

Carbon Reduction Plan

Supplier name: Verifile Limited

Publication date: 20/07/2026

Commitment to achieving net zero

Verifile Limited is committed to achieving net zero emissions by 2045.

Baseline emissions footprint

Baseline emissions are a record of the greenhouse gases produced before the introduction of any strategies to reduce emissions. They are the reference point against which emissions reduction is measured.

Baseline year: 2024-2025

Additional details relating to the baseline emissions calculations:

The organisation's benchmark year is from April 2024 – March 2025 and is the first year Verifile Limited measured our carbon emissions.

Baseline year emissions:

Emissions	Total (tCO2e)
Scope 1 – This relates to emissions generated with fuel emissions relating to the business. This calculation was undertaken using a carbon calculator from https://www.carbonfootprint.com/ The results have been calculated automatically using Sustrax carbon emissions software available at www.carbonfootprint.com. The software uses UK Government and other internationally recognised emissions factors.	40.87
Scope 2 – This relates to emissions generated with electrical usage in the office. This calculation was undertaken using a carbon calculator from https://www.carbonfootprint.com/ using usage from invoice data from our supplier. The results have been calculated automatically using Sustrax carbon emissions software available at www.carbonfootprint.com. The software uses UK Government and other internationally recognised emissions factors.	9.3

Scope 3 (included sources)	190.33
Category 4 – Upstream transportation & Distribution (N/A) – Verifile does not receive goods and delivery charges as this is not relevant for their business profile. Category 5 – Waste generated in operations (0.31) This data was collected internally and converted to carbon by using the ghg conversion factors 2025. Category 6 - Business Travel (8.69) This data was collected via expense claims from employees through the business and was converted to carbon by using a carbon calculator from https://www.carbonfootprint.com/ Category 7 – Employee Commuting (181.64) This data was collected via an employee survey being carried out. There was a representative sample taken and multiplied to represent the total number of staff. This was converted to carbon by using the ghg conversion factors 2025 This also includes emissions generated from employees working from home electricity Category 9 – Downstream transportation & Distribution Verifile currently does not require the use of couriers due to the type of business. The majority of business is services and can be done remotely or on client site.	
Total emissions	240.5

1.1 Emissions reduction targets

To continue our progress toward achieving net zero, we have adopted the following carbon reduction target.

We project that carbon emissions will decrease over the next five years to 110 tCO₂e by 2031. This is a reduction of approximately 54% against our 2024-2025 baseline of 240.5 tCO₂e.

1.2 Carbon reduction projects

We continue to be environmentally conscious in our decision making. We have undertaken an ESG gap analysis, developed an ESG policy and a sustainability strategy.

Completed carbon reduction measures:

- On-site rooftop solar generation (panels installed approximately 2011).
- Gas boiler decommissioned in 2024-25, moving to electricity.

- Cleaning contract changed to an ISO 14001 certified local company.
- Green recycling for obsolete IT equipment.
- Increased air quality by adding plants to the office space.
- Increased HVAC servicing, training and building ventilation management to maintain consistent temperatures without wasting energy.
- ISO 14001 accreditation maintained.

Future carbon reduction measures:

- Engage the whole team in the net zero transition and encourage lower-carbon ideas and activities.
- Review supply chain partners and introduce a sustainable supply chain policy over time, working with suppliers to enhance the accuracy of their data for use in future carbon reports.
- Review site infrastructure to reduce energy consumption.
- Investigate improved waste recyclability options.

1.3 Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard¹³ and uses the appropriate [government emission conversion factors for greenhouse gas company reporting](#).¹⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.¹⁵

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the supplier:



Date: 20/07/2026

¹³ <https://ghgprotocol.org/corporate-standard>

¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>