

Carbon Reduction Plan

Document Owner: Alexia Mitton

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Commitment to Achieving Net Zero

Open Voice Lab Ltd is committed to achieving Net Zero greenhouse gas (GHG) emissions by 2050.

As a small consultancy working with public and third-sector organisations to improve digital engagement, participation, consultation, and service design, we recognise our responsibility to minimise the environmental impact of our operations and support the UK's transition to a low-carbon economy.

We are committed to measuring, monitoring, and reducing our greenhouse gas emissions over time and embedding sustainable practices throughout our business activities.

Our Business

Open Voice Lab Ltd provides consultancy, facilitation, research, training, digital engagement and service design support to public sector and third-sector organisations across the United Kingdom.

Our business operates with a predominantly digital-first delivery model. We make extensive use of remote collaboration tools, online engagement platforms and virtual workshops, which help reduce travel requirements and associated carbon emissions.

As a small business with a limited physical footprint, our principal environmental impacts arise from:

- Business travel
- Homeworking
- Purchased technology and digital services
- Electricity consumption associated with our operations

Baseline Emissions Footprint

Open Voice Lab Ltd has established 2026 as its baseline year for measuring carbon emissions. As a micro-business with two home-based directors and no dedicated office premises, the principal sources of greenhouse gas emissions are business travel, homeworking and purchased digital services.

During the first six months of the baseline year, Open Voice Lab recorded:

- 316 business miles during the first six months of trading.

- Two return rail journeys for business purposes.
- No air travel.
- No leased or owned office space.
- Predominantly remote service delivery and digital collaboration.

The baseline is estimated based on the first 6 months of trading. This will be updated in March 2027 at the end of the first full year of trading. It has been calculated using the SME Climate Hub Small Business Carbon Calculator.

As this is our first Carbon Reduction Plan, baseline and current emissions are the same.

Baseline Period: March 2026 – August 2026

Emissions source	Emissions (tonnes CO ₂ e)
Scope 1	0
Scope 2	0
Scope 3	1.39
Total emissions	1.39

Emissions per £ of revenue	0.15 kg CO ₂ e
Emissions per employee	0.69 tonnes CO ₂ e

Scope Definition

Scope 1 Direct emissions from owned or controlled sources, including company-owned vehicles and fuel use.

Scope 2 Indirect emissions from purchased electricity.

Scope 3 Relevant indirect emissions including:

- Business travel
- Homeworking
- Waste generated in operations
- Purchased goods and services where data is available
- Technology and cloud services where data is available

As a micro-business, we are committed to collecting increasingly accurate data annually and improving the quality of our carbon reporting over time.

Current Emissions Reporting

Reporting Year: March 2027 – February 2028

Emissions source	Emissions (tCO ₂ e)
Scope 1	Baseline year established. Quantified emissions calculations will be introduced as reporting processes mature.
Scope 2	Baseline year established. Quantified emissions calculations will be introduced as reporting processes mature.
Scope 3	Baseline year established. Quantified emissions calculations will be introduced as reporting processes mature.
Total emissions	Baseline year established. Quantified emissions calculations will be introduced as reporting processes mature.

Open Voice Lab Ltd intends to complete its first quantified emissions calculation during the next reporting cycle and update this plan accordingly.

Carbon Reduction Measures

Open Voice Lab Ltd has already implemented several practices that contribute to reducing carbon emissions.

Existing Measures

- Digital-first delivery of consultancy and engagement services.
- Use of remote meetings and workshops to reduce travel.
- Predominantly paperless operations.
- Use of cloud-based collaboration and document management systems.
- Electronic invoicing and record keeping.
- Flexible and home-based working arrangements reducing commuting requirements.
- Procurement of energy-efficient laptops and technology equipment.

Planned Initiatives

Over the next five years we will:

Travel and Transport

- Prioritise virtual meetings where appropriate.

- Combine appointments and site visits to reduce travel frequency.
- Use rail travel in preference to domestic flights wherever practical.
- Encourage the use of public transport and low-emission travel options, including considering the purchase of electric bikes if deemed appropriate.

Digital and Technology

- Extend the useful lifespan of IT equipment through repair and maintenance.
- Select suppliers with published environmental and sustainability commitments where practical.
- Review the sustainability credentials of cloud and technology providers.
- Reduce unnecessary digital storage and duplication of data.

Procurement

- Consider environmental performance as part of supplier selection.
- Work with suppliers who demonstrate commitments to reducing carbon emissions.
- Reduce unnecessary purchases and promote reuse of equipment and materials.

Business Operations

- Continue operating a paper-light business model.
- Monitor energy use associated with homeworking arrangements where data is available.
- Review emissions performance annually and identify opportunities for further reductions.

Carbon Reduction Targets – Net Zero 2050

Open Voice Lab Ltd commits to achieving Net Zero greenhouse gas emissions by 2050 and to reviewing its Carbon Reduction Plan annually to ensure continued progress towards this objective.

Open Voice Lab Ltd aims to:

- Establish a quantified emissions baseline during the next reporting cycle.
- Review emissions annually.
- Demonstrate year-on-year reductions where reasonably achievable.
- Reduce emissions associated with business travel through digital delivery methods.

- Maintain a business model that minimises unnecessary carbon impacts.
- Achieve Net Zero greenhouse gas emissions by 2050.

Governance and Review

Responsibility for implementing and monitoring this Carbon Reduction Plan sits with the Directors of Open Voice Lab Ltd.

The plan will be reviewed annually and updated as emissions data improves and new reduction opportunities are identified.

Approval

Signed: Alexia Mitton

Position: Director

Date: 17th September 2026