

Kings of Translation

Carbon Reduction Plan

Our Move to Net Zero

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This Carbon Reduction Plan has been approved by Kings of Translation's board of directors on the publication dates shown above.

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1 Purpose of This Document

This Carbon Reduction Plan sets out a framework that ensures that all of Kings of Translation’s business activities are ethical in their activities as well as being legally secure and confidential. It considers the impacts of Kings of Translation’s business activities on the environment by the work of our staff, contractors and freelancers.

Kings of Translation Ltd whose principal activities are multi language translations are committed to ensuring that any business undertakings are conducted as securely, privately and ethically as possible by following this net zero plan.

2 Users

This policy document shall be made available to Kings of Translation’s management, employees, and freelancers as well as shared with past, present and prospective clients and other persons upon request.

3 Executive Summary

Kings of Translation is committed to achieving Net Zero emissions by 2050 in line with UK government guidelines and recommendations.

This Carbon Reduction Plan will include our baseline year of 2024 and set very clear targets and actions required to meet this zero emission target. We will look at Scope 1, Scope 2 and Scope 3 carbon gas outputs and our obligations to reduce these outputs.

We will achieve these targets by undertaking behavioural changes and utilising technology to cut down on travel and office utilisation.

Kings of Translation has a very low carbon footprint as it works mostly virtually with three small offices within the United Kingdom, Lithuania (covering Europe) and the USA. Our primary role is multi language translations, most of our employees are remote and all of our employees extensively use computing equipment in their day to day employment. This Plan reflects this fact and supports an initial low emission footprint over Scope 1, 2 and 3.

4 Commitment to Achieving Net Zero

Kings of Translations believes that all of our employees, contractors, freelancers and clients should ensure that all of their work in undertaken in an ethical manner, striving to lower our carbon footprint.

At all times Kings of Translations will pursue a progressive and continual improvement in its ethical and environmental policies. To sum up “***we will attempt to always do good for our stakeholders, the environment and our business.***”

Wherever possible, ***risks should be eliminated*** by the careful selection and design of facilities, equipment and processes, or ***minimised*** by the use of physical control measures. Where this is not possible, systems of work will be used to control risks to an acceptable standard to all interested parties.

Kings of Translation is committed to achieving Net Zero by 2050 in line with UK government guidelines.

5 Responsibilities for our Carbon Reduction Plan

Carbon reduction is the responsibility of management, to ensure that everything practicable is done to ensure that the process of production, design and operation of equipment maintains a safe and healthy place of work. However, each employee, contractor and freelancer has their own personal responsibility to ensure that they work responsibly and reduce their carbon output.

Title	Responsibility	Person responsible
Director	The overall and final responsibility for this plan. The day to day activities for ensuring that this policy is put into practice.	Justas Jasaitis

6 Employee Responsibilities

All employees, contractors and freelancers have a responsibility to actively ensure that they work responsibly with their actions, interactions or inactions.

All Kings of Translation's employees and contractors should:

- co-operate with supervisors and managers on carbon reduction matters;
- ensure that their own working environment is safe, secure and environmentally responsible.
- report all adherence concerns to an appropriate person.

7 Carbon Footprint Methodology

Our business model is that we work mostly virtually, having three administrative offices that we lease:

- United Kingdom with 4 admin staff
- Lithuania with 3 admin staff – covering Europe.
- USA with 3 admin staff

All over staff, including directors work virtually utilising technology to interact with each other and our clients.

We do not own any company vehicles, nor do we have any land to maintain. Our technical processing happens mostly within the Cloud.

International travel is kept to the minimum with perhaps two travels from Lithuania to the USA per year.

We have counted the output from our three offices and our travel using online calculators and information from trusted and established companies.

Kings of Translation will undertake accreditation under ISO14064 within 2025 and is confident we will be able to obtain this accreditation.

We will work with all of our staff in order to reduce our footprint.

Definitions of Scopes

- **Scope 1** covers emissions from sources that an organisation owns or controls directly – for example from burning fuel in a fleet of vehicles (if they're not electrically-powered).
- **Scope 2** are emissions that a company causes indirectly and come from where the energy it purchases and uses is produced. For example, the emissions caused when generating the electricity that we use in our buildings would fall into this category.
- **Scope 3** encompasses emissions that are not produced by the company itself and are not the result of activities from assets owned or controlled by them, but by those that it's indirectly responsible for up and down its value chain. An example of this is when we buy, use and dispose of services or products from suppliers. Scope 3 emissions include all sources not within the scope 1 and 2 boundaries.

8 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.

Kings of Translations' current carbon footprint is very low. We work virtually extensively with clients, translators, project managers, quality managers and staff all over the world.

Our translations are undertaken on computer via software packages and transferred digitally. The vast majority of our clients accept these translations digitally. Some documents, by law and current working methods, do have to be accepted in paper format for notarising or general usage and this increases our carbon footprint.

Most of our computers are personal computers used by our staff, contractors and freelancers. There is some carbon emission from their usage, however working like this does mean that we can digitise our translations.

Staff in our head office are minimal, we work virtually with staff, contractors and freelancers based in their own personal offices worldwide, so the office carbon footprint is minimised.

As a baseline we have the following activities:

3 admin offices with the following staff:

UK – 4 admin working 5 days a week.

Lithuania – 3 admin staff working 5 days a week

USA – 3 admin staff working 5 days a week.

Utilising the online calculator from Carbon Neutral Britain this brings us to an emission of 17tCO₂e per year and requires an estimated £135 cost per year to offset this emission.

Kings of Translation directors undertake two international flights from Lithuania to the USA per year. Investigations show that this emits 0.67 tonnes of CO₂ per flight. They also undertake one flight per year from Lithuania to the UK at a cost of 0.6 tonnes of CO₂.

So total output per year is estimated as $17 + 0.067 + 0.67 + 0.6 = 18.94$. If we add miscellaneous activities this takes our baseline emissions to no more than 20 tonnes of CO₂ per year.

Baseline Year: 2024

Additional Details relating to the Baseline Emissions calculations.

There has been no previous baseline reporting, but previous emissions would be very similar to these outputs. This baseline has been created due to the establishment of our USA office. We have no prior or current scope 3 emissions.

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Baseline year emissions: 2024

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	17
Scope 3 (Included Sources)	1.94
Total Emissions	18.94

9 Current Emissions Reporting

Reporting Year: 2024

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	17
Scope 3 (Included Sources)	1.94
Total Emissions	18.94

10 Scope 1 and 2 Emissions

Kings of Translation is a multi-language translation company that works mostly virtually with a very small admin staff within their three offices.

Scope 1 and 2 emissions consist of electricity used within our admin offices. We do not have gas.

We do not provide company cars and have minimal transport requirements of no more than three international flights per year.

Our staff, contractors and freelancers use electricity in their translation work, we also use the internet quite extensively. The emissions produced by our virtual staff are counted within their own zero impact plans. The vast majority of our staff are freelancers and directors based outside of the United Kingdom.

Our baseline emissions are as above, no more than 17 tonnes of CO2 per year.

11 Scope 3 Emissions

These are defined as:

- **Upstream transportation and distribution:** this is not applicable.
- **Waste generated in operations:** the waste that we have are paper, which is minimal, printing cartridges that we recycle and general office supplies that we recycle.
- **Business travel:** we keep this to a minimum, preferring instead to work via video and software packages.
- **Employee commuting:** Our staff, contractors and freelancers do not commute to work, they all work from their own home offices. A few director level staff commute to our head offices but once again this is minimal.
- **Downstream transportation and distribution:** We do not distribute our products via transportation.

Our baseline emissions are as above, no more than 1.94 tonnes of CO2 per year.

12 Emissions Reduction Targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:

- To increase the move towards a higher level of digitisation of our translations by encouraging our clients to accept digitised documents rather than paper based translations.
- To minimise our director's travel wherever possible.
- To reduce our usage of electricity wherever possible.
- To encourage our staff, contractors and freelancers to reduce their carbon footprint by shutting off computers when not working, reducing the usage of electricity and minimising office supply wastage.

We project that carbon emissions will decrease over the next five years by 50%, chiefly by the increase of digitisation of our work and the client's greater acceptance of digitised translations.

2025: Reduction by 10% and 100% offset

2026 to 2030: a further reduction of 20% and 100% offset.

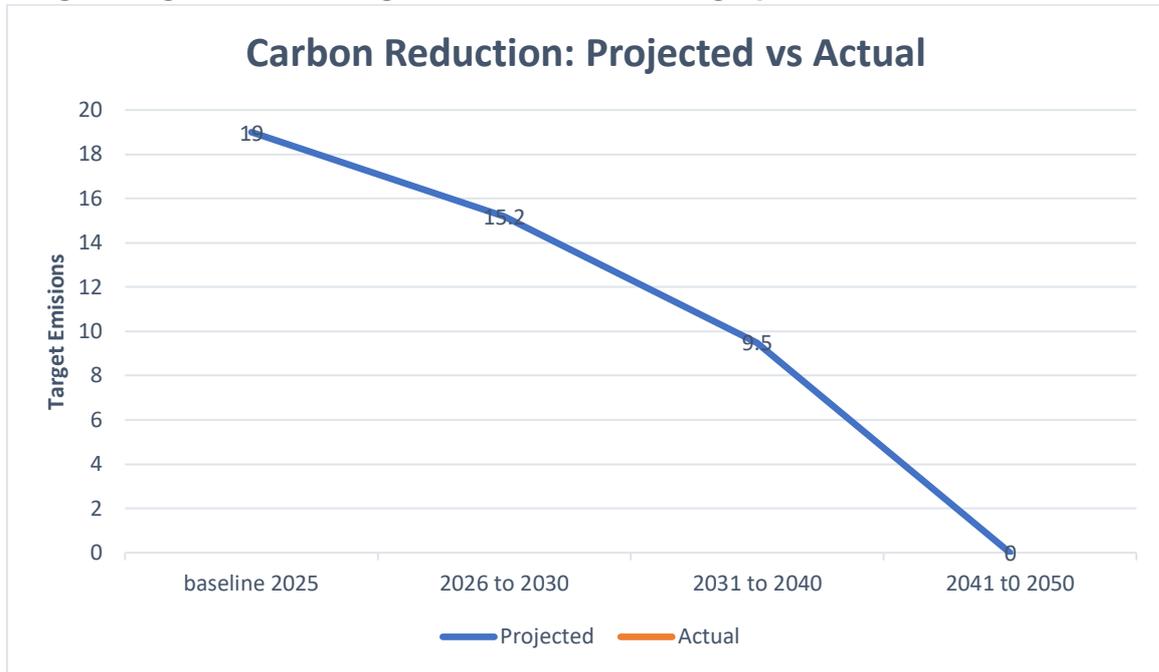
2031 to 2040: a further reduction of 50% and 100% offset each year.

2041 to 2050: a further reduction to 100% with 100% offset each year.

We will achieve this by greater utilising of future technology that should make Kings of Translation able to work 100% virtually with zero usage of paper and zero need for business travel.

We project that carbon emissions will decrease over the next five years to 17 tCO₂e by 2029 This is a reduction of 10%. We will achieve this by minimising international travel and using technology for staff and client interactions.

Progress against these targets can be seen in the graph below:



13 Carbon Reduction Projects

The following environmental management measures and projects have been defined since the 2024 baseline. The carbon emission reduction achieved by these schemes equate to 19tCO₂e, a 100% reduction against the 2024 baseline and the measures will be in effect when performing the contract

- **Project 1: Awareness and Training:** A training program showing our staff, contractors and freelancers how they can reduce their carbon footprint. It includes such features as: electric reduction, office supply reduction and travel reduction. This will also be provided to all of our new linguists.
- **Project 2: Office Usage:** Kings of Translation requires visibility within each geographical area that we work within: United Kingdom, Europe and the USA so we cannot remove these offices. However we are reviewing the number of admin staff that are required to work within each office. We will continue to support virtual working wherever possible.
- **Project 3: Travel:** We are reviewing travel usage and finding ways of reducing these by the utilisation of VOIP based technology. We will use hotels with the highest Green rating.
- **Project 4: Certified baseline and ISO 14064 certification:** We will undertake certification for ISO 14064 thus obtaining a certified CO₂ emission baseline and processes to reduce CO₂ emissions.
- **Project 5:** To offset current emissions 100% by utilising a carbon neutral scheme that is regulated through VERRA – Verified Carbon Standard (VCS).

14 Leadership

Kings of Translation together with their directors' leadership will continue to support this Carbon Reduction Plan and move towards net zero. Kings of Translation will fund all of the above projects and ensure that all carbon emissions are offset 100%.

Kings of Translation will support their staff and freelancers with their own net zero initiatives whichever country they reside within.

15 Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the directors of Kings of Translation Ltd.

Signed on behalf of Kings of Translation:



Edward Benton
Project manager
13th November 2024

16 Contact

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¹<https://ghgprotocol.org/corporate-standard>

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³<https://ghgprotocol.org/standards/scope-3-standard>