one-off contract win, resulting in a significant increase in turnover and emissions.

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8 Carbon Reduction Actions

A five-year target of 50% Scope 1 and 2 reduction was set from the baseline of 51.3 tCO2e in 2021 i.e. 25.5 tCO_2e by 2026. A 75% reduction has now been achieved.

A 90% scope 1 and 2 emissions reduction by 2040 will be enabled by transitioning to a EV fleet across our operation with offsetting in place for residual emissions. Transition to renewable gas and electricity was achieved in Spring 2023.

A 50% scope 3 emission reduction is targeted by 2030. Calculations are currently based on spend. The focus of our attention is on our manufacturing partners who make up over 90% of our scope 3 emissions so we are working with them to get a better understanding of their environmental plans and progress to date.

Supplier rationalisation began in 2024 and will continue in 2025. As we get to grips with actual carbon data we anticipate scope 3 emissions to increase significantly before they decrease. We are developing a method for collecting emissions and other environmental data to help us report 80% of our spend by FY2025/25 (instead of spend based calculations).

Waste reduction continues to be a priority alongside all other relevant scope 3 emissions. Additionally, we have begun benchmarking embodied carbon of projects to help clients become familiar with the 'carbon calories' in furniture, also giving clients to opportunity to offset the embodied carbon of their projects through certified carbon removal schemes.

JPA Workspaces are developing the following initiatives to support the company's strategies to meet Science Based Targets:

Area of Focus	Initiative
Engagement of Team	Engaging the entire team throughout the organisation in the Net Zero transition plan and encouraging staff to support lower carbon ideas, opportunities, and activities.
Reduce Reliance on Spend Based Data	Reviewing major emissions based on spend (using 80/20 pareto principle) and developing more accurate emissions data together with suppliers.
Business Travel Emissions	Introducing a sustainable travel policy as part of the company handbook and induction process encouraging use of public transport and lower carbon options when practical to do so.
Carbon Emissions Dashboard	Completing 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.
Fleet Strategy	Reviewing the fleet on a regular basis and the feasibility of technology to enable fleet vehicles to transition to lower emission engines from hybrid or electric engines. Less efficient vehicles are likely to be sold in 2025 and we may also pilot subcontracting logistical works with more efficient vehicles for selected projects and clients.
Supply Chain Review	Carrying out regular reviews of supply chain partners and introducing a sustainable supplier policy and/or supplier agreement.
Energy Efficiency of Site	Continuing to reduce energy consumption after transitioning to renewables in 2023 Improving waste recyclability options and identifying waste asset streams.

Signed on behalf of JPA Workspaces

Name: Fiona Edwards

Position: **Head of Sustainability**

Date: 30th June 2025

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Company Overview

In 2022, the company re-aligned its Company Vision as the “the trusted designer and provider of sustainable workspaces better for People and Planet."

We achieve this by staying with our projects for life, providing complete designs, furnishings, ongoing maintenance and decommissioning when no longer required. These services reduce waste, carbon, landfill, use of finite resources and unnecessary destruction of natural habitats through less consumption, longer use and re-use.

SDG12 – Responsible Consumption and Production is at the core of our operation, services, and products. In essence we help our clients consume less, buy better and use their furniture for longer through our circular services and support mechanisms. To date, these services have saved over 1024tonnes CO_2e to date through materials recycling, £2.38million in client spend through furniture re-use, repair and refurbishing and 4860 items rehomed in our community furniture programme with an equivalent value of £615,000.

These savings are enabled by our local approach and owned logistics infrastructure where repairs, refresh and collection services are tied in with day-to-day business via reverse logistics ie. We fill our vehicle both ways, keeping costs and carbon low. Ownership of our own fleet, fitting teams and warehousing means we have the capability to look after our clients new and existing furniture including a take-back service at the end of life where we also provide materials recycling and community furniture rehoming programmes. We are a zero to landfill company.

JPA are joint founders of the Herts Go Green and Grow Group, a group of like-minded individuals and businesses helping each other towards NetZero, shaping resources, knowledge and information locally – founder members include Net Zero International, KGK Genix, MCL Insight and Estu Global. The group now has over 50 members and is working together to reduce carbon and retain competitive edge.

Environmental expertise is reflected in participation on the Furniture Industry Sustainability Programme, Women in Office Design Sustainable Design Collective, East of England Furniture Makers and Furniture Makers Climate Change Committees. In 2023 JPA was recognised externally with a King’s Award for Enterprise for sustainable development. JPA gained an EcoVadis Gold Medal in 2024.

Future Plans

JPA Workspaces aim to be the ‘go to’ designer and provider of workspaces that meet the needs of People and Planet. We also aim to develop a cross-industry in-house knowledge hub to all local organisations in need of help on their way to Net Zero. We believe collaboration and innovation are the key to future success.

Short Term Goals – 2026

Scope 1 and 2 emissions reduction by 50% by 2026 – 75% achieved by 2024.

Fleet review and upgrade, optimised loads and increased efficiencies through scheduling software. Options investigated for lease or rental of stop-gap petrol vehicles whilst electric models are developed to meet our needs.

Ongoing scope 3 emissions identification and reduction from all relevant criteria.

Product and project carbon benchmarking

Medium Term Goals – 2030 (minimum 50% Reduction)

90% Scope 1 and 2 reductions by 2030 enabled by emerging technologies and practices for fleet solution.

50% Scope 3 reduction from all relevant criteria with visibly cascading data.

Data for all product carbon with standard reporting for all projects.

Long Term – 2040 (Net Zero Target)

Longer term plans are not fixed, other than to continue moving towards Net Zero whilst growing our business.

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2024 Completed Carbon Reduction Initiatives

- Transition to renewables maintained
- Improved route optimisation software for vehicles and installation teams
- Increased waste reduction and materials recycling to eliminate redundant furniture landfill
- Maintained zero to landfill for all waste streams
- Participated in local authority cleaner air campaigns
- Mentored local businesses to help them understand and begin carbon calculating
- Developed circular services for furniture longevity reducing both carbon and waste
- Contributed to industry schemes and reduction via industry panels
- Developed carbon reporting for projects to assist clients with furniture benchmarking

Future Carbon Reduction Projects

- Develop robust but phased action plan for scope 3 emissions reduction with suppliers
- Exploration of pre-loved furniture options and increase re-use
- Increased focus on repair and refresh services
- Greater communication on furniture take-back and recycling services – zero to landfill
- Develop wider training on carbon reduction for all stakeholders
- Develop benchmarking for products and projects to establish baselines for reduction in line with SBT
- Development of take-back and potentially buy-back schemes with manufacturing partners
- Develop maintenance agreements to extend lifecycle of existing furniture assets – reducing re-manufacturing emissions, raw materials use and biodiversity depletion
- Transition to greener fleet with regional hubs

Upload data to shared visible platforms for wider engagement

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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.

	Benchmark Year 2021	Current Reporting Year 2024
Energy consumption used to calculate emissions Electricity Scope 2 - UK and Offshore (kWh)	33,851	33,977
Energy consumption used to calculate emissions – Global, excluding UK and Offshore (kWh)	N/A	N/A
Basis of Energy reporting (Location or Market)*	Market	Market
% of total energy sourced from certified renewable sources	0%	100%
Emissions associated with energy consumption - UK, Offshore and Global (tCO_2e)	7.2	-
Emissions from activities for which the company is responsible including combustion of fuel and operation of facilities **- Scope 1** (tCO_2e)	44.1	10.2
Emissions from purchase of electricity, heat, steam and cooling purchased for own use **- Scope 2** (tCO_2e)	7.2	-
Total Scope 1 and 2 Emissions (tCO_2e)	**51.3**	**10.2**
Emissions from upstream activities out of operational control - Scope 3 (tCO_2e)	2,048.9	3,394.8
Emissions from use of sold products and services out of operational control **- Scope 3** (tCO_2e)	None included	None included
Total Gross Scope 3 Emissions (tCO_2e)	**2,048.9**	**3,394.8**
Total Scope 1, 2 and 3 Emissions (tCO_2e)	**2,100.2**	**3,405.0**
Intensity ratio tCO_2e (gross Scope 1, 2 and 3) per employee	95.5	125.3
Carbon offsets (tCO_2e)	-	-
Total Annual Net Emissions (tCO_2e)	**2,100.2**	**3,405.0**

* 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. The location based emissions for electricity are 7 $tC0_2e$.

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10 Standard and Methodology Used

JPA Workspaces 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 (CO_2e) 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 CO_2e using GHG Protocol and DESNZ frameworks and conversion factors for the relevant period.

12 Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with SECR, PPN 006 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**

Position: **Chief Executive Officer**

Date: 30th June 2025

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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_2e emissions
Carbon Reduction Plan	Plan to reduce CO_2e emissions over a period of time, updated annually
Carbon Emissions (Gross)	CO_2e emissions from Company activities
Carbon Emissions (Net)	CO_2e 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.
CO_2e	All greenhouse gases expressed in terms of Carbon Dioxide equivalent (CO_2e) 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_2O), 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_2e 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 and Carbon Reporting
tCO_2e	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/

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