

# Carbon Reduction Plan

Supplier name: Room Twelve Limited

Publication date: 31<sup>st</sup> October 2025

## Introduction

Room Twelve Limited operates within the finance and leasing sector, predominantly providing asset backed leasing solutions to the UK education and Public Sector. Where possible processes are automated through the use of technology and a bespoke online portal.

The core team operate out of a single office unit located at Burton Waters, some 4 miles outside of the City of Lincoln. All staff live in the local area, either within the city itself or the outer suburbs and nearby villages. There is limited public transport to the office and most staff opt to commute using their own car.

## Commitment to achieving Net Zero

Room Twelve Limited (RM12) is committed to achieving Net Zero emissions by 2050.

## Baseline Emissions Footprint

To date the Carbon Reduction plan and baseline emissions have been taken on a group basis, including Alternative Commercial Finance Limited and its subsidiary companies. The decision has been taken to provide Carbon Reduction Plans for each individual entity and as such new baselines will be taken from 2025

<b>Baseline Year: Financial Year 2025</b>
<b>Additional Details relating to the Baseline Emissions calculations.</b>
Room Twelve Limited has not previously assessed or reported emissions in its own right. Therefore, our first reporting period, financial year 2024-25, will be used as our Baseline.  Scope 1 and 2 emissions was calculated using the Carbon Trust's SME Carbon Footprint Calculator.  Scope 3 emissions was calculated using Climate Impact Partners' Small Business Carbon Calculator.
<b>Baseline year emissions:</b>

EMISSIONS	TOTAL (tCO <sub>2</sub> e)										
<b>Scope 1</b>	<b>0</b>  Room Twelve Limited have zero Scope 1 GHG emissions as we do not have any company owned or controlled operations that directly emit greenhouse gases.										
<b>Scope 2</b>	<b>0.393 tCO<sub>2</sub>e</b>										
<b>Scope 3 (Included Sources)</b>	<table border="1"> <tbody> <tr> <td>4. Upstream transportation and distribution</td> <td>0</td> </tr> <tr> <td>5. Waste generated in operations</td> <td>0.003</td> </tr> <tr> <td>6. Business Travel</td> <td>0</td> </tr> <tr> <td>7. Employee commuting</td> <td>0.659</td> </tr> <tr> <td>9. Downstream transportation and distribution (leased assets)</td> <td>0.149</td> </tr> </tbody> </table>	4. Upstream transportation and distribution	0	5. Waste generated in operations	0.003	6. Business Travel	0	7. Employee commuting	0.659	9. Downstream transportation and distribution (leased assets)	0.149
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9. Downstream transportation and distribution (leased assets)	0.149										
<b>Total Emissions</b>	<b>1.214 tCO<sub>2</sub>e</b>										

## Emissions reduction targets

In order to progress towards achieving Net Zero, we have adopted the following carbon reduction target.

- Maintaining zero Scope 1 emissions.
- Reducing Scope 2 emissions by 85% by 2035, through increasing renewable electricity procurement and energy-efficient hardware operations.
- Reducing Scope 3 emissions by 40% by 2030, with a specific focus on downstream leased-asset electricity consumption and employee commuting
- Continue to improve accurate measurements of all emissions
- Achieving Net Zero by 2050

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

Where possible our business processes are automated through the use of technology and a bespoke online portal. During the COVID-19 pandemic we changed the business model and disbanded with all field-based sales personnel. The business operates a full digital signing process for all documentation, reducing print, postage and travel indirect costs and environmental impact. Where possible, all meetings are conducted via Microsoft Teams or alternative conference call provision, which has significantly reduced / eliminated staff travel outside of commuting the office. Where face to face meetings are necessary, Public Transport is the preferred option in all cases. LED Lighting has recently been installed throughout the office.

## Future Carbon Reduction Initiatives

In the future we hope to implement further measures such as:

### **Reducing environmental impact related to staff commuting**

Staff commuting to the office has a significant impact on the Carbon Footprint. This is mainly due to the location of the office being outside of the city, and a lack of public transport operating between the homes of staff and the office. Room Twelve Limited also operates a flexible working environment with some staff working part time, who require their cars to pick up children from school. There is an unlit public footpath and cycle track providing direct access to the office from the city, which staff are able to utilise during the summer months.

Car sharing could also be used where staff live near each other and work similar days / hours to reduce the number of single occupant vehicle trips.

Room Twelve commits to consulting with staff on how improvements can be made and what the business can do to support the use of alternative means of transportation for commuters.

### **Reducing energy consumption**

Utility costs and consumption are a significant focus for the business moving forward. The office is located within a modern building with large glass areas, creating significant heat in the summer, but also cold in the winter. A combination of heating and air conditioning is therefore required to maintain an optimum working temperature throughout the year. Where conditions allow, windows are opened to ventilate and cool the building.

Room Twelve commits to investigating alternative measures to heat and cool the office building. It will also investigate costs associated with installing renewable energy sources such as Solar PV to reduce electricity consumption from the grid, and look to migrate to procuring electricity from a 100% renewable generation provider at the end of the existing contract.

### **Downstream Leased Assets**

The group provide leasing and loan facilities to customers to support the acquisition of essential equipment. Customers undertake their own procurement of the equipment itself, according to their requirements and procurement processes. As such Room Twelve is unable to influence the choice of product and simply act as a financial facilitator. It is difficult to see how the business can influence the reduction of scope 3 emissions when there is no control of the underlying leased assets. To some extent reductions will come as customers undertake to commit to net zero and look at more energy efficient assets, and the business will consider if some assets should be continued to be funded if their emissions are unreasonable. Room Twelve will also consult on how best to interact with their customer base to obtain greater accuracy of data surrounding their leased assets.

## **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 standard<sup>1</sup>

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

#### Declaration

I confirm that the information provided in this Carbon Reduction Plan is accurate to the best of my knowledge and represents Room Twelve Limited's current emissions profile and reduction commitments. I further confirm that Room Twelve Limited will continue to measure, manage, and reduce greenhouse gas emissions in line with UK Government Net Zero targets.

The Carbon Reduction plan has been approved by the board of directors

#### **Signed on behalf of the Supplier:**



Sophie Coles

Director

Date: 31st October 2025

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<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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