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# Carbon Reduction Plan

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**Commitment to achieving Net Zero**

Prestige Network is committed to achieving Net Zero emissions by 2045

**Baseline Emissions Footprint**

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.

<b>Baseline Year: 2023</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
We have created a new baseline for the year 2023 as there has been no previous reporting prior to this. We anticipate business growth which will result in overall emissions to rise, however intend to take steps going forward to achieve our net zero goal by 2045	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	Total Emissions = 0 tCO <sub>2</sub> e  As a language service provider, Prestige Network has no direct process or activity that causes greenhouse gas emission. The business does not operate company vehicles, and there is no reported refrigerant, gas leaks.
<b>Scope 2</b>	Total Emissions = 12.17 tCO <sub>2</sub> e  Prestige Network occupies offices which use electricity. The breakdown of emissions within this scope is as follows:  Electricity: 12.18 tCO <sub>2</sub> e (56,092 kWh of electricity at 0.217 kgCO <sub>2</sub> e/kWh)
<b>Scope 3 (Included Sources)</b>	Total Emissions = 15.21 tCO <sub>2</sub> e  Category 1: 0 tCO <sub>2</sub> e - Purchased goods and services This does not apply. All business activity takes place downstream with sub-contractors travelling to various work locations.  Category 4: 0 tCO <sub>2</sub> e - Upstream transportation & distribution This does not apply, all business activity takes place downstream.  Category 5: 0 tCO <sub>2</sub> e - Waste generated in operations Waste is collected by external contractors who do not currently provide reporting data. We are looking to obtain this going forward.



	<p>Category 6: 0.19 tCO<sub>2</sub>e - Business travel</p> <p>Category 7: 3.51 tCO<sub>2</sub>e - Employee commuting</p> <p>Category 9: 11.51 tCO<sub>2</sub>e - Downstream transportation and distribution Emissions from travel of our sub-contractors to client venues.</p>
<b>Total Emissions</b>	<b>27.38 tCO<sub>2</sub>e</b>

### Current Emissions Reporting

<b>Reporting Year: 2024</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0 tCO<sub>2</sub>e</b>
<b>Scope 2</b>	<b>11.96 tCO<sub>2</sub>e</b>
<b>Scope 3 (Included Sources)</b>	<b>63.87 tCO<sub>2</sub>e</b>
<b>Total Emissions</b>	<b>75.83 tCO<sub>2</sub>e</b>

2024 emissions breakdown: Scope 2 electricity was 11.96 tCO<sub>2</sub>e (55,100 kWh at 0.217 kgCO<sub>2</sub>e/kWh). Scope 3 included Category 6 business travel at 0.20 tCO<sub>2</sub>e, Category 7 employee commuting at 13.94 tCO<sub>2</sub>e and Category 9 downstream transportation and distribution at 49.73 tCO<sub>2</sub>e.

### Current vs baseline emissions

Total reported emissions increased from 27.38 tCO<sub>2</sub>e in 2023 to 75.83 tCO<sub>2</sub>e in 2024. This is mainly because Category 9 downstream transportation has been calculated to include previously unreported travel, and Category 7 employee commuting increased as more staff travelled to the office.

<b>Emission source</b>	<b>Baseline 2023 (tCO<sub>2</sub>e)</b>	<b>Current 2024 (tCO<sub>2</sub>e)</b>	<b>Change / explanation</b>
<b>Scope 1</b>	0.00	0.00	No direct emissions.
<b>Scope 2</b>	12.17	11.96	Slight decrease in electricity emissions, from 56,092 kWh to 55,100 kWh.
<b>Scope 3 - Cat 6 Business travel</b>	0.19	0.20	Broadly unchanged.



Emission source	Baseline 2023 (tCO <sub>2</sub> e)	Current 2024 (tCO <sub>2</sub> e)	Change / explanation
Scope 3 - Cat 7 Employee commuting	3.51	13.94	Increase due to more staff commuting to the office.
Scope 3 - Cat 9 Downstream transportation and distribution	11.51	49.73	Increase due to a more accurate calculation of sub-contractor travel to client venues.
Scope 3 Total	15.21	63.87	Increase mainly from Category 9 calculation and Category 7 commuting.
Total emissions	<b>27.38</b>	<b>75.83</b>	<b>Overall increase of 48.45 tCO<sub>2</sub>e against the 2023 baseline.</b>

### Emissions reduction targets

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease from the 2023 baseline over the 11 years to 13.7 tCO<sub>2</sub>e by 2035. This remains a reduction target of 50%. Current reported emissions have increased in 2024 due to improved calculation of downstream transportation and higher employee commuting, so further reduction work is required to return to the target pathway.

### Carbon Reduction Projects

The following environmental management measures and projects have been completed or remain in place since the 2023 baseline.

- Motion Sensing Lights
- Business Travel: Moved client meetings from in-person to virtual. 95% of meetings now held remotely
- Employee Travel: Work from home is being trialled, car sharing and cycle to work scheme introduced
- Downstream Transportation: Working with clients to encourage and increase usage of remote appointments
- Annual environmental strategy meetings and objective settings to reduce our carbon footprint

In the future we hope to implement further measures such as:

- Increasing home working
- Consider move to offices with improved energy performance
- Solar panel to reduce energy usage

### Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 (formerly PPN 06/21) and associated guidance and reporting standard for Carbon Reduction Plans.



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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 signed off by the board of directors.

**Signed on behalf Prestige Network:**

A handwritten signature in blue ink, appearing to read 'SK', written over a dotted line.

Shawn Khorassani - CEO

Date: 01/09/2025