CARBON REDUCTION PLAN

Copthorne Complete Home Care Limited

Carbon reduction commitment and targets through 31 December 2045

Document control	Details
Legal organisation	Copthorne Complete Home Care Limited
Company number	11153314
Incorporated	16 January 2018
Address	Unit 6, The Rural Enterprise Centre, Shrewsbury, SY1 3FE
Responsible representative	Thamary Karimupfumbi-Levy Masango, Registered Manager
Reporting reference	2025 annual activity estimate
Document date	03 September 2026
Approval	Signature and approval date to be completed by authorised representative

1. Commitment to achieving Net Zero

Copthorne Complete Home Care Limited is committed to pursuing Net Zero greenhouse gas emissions by 31 December 2045. The organisation will focus on reducing emissions from care-related transport, office energy, workforce travel, waste and purchasing. Environmental measures will be implemented without compromising safeguarding, service user safety, continuity of care or accessibility.

2. Reporting boundary and calculation methodology

The reporting boundary covers Copthorne's domiciliary care and supported living operations, one company-owned diesel vehicle and relevant office activities. The organisational portfolio records five staff members. Emissions are grouped under the Greenhouse Gas Protocol into Scope 1 direct emissions, Scope 2 purchased electricity and relevant Scope 3 indirect emissions.

The 2025 inventory is calculated from operational activity estimates because full year fuel, electricity, travel, waste and purchasing records were not available. Each activity quantity and calculation factor is disclosed below. These are calculated estimates, not verified metered results or evidence of reductions already achieved. The conversion factors used are calculation inputs and require reconciliation with the applicable UK Government reporting-year factors.

3. Operational activity and calculation inputs

Activity	2025 calculation input	Operational description
Workforce	5 people	Organisational workforce reference used to frame travel and commuting activity.
Company vehicle	1 diesel vehicle	Company-owned vehicle used for operational journeys; car or van classification not established.
Company vehicle travel	8,000 miles	Annual distance used for the diesel vehicle emissions calculation.
Staff business travel	16,000 miles	Separate work journeys by staff using vehicles other than the company-owned vehicle; avoids counting company vehicle miles twice.
Employee commuting	12,000 miles	Annual home-to-work travel across the workforce, distinct from business travel.
Office electricity	3,000 kWh	Annual electricity use attributed to lighting, IT, communications and routine office equipment.
Direct gas consumption	0 kWh	No gas consumption included in the current calculation boundary; requires confirmation against premises records.

Operational waste	0.75 tonnes	Annual business waste quantity used for the waste emissions calculation.

4. Annual carbon emissions inventory

Emissions source	Calculation basis	tCO_2e
Scope 1: diesel vehicle	8,000 miles × 0.27849 $kgCO_2e$/mile ÷ 1,000	2.23
Scope 2: electricity	3,000 kWh × 0.20 $kgCO_2e$/kWh ÷ 1,000	0.60
Scope 3: staff business travel	16,000 miles × 0.25 $kgCO_2e$/mile ÷ 1,000	4.00
Scope 3: employee commuting	12,000 miles × 0.25 $kgCO_2e$/mile ÷ 1,000	3.00
Scope 3: waste	0.75 tonnes; modelled 66.67 $kgCO_2e$/tonne	0.05
Scope 3: purchased goods and services	Allowance for care consumables, office supplies and other purchases; expenditure data not supplied	0.50
Scope 3: upstream transportation	Allowance for deliveries of purchased goods; shipment activity data not supplied	0.15
TOTAL SCOPE 1		2.23
TOTAL SCOPE 2		0.60
TOTAL SCOPE 3		7.70
TOTAL ANNUAL ESTIMATED EMISSIONS		10.53

The diesel vehicle calculation yields 2.22792 tCO_2e before rounding. Business travel is calculated separately from the company vehicle. The waste, purchased goods and upstream transportation entries are budgeted category estimates rather than quantities derived from supplier invoices or disposal records. The total of 10.53 tCO_2e is the sum of the displayed emissions categories.

5. Carbon reduction targets

The targets below are expressed against the 2025 estimated reference footprint of 10.53 tCO_2e. They are future performance objectives and do not represent historical emissions reductions.

Year	Target (tCO_2e)	Reduction against 2025
2025	10.53	Reference year
2026	10.22	3%
2027	9.81	7%
2028	9.31	12%
2029	8.90	15%
2030	8.42	20%
2035	6.32	40%
2040	3.69	65%
2045	Net Zero	Residual emissions addressed in line with applicable standards

For example, the 2030 target is 10.53 × 80% = 8.424 tCO_2e, displayed as 8.42 tCO_2e. The 2035 target is 10.53 × 60% = 6.318 tCO_2e, and the 2040 target is 10.53 × 35% = 3.685 tCO_2e. Net Zero is not necessarily equivalent to zero gross emissions: residual emissions must be assessed and addressed in accordance with the standard adopted.

6. Carbon reduction initiatives

Operational area	Activity and management control
Company diesel vehicle	Record odometer readings and fuel purchases. Review journey planning and vehicle replacement options to reduce direct fuel emissions.

Care-related staff travel	Monitor business mileage separately from commuting. Coordinate visits geographically while protecting punctuality, continuity and individual care requirements.
Office energy	Monitor electricity bills and consumption. Review lighting, computer settings and other practical efficiency measures for premises within the company's control.
Records and paper	Use secure electronic records where appropriate, limit unnecessary printing and maintain information governance and accessibility.
Waste and procurement	Record relevant waste quantities and disposal routes. Review supplier purchasing and delivery information to improve the quality of Scope 3 reporting.
Workforce awareness	Include practical travel, energy and waste efficiency guidance in relevant staff communications and supervision.

7. Accountability, monitoring and review

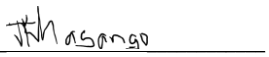
The Registered Manager, Thamary Karimupfumbi-Levy Masango, is the responsible representative for management review of this plan. Annual review will cover diesel fuel purchases, company vehicle mileage, staff business travel, employee commuting, electricity consumption, waste and relevant purchasing records. The review will document calculation factors, material changes in service activity and progress against the published targets.

8. Data quality and baseline development

The 2025 emissions inventory provides a documented estimate for the present plan. A verified baseline will be established using the earliest complete 12-month reporting period for which sufficiently reliable records are available. Annual calculations will apply appropriate UK Government conversion factors and identify material exclusions or changes in reporting boundaries. No achieved year-on-year emissions reduction is asserted in this document.

9. Publication and management approval

The plan is intended for management approval and publication in accordance with applicable procurement requirements. Approval and publication are not asserted until completed.

Approval field	Entry
Authorised representative	**Thamary Karimupfumbi-Levy Masango**
Role	**Registered Manager**
Signature	
Date approved	**05 September, 2026**
Next review	12 months after approval, or earlier following a material change

10. Information sources

Organisational information: Copthorne Complete Home Care Limited Organisation Portfolio, CCHC Staff Training Matrix, Subcontracted Staff Training Matrix and September 2026 Supervision Matrix. Company registration: Companies House, company number 11153314. Emissions methodology reference: UK Government greenhouse gas reporting conversion factors (www.gov.uk/government/collections/government-conversion-factors-for-company-reporting).