Lingo Service Translations Ltd
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Carbon Reduction Plan

Lingo Service Translations Ltd. Version 1.0, 1 October 2026. Set out in the format of Procurement Policy Note 006 (PPN 006) and the NHS Net Zero Supplier Roadmap. Owner: Director.

Item	Detail
Supplier name	Lingo Service Translations Ltd (Companies House 09343595)
Registered office	Regus House, Malthouse Avenue, Cardiff Gate Business Park, Cardiff CF23 8RU
Date of plan	1 October 2026
Published at	https://lingoservice.com/carbon-reduction-plan

1. Commitment to achieving net zero

Lingo Service Translations Ltd is committed to achieving net zero emissions by 2050 at the latest, in line with the UK's statutory target and with our Environmental and Carbon Reduction (Net Zero) Policy, adopted on 12 August 2026. We will reduce our emissions year on year and keep an earlier target date under review as our measurement matures.

2. Our footprint

We are a small, digital-first professional services company providing translation, interpreting and multilingual communication services. We have no premises of our own, no fleet, no warehouse and no manufacturing. Our registered office is a serviced office address. Our team works from home, our freelance linguists work remotely or travel to assignments, and our systems run in professional cloud data centres.

This plan covers the emission sources that the PPN 006 reporting standard requires:

- Scope 1: fuel we burn directly, including in any company vehicle.
- Scope 2: electricity we buy for premises we control.
- Scope 3, the required subset: upstream transportation and distribution, waste generated in operations, business travel, employee commuting (including home working), and downstream transportation and distribution.

3. Baseline emissions footprint

Baseline emissions are the record of the greenhouse gases we produced before our reduction measures, and the reference point against which we measure reductions.

Baseline year: our financial year, 1 January to 31 December 2025.

Additional details: emissions are calculated with the UK Government greenhouse gas conversion factors for company reporting, 2025 set (Department for Energy Security and Net Zero, published 10 June 2025). Where we do not yet hold measured activity data, we use reasonable, deliberately cautious estimates, set out below, so that our footprint is more likely to be overstated than understated.

Emissions	Total (tCO2e)
Scope 1	0.00
Scope 2	0.00
Scope 3 (included sources)	3.31
Total emissions	3.31

Scope 1 is nil because the company owns or leases no vehicle and burns no fuel in premises it controls. Scope 2 is nil because we buy no electricity for premises we control: our registered office is a serviced office address, not a workspace we occupy.

How the Scope 3 figure is made up:

Category	What it means for us	Basis of the 2025 figure	tCO2e
Upstream transportation and distribution	Couriers we pay for to collect documents	Estimate: 5 courier parcels of 0.5 kg over 1,500 km by air freight (short haul factor)	0.00
Waste generated in operations	Paper and packaging from printing certified translations	Estimate: 0.05 tonnes of paper and board, treated as landfill (the highest factor)	0.06
Business travel	Staff travel, and interpreter travel that we pay for	No travel bookings were found in company records for 2025. Cautious allowance: 2,000 km by car (average car, unknown fuel) and 500 km by national rail	0.35
Employee commuting, including home working	The team works from home; there is no commute	5 people (an average of 4 employees, as stated in our 2025 accounts, plus our long-term freelance project manager), each counted as full time: 8,625 working hours at the homeworking factor (office equipment and heating)	2.88
Downstream transportation and distribution	Posting certified translations to clients	Estimate: 600 postal items of 100 g over 350 km (average van factor), plus 5 courier parcels of 0.5 kg over 1,500 km by air freight	0.02
Total Scope 3			3.31

Figures are rounded to two decimal places. Home working accounts for 87% of our footprint.

4. Current emissions reporting

Reporting year: 1 January to 31 December 2025. This is our first plan, so the reporting year is also the baseline year and the figures are those in section 3. From our financial year 2026 onwards we will report each year against the 2025 baseline.

5. Emissions reduction targets

To progress to net zero we will:

- reduce our total emissions year on year;
- reduce our total emissions by 25% against the 2025 baseline by 2030, to no more than 2.48 tCO2e;
- reach net zero by 2050 at the latest.

6. Carbon reduction projects

Completed carbon reduction initiatives

These measures are in place now and will continue throughout the delivery of any contract:

- Digital-first delivery: work is quoted, delivered and invoiced electronically, with a near-paperless workflow.
- No premises to run: the team works from home and our registered office is a serviced office address, so we heat and light no building of our own.
- Meetings by video by default, and public transport where travel is needed.
- Cloud and hosting suppliers chosen with published renewable energy and carbon commitments, and infrastructure sized to what we need.
- Printing kept to a minimum and produced to order, IT equipment reused for as long as practical, and end-of-life equipment disposed of through certified WEEE channels.
- Environmental impact considered in supplier selection, alongside quality and value.

Planned measures

- Face-to-face interpreting: we allocate the nearest suitable qualified interpreter, ask interpreters to travel by public transport or on foot, and offer video or telephone interpreting where the client agrees it is appropriate.
- From 1 November 2026, we record the travel mode and miles of every face-to-face assignment we pay for, so that business travel is measured rather than estimated.
- From financial year 2026 we record postal items, courier parcels and home working hours from our own systems, replacing the estimates above with measured figures in the next update.
- We encourage everyone who works for us from home to use a renewable electricity tariff and efficient heating, our largest source of emissions, and deliver certified translations electronically wherever the recipient accepts it, to reduce post.
- We review this plan every year and publish an update within 12 months of this version.

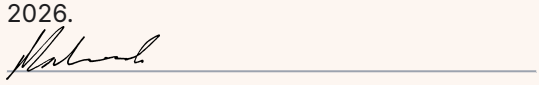
7. Declaration and sign off

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 Reporting Protocol corporate standard, and use the appropriate UK Government emission conversion factors for greenhouse gas company reporting. Scope 1 and Scope 2 emissions have been reported in line with the Streamlined Energy and Carbon 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 signed off by the Director.

Approval
Approved by Mohamed Mohamed, Director, on behalf of Lingo Service Translations Ltd, on 1 October 2026.



Signature