



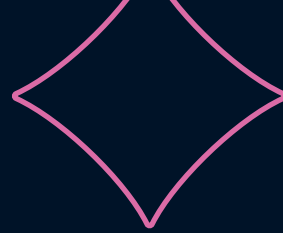
# capella

# Carbon Reduction Plan



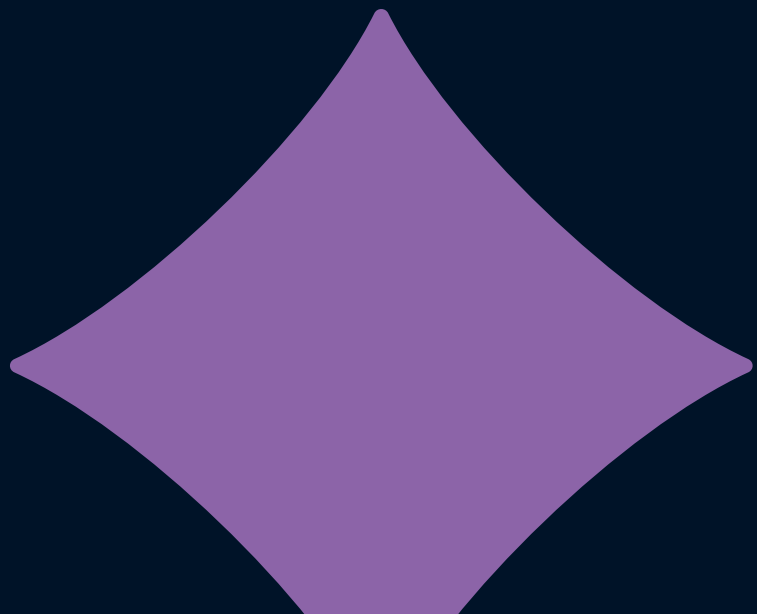
Reporting Period: **April 2024 – March 2025**

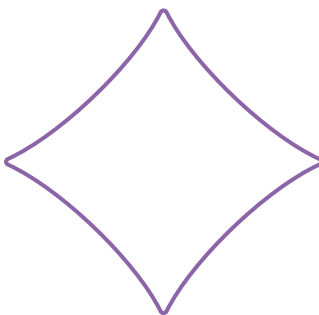
Issued Date: **25<sup>th</sup> August 2025**



**capella** 

*formerly **Sleep Scotland***





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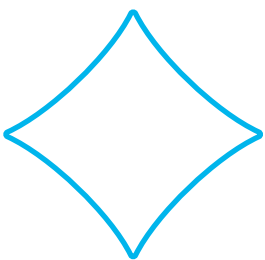
## Foreword from the Head of Corporate Services

At Capella Charity, our purpose is to improve lives through Teens+ and Sleep Action. We strive to do that in a way that safeguards the future and sustainability of the communities and people we serve.

This Carbon Reduction Plan sets our first baseline and a clear path forward. In our benchmark year (April 2024 - March 2025), we measured total emissions of 74.7 tCO<sub>2</sub>e (Scopes 1–3), equivalent to 0.4 tCO<sub>2</sub>e per employee.

We are committing to halve our emissions by 2030 and to reach Net Zero no later than 2050, aligning with Scotland's 2045 ambition. With Net Zero Nation and Net Zero International as partners, our focus is practical: engaging our whole team and service users; building monthly data capture and broader Scope 3 insight; implementing a sustainable travel policy; working with suppliers to improve data quality; investing in energy efficiency, recycling, and exploring renewables; and strengthening skills through the Net Zero Leaders CPD course. Progress will be shared through a quarterly emissions dashboard on Notch overseen by the Head of Corporate Services.

Thank you to our colleagues, partners, supporters and the young people and families we serve. Together, we will turn intent into impact.



# Net Zero Commitment

Capella Charity recognises the importance of making a full and lasting commitment to reducing the greenhouse gas emissions from our activities, in support of the wider commitment of the world to limit global temperature increases and the impact on the planet.

We commit to the following:

1

For our company to achieve Net Zero in line with the Science Based targets set out by the UNFCCC i.e., to achieve Net Zero no later than 2050 and target a 50% reduction in emissions by 2030.

2

To set realistic short- and long-term targets that are designed to achieve our Net Zero commitments.

3

To report the total Greenhouse Gas emissions of our business, at a minimum, on an annual basis.

|                           | Year | Earlier Year if Possible |
|---------------------------|------|--------------------------|
| Commitment to be Net Zero | 2050 | 2045*                    |
| 50% Emissions Reduction   | 2030 |                          |

\*In line with Scotland's Net Zero strategy



## Background Information

### Company

**Capella Charity** is a Limited Company registered in Scotland, company number SC182935, with its registered address at 60 Ravenscroft Street, Edinburgh, United Kingdom, EH17 8QW.

**Capella Charity** (SC027560) runs two services, Teens+ which is an Edinburgh and Lothians based educational service for young adults with complex learning difficulties and Sleep Action who run a free confidential helpline for children and their families suffering chronic sleep problems. The charity has embarked on a transformative journey towards sustainability in partnership with Net Zero Nation and Net Zero International. This collaboration aims to significantly reduce Capella's carbon footprint and establish the organisation as a Net Zero charity. Capella embarked on this journey to inspire the service users they work with, demonstrating the importance of sustainability and environmental responsibility.

| Reporting Period                                 | Industry | Staff | Premises Owned | Premises Leased | Company Vehicles Owned | Company Vehicles Leased |
|--------------------------------------------------|----------|-------|----------------|-----------------|------------------------|-------------------------|
| <b>Benchmark Period</b><br>Apr 2024 – March 2025 | Charity  | 180   | 0              | 4               | 0                      | 0                       |

### Current Reporting Period

April 2024 – March 2025

### Organisational Boundary

There are 3 different approaches to measuring emissions, as defined by the GHG Protocol. This report has been constructed using the **Operational Control Approach**, considering the requirements of each potential approach.

| Approach                   | Description                                                                                                                                                                                                      | Approach Taken |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Operational Control</b> | The organisation has operational control over an operation if it or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.                           |                |
| <b>Financial Control</b>   | The organisation has financial control over the operation if it has the ability to direct the financial and operating policies of the organisation with a view to gaining economic benefits from its activities. |                |
| <b>Equity Share</b>        | The organisation accounts for GHG emissions from operations according to its share of equity in the operation.                                                                                                   |                |

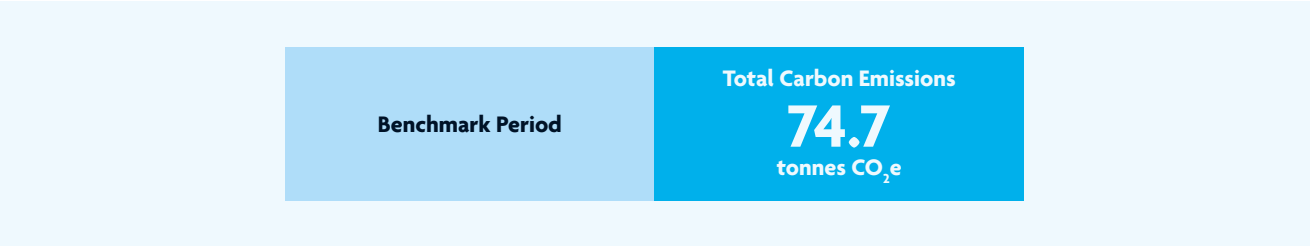
### Benchmark Year

The organisation's benchmark year is from **April 2024 – March 2025**. This is the first time the organisation has measured and reported on its carbon emissions.

### Methodologies Used

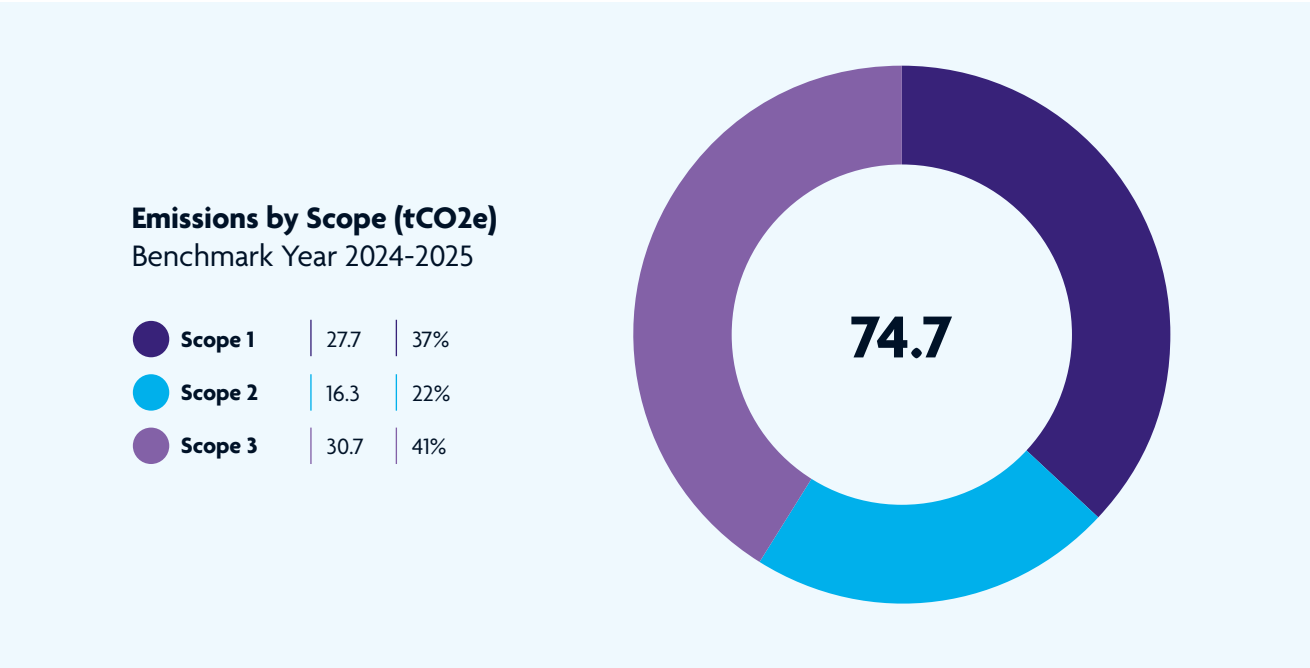
Throughout this report all methodologies used are explained within the relevant sections.

## Carbon Emissions Overview



The total calculated emissions for the business for the period 2024-2025 are 74.7 tCO<sub>2</sub>e. This is the first year the company has measured its carbon emissions. The breakdown of emissions are analysed throughout this report.

## Analysis by Scope



| Scope   | Description                                                                                                                                                                | tCO <sub>2</sub> e. | %     |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------|
| Scope 1 | Scope 1 emissions includes fuels used at company premises and company vehicles.                                                                                            | 27.7                | 37.1% |
| Scope 2 | Emissions in scope 2 includes electricity used at the company's premises.                                                                                                  | 16.3                | 21.8% |
| Scope 3 | Scope 3 emissions include: <ul style="list-style-type: none"><li>Employee commuting</li><li>Transmission and Distribution of Electricity</li><li>Waste and Water</li></ul> | 30.7                | 41.1% |
| Total   |                                                                                                                                                                            | 74.7                | 100%  |

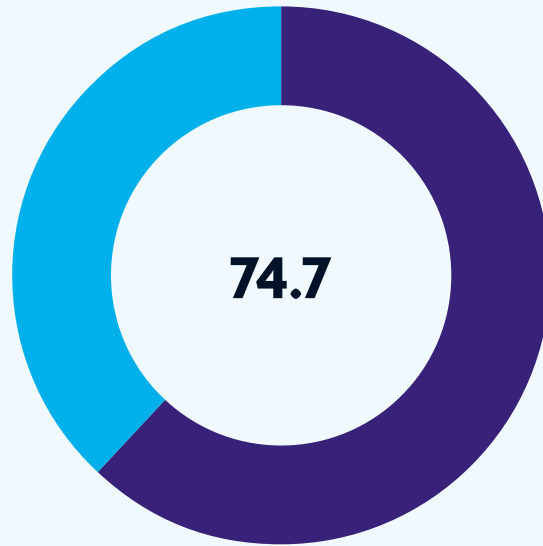
Reported Scope 3 emissions may increase in future years as more detailed data and information becomes available.



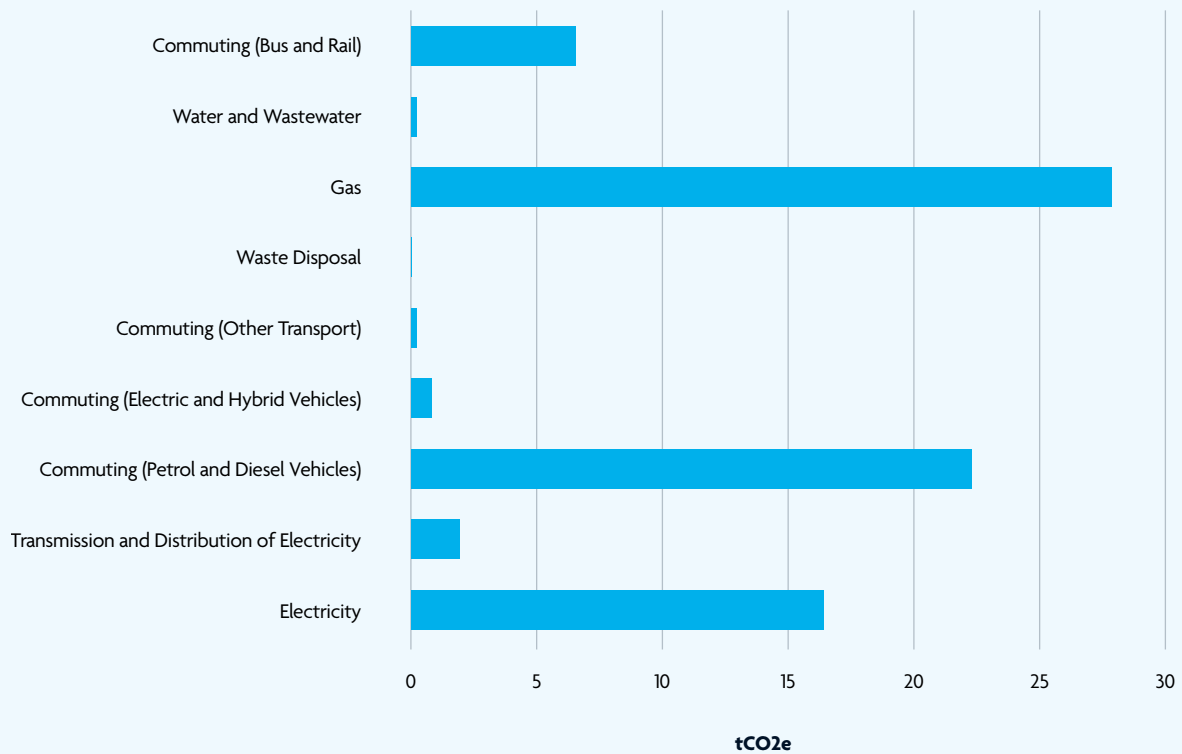
## Emissions by Activity

**Emissions by Activity (tCO<sub>2</sub>e)**  
Benchmark Year 2024-2025

- Energy
- Business Travel
- Employee Commuting
- Other Emissions Calculated



**Emissions by Activity (tCO<sub>2</sub>e)**  
Benchmark Year 2024-2025



| Benchmark Year                               |       |                     |                   |                 |
|----------------------------------------------|-------|---------------------|-------------------|-----------------|
| Data Details                                 |       |                     | 2024-2025         |                 |
| Emission Type                                | Scope | tCO <sub>2</sub> e. | Data Source       | Data Confidence |
| Energy                                       |       |                     |                   |                 |
| Gas                                          | 1     | 27.7                | Gas Bills         | Medium          |
| Electricity                                  | 2     | 16.3                | Electricity Bills | High            |
| Transmission and Distribution of Electricity | 3     | 1.4                 | Electricity Bills | High            |
|                                              |       | 45.4                |                   |                 |
| Business Travel                              |       |                     |                   |                 |
|                                              |       | —                   |                   |                 |
| Employee Commuting                           |       |                     |                   |                 |
| Commuting – Petrol/Diesel Vehicles           | 3     | 22.2                | Employee Survey   | Medium          |
| Commuting – Electric and Hybrid Vehicles     | 3     | 0.6                 | Employee Survey   | Medium          |
| Commuting – Bus and Rail                     | 3     | 6.1                 | Employee Survey   | Medium          |
| Commuting – Other Transport                  | 3     | 0.2                 | Employee Survey   | Medium          |
|                                              |       | 29.1                |                   |                 |
| Other Emissions Calculated                   |       |                     |                   |                 |
| Water and Wastewater                         | 3     | 0.1                 | Water Bills       | High            |
| Waste Disposal                               | 3     | 0.1                 | Number of Uplifts | Medium          |
|                                              |       | 0.2                 |                   |                 |
| Total                                        |       | 74.7                |                   |                 |



## Intensity Metric Analysis

Intensity metrics help normalise emissions data, taking into account variations in production levels or activity volumes. This allows for a more accurate assessment of emission trends over time, regardless of changes in business operations. The initial intensity metrics for the company are below and will be used for comparative purposes in following years.

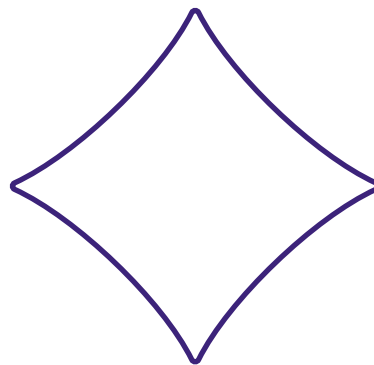
### Intensity Metrics (tonnes CO<sub>2</sub>e)

Benchmark Year 2024-2025

Scopes 1, 2 and 3: **0.4**

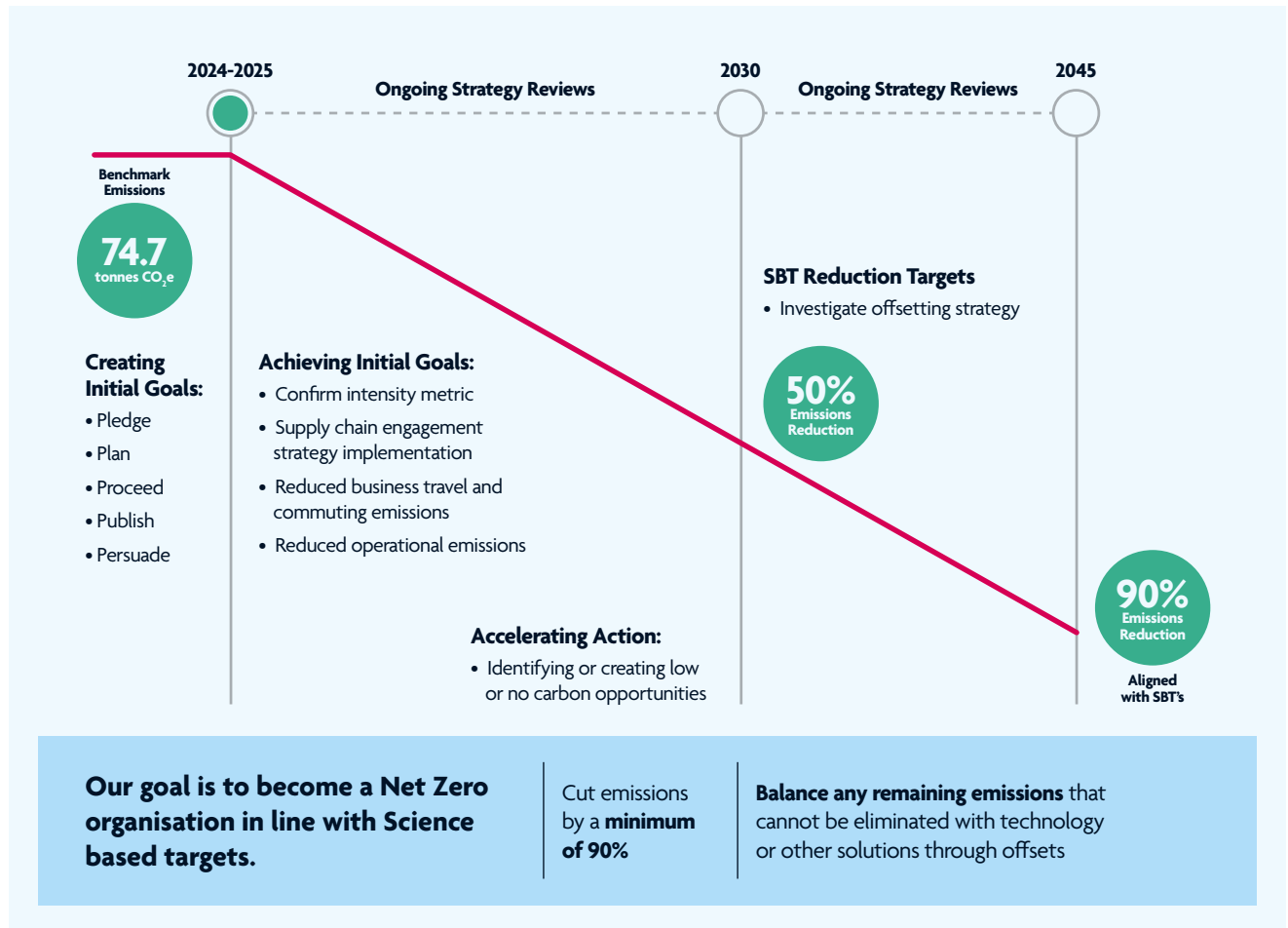


The chosen intensity metric shows a carbon emissions value of 0.4 tCO<sub>2</sub>e per employee. The business headcount averaged 180 people during the benchmark period.



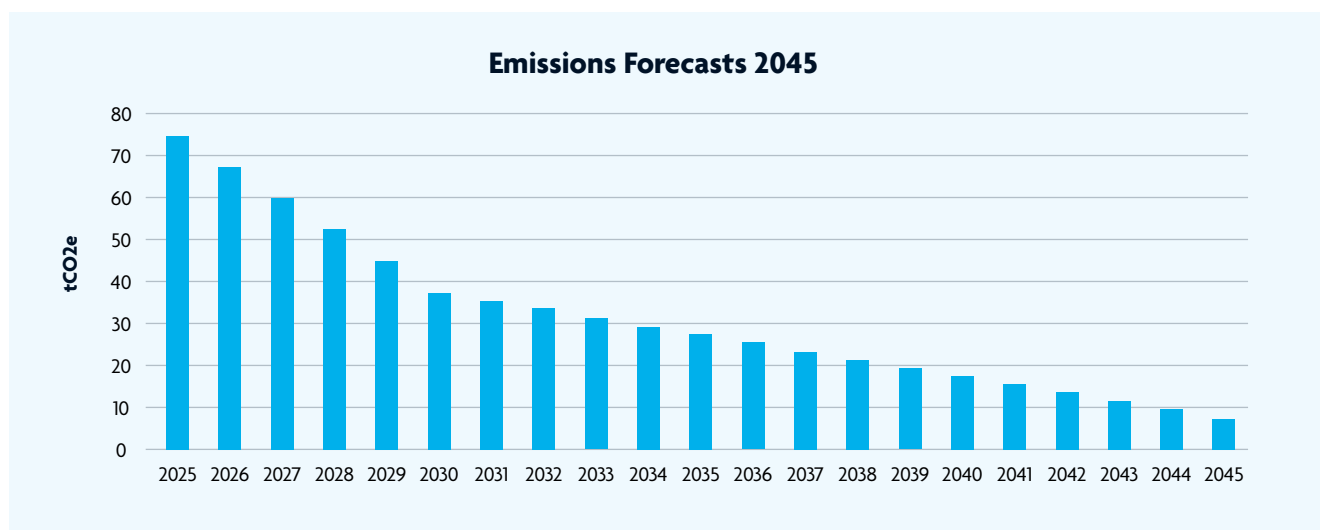
## Emissions Reductions Targets

The following graph summarises the carbon emissions reduction targets.



Science Based Targets (SBTs) specify the need to reduce emissions by 50% by 2030 and 90% by 2050. In some circumstances, countries and companies may set emissions targets for different dates.

The following chart provides a forecasted view of the emissions targets for the organisation. These targets will be mapped against actual emissions year by year to support ongoing strategies and decision making to achieve the SBTs.





## Carbon Reduction Actions

Capella Charity aims to develop the following initiatives that will support the company's strategies to meet Science Based Targets:

| Area of Focus                              | Initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Implementation timeline |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Engagement of people</b>                | To engage the entire team throughout the organisation in the Net Zero transition plan and to encourage staff to support lower carbon ideas, opportunities, and activities. To promote sustainable practices and encourage our service users to get involved.                                                                                                                                                                                                                                             | Short term              |
| <b>Data capture process</b>                | To create monthly data capture process to enhance efficiency of reporting.                                                                                                                                                                                                                                                                                                                                                                                                                               | Short term              |
| <b>Additional scope 3 data</b>             | Capture business travel data.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Short term              |
| <b>Reduce Reliance on Spend Based Data</b> | To review major emissions based on spend and develop more accurate emissions data together with suppliers.                                                                                                                                                                                                                                                                                                                                                                                               | Short term              |
| <b>Business Travel Emissions</b>           | To review a sustainable travel policy encouraging use of public transport and lower carbon options when practical to do so.                                                                                                                                                                                                                                                                                                                                                                              | Medium term             |
| <b>Carbon Emissions Dashboard</b>          | Capella Charity has made the commitment to complete its carbon emissions dashboard on a regular basis. This is overseen by the Head of Corporate Services and shared with the wider team on a quarterly basis. By partnering with Net Zero International, we gain access to their expertise and support in reporting our emissions and how to reduce them, including best practice and insights. We will also promote our activities on social media to encourage others to make lower carbon decisions. | Medium term             |
| <b>Training of Staff</b>                   | Commit to the training of a team member on the Net Zero Leaders CPD accredited course, delivered by Net Zero International to improve knowledge and awareness of Net Zero legislation, regulations and best practice.                                                                                                                                                                                                                                                                                    | Medium term             |
| <b>Supply Chain Review</b>                 | To carry out regular reviews of supply chain partners and introduce a sustainable supply chain policy over time.                                                                                                                                                                                                                                                                                                                                                                                         | Medium term             |
| <b>Energy Efficiency of Site</b>           | Review infrastructure to reduce energy consumption.<br>Investigate renewable energy generation possibilities on site.<br>Investigate improved waste recyclability options.                                                                                                                                                                                                                                                                                                                               | Long term               |

Signed on behalf of Capella Charity

**Christopher McShane**  
Head of Corporate Services

Date: 25<sup>th</sup> August 2025



## Emissions Data

The data contained in the table below represents total emissions calculated and is consistent with SECR requirements. All sources of emissions that have been measured are included in the totals below. Emissions from key activities are summarised in the previous sections.

|                                                                                                                                                        | Benchmark Year 2024-2025 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Energy consumption used to calculate emissions Electricity Scope 2, UK and Offshore (kWh)                                                              | 78,788                   |
| Energy consumption used to calculate emissions – Global, excluding UK and Offshore (kWh)                                                               | N/A                      |
| Basis of Energy reporting (Location or Market)*                                                                                                        | Location                 |
| % of total energy sourced from certified renewable sources                                                                                             | 0%                       |
| Emissions associated with energy consumption - UK, Offshore and Global (tCO <sub>2</sub> e)                                                            | 16.3                     |
| Emissions from activities for which the company is responsible including combustion of fuel and operation of facilities - Scope 1 (tCO <sub>2</sub> e) | 27.7                     |
| Emissions from purchase of electricity, heat, steam and cooling purchased for own use – Scope 2 (tCO <sub>2</sub> e)                                   | 16.3                     |
| <b>Total Scope 1 and 2 Emissions (tCO<sub>2</sub>e)</b>                                                                                                | <b>44.0</b>              |
| Emissions from upstream activities out of operational control – Scope 3 (tCO <sub>2</sub> e)                                                           | 30.7                     |
| Emissions from use of sold products and services out of operational control – Scope 3 (tCO <sub>2</sub> e)                                             | None included            |
| Total Gross Scope 3 Emissions (tCO <sub>2</sub> e)                                                                                                     | 30.7                     |
| <b>Total Scope 1, 2 and 3 Emissions (tCO<sub>2</sub>e)</b>                                                                                             | <b>74.7</b>              |
| Intensity ratio tCO <sub>2</sub> e (gross Scope 1, 2 and 3) per employee                                                                               | 0.4                      |
| Carbon offsets (tCO <sub>2</sub> e)                                                                                                                    | –                        |
| <b>Total Annual Net Emissions (tCO<sub>2</sub>e)</b>                                                                                                   | <b>74.7</b>              |

\*A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen.



## Standard and Methodology Used

**Capella Charity** categorises its Greenhouse Gas (GHG) Emissions as Scope 1, 2 or 3 as referred to in the WBCSD – WRI Greenhouse Gas Protocol (revised edition, dated March 2014). Emissions in Carbon Dioxide equivalent (CO<sub>2</sub>e) for all scopes are calculated using the conversion factors listed in DESNZ Greenhouse Gas Conversion Factors for the relevant 12-month period over which the carbon emissions are calculated. Procured renewable electricity and gas is calculated in accordance with the WBCSD – WSI Scope 2 Guidance on procured renewable energy (2015).

## Data Quality / Confidence

The data used to generate this report has been collected from various sources from both within the company and using assumptions gathered by Net Zero International. These emissions have been converted to CO<sub>2</sub>e using GHG Protocol and DESNZ frameworks and conversion factors for the relevant period.

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with SECR, 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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

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

### Signed on behalf of Net Zero International

**David Hawes**  
Chief Executive Officer



Date: 25<sup>th</sup> August 2025

# Glossary

## Benchmark Data

The chosen 12-month period that sets the calculated.

## Carbon Reduction

Reduction in measured CO<sub>2</sub>e emissions.

## Carbon Reduction Plan

Plan to reduce CO<sub>2</sub>e emissions over a period of time, updated annually.

## Carbon Emissions (Gross)

CO<sub>2</sub>e emissions from Company activities.

## Carbon Emissions (Net)

CO<sub>2</sub>e emissions from Company activities minus verified carbon offsets the Company purchases.

## Carbon Neutral

When emissions are fully offset including those emissions that could be mitigated.

## Carbon Offsets

A removal or reduction of carbon emissions through a verified scheme.

## CO<sub>2</sub>e

All greenhouse gases expressed in terms of Carbon Dioxide equivalent (CO<sub>2</sub>e) for consistency of reporting.

## DESNZ

Department of Energy Security and Net Zero.

[gov.uk/government/collections/government-conversion-factors-for-company-reporting](https://gov.uk/government/collections/government-conversion-factors-for-company-reporting)

## EEIO

Environmentally Extended Input Output  
– Emissions estimated on spend.

[ghgprotocol.org](https://ghgprotocol.org)

## Organisational Boundaries

GHG Protocol Organisational Boundaries.

[ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf](https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf)

## GHG Protocol

Greenhouse Gas Protocol.

[ghgprotocol.org](https://ghgprotocol.org)

## Greenhouse Gases

Carbon Dioxide (CO<sub>2</sub>), Methane (CH<sub>4</sub>), Nitrous Oxide (N<sub>2</sub>O), Chlorofluorocarbons (CFCs and HCFCs), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs), Sulphur Hexafluoride (SF<sub>6</sub>).

## Greenhouse Gas Conversion Factors

Annually published conversion factors normally published by relevant government departments. Converts activity into CO<sub>2</sub>e emissions.

## Greenhouse Gas Emissions (GHG)

Gases in the atmosphere that absorb and radiate heat.

## Intensity Metric/Ratio

A metric that measures carbon.

## Market Reporting v Location Reporting

Market is based on specific tariffs. Location is based on the country from which you are reporting.

## Net Zero

GHG emissions are mitigated and those that cannot are offset.

## Renewable Tariff

An energy tariff that is 100% powered by renewable energy and is certified.

## SBT

Science Based Targets – reducing emissions by 50% by 2030 and by 90% by 2050 and offsetting the remaining amount.

## Scope 1

The fuels that are burnt (gas, transport the company owns, refrigerant gases).

## Scope 2

The energy that is bought (electricity from the grid, purchased heat).

## Scope 3

Emissions embedded in everything a company buys and emitted as a consequence of everything a company sells.

## SECR

Streamlined Energy and Carbon Reporting.

## tCO<sub>2</sub>e

Metric tonnes of CO<sub>2</sub> equivalent emitted.

## WBCSD

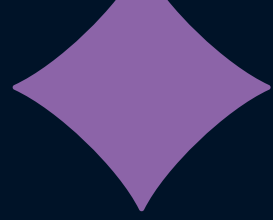
World Business Council for Sustainable Development.

[wbcasd.org](https://wbcasd.org)

## WRI

World Resource Institute.

[wri.org](https://wri.org)



**capella** 

Charity registration number SC027560 (Scotland)  
Company registration number SC182935 (Scotland)