



Carbon Reduction Plan

Supplier name

The Maltings Document Storage Solutions (MDSS Ltd)

Publication date

2nd June 2025

Commitment to achieving net zero

MDSS Ltd is committed to achieving net zero emissions by 2030.

Baseline emissions footprint

Baseline emissions are a record of the greenhouse gases 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.

Baseline year: 2023

Additional details relating to the baseline emissions calculations:

1st January 2023 to 31st December 2023

Baseline year emissions:

Emissions	Total (tCO ₂ e)
Scope 1	21.9
Scope 2	21.3
Scope 3 (included sources)	2.0
Total emissions	45.2

Current emissions reporting

Reporting year: 2024

Emissions	TOTAL (tCO ₂ e)
Scope 1	23.4
Scope 2	30.2
Scope 3 (included sources)	2.1
Total emissions	55.7

Emissions reduction targets

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 three years to 13.9 tCO₂e by 2028. This is a reduction of 75%. We project that carbon emissions will decrease over the next five years to 0 (zero) tCO₂e by 2030. This is a reduction of 100%.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to 0 tCO₂e, due to the business growth and expansion within this period, but reductions will be evident in the 2025 reporting figures, due to changes made in the current year. These measures will be in effect when performing the contract.

a) Fleet Electrification

- Transitioning 40% of fleet to electric by end of 2025
- Evaluating routes and depot infrastructure to maximise EV use
- Implementing route optimisation software to cut emissions

b) Employee EV Incentives

- Offering salary sacrifice schemes for staff to obtain electric vehicles
- Internal campaigns to promote low-carbon commuting

c) Renewable Energy Supply

- All electricity is now sourced from a 100% renewable provider
- Installation of motion sensors and energy-efficient LED lighting across our facilities

d) Paper Shredding & Reforestation

- Launching initiative to plant one tree for every 100kg of shredding destroyed
- Partnering with certified reforestation charities or carbon credit providers

e) Digitalisation and Scan-on-Demand

- Promoting digital transformation services to reduce physical storage and transportation
- Educating clients on environmental benefits of scan-on-demand

Future carbon reduction initiatives

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

- Increase EV fleet share to 80% by 2027
- Conduct Scope 3 emissions mapping to identify additional reduction areas
- Upgrade warehousing to net-zero energy buildings (solar panels, battery storage)
- Introduce carbon literacy training for all staff
- Expand tree-planting program to include client-sponsored options
- Implement a Green Client Charter encouraging digital-first record management

Monitoring and Reporting

- Annual carbon footprint reporting with Planet Mark verification
- Quarterly internal reviews to track progress on emissions reductions

- Emissions and progress data made publicly available on company website and ESG reports

Stakeholder Engagement

- Regular sustainability updates to clients and partners via monthly newsletters
- Collaboration with local councils and green networks
- Encouraging suppliers to share and improve their own sustainability data

Risks and Mitigation

Risk: EV charging infrastructure delays

Mitigation: Partner with multiple installers and apply for grants

Risk: Client resistance to digitisation

Mitigation: Incentivise digital services and provide training/support

Risk: Rising electricity prices

Mitigation: Long-term contracts with renewable suppliers and self-sufficiency through solar

Summary

MDSS is proud to lead by example in the records management industry, demonstrating that operational excellence and carbon reduction can go hand-in-hand. Our plan is actionable, measured, and backed by data – all underpinned by our Planet Mark accreditation and continuous improvement ethos.

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:



Chris James – Commercial Director..... Dated:2nd June 2025

MDSS Working with Planet Mark

MDSS have committed to achieving Planet Mark Business Certification

At MDSS, we are proud to announce that we have achieved the prestigious Planet Mark Business Certification. This signifies our dedication to sustainability and our proactive approach to reducing our environmental impact.

The Planet Mark Business Certification is a globally recognised sustainability certification awarded to organisations that demonstrate a continuous commitment to reducing their carbon footprint, enhancing their social impact, and fostering sustainable growth.

Detailed **Certification Report** can be viewed via the following:

<https://www.themaltingsdss.co.uk/our-commitment>

A copy of our **Planet Mark Certificate** can be viewed via the following:

<https://www.themaltingsdss.co.uk/our-commitment>