

# ARC:CDM



## SMART Goals

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This document was compiled to offer a guide to ARC:MC's ongoing environmental objectives, targets and compliance obligations.

## Document Approval:

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## Version History:

Version	Description	Date of Issue
1	SMART Goals set and outlined	08/11/23
2	Update of Goals	17/06/24
3		



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## Introduction

The Climate Change Act 2008 established a target for the UK to reduce its greenhouse gas (GHG) emissions by at least 80% from 1990 levels by 2050. As a business we are committed to reducing GHGs and our overall environmental impact. We regularly identify objectives and targets within ARC:MC to include in our monitoring processes. These aspects of the business are subject to audits in line with our ISO 14001 standards. We have both a moral and compliance obligation to improve upon environmental aspects ARC:MC produces. This includes project emissions and the resources we use as a company. The aim of this particular document is to outline our specific business SMART Goals for identified objectives and targets around environmental aspects of our business. It is also to aid us in our monitoring processes and to provide a clear method of communicating our progress.

Our goals will be reviewed using the following process:

S – specific

M – measurable

A – achievable

R – relevant

T – time bound

## 1.Electricity

British Gas is our new 2024 Electricity provider at Moreland Street.

As part of Centrica Plc British Gas are building 1GW of new flexible energy generation assets, including solar farms and battery storage assets. These will help to transform the UK's energy landscape, and accelerate the transition to net zero.

Specific	Reduce usage of non-renewable electricity.	Lighting within office space	Reduce Aircon emissions and ensure efficiency levels	Computer and IT Equipment Management	Swap Mouse Batteries
Measurable	Calculation of consumption per annum by KWhs via supplier and meter readings.	Check how many LED are in use?	Check building FM management tools. Keep track on office floor temp.	Check number of machines still running in morning/overnight	Switch out non-recyclable batteries or change to USB connections
Achievable	Small changes will make an impact – look	Switch any bulbs over to LED	Maintain consistent 24 degree temp by server	Empty Desk Policy in new space so laptops should be shutdown and	Can be done for entire Company



	to set specific KW		rack which is our max temp for IT systems	placed in lockers or taken home.	
Relevant	Electricity is one of our major environmental emissions. All heating is via AC units in Moreland Street.	LED lighting easy switch to reduce consumption – using 75% less energy than standard bulbs.	Air Con major source of emissions	Machines in sleep mode will still using some power and emitting heat.	Small switch which will add up
Time	6 monthly reviews. Monthly Meter readings.	As soon as physically possible	6 monthly reviews.	6 monthly reviews	Can be done within 6 months
Reviewed 17/06/2024	Landlord has to conduct the readings which we submit online. Supplier is British Gas but our currently contract is for standard electricity. Area for improvement identified by switch to renewables.	All light fittings are LED. Some new Neon feature lighting. They have dimmers and also have 250V transformers – pulling approx. same power standard light bulb. Staircase, WCs, corridors and pods all have sensor lighting.	Have found aircon often not needed to be on due to good ambient temperature. Also Air Extraction pump is set to run for 1.5 hours at the end of the day only. Comms unit is in optimum position in – out of sunlight and next to external brick wall, keeping the needs to more AC lower.	Some members of team have confirmed they leave machines at stations at night, however they are being shut down.  A hot desking system was proposed which would encourage daily tidy desk – this is to be reviewed.	To confirm with Ria if switch made whenever new batteries are requested.



## 2 Gas and Heat

SmartestEnergy was our 2023 Gas provider. – We have no gas in Moreland Street.

Specific	Reduce usage of non-renewable gas.	Switch to RNG	Reduce Heating Use.
Measurable	Calculation of consumption per annum by KWhs via supplier and meter readings.	Check bills to calculate how much is renewable	Liaise with FM management tools. Keep track on office floor temp.
Achievable	Small changes will make an impact – look to set specific KW reduction.	Green Gas Certification Scheme – look to adopt	Maintain consistent 21-22 degree temp by server rack which is our optimum temp for IT systems
Relevant	Gas of one of our major environmental emissions.	Reduces our non renewable emissions	Air Con/heating major source of emissions
Time	6 monthly reviews. Monthly Meter readings.	Be renewable by 12 months time	6 monthly reviews.
Reviewed 17/06/2024	No Gas in Moreland Street	British Gas Elec contract is zero carbon account.	Temp of Moreland Street is maintained at a comfortable level, with AC units working evenly across floors to avoid hot/cold spots. Can be turned off to allow of window/door ventilation is not required. The Ventilation system activates automatically for 1 hour at the end of the day so not running unnecessary.



### 3. Water

In Moreland Street we have Quooker water systems on both floors. Quooker have a advanced sustainability policy and work in line with several of the UN SDGs.

We also use a plus a Jura X8 coffee machine on our first floor, which is filled with our mains filtered cold water. It does not require any additional water supply.

Specific	Improve efficiency of water usage.	Heating of water	Drinking water source – tap vs filtered
Measurable	Calculation of consumption based on average per Full Time Employee via supplier.	TBC Liaising with Daniel Watney to get information on usage.	TBC Liaising with Daniel Watney to get information on usage.
Achievable	Small changes will make an impact – dishwasher filled, people do not wash up, Showers on site.	Keep temp control on water thermostat sufficient but not excessive.	Quooker Tap with Cold Water now in both kitchens
Relevant	Water is one of our major environmental emissions.	Heating of water is a daily practice.	Water is a daily consumable.
Time	6 monthly reviews.	6 monthly	6 monthly reviews.
Reviewed 17/06/2024	TBC Liaising with Daniel Watney to get information on usage.	<p>Quooker Taps provide instant hot water at kitchen taps. Saving on elec so not boiling whole kettle. Only amount of water needed is used.</p> <p>Showers use an electric water heating system fed by the mains supply, so only small amount are heated at a time. We have a 10L electric water heater on both office floors - saving energy.</p>	Quooker means we no longer need a separate system for drinking water.



## 4. Paper

ARC:MC uses Trio for our printing management system. As a Company we try and work as a 'paperless' business. However when a member of the team wishes to print they send documents to the printer. They then have to physically request the machine to produce specific hardcopies. This helps to prevent unnecessary printing and printing without proper consideration. We shall continue to monitor our usage of paper in the office and look to continue to reduce this amount going forward.

Specific	Reduce the amount of paper used.	Double Sided and B&W	Buy recycled paper
Measurable	Calculation of use via Trio reporting tool.	Check all laptop settings on a regular basis	Can monitor the number of reams of paper we have purchased.
Achievable	Trio system helps to prevent unnecessary printing. We also try and work on a paperless basis.	IT can monitor and set this as a default on all Laptops	Ria and Mat control what supplies we buy.
Relevant	Paper is still one of our office general items which have a clear environmental impact.	By having default setting most prints would be more efficient.	Using Recycled paper whenever we can (including note books). As uses 31% less energy than the creation of virgin fibre paper
Time	6 monthly reviews.	6 monthly	6 monthly reviews.
Reviewed 17/06/2024	Our paper usage between 17/12/2023 and 17/06/2024 is as follows:  Prints x 2321 Copies x 297  <b>Total Sheets Produced = 2618</b>	Yunatech review of machine settings to ensure default setting is B&W and double sided.	RM confirmed 12 months have purchased very little paper. For 2024 ordered (not yet used) as followed: 5 reams of A4 Recycled 1 ream of A3 Recycled 5 A5 notebooks 120 pages (recycled paper) 5 A4 notebooks 120 pages (recycled paper)





## 5. Waste/Recycling

Measurement of our waste in the new office space is an area to be reviewed and look to improve. First Mile unfortunately cannot accurately measure the volume of waste we produce. They only count the number of bags we order. However as a Company we are committed to continue to educate our team in recycling waste efficiently in the office space. We have bins set up on both floors to allow for this process to be done effectively. Any items which go into the black bins (not deems as able to be sent for recycling) will be collected by First Mile who send our black bags to waste-to-energy. Nothing goes to land fill. Any waste items which can be specifically recycled, such as cardboard, we arrange a special collection for. ARC:MC are committed to using a waste removal firm who provide the same ethical and environmental benefits as First Mile going forward.

## 6. Commutes

Review of staff commutes has been historically conducted and we repeat the process every year and taking into consideration changes to routes with the new office location. As a business we encourage low carbon options but acknowledge that people's travel in order to work in our offices is unavoidable. When we have the amount of carbon calculations based on distance and method of transport we offset this amount. The latest commute information showed we currently produce circa 5.5 tonne of carbon per annum.

For further information on our offsetting process please see our separate report Commute Offset Projects 2024.

## 7. Project Travel

As a business we acknowledge that traveling to projects will contribute to our Scope 3 emissions. We are therefore implementing procedures to aid us in calculating and reducing those emissions. This includes choosing to use public transport whenever possible and in the case of air travel – selecting airlines who are actively working to reduce environmental impact, with many airlines now providing flight offset options.

As part of our commitment to ANZ we will be inducing a 1% contribution to a renewable energy project from July 2024 on all our project travel expenses. See our Net Zero and Carbon Offset reports for more information.



## Sources used in this report

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