LYNEAL GROUP

Carbon Reduction Plan

Prepared in accordance with PPN 006

Supplier	**Lyneal Group – Comprising of** **My Staff Shop Ltd - 07710593** **My Health Xtras Ltd - 11742197** **Mynurva Ltd – 11021840**
Registered office	**2 Charlesworth Court, Knights Way, Shrewsbury, SY1 3AB**
Publication date	14/09/2026

Net Zero commitment: Lyneal Group is committed to achieving Net Zero greenhouse gas emissions by 2050.

My Staff Shop Ltd is a wholly owned subsidiary of Lyneal Group Ltd. This consolidated Carbon Reduction Plan covers the parent company and My Staff Shop Ltd as the bidding entity. The parent company's commitment to achieving Net Zero greenhouse gas emissions by 2050 is expressly supported and adopted by My Staff Shop Ltd and applies to its UK operations. The environmental management measures contained in this Plan are capable of being applied by My Staff Shop Ltd and will be in effect and utilised, where relevant, when performing contracts awarded to My Staff Shop Ltd.

1. Commitment to achieving Net Zero

Lyneal Group (and its associated companies) is committed to achieving Net Zero greenhouse gas emissions by **2050** for its UK operations.

This commitment applies to any Lyneal Group company, for example, for My Staff Shop Ltd as the bidding entity and to the services and activities undertaken when performing contracts awarded to My Staff Shop Ltd.

2. Organisational and reporting boundary

Reporting boundary and consolidation approach:

Lyneal Group applies the **operational control approach** when defining its greenhouse gas emissions reporting boundary. The inventory covers the UK operations and activities of Lyneal Group and its associated companies, including My Staff Shop Ltd, My Health Xtras Ltd and Mynurva Ltd, where those companies or Lyneal Group have authority to introduce and implement operational policies.

The reporting boundary includes all office premises occupied or operated by the Group during the reporting period, including the principal Group office at **2 Charlesworth Court, Knights Way, Battlefield Enterprise Park, Shrewsbury, SY1 3AB**, together with company-operated vehicles, business travel, employee commuting, homeworking and the applicable activities of suppliers and service providers.

Where premises, vehicles, employees, systems or other resources are shared between associated companies, the related emissions are consolidated within the Group inventory. Where company-level reporting is required, emissions are allocated between the relevant entities using the most appropriate available evidence, which may include separately identifiable meter or activity data, floor area, occupancy, employee headcount, mileage records, expenditure or another reasonable and consistently applied allocation method. The allocation basis and any material assumptions are documented as part of the emissions calculation.

Scope 1 includes direct emissions from fuels, vehicles, heating systems, refrigerants and other sources owned or operationally controlled by Lyneal Group or its associated companies. Fuel used by company-operated vehicles is included within Scope 1 where the relevant company has operational control over the vehicle.

Scope 2 includes indirect emissions arising from purchased electricity, heating and cooling consumed at premises within the reporting boundary. Where utility consumption relates to premises shared between Group companies, the emissions are apportioned using an appropriate and documented allocation method.

Scope 3 includes the five categories required by the Carbon Reduction Plan reporting standard: upstream transportation and distribution; waste generated in operations; business travel; employee commuting, including homeworking; and downstream transportation and distribution.

Homeworking emissions are estimated for employees of Lyneal Group and its associated companies who worked remotely during the reporting period. The calculation uses recorded or surveyed working patterns and an appropriate recognised methodology. Business journeys undertaken in employees' privately owned vehicles, hire vehicles, rail, air, taxis and other third-party transport are reported within Scope 3 business travel.

Emissions arising from activities that are neither owned nor operationally controlled by Lyneal Group or its associated companies are not consolidated within Scope 1 or Scope 2. This may include emissions arising from landlords, independently operated suppliers, subcontractors, data centres, hosting providers and other third-party services. These emissions are included within Scope 3 where they fall within one of the categories required by the Carbon Reduction Plan reporting standard and where sufficient activity data or a reasonable and documented estimation basis is available.

No associated company within the stated reporting boundary is intentionally excluded. Any material limitations, unavailable data, estimation methods, exclusions or changes to the organisational boundary are documented alongside the relevant emissions calculation.

This Group reporting boundary expressly includes My Staff Shop Ltd as the bidding entity. The Group's commitment to achieving Net Zero greenhouse gas emissions by 2050 is supported and adopted by My Staff Shop Ltd and applies to its UK operations and to the services and activities undertaken when performing the relevant contract.

Reporting period:

Our reporting period is each calendar year, with the most recent period being **01/01/2025 to 31/12/2025**

3. Calculation methodology

Data sources, assumptions and estimation methods:

The greenhouse gas emissions inventory for Lyneal Group and its associated companies is compiled using the best available activity data for the reporting period. The calculation follows the operational-control boundary described in this Carbon Reduction Plan and includes relevant activities of My Staff Shop Ltd, My Health Xtras Ltd, Mynurva Ltd and other associated companies falling within the stated reporting boundary.

Wherever reasonably practicable, emissions are calculated using **primary activity data**, rather than financial expenditure. The principal data sources comprise:

- electricity and gas invoices, meter readings and consumption statements for premises occupied or operated by the Group;

- fuel-card records, vehicle records, mileage logs and business-expense claims for company-operated and privately owned vehicles;
- rail, air, taxi, hire-car, hotel and other business-travel booking or expense records;
- waste-transfer information, supplier reports, collections data, container capacity and collection-frequency records;
- employee records, workplace attendance information and employee commuting or homeworking surveys;
- purchasing, courier, postage, fulfilment and delivery records relevant to upstream and downstream transportation and distribution; and
- supplier-provided activity or emissions information where sufficiently complete and reliable.

Energy invoices are available for Group-occupied premises at 2 Charlesworth Court, Knights Way, Shrewsbury, SY1 3AB and Suite C, Building Two, Charlesworth Court, Knights Way, Shrewsbury, SY1 3AB. These records should be used to determine actual consumption in kilowatt-hours wherever the invoices or supporting statements contain consumption data.

Activity data is converted into tonnes of carbon dioxide equivalent using the **UK Government greenhouse gas conversion factors for company reporting applicable to the relevant reporting year**. The factor version, publication year, units and relevant factor selected are recorded within the supporting calculation workbook. Factors are applied consistently to the baseline and current reporting periods wherever possible. Where a subsequent factor set or improved methodology is used, the change and its effect on comparability are documented.

Scope 1 calculations use actual quantities of fuel consumed where these are available. Company-vehicle emissions are calculated using recorded litres of fuel or, where fuel-volume data is unavailable, recorded business mileage combined with the applicable vehicle or fuel conversion factor. The Group’s expense arrangements distinguish between business journeys undertaken using company cars or vehicles supported by a car allowance and journeys undertaken in employees’ privately owned vehicles.

Scope 2 emissions are calculated using purchased electricity, heating or cooling consumption measured in kilowatt-hours and the applicable location-based conversion factor. Where invoices cover shared premises or more than one associated company, consumption is allocated using separately identifiable consumption data where available. If this is unavailable, a reasonable and consistently applied allocation basis is used, such as occupied floor area, average employee headcount, workplace occupancy or another relevant operational measure. The selected basis and calculation are documented.

Scope 3 business travel is calculated from recorded mileage, passenger distance, ticket or booking information where available. Where only expenditure data is available, either an appropriate spend-based method or a reasonable distance estimate is used and identified as an estimate. Employee-owned vehicle mileage reimbursed through the expenses process is reported as Scope 3 business travel rather than Scope 1. The Group’s expenses policy provides a source of business-mileage records for both field-based and office-based employees.

Employee commuting and homeworking emissions are estimated using employee headcount, normal working location, recorded or surveyed commuting patterns, working days, distance travelled, mode of transport and the number of days worked remotely. Homeworking calculations use an appropriate recognised methodology and the applicable UK Government conversion factors. Where complete employee survey data is unavailable, representative survey responses, documented working-pattern assumptions or other available attendance information may be extrapolated across the relevant employee population. Any extrapolation is identified, and the assumptions are reviewed for reasonableness.

Waste generated in operations is calculated using supplier-provided weights wherever available. Where actual weights are unavailable, waste volumes are estimated from bin or container capacity, collection frequency and reasonable fullness or density assumptions. Waste is classified by material and treatment route where the supporting information permits. Where the disposal or treatment route is not known, an appropriate conservative assumption is applied and documented.

Upstream and downstream transportation and distribution emissions are calculated using available supplier, purchasing, courier, postage, fulfilment and delivery information. Where suppliers provide shipment weight, distance, vehicle type or verified emissions data, that information is used in preference to expenditure-based estimates. Where shipment-level information is unavailable, emissions may be estimated using order volumes, average shipment weights, delivery distances, procurement expenditure or another reasonable proxy appropriate to the activity. The basis of each material estimate is retained with the calculation.

Where complete primary data cannot be obtained, Lyneal Group uses reasonable and documented estimates based on the most relevant available evidence. This may include annualising partial-period consumption, applying average activity rates, using representative employee or supplier samples, or allocating shared consumption between associated companies. Estimates are not used where reliable primary data is available. Assumptions are applied consistently, reviewed for reasonableness and replaced with improved data in subsequent reporting periods where practicable.

Activities outside the Group's operational-control boundary are excluded from Scope 1 and Scope 2. Scope 3 activities outside the five categories required by the Carbon Reduction Plan reporting standard may also be excluded from the reported CRP footprint. Within the required categories, an activity is excluded only where it is genuinely not applicable, no relevant activity occurred during the reporting period, or sufficiently reliable data cannot reasonably be obtained. Any material exclusion, unavailable data, reporting limitation or departure from the stated methodology is disclosed alongside the relevant emissions category, including the reason for the exclusion and, where possible, an assessment of its likely significance.

Quality controls include reconciliation of activity data to invoices, expense records, employee records and supplier documentation; checks for duplicate, missing or overlapping reporting periods; confirmation of units and conversion factors; review of entity and site allocations; comparison with prior-period data; investigation of material movements; arithmetic checks of category and inventory totals; and retention of the underlying data, assumptions and calculations. The completed inventory and Carbon Reduction Plan are subject to management review and approval by the board of directors or equivalent management body before publication.

The supporting emissions workbook records, for each material emissions source, the supplying entity, activity period, source document, activity quantity, unit of measurement, conversion factor, resulting tCO2e, allocation basis, estimation method and any limitation or exclusion. This provides a documented audit trail between the reported totals and the underlying evidence.

4. Baseline emissions footprint

Baseline year: Calendar year 2025

Baseline context: 2025 serves as the first full inventory year

Emissions source	Total (tCO_2e)	Evidence / calculation note
Scope 1	**18.00**	Company vehicle emissions have been estimated using 85,000 recorded business miles during the reporting period. Mileage was converted to kilometres and multiplied by an average vehicle emissions factor of 115g CO_2/km, resulting in estimated vehicle emissions of 15.73 tCO_2e. In addition, Scope 1 includes estimated emissions of 2.27 tCO_2e from natural gas consumed for heating at Group premises during calendar year 2025. Total Scope 1 emissions are therefore 18.00 tCO_2e.
Scope 2	**2.48**	Scope 2 emissions have been estimated using electricity meter readings showing consumption of approximately 12,876 kWh during calendar year 2025. Location-based emissions were calculated using the applicable UK Government greenhouse gas conversion factor for purchased electricity, resulting in estimated Scope 2 emissions of approximately 2.48 tCO_2e. Natural gas consumed at Group premises has been reported separately within Scope 1.
Scope 3: Upstream transportation and distribution	**0.25**	Upstream transportation and distribution emissions have been estimated using purchasing activity associated with office supplies, IT equipment, furniture, printed materials and other operational purchases delivered to Group premises during the reporting period. Procurement records, supplier invoices and delivery activity indicate regular inbound deliveries from office, print and online suppliers. In the absence of complete shipment-weight and distance data, emissions have been estimated using a documented activity-based approach, resulting in estimated emissions of 0.25 tCO_2e. This figure will be refined

Emissions source	Total (tCO2e)	Evidence / calculation note
		where supplier-specific transportation or verified emissions data becomes available.
Scope 3: Waste generated in operations	**0.24**	Waste generated in operations emissions have been calculated using waste-management data supplied by the Group's waste contractor for calendar year 2025. During the reporting period, 652 kg of waste was managed from Group operations, resulting in total waste-related emissions of 239.21 $kgCO_2e$ (0.24 tCO_2e). The calculation is based on supplier-provided waste-management data and includes emissions associated with waste treatment and transportation.
Scope 3: Business travel	**0.93**	Scope 3 business travel emissions have been estimated using approximately 5,000 business miles travelled in employee-owned vehicles during the reporting period. Mileage was converted to kilometres and multiplied by an average emissions factor of 115g CO_2/km, resulting in estimated emissions of 0.93 tCO_2e.
Scope 3: Employee commuting, including homeworking	**13.55**	Employee commuting emissions have been estimated at 11.55 tCO_2e. The calculation assumes that 12 employees commute by car for an average round trip of 20 miles over 260 working days, giving approximately 62,400 annual commuting miles. Mileage was converted to kilometres and an average vehicle factor of 115g CO_2/km was applied. Homeworking emissions have been estimated separately at 2.00 tCO_2e for 20 predominantly remote employees, using an estimated allowance of 0.10 tCO_2e per employee for incremental workstation, lighting and domestic energy consumption. Total employee commuting and homeworking emissions are therefore estimated at 13.55 tCO_2e. The calculation will be refined through employee travel and homeworking data in future reporting periods.

Emissions source	Total (tCO2e)	Evidence / calculation note
Scope 3: Downstream transportation and distribution	**0.25**	Downstream transportation and distribution emissions have been estimated using approximately 10,000 second-class postal items issued during the reporting period. Emissions have been calculated using an indicative postal emissions factor of approximately 25g CO_2e per item, resulting in estimated annual emissions of 0.25 tCO_2e. This figure will be refined where supplier-specific postal activity or verified emissions data becomes available.
Total Scope 3	**15.22**	
Total emissions	**35.7**	

5. Current emissions reporting

Current reporting year: Calendar year 2025

Comparison statement: Same as baseline as first year of production

Emissions source	Total (tCO2e)	Evidence / calculation note
Scope 1	**18.00**	Company vehicle emissions have been estimated using 85,000 recorded business miles during the reporting period. Mileage was converted to kilometres and multiplied by an average vehicle emissions factor of 115g CO_2/km, resulting in estimated vehicle emissions of 15.73 tCO_2e. In addition, Scope 1 includes estimated emissions of 2.27 tCO_2e from natural gas consumed for heating at Group premises during calendar year 2025. Total Scope 1 emissions are therefore 18.00 tCO_2e.
Scope 2	**2.48**	Scope 2 emissions have been estimated using electricity meter readings showing consumption of approximately 12,876 kWh during calendar year 2025. Location-based emissions were calculated using the applicable UK Government greenhouse gas conversion factor for purchased electricity, resulting in estimated Scope 2 emissions of

Emissions source	Total (tCO2e)	Evidence / calculation note
		approximately 2.48 tCO_2e. Natural gas consumed at Group premises has been reported separately within Scope 1.
Scope 3: Upstream transportation and distribution	**0.25**	Upstream transportation and distribution emissions have been estimated using purchasing activity associated with office supplies, IT equipment, furniture, printed materials and other operational purchases delivered to Group premises during the reporting period. Procurement records, supplier invoices and delivery activity indicate regular inbound deliveries from office, print and online suppliers. In the absence of complete shipment-weight and distance data, emissions have been estimated using a documented activity-based approach, resulting in estimated emissions of 0.25 tCO_2e. This figure will be refined where supplier-specific transportation or verified emissions data becomes available.
Scope 3: Waste generated in operations	**0.24**	Waste generated in operations emissions have been calculated using waste-management data supplied by the Group's waste contractor for calendar year 2025. During the reporting period, 652 kg of waste was managed from Group operations, resulting in total waste-related emissions of 239.21 $kgCO_2e$ (0.24 tCO_2e). The calculation is based on supplier-provided waste-management data and includes emissions associated with waste treatment and transportation.
Scope 3: Business travel	**0.93**	Scope 3 business travel emissions have been estimated using approximately 5,000 business miles travelled in employee-owned vehicles during the reporting period. Mileage was converted to kilometres and multiplied by an average emissions factor of 115g CO_2/km, resulting in estimated emissions of 0.93 tCO_2e.
Scope 3: Employee commuting,	**13.55**	Employee commuting emissions have been estimated at 11.55

Emissions source	Total (tCO2e)	Evidence / calculation note
including homeworking		tCO_2e. The calculation assumes that 12 employees commute by car for an average round trip of 20 miles over 260 working days, giving approximately 62,400 annual commuting miles. Mileage was converted to kilometres and an average vehicle factor of 115g CO_2/km was applied. Homeworking emissions have been estimated separately at 2.00 tCO_2e for 20 predominantly remote employees, using an estimated allowance of 0.10 tCO_2e per employee for incremental workstation, lighting and domestic energy consumption. Total employee commuting and homeworking emissions are therefore estimated at 13.55 tCO_2e. The calculation will be refined through employee travel and homeworking data in future reporting periods.
Scope 3: Downstream transportation and distribution	**0.25**	Downstream transportation and distribution emissions have been estimated using approximately 10,000 second-class postal items issued during the reporting period. Emissions have been calculated using an indicative postal emissions factor of approximately 25g CO_2e per item, resulting in estimated annual emissions of 0.25 tCO_2e. This figure will be refined where supplier-specific postal activity or verified emissions data becomes available.
Total Scope 3	**15.22**	
Total emissions	**35.7**	

6. Emissions reduction targets

To support delivery of our Net Zero commitment, Lyneal Group will maintain measurable interim targets and review progress at least annually.

Five-year target: We project that total reported emissions will decrease to **28 tCO2e** by 2030, representing a reduction of **21.6%** against the baseline.

Milestone	Target emissions (tCO2e)	Reduction vs baseline	Key dependency
2026	35	2%	More efficient vehicles in the fleet
2028	31	13.2%	Greater use of electric vehicles through expansion of salary sacrifice shcemes
2030	28	21.6%	Efficiencies in building, heating and vehicles. Conservative due to expected headcount increases
2050	0	100%	Net zero must be achieved by this date.

7. Environmental management measures

The measures below are intended to reduce emissions and environmental impacts and, subject to the requirements and delivery model of the relevant contract, are capable of being applied by My Staff Shop Ltd when performing that contract.

Measure	How it will be managed	Application to contract performance
Environmental governance and monitoring	Maintain accountable ownership, annual GHG measurement, management review and documented progress reporting.	Corporate operations and contract governance
Energy and premises	Monitor electricity and gas consumption; improve energy efficiency; use low-energy equipment and lighting; and consider renewable electricity options when contracts are renewed.	Offices and service delivery locations under our control
Business travel	Apply a digital-first meeting approach where appropriate; use rail in preference to air for suitable UK journeys; consolidate necessary	Client meetings, implementation and supplier management

Measure	How it will be managed	Application to contract performance
	travel; and record material travel activity.	
Employee commuting and homeworking	Support remote and hybrid working where operationally appropriate; encourage lower-carbon commuting choices; and capture commuting and homeworking data for the inventory.	Workforce supporting the contract
Procurement and supply chain	Include proportionate environmental considerations in supplier selection and review; request relevant emissions information from material suppliers; and favour lower-impact products and services where viable.	Material contract suppliers and subcontractors
Waste and resources	Prioritise digital documentation; minimise printing; select recycled or recyclable materials where suitable; segregate waste; and use responsible disposal routes for electrical equipment.	Contract administration, communications and IT equipment
Digital service delivery	Use digital onboarding, communications and reporting where suitable to reduce paper, postage and avoidable travel, while monitoring major technology suppliers as part of Scope 3 improvement.	Platform and account-management delivery

8. Completed and planned carbon reduction initiatives

Completed initiatives since baseline: As 2025 is the Group's first full emissions-reporting baseline, no quantified emissions reductions against an earlier compliant baseline are reported.

Planned/Started initiatives:

The following environmental management measures are in place or are being implemented across Lyneal Group. These measures are capable of being applied by My Staff Shop Ltd and, where relevant to the delivery model and requirements of the contract, will be in effect and utilised throughout contract performance.

- Electric vehicle salary sacrifice scheme.
- Cycle to Work salary sacrifice scheme.
- Encouragement of employee car-sharing.
- Progressive replacement of existing light fittings with energy-efficient LED lighting.
- Progressive replacement of gas heating with more energy-efficient heating and cooling systems where operationally and environmentally appropriate.

- Assessment of the technical and commercial viability of rooftop solar photovoltaic panels.
- Implementation of ISO14001

9. Governance, review and publication

- This Plan will be reviewed at least annually and sooner where there is a material change to the organisational boundary, calculation methodology or emissions profile.
- Progress against the emissions inventory, targets and initiatives will be reported to the board or equivalent management body.
- The final, approved Plan will be published and clearly signposted on the My Staff Shop Ltd website. The tender response should link directly to that published page or document.

Public website link: https://www.mystaffshop.com/carbon-reduction-plan

10. Declaration and sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 GHG Protocol Corporate Standard. Applicable UK Government greenhouse gas conversion factors have been used where available. Where complete primary activity data or an applicable government conversion factor was unavailable, reasonable and documented estimation methods have been used and disclosed within this Plan.

Scope 1 and Scope 2 emissions have been reported in accordance with the applicable reporting requirements, and the required subset of Scope 3 emissions has 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 approved by the board of directors or equivalent management body of Lyneal Group.

Signed on behalf of Lyneal Group and its associated companies	J Breakell
Name	Jonathan Breakell
Position	Group Product & Compliance Director
Date	14/09/2026
Board approval date	14/09/2026

Reference standards

- **PPN 006 and supporting documents:** https://www.gov.uk/government/publications/ppn-006-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts
- **PPN 006 technical standard:** https://www.gov.uk/government/publications/ppn-006-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts/ppn-006-technical-standard-for-completion-of-carbon-reduction-plans-html
- **UK Government GHG conversion factors:** https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
- **GHG Protocol Corporate Standard:** https://ghgprotocol.org/corporate-standard

- **GHG Protocol Scope 3 Standard:** https://ghgprotocol.org/scope-3-calculation-guidance-2