

CARBON REDUCTION PLAN

FOR



Prepared by:



**In Partnership with
Sust Consulting:**



Reporting Period:

February 2025 – January 2026

Issued Date:

22nd April 2026

First Event Carbon Emissions Report

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First Event Carbon Emissions Report

1 Net Zero Commitment

First Event 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 reduction in emissions by Scope, as defined below.
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.

	Target Reduction	Year
Commitment to be Net Zero	90%	2050*
Additional Commitments		
Scope 1	100%	2030
Scope 2	90%	2035
Scope 3	50%	2040

Scope 2 emissions calculations are under review, so this could change. This is why we have put a 90% target reduction in, in case that accounting methodology changes.

Our Scope 3 emissions come in great part from flying, and so we have set a later target for a 50% Scope 3 emissions reduction, while we await technological advancement from the industry

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2 Background Information

2.1 Company

First Event is a Limited Company registered in England, company number 03813810, with its registered address at Ghyll Beck House Gill Lane, Yeadon, Leeds, West Yorkshire, LS19 7SE.

First Event is a prominent UK-based corporate event management agency that has been operating for over 25 years. Established in 1999, the company has grown into a full-service agency specialising in a wide range of services, including conferences, incentive travel, and experiential brand events. Based in Yeadon, Leeds, First Event transitioned to an employee-owned model in recent years, reinforcing its commitment to a people-centric culture. Throughout its history, the agency has built a reputation for combining creative strategy with technical precision, delivering thousands of events globally for major brands such as Meta, Adobe, and the NHS.

The Leeds office is fully powered by renewable energy tariffs. The company has 2 fleet cars, one electric and one petrol.

The primary source of First Event's emissions falls into Scope 3, staff commuting and travel, and client travel to events. Much of this comes from flight emissions due to the fact that many of our clients request events abroad.

Reporting Period	Benchmark Period February 2025 – January 2026
Industry	Event Management
Average No. of Staff	65
No. of Premises Owned	0
No. of Premises Leased	1
No. of Company Vehicles - Owned	1
No. of Company Vehicles - Leased	1

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2.2 Current Reporting Period

February 2025 – January 2026

2.3 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
Operational Control	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.	✓
Financial Control	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.	
Equity Share	The organisation accounts for GHG emissions from operations according to its share of equity in the operation.	

2.4 Benchmark Year

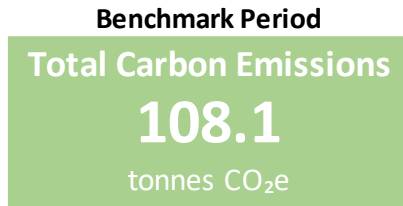
The organisation's benchmark year is from **February 2025 – January 2026**. This is the first time the organisation has measured and reported on its carbon emissions.

2.5 Methodologies Used

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

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3 Carbon Emissions Overview





The total calculated emissions for the business for the period 2025-2026 are 108.1 tCO₂e. This is the first year the company has measured its carbon emissions. The breakdown of emissions is analysed throughout this report.

The calculated emissions are based on the most up to date emissions factors at the time of the publication of this report. It should be noted that emissions factors are updated regularly and will be retrospectively applied. As such, emissions values may change when calculated in future years.

4 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.

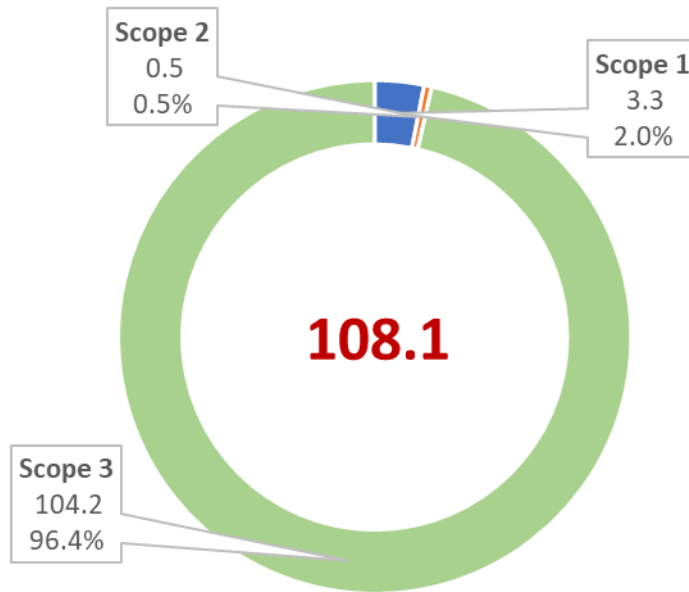
Intensity Metrics (tonnes CO ₂ e)	
	Benchmark Year Feb 2025 - Jan 2026
 Per employee	Scopes 1, 2 and 3 1.7
 Per £1m Turnover	Scopes 1, 2 and 3 7.3

The chosen intensity metrics shows a carbon emissions value of 1.7 tCO₂e per employee and 7.3 tCO₂e per £1m of turnover. The business headcount averaged 65 people during the benchmark period.

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5 Analysis by Scope

Emissions by Scope (tCO₂e) - Benchmark Year



Scope	Description	tCO ₂ e	%
Scope 1	Scope 1 emissions includes fuels used at company premises and company vehicles	3.3	3.1%
Scope 2	Emissions in scope 2 includes a company electric vehicle	0.5	0.5%
Scope 3	Scope 3 emissions include: Business Travel Employee Commuting Transmission and Distribution of Electricity Waste and/or Water Purchased Goods and Services	104.2	96.4%
TOTAL		108.1	100.0%

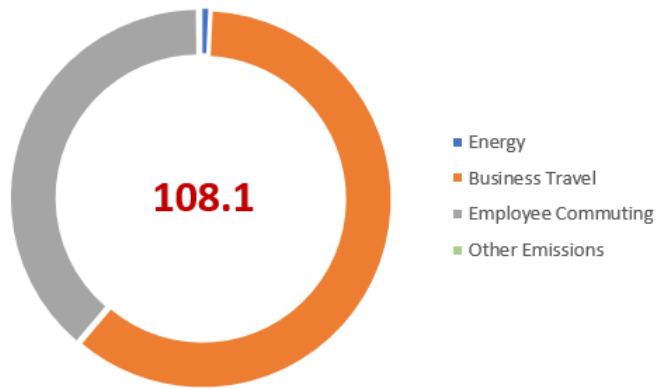
* Please note that numbers are rounded to one decimal place; therefore, totals may not precisely match the sum of individual items.

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

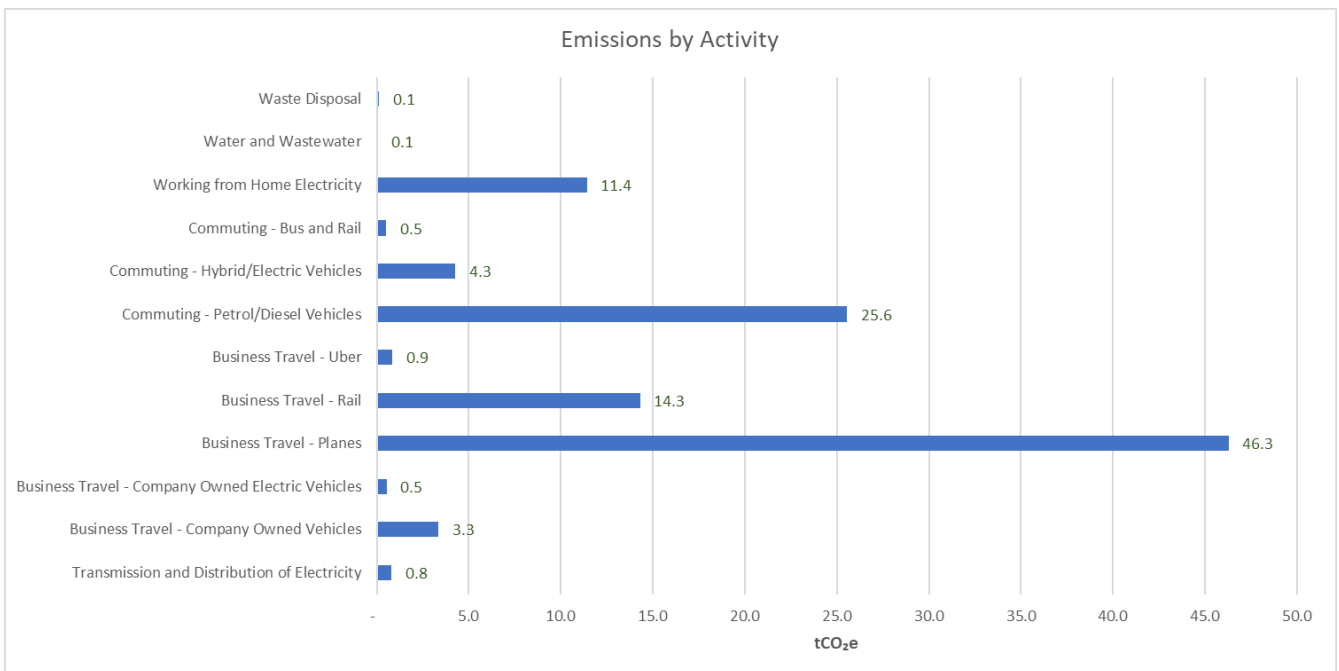
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6 Emissions by Activity

Emissions by Activity (tCO₂e) - Benchmark Year



Feb 2025 - Jan 2026



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Data Details Emission Type	Scope	Benchmark Year		Data Source	Data Confidence
		Feb 2025	Jan 2026		
Energy					
Gas	1	0.0		No Gas Bills	
Green Electricity	2	0.0		Electricity Bills	High
Transmission and Distribution of Electricity	3	0.8		Electricity Bills	High
		0.8			
Business Travel					
Business Travel - Company Owned Vehicles	1	3.3		Mileage Data	High
Business Travel - Company Owned Electric Vehicles	2	0.5		Mileage Data	High
Business Travel - Planes	3	46.3		Mileage Data	High
Business Travel - Rail	3	14.3		Mileage Data	High
Business Travel - Uber	3	0.9		Company Records	High
		65.3			
Employee Commuting					
Commuting - Petrol/Diesel Vehicles	3	25.6		Employee Survey	Medium
Commuting - Hybrid/Electric Vehicles	3	4.3		Employee Survey	Medium
Commuting - Bus and Rail	3	0.5		Employee Survey	Medium
Working from Home Electricity	3	11.4		Employee Survey	Medium
		41.8			
Other Emissions Calculated					
Water and Wastewater	3	0.1		Water Bills	High
Upstream Transportation and Distribution	3	0.0		Not Applicable	
Downstream Transportation and Distribution	3	0.0		Not Applicable	
Waste Disposal	3	0.1		Waste Bills	High
		0.2			
TOTAL		108.1			

* Please note that numbers are rounded to one decimal place; therefore, totals may not precisely match the sum of individual items.

There are no Upstream and Downstream Transportation emissions associated with the business as the organisation does not purchase or sell goods.

This is our first year of reporting and tracking data and so counts as our benchmark.

The total carbon footprint for the year is 104.2 tCO₂e, with emissions heavily concentrated in business travel and employee commuting, which together account for nearly all reported impacts.

Business travel is the largest contributor at 61.4 tCO₂e (around 59% of total emissions). Within this Scope 3 category, a single sub-source (46.3 tCO₂e) dominates, indicating that specific travel activities, such as long-haul flights or frequent trips, are the primary driver of emissions.

Employee commuting is the second-largest source at 41.8 tCO₂e (about 40% of total emissions). This Scope 3 category is more distributed across various commuting methods, though petrol/diesel vehicles (25.6 tCO₂e) stand out as the main contributor.

All other emission sources are minimal by comparison, contributing less than 1% of the total footprint.

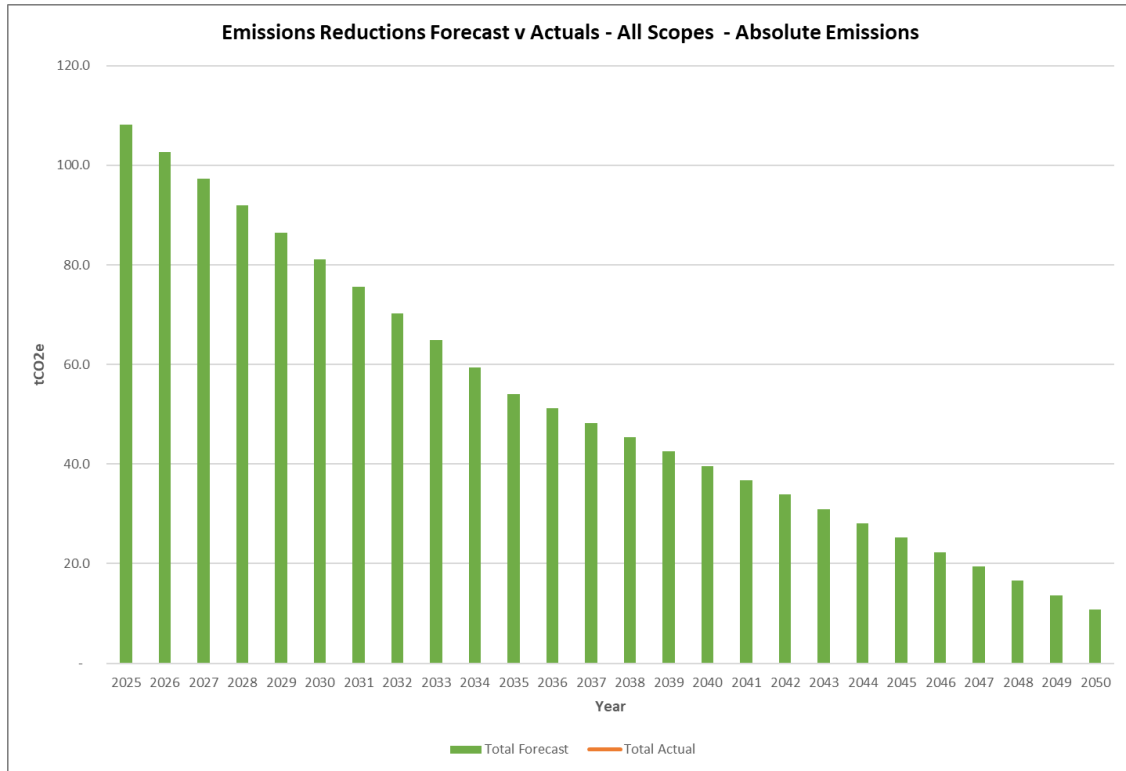
Overall, the emissions profile is highly concentrated in travel-related activities, indicating that targeting reductions in business travel and commuting behaviour offers the most significant opportunity for impact in our future carbon reduction plan.

In terms of actions taken before we started to formally track our emissions, our premises in Leeds are powered by renewable energy and we have replaced all lighting with LED bulbs. We also partner with Event:Decision who help us to provide carbon data associated with events to those clients that request it.

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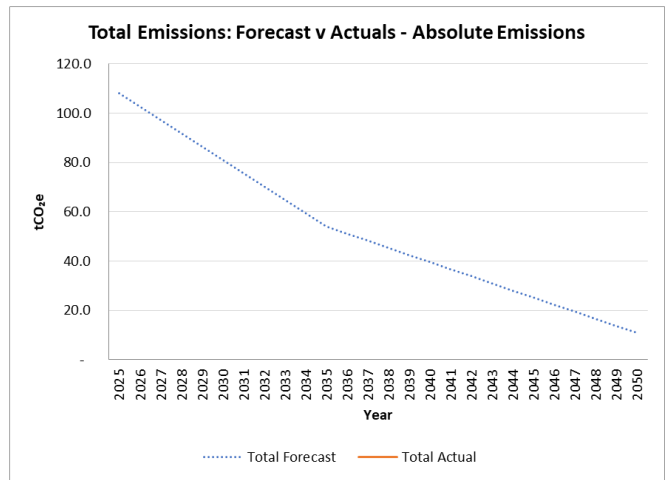
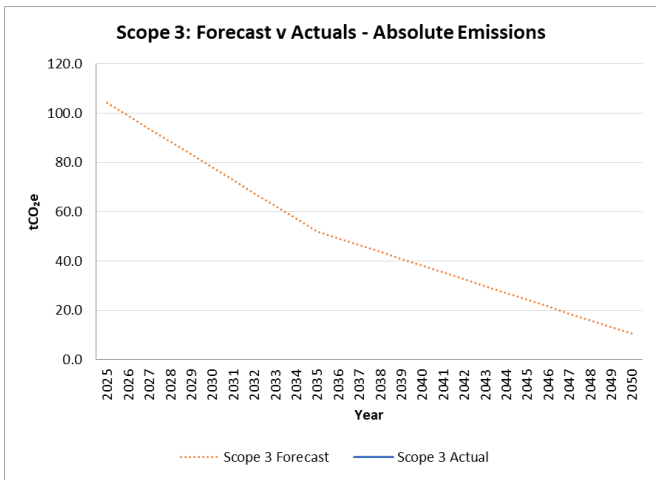
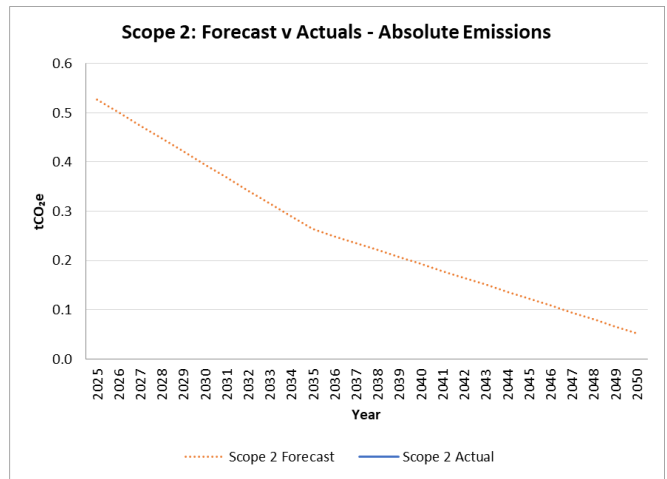
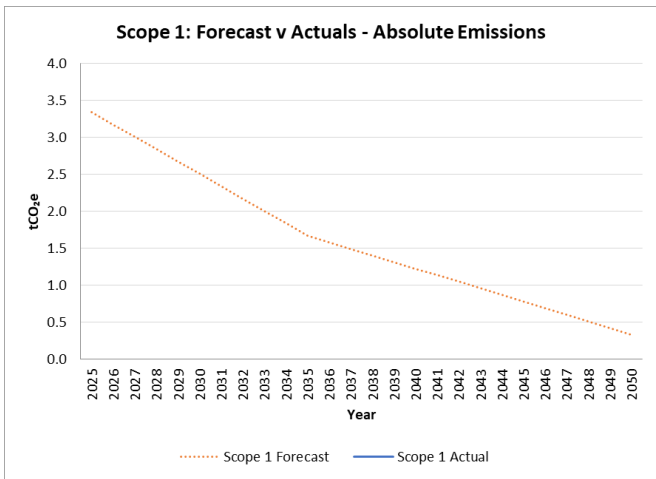
7 Emissions Reductions Targets

The following charts provide a forecasted view of the emissions targets for the organisation as a whole and Scope by Scope in line with the Net Zero emissions targets stated in Section 1.



These targets will be being mapped against actual emissions year by year to support ongoing strategies and decision making to achieve Net Zero by 2050.

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*Each graph has been scaled independently to best represent its specific data.

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8 Carbon Reduction Actions

First Event aims to develop the following initiatives that will support the company’s strategies to meet Science Based Targets:

Area of Focus	Initiative	KPIs
Engagement of our People	<p>We will engage the entire team throughout the organisation in the Net Zero transition plan and to encourage everyone to support lower carbon ideas, opportunities and activities. We want them to be inspired to support our Net Zero pathway and achieve our 2050 target.</p> <p>We are putting ESG, particularly emissions reduction at the heart of our business culture, through ensuring sustainability is included in job adverts, role profiles, appraisals and training plans.</p> <p>We believe this will lead to an increase in some reported emissions over the next couple of years as we refine our data and get better at tracking and understanding our emissions, particularly in Scope 3.</p>	Employee engagement
Training of Staff	<p>We are rolling out Carbon Literacy training to all staff. In 2025-6, we trained 11 people and have 4 additional courses booked for this year.</p> <p>We have also applied to become a Bronze level Carbon Literate Organisation (achieved but not in this benchmark year that this report relates to)</p>	% of staff trained Action tracking
External Engagement	<p>We will proactively talk to suppliers and clients to raise their awareness. We will offer event carbon data and incorporate sustainability into our tender and planning processes.</p> <p>We are planning to invite some of our key suppliers to Carbon Literacy training in the future.</p> <p>We will promote our activities on social media to encourage others to make lower carbon decisions.</p>	Development of sustainable procurement policy
Supply Chain Review & Data	<p>We will work with suppliers and customers to educate, raise awareness and encourage the fight against climate change. We will review major emissions based on spend and develop more accurate emissions data together with our suppliers. We will also introduce a sustainable supply chain policy to enable us to select and work with our partners to reduce their emissions, so that sustainability and net zero become central to purchasing.</p> <p>This work is planned to commence in 2026, and will be the responsibility of a new procurement/supply chain role that is being recruited</p>	Recruit Role and implement policy
Travel & Commuting	<p>To review a sustainable travel policy encouraging staff to use public transport and lower carbon options when practical to do so. We are also going to improve data visibility associated with travel, to enable our people to make carbon-conscious decisions</p> <p>We are working to provide a simple menu of options for clients when choosing event locations – low carbon (e.g. Eurostar), medium carbon (short haul), high carbon (long haul, business class)</p>	Annual staff survey Event data from the Flights Team
Governance	<p>First Event has made the commitment to create a carbon emissions dashboard and complete it on a regular basis. This is overseen by a member of the Senior Management Team 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.</p> <p>We are developing a set of ESG KPIs to ensure we can provide transparent reporting, both internally and externally. We have a sustainability strategy that will become core to how we govern our business. We will work to ensure that sustainability becomes a core decision making point and features in all formal governance.</p>	Board meeting inclusion

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	We will continually seek to improve the quality of our data and adhere to all legislation and guidance.	
Fleet Strategy	We have one petrol vehicle in the fleet which is up for renewal in 2026. This will be replaced with an EV	Fleet emissions
Energy Efficiency of Home Working	We will encourage the adoption of energy-saving measures for working at home, including renewable tariffs, while also raising awareness of how our people can reduce their overall home energy consumption and costs.	Staff survey and measurement
Energy Efficiency of our Office	We will investigate the installation of solar panels on site. We will review infrastructure to reduce energy consumption. We will investigate improved waste recyclability options.	Utility Bills
Waste	We will encourage our people to reduce waste from events by helping them to order the correct amount of product for the client. This will help us limit the number of things we send to landfill once an event is over. We will also look at measures to control/recycle the water used in our office.	Waste audits and reduction targets

Approved on behalf of First Event

Name: **Richard Murphy**

Richard Murphy

Position: **Managing Director**

Date: 22nd April 2026

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9 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 Jan 2026
Energy consumption used to calculate emissions Electricity Scope 2 - UK and Offshore (kWh)	40,223
Energy consumption used to calculate emissions – Global, excluding UK and Offshore (kWh)	N/A
Basis of Energy reporting (Location or Market)*	Market
% of total energy sourced from certified renewable sources	100%
Emissions associated with energy consumption - UK, Offshore and Global (tCO ₂ e)	-
Emissions from activities for which the company is responsible including combustion of fuel and operation of facilities - Scope 1 (tCO ₂ e)	3.3
Emissions from purchase of electricity, heat, steam and cooling purchased for own use - Scope 2 (tCO ₂ e)	0.5
Total Scope 1 and 2 Emissions (tCO₂e)	3.9
Emissions from upstream activities out of operational control - Scope 3 (tCO ₂ e)	104.2
Emissions from use of sold products and services out of operational control - Scope 3 (tCO ₂ e)	None included
Total Gross Scope 3 Emissions (tCO₂e)	104.2
Total Scope 1, 2 and 3 Emissions (tCO₂e)	108.1
Intensity ratio tCO ₂ e (gross Scope 1, 2 and 3) per employee	1.7
Carbon offsets (tCO ₂ e)	-
Total Annual Net Emissions (tCO₂e)	108.1

* The location-based method reflects the average emissions intensity of the actual electricity produced and consumed within the UK grid. A market-based method reflects emissions from electricity that companies have purposefully chosen. This report includes market-based emissions and this is 7.1 tCO₂e using the location-based method.

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10 Standard and Methodology Used

First Event 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 (CO₂e) 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).

11 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 CO₂e using GHG Protocol and DESNZ frameworks and conversion factors for the relevant period.

12 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

Name: David Hawes



Position: Chief Executive Officer

Date: 22nd April 2026

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13 Glossary

Absolute Emissions	The total amount of greenhouse gasses calculated, measured in tonnes of CO ₂ e.
Benchmark Data	The chosen 12-month period that sets the calculated emissions that need to be mitigated and/or offset.
Carbon Reduction	Reduction in measured CO ₂ e emissions
Carbon Reduction Plan	Plan to reduce CO ₂ e emissions over a period of time, updated annually
Carbon Emissions (Gross)	CO ₂ e emissions from Company activities
Carbon Emissions (Net)	CO ₂ 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.
CO₂e	All greenhouse gases expressed in terms of Carbon Dioxide equivalent (CO ₂ e) for consistency of reporting.
DESNZ	Department of Energy Security and Net Zero https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
EEIO	Environmentally Extended Input Output – Emissions estimated on spend https://ghgprotocol.org/
Organisational Boundaries	GHG Protocol Organisational Boundaries https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf
GHG Protocol	Greenhouse Gas Protocol https://ghgprotocol.org/
Greenhouse Gases	Carbon Dioxide (CO ₂), Methane (CH ₄), Nitrous Oxide (N ₂ O), Chlorofluorocarbons (CFCs and HCFCs), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs), Sulphur Hexafluoride (SF ₆)
Greenhouse Gas Conversion Factors	Annually published conversion factors normally published by relevant government departments. Converts activity into CO ₂ e emissions.
Greenhouse Gas Emissions (GHG)	Gases in the atmosphere that absorb and radiate heat
Intensity Metric/Ratio	A metric that measures carbon emissions per relevant unit of activity in a business.
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.
Science Based Targets (SBT)	Globally aligned goals to reduce greenhouse gas emissions in line with the latest climate science and the Paris Agreement, limiting global temperatures to 1.5°C above pre-industrial levels.
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
tCO₂e	Metric tonnes of CO ₂ equivalent emitted.
WBCSD	World Business Council for Sustainable Development https://www.wbcsd.org/
WRI	World Resource Institute https://www.wri.org/