



Carbon reduction plan – version 1 August 2022

1. Introduction

Hopkins Van Mil (HVM) is committed to producing a carbon reduction plan during 2022 and to start making changes to meet our carbon reduction targets in the 2022/23 financial year. HVM is doing this in the context of being a values-led social research agency committed to respectful and ethical research practices which are:

- Kind and thoughtful
- Creative and curious
- Collaborative and supportive.

We hold ourselves, and influence others, to practice the highest standards of research integrity. Including our impacts on the environment. HVM team members believe that sustainability and reducing our impact should be a fundamental and integral part of the business strategy and how we operate. We want to ensure that at the core of this is to reduce our environmental impact overall and our emissions in line with the UK's commitment to net zero by 2050. We set out below the steps we are taking in this and subsequent years to achieve this.

2. The scope of our plan

In this baseline year we are collecting the data needed to understand our emissions under three areas:

- Scope 1: Direct emissions e.g. car use, refrigerant losses, events, home working energy consumption, web and cloud hosting, computer equipment, digital network use, waste management, water use, business travel and accommodation any other emissions for which HVM is directly responsible and therefore could reduce/ minimise
- Scope 2: Energy indirect emissions e.g. electricity, heat and the energy we use to keep our working practices operational including
- Scope 3: Emissions through our supply chain, staff commuting, water supply and treatment and all other third party aspects of our business.

3. Timetable

We will report on progress to this work by March 2023, in particular to inform our baseline data. We aim to collect data on an ongoing basis from March 23, using external support and resources as required. As such we have agreed to the following process:



1. Understand requirements for baseline data collection – from August 2022 onwards

Including a commitment to understanding our baseline for each of the three scope areas. We will work with our team to calculate our carbon footprint using SME calculators to do so e.g. <https://www.carbontrust.com/resources/sme-carbon-footprint-calculator>

2. Research baseline targets – from November 2022

Using guidance from our professional bodies including <https://www.mrs.org.uk/topic/sustainability-in-research>

3. Gather documentation from our landlords NFP synergy – and next landlord as required as they are the bill payers for our work, gather documentation from personal accounts to assess home working requirements.
4. Ongoing work to meet our 2050 commitment including, but not limited to:
 - a. Updating relevant company policies e.g. homeworking, travel, cycle use etc
 - b. Staff training on Net Zero commitments (January 2023)
 - c. Including Net Zero in our inductions for new staff
 - d. Reviewing suppliers of goods and services
 - e. Inputting the data gathered through the baseline work into a spreadsheet reviewed six-monthly basis to ensure progress.

Version 1 plan created: 1st August 2022

Updated: 1st November 2022

Next update: 1st February 2022.