



Selective

Travel Management



Carbon Reduction Plan

selective-travel.com



OUR COMMITMENT TO NET ZERO

Selective Travel Management forms part of the World Travel Centre Group and we jointly recognise the part that we can play in addressing the climate crisis. Our Executive Board has placed an emphasis on carbon reduction and has taken ownership of all sustainability actions. We are committed to reporting, reducing, and offsetting our impact on the environment, and to becoming net zero by 2035.

As part of our commitment to net zero, we have been audited by several CSR action platforms, including Net Positive Futures and Ecovadis – the latter awarding us a Gold Accreditation in 2023, ranking us within the top 94% of all evaluated companies. In addition, we are annually audited for our ISO14001 accreditation.



CARBON ACTION PLAN

While our financial years 2021 and 2022 saw a reduction in carbon, within 2023 we substantially increased our Scope 3 levels through an increase in Business Travel requirements. These levels are more accurate in terms of our actual needs, as we have returned to a near pre-pandemic need for business travel.

We have devised an Aspects and Impacts Register containing our Action Plan, which basically details our carbon reduction plan. The full Aspects and Impacts Register sets out:

- 1) The individual environmental aspect
- 2) What impact this has on the environment
- 3) What our objectives are
- 4) Dates to achieve set objective
- 5) How we will achieve set objective
- 6) How we track and report performance



NET ZERO

KEY ELEMENTS

We have also provided additional information on four key elements in our Net Zero approach:

1) Company Vehicles (Scope 1)

We have eliminated any Company vehicles to eliminate the direct emissions from any such Scope 1 impact.

2) Energy Usage (Scope 2)

We have significantly reduced our office floor space from circa 14,000 sq ft (pre-covid) to 3,300 sq ft. A reduction of 76%. This has help drive a significant reduction in energy consumption and general waste. LED lighting and automatic on/off sensors are now placed throughout our building. We have recently engaged with our Electricity Energy Supplier and have switched to a 100% renewable energy tariff.

3) Recycling (Scope 2)

We have intelligent recycling bins throughout the office, minimising any waste to landfill sites. We do not use any single use plastics within the office environment, all office furniture from our downsize was donated to Charities, along with PC equipment. Printers have been reduced and are now password controlled and linked to individual users, allowing to target and minimise usage. With remote working this has almost been eliminated.

4) Employee Travel (Scope 3)

We have moved to a hybrid working model, with employees only required to be office bound at key points throughout the year. On average this equates to +-10 days per year, which has greatly reduced emissions from employees commuting to the office. When this is required, employees are encouraged to use public transport, or use the Government Cycle to Work Scheme.

When travel is essential for business requirements, the most sustainable options must be selected. This would include using public transport, electric vehicles, rail and as a last resort flying. Videoconferencing has greatly reduced our business travel requirements, and this must still be used whenever possible. As we are located in Northern Ireland, with key clients within Great Britain, we will always have a need to fly, hence our Scope 3 levels increasing.



ASSISTING CLIENTS WITH THEIR SUSTAINABILITY GOALS

Selective Travel Management engage at all levels with our clients and are actively assisting them in reducing their own carbon impact.

As an example, we provide:

- Provision of detailed Carbon Reporting, from their business needs, to include Carbon Dioxide (CO₂), Methane (CH₄) and Nitrous Oxide (N₂O) into their reports.
- Carbon results provided on both on and offline quotations, allowing sustainable choices to be made.
- Ability to make carbon rules form part of the clients Travel Policy.
- Carbon budgets can be tracked in addition to traditional financial budgets.
- Annual total carbon offsetting through verified providers.



REDUCING CARBON

Selective Travel Management have undertaken various initiatives over recent years to reduce our impact, including:

- EcoVadis Gold Accreditation since 2019.
- ISO 14001 Accreditation since 2018.
- Installation of LED lighting throughout all offices.
- Reduced staff travel and where required use more sustainable options such as public transport etc.

While the above are just a few initiatives we have undertaken, we will endeavour to follow through with our Strategy and become Net Zero by 2035.



MEASURING OUR IMPACT

Selective track our Greenhouse Gas (GHG) into two of the three internationally recognised standards.

Scope	Description	Examples
1	Direct Emissions	Company Cars
2	Energy Indirect Emissions	Electricity, Heating and Cooling
3	Other Indirect Emission	Business Travel, Waste Disposal



Baseline Emissions

Selective began tracking our Scope figures just prior to the pandemic years, so the baseline of 2019 have seen a steep decline since we first started tracking figures. This baseline gave us a realistic emission figure to put in place a strategy to reach Carbon Zero by our target year.



Carbon Emission Reporting Years

Financial Year Ending October					
	2019	2020	2021	2022	2023
Total	121,937	19,659	17,199	5,080	28,917

OBJECTIVES AND TARGETS

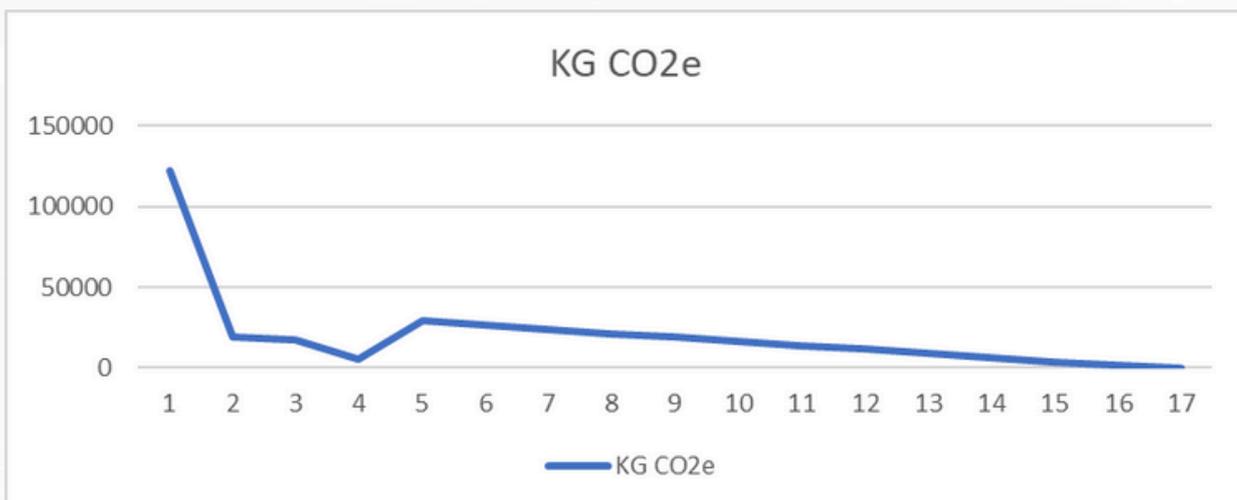
Our Objectives

Is to reduce our overall impact on the environment and obtain Net zero by 2035. As an example, and in simple terms, we have adopted the “waste hierarchy” of: Prevention, Reuse, Recycling and Disposal. A further example, to help reduce our paper waste, all Management Information Reports, Quarterly Updates, KPI’s etc are all reviewed online as opposed to printing reams of paperwork.

Other areas where we have reduced our environmental impact is through the use of rail as opposed to flying domestically, or where car hire is necessary, we attempt to use electric vehicles.

Our Targets

Simply put is to obtain Net Zero by 2035. While we are conscious that our own carbon impact is limited, we do follow our internal Environmental Policy and have set KPI’s for reducing our impact (this forms part of our ISO14001 accreditation). KPI’s include a 5% reduction of energy usage (electricity and gas), a 100% target to recycle IT equipment, 100% target to train our employees etc.



REVIEW AND RESPONSIBILITIES

Management and Supervisory staff have responsibilities for all aspects of our Sustainability Strategy.

The Directors have overall responsibility for all employee matters. The operation of this Strategy and the associated procedures will be monitored and reviewed on a regular basis. This Strategy has been endorsed by all the Directors who give their full support to its implementation.



DECLARATION AND SIGN OFF

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

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.

Keith Graham
Managing Director
January 2024





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Business Travel. Simplified.