

Vitae Professionals, part of Etapas DAventura LDA

is committed to achieving net zero emissions by 2030 when we plan to have reduced our emissions by 90%.

Baseline Emissions Footprint vs Current Emissions Footprint

Baseline emissions are a record of the greenhouse gasses that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Emission Scope	Baseline Emissions, 2023 (kg CO2e)	Current Emissions, 2023 (kg CO2e)
Scope 1	0	0
<i>Sites **</i>	0	0
<i>Company Cars</i>	0*	0*
<i>Delivery Vehicles</i>	0	0
Scope 2	1,354	1,354
<i>Sites **</i>	1,354	1,354
Scope 3	768	768
<i>Sites **</i>	12	12
<i>Home Working</i>	385	385
<i>Company Cars</i>	1*	1*
<i>Employee Owned Vehicles</i>	42*	42*
<i>Employee Commuting</i>	21*	21*
<i>Public Transport & Hire Cars</i>	9	9
<i>Air Travel</i>	1*	1*
<i>Hotels</i>	285	285
<i>Freighting Goods</i>	0	0
<i>Waste Disposal</i>	13	13
Total	2,122	2,122

** Generated from renewable sources

1,354

1,354

* includes WTT

The Scope 3 emissions include as a minimum:

- Upstream transportation and distribution
- Waste generated in operations
- Business Travel
- Employee Commuting
- Downstream transportation and distribution

(any omissions or further information is documented in the Additional Details About our Emissions and Targets box below)

Carbon Reduction: Projected vs Actual

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. We project that carbon emissions will decrease over the next years to 212 by 2030 this is a reduction of 90%



Additional Details About our Emissions and Targets

Year	Comments
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Carbon Reduction Projects

The following environmental management measures and projects are currently in progress or have been completed since the 2023 baseline.

Actions In Progress

Car Fleet Emissions

Target Completion Date: 01/02/2028

Objective

To maintain 0% emissions on car fleet by 2028

Target

To keep using the company vehicle which is 100% electric Any cars to be leased for the company should be 100% electric.

Action, Improvement or Control

Educate employees on the maintenance of their vehicles and raise awareness of fuel efficiency. New fleet vehicles leased from 01/01/2024 to have 0% emissions (100% electric cars) Install electric car charging stations at the parking lot

Business Mileage (company owned / leased) - scope 3

Target Completion Date: 01/01/2028

Objective

To reduce the business mileage done by the company and reduce

Target

To reduce the business mileage of 7000km/year by 20% by 2028

Action, Improvement or Control

Increase the number of virtual meetings Keep the 3-days remote work for all employees Encourage car sharing Increase the use of public transport Educate employees on the maintenance of their vehicles and raise awareness of fuel efficiency.

Use of Paper

Target Completion Date: 02/02/2027

Objective

To reduce the overall use of paper

Target

Reduce paper use by 20% in 2027

Action, Improvement or Control

Implement paperless office practices Discourage the habit of printing off emails Reduce the need for printing documents Duplex printing Reuse of scrap paper for note-taking Printing of essential internal documents Replace paper hand towels with an electric hand dryer

Generation of General Office Waste

Target Completion Date: 01/02/2028

Objective

To reduce total amount of waste

Target

Reduction of 50% in 2028

Action, Improvement or Control

Recycling posters Recycling bins/facilities available Eliminate single use items Reduce the need for printing documents Duplex printing Reuse of scrap paper for note taking Printing of essential internal documents Use of recycled materials and reuse the existing equipment

Use of Heating

Target Completion Date: 01/01/2028

Objective

To reduce amount of energy used for heating by the organisation

Target

To reduce the energy used by 30% in 2028

Action, Improvement or Control

To review and consider reducing thermostat temperatures. Ensure not running heating when areas are unused Plan to change to more efficient windows and flooring

Use of Email

Target Completion Date: 02/02/2027

Objective

To reduce carbon emissions generated by email traffic

Target

To reduce server email holding by 50% in 2027

Action, Improvement or Control

Educate employees on the impact of emails Delete permanently old emails Reduce subscription emails Reduce the number of emails sent to the necessary Reduce the contents on email signatures and logos as these increase the carbon of every email sent by the company Consider a program to automatically delete emails once over 5yrs old

Electricity - Renewable Supplier

Target Completion Date: 01/07/2027

Objective

To maintain the renewable energy provider that uses solely renewable sources for energy production

Target

To keep on purchasing 100% of energy from a renewable energy provider by 01/01/2027

Action, Improvement or Control

Maintaining our renewable energy provider

Product Packaging

Target Completion Date: 01/03/2027

Objective

To reduce the amount of product packaging going to landfill

Target

50% of packaging purchased to be made from recycled materials and responsibly sourced 50% of packaging coming into the warehouse to be reused or recycled

Action, Improvement or Control

Only purchase recycled packaging Reuse all packaging that comes into the office.

Business Mileage (private vehicle)

Target Completion Date: 01/02/2027

Objective

To calculate the business mileage done by employees and reduce

Target

To calculate the baseline for 12 months by 2025 To reduce business mileage by 20%

Action, Improvement or Control

Increase the number of virtual meetings Encourage car sharing Increase the use of public transport Educate employees on the maintenance of their vehicles and raise awareness of fuel efficiency.

Use of Recycled Paper

Target Completion Date: 01/02/2025

Objective

To change to recycled paper

Target

Record baseline in year 2025 50% of all paper used to be recycled in 2025

Action, Improvement or Control

Only purchase recycled paper wherever possible. Add a comment on customer letters that this is a company initiative.

Electricity - Lighting and general use

Target Completion Date: 01/01/2028

Objective

To reduce the amount of energy used by the organisation in relation to lighting and general office use

Target

To reduce the amount of electricity used by 20% by 2028

Action, Improvement or Control

- Posters reminding to turn off lights, computers and other electrical items up in the office; - Keep on using LED lighting systems; - By the end of the day, continue to shut down manually most of the electric connections (except the fridge and alarms) - this way we prevent leaving equipment on standby or turned on when the office is unoccupied - Continue to use electricity suppliers of 100% renewable energy

Carbon Offsetting

Target Completion Date: 31/12/2030

Objective

To offset some or all of the carbon emissions generated by the organisation

Target

To offset 90% of the company's carbon emissions in 2030

Action, Improvement or Control

To find independently verified carbon credits and select a provider for the organisation

Completed Actions

Declaration and Sign Off

This carbon reduction plan has been completed in accordance with PPN 06/21 and the 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 GHC Reporting Protocol corporate standard ¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting ².

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) Standard³.

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

Nuno Emanuel Pint

CEO

Name

Job Title

Signed on behalf of the Supplier

Date

*The methodology used to calculate the organisation's greenhouse gas emissions in this report is based on:
<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>*

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

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

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

Signature:



Email: n.pinto@vitaeprofessionals.com






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Final Audit Report

2024-07-03

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