



ACTION PLAN EXAMPLE



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Here's an example action plan to give you some inspiration for how you might design yours. Use your action plan to set out your overall aims and objectives and step-by-step details of how you'll reach net zero and by when. Use it to formulate milestones which you can report on to celebrate your progress.

Remember your action plan is a working document. You can update it as you refine and improve your carbon footprint measurement.



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Updated in September 2021*

Carbon footprint baseline year	2019
Carbon footprint	600 tonnes
Vision statement	<p><i>At [Business Name], we know that doing business sustainably is vital for everyone's future. It's crucial that we act now and that's why we're working towards achieving net zero carbon emissions by 2040.</i></p> <p><i>We've made a commitment to halve our greenhouse gas emissions before 2030, achieve net zero emissions before 2040 and we'll disclose our progress yearly.</i></p> <p><i>To reach this goal, we'll be taking the following actions.</i></p>

Action 1	<p><i>We'll improve the quality of our carbon footprint data by implementing a more thorough measurement tool for calculating employee commuting. We'll gain a better understanding and a more accurate measurement of our Scope 3 emissions for procured products and services.</i></p>
Timings	<i>Measurable improvements to be made by end of 2022</i>
Cost	<i>No direct cost except ongoing administration and project management costs</i>
Owner	<i>Our climate action working group</i>
Approximate emissions reductions	<i>No direct emissions reductions as a result (in fact an increase could show in the short-term with better measurement), but better data will mean a more thorough and accurate process for reaching our net zero target</i>



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Action 2

We'll switch to green energy for both of our office sites taking these steps:*

- Research costs and logistical impacts of switching to green energy*
- Speak with other tenants to gauge interest and support*
- Engage with landlord and ask to move to green energy supply*

**Any new office/sites to be included*

Timings

By end of 2022

Cost

TBC - potentially an increase in monthly bills

Owner

Office Manager

Approximate emissions reductions

120 tonnes

Action 3

We'll reduce emissions from company owned vehicles for customer visits by 50% through these actions:

- We'll use a company taxi account that uses zero emission vehicles. We'll explore [Green Tomato Cars](#) and [GLH](#)*
- We'll invest in two, shared use electric cars*

Timings

By end of 2025

Cost

TBC - cost savings expected

Owner

Sales Director

Approximate emissions reductions

45 tonnes



Action 4

We'll start offsetting our carbon emissions. Our goal is to become net zero by 2040, but on our journey to achieving this we'll offset our emissions alongside making reductions year-on-year.

Timings

On an annual basis, starting in 2022

Cost

Approximately £15 per tonne

Owner

Finance Director

Approximate emissions reductions

We won't view this as a reduction in carbon emissions until we've made all possible reductions and are in a position to purchase removal offsets for unavoidable emissions

Add further actions as needed!

Carbon footprint in baseline year of 2019

600 tonnes

Estimated carbon footprint by 2030*

Estimated unavoidable carbon footprint by 2040**

**You need to at least halve your carbon footprint by 2030*

***This will be your net zero carbon footprint with removal offsets purchased for unavoidable emissions*



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