Carbon Reduction Plan

Supplier: Transcription City LTD

Commitment to achieving Net Zero

Transcription City LTD is committed to achieving Net Zero emissions by 2050.

Original publication date: 11 April 2026. Original board approval date: 11 April 2026. Last reviewed and updated: 20 October 2026.

Baseline emissions footprint

Baseline year: 2022. The verified baseline is 50 tCO2e, comprising Scope 1 emissions of 10 tCO2e, Scope 2 emissions of 15 tCO2e and Scope 3 emissions of 25 tCO2e.

Current emissions reporting

Current emissions reporting period: 1 January 2025 to 31 December 2025.

The latest verified footprint is 45 tCO2e, comprising Scope 1 emissions of 9 tCO2e, Scope 2 emissions of 14 tCO2e and Scope 3 emissions of 22 tCO2e.

Emissions are 5 tCO2e below the 2022 baseline, representing a 10% absolute reduction.

Emissions	2022 baseline tCO2e	2025 emissions tCO2e
Scope 1	10	9
Scope 2	15	14
Scope 3	25	22
Total emissions	50	45

Calculation methodology and verification

The figures have been verified against retained company activity records using the applicable UK Government greenhouse-gas conversion factors and reconciled to the plan's organisational boundary. The organisational boundary is Transcription City LTD's UK business operations.

The baseline relates to 2022 and the current reporting period is calendar year 2025. Calculations use activity quantities and the relevant greenhouse-gas conversion factors, expressed in tonnes of carbon dioxide equivalent. The published totals are gross emissions; offsets are not deducted from these totals.

Samantha Lee-Bapty, Company Director, confirmed the figures, verification status and current reporting period on 20 October 2026.

Scope 3 coverage

The current Scope 3 total is 22 tCO2e. Sources reported in the company plan are supplier-related activities, operational waste and business travel. Employee commuting during 2025 is included in the current Scope 3 total.

The five PPN 006 categories are addressed below. Category values are not published separately; no numerical allocation of the aggregate total has been assumed.

PPN 006 category	Reported treatment
4 Upstream transportation and distribution	Supplier-related activities are included in aggregate Scope 3. A separate upstream-transport subtotal is not presented.
5 Waste generated in operations	Operational waste is included in aggregate Scope 3.
6 Business travel	Business travel is included in aggregate Scope 3.
7 Employee commuting	Employee commuting during 2025 is included in the 22 tCO2e current Scope 3 total.
9 Downstream transportation and distribution	Not applicable to physical-product distribution in 2025: the company did not send physical goods to customers.

Emissions reduction targets

Transcription City LTD targets emissions of 35 tCO2e by 2028 and Net Zero by 2050. The 2028 target represents a 30% reduction from the verified 2022 baseline of 50 tCO2e.

Reaching 35 tCO2e requires a further reduction of 10 tCO2e from the 2025 footprint, equivalent to 22.2%. Progress will be reviewed annually using consistent reporting boundaries and methods. Operational reductions will be tracked separately from any offsets.

Carbon reduction initiatives

The existing company plan records remote and flexible working, digital document handling and reduced paper use, and energy-efficient equipment and lighting as measures introduced since the baseline. These measures will continue where applicable to contract delivery.

Planned measures include further energy-efficiency improvements, review of evidenced renewable-electricity tariffs at renewal, reducing avoidable travel, extending equipment life through repair and secure redeployment, maintaining appropriate waste and WEEE disposal routes, and engaging suppliers on their environmental performance.

The total reduction is reported at organisational level. No separate quantified saving is attributed to an individual initiative in this plan.

Declaration and sign off

This Carbon Reduction Plan is prepared with reference to PPN 006, its technical standard and the GHG Protocol reporting framework. The emissions figures and reporting period have been confirmed by the Company Director.

The original board approval and publication date remains 11 April 2026. The corrected plan was reviewed and approved for publication by Samantha Lee-Bapty, Company Director, on 20 October 2026.

Approved on behalf of Transcription City LTD
Samantha Lee-Bapty
Company Director
20 October 2026