



Sustainability Action Plan Report

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Introduction

This personalized report represents your unique path to sustainability action, built from your specific assessment responses and tailored to your organization's goals and capabilities. While over 14,000 organizations have committed to net zero globally, each company's journey is unique. This report transforms that wealth of sustainability knowledge into actionable steps designed specifically for your business. We've analyzed your responses, identified your highest-impact opportunities, and created a roadmap that will save you time and resources while accelerating your decarbonization progress. The actions in this report aren't just good for the planet—they're good for your business too.

Getting straight into the action

This report contains the sustainability actions that are most relevant to you based on your assessment responses so you can get started on action. To access implementation guides, company examples and more you can find all the actions in the Actions Library.

How to use this report

This report is designed to be part of your roadmap to sustainability. Here are some ideas to get the most value from it. 1) Review your priority actions and choose the first ones to start. 2) Share with people who need to be involved to get everyone on board. 3) Bookmark and review regularly to check progress.

The actions in this report follow industry best practices aligned with the GHG Protocol and Transition Plan Taskforce standards, ensuring your carbon reduction efforts meet global reporting requirements.

How does Giki source this information?

Giki Actions is built by Giki's team of world leading data scientists, carbon footprint and sustainability specialists with the support of global experts. The Giki Actions Library of over 600 best practice actions is built using company Transition Plans, sustainability reports and industry best practice and draws on Transition Plan Taskforce best practice.

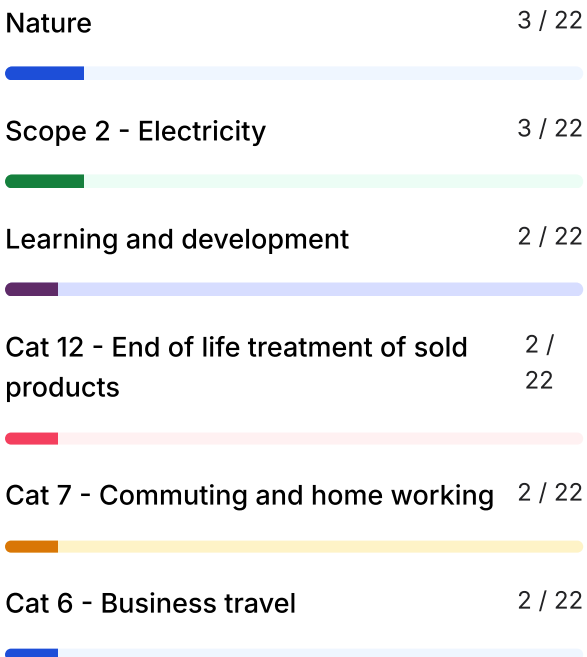
Action Plan Summary



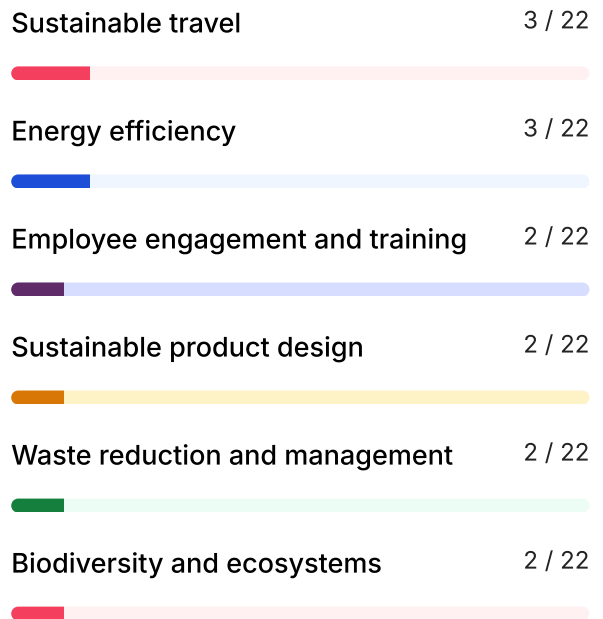
Your Action Plan

Below is an outline of your plan by GHG Category and Theme. The rest of the report contains a summary of your actions. You can always access full details on the Giki Actions website.

GHG Category Breakdown



Theme Breakdown

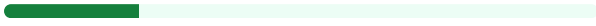


Impact Breakdown

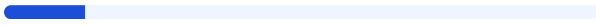
Enabling action 8 / 22



Small 5 / 22



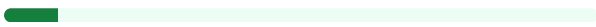
Transformative 3 / 22



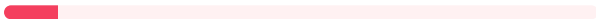
Medium 2 / 22



Long term potential 2 / 22



Large 2 / 22



Implementation Time Distribution

Short 11 / 22



Medium 8 / 22



Long 3 / 22



Not Started

Equipment upgrades for operational efficiency

Summary

Replace aging or inefficient operational equipment with modern, energy-efficient alternatives. Covers manufacturing machinery, industrial processes, HVAC systems, compressed air systems, motors, pumps, refrigeration units, and other energy-intensive equipment across production and operational facilities.

GHG Category: Scope 2 - Electricity

Business Rationale

Strong business case with typical 3-7 year paybacks through energy savings, reduced maintenance, and improved productivity, though upfront capital requirement can be barrier.



Impact
Large



Time
Long (over 2
years)



Cost Saving
Large



Complexity
High

Benefits

- ✓ Reduced electricity consumption: Modern equipment uses significantly less energy than older models, directly cutting greenhouse gas emissions from grid electricity while lowering operating costs.
- ✓ Improved reliability and performance: New equipment reduces breakdowns, maintenance costs, and production disruptions while often delivering better output quality and consistency.
- ✓ Upgraded equipment typically runs quieter, cooler, and safer, improving working environment for employees and reducing heat stress in facilities.

Not Started

Perform an energy audit

Summary

Check how much energy your organization uses and what it costs by reviewing all facilities and equipment.

GHG Category: Scope 2 - Electricity ,Scope 1 - Stationary combustion

Business Rationale

An energy audit identifies inefficiencies and opportunities for energy savings, leading to reduced costs and emissions.



Impact
Enabling
action



Time
Short (under
6 months)



Cost Saving
Large



Complexity
Low

Benefits

- ✓ **Reduced Environmental Impact:** Regular energy audits can lead to significant reductions in energy consumption, thereby decreasing the company's carbon footprint.
- ✓ **Cost Savings:** Identifying inefficiencies and implementing changes can result in substantial cost savings on energy bills.

Not Started

Run a supplier assessment and engagement programme

Summary

Assess suppliers on sustainability performance, then engage priority suppliers to reduce supply chain emissions. Covers building a prioritised supplier list, running structured assessments, and developing a practical engagement programme.

GHG Category: Cat 1 - Purchased goods and services ,Cat 2 - Capital goods

Business Rationale

Engaging suppliers reduces supply chain risks, improves resilience, and increasingly meets customer and regulatory requirements for scope 3 emissions reporting. Strong supplier relationships through engagement programmes can also unlock cost savings through shared efficiency improvements and innovation.



Impact
Transformative



Time
Long (over 2
years)



Cost Saving
Small



Complexity
Medium

Benefits

- Engaging suppliers on sustainability can help reduce Scope 3 emissions across purchased goods and services, which for many businesses represents a significant share of the total footprint.
- Building a structured supplier engagement programme demonstrates proactive supply chain management to customers, procurement partners, and investors who are increasingly asking questions about upstream sustainability.
- A clear supplier assessment process can surface risks early, such as suppliers facing regulatory or physical climate pressures, helping to protect supply chain resilience over the longer term.

Not Started

Invest in energy efficient office equipment

Summary

Switch old office equipment like computers and printers to new energy-saving models that have official energy efficiency certifications.

GHG Category: Scope 2 - Electricity

Business Rationale

Upgrading to energy-efficient office equipment reduces operational costs and aligns with sustainability goals. It can also improve workplace productivity and demonstrates commitment to environmental responsibility.



Impact
Small



Time
Medium (6
months - 2
years)



Cost Saving
Medium



Complexity
Low

Benefits

Cost Savings: Lower electricity bills due to reduced energy consumption; potential for longer equipment lifespan and reduced maintenance costs; improved employee productivity with faster, more reliable equipment.

Reduced Carbon Footprint: By using energy-efficient office equipment, the company significantly lowers its greenhouse gas emissions, contributing to global efforts in combating climate change.

Not Started

Focus on B2B sales of more sustainable goods

Summary

Help business customers choose eco-friendly products by highlighting environmental benefits in marketing campaigns. Includes identifying most sustainable products in portfolio, creating compelling B2B messaging around environmental performance, developing sales enablement materials, and helping procurement teams understand sustainability advantages.

GHG Category: Engagement with value chain

Business Rationale

Marketing low carbon goods and services can increase sales of more sustainable products, enhancing overall environmental performance. It also positions the company as a sustainability leader and can attract environmentally conscious consumers.



Impact
Large



Time
Medium (6
months - 2
years)



Cost Saving
Small



Complexity
Medium

Benefits

- ✔ Competitive differentiation: Positions business as preferred supplier for sustainability-conscious customers, winning contracts where environmental criteria feature in procurement decisions.
- ✔ Customer relationship strength: Helps customers meet their own sustainability targets, creating deeper partnerships and reducing churn as switching would disrupt their progress.
- ✔ Market insight and innovation: Customer feedback on sustainability priorities informs product development, keeping portfolio aligned with evolving market demands.

Not Started

Conduct a waste audit

Summary

A waste audit helps you track and understand what waste your company creates. By looking at your waste closely, you can find better ways to reduce it and manage it more effectively.

GHG Category: Cat 5 - Waste generated in operations

Business Rationale

Provides valuable insights into resource use, identifies cost-saving opportunities, and forms the basis for effective waste reduction strategies.



Impact
Enabling
action



Time
Short (under
6 months)



Cost Saving
Medium



Complexity
Low

Benefits

✓ Conducting a waste audit can help you reduce the environmental impact of your waste, such as landfills, pollution, resource depletion, and habitat destruction. By identifying the areas where you can prevent, reduce, reuse, or recycle your waste, you can lower your environmental footprint and contribute to a circular economy.

✓ Cut carbon. By conducting a waste audit a company can reduce carbon emissions, which are the main cause of climate change. Less waste means less carbon used to produce goods which are not used and less waste disposal which creates further emissions.

✓ Save money. Conducting a waste audit can also save money. By reducing waste costs such as purchasing and disposal costs can be avoided. For some companies they may also generate new revenue streams, such as selling or donating your surplus materials, or claiming tax credits or incentives for your waste reduction efforts.

Not Started

Ensure equipment is recycled at end of life

Summary

Put a plan in place so that decommissioned equipment such as machinery, electronics, office furniture and tools are recycled, refurbished, or responsibly disposed of rather than sent to landfill.

GHG Category: Cat 5 - Waste generated in operations

Business Rationale

Responsible disposal can reduce costs from unmanaged waste and may generate income through resale or take-back schemes, though the primary driver for most businesses tends to be compliance and reputational management.



Impact
Enabling
action



Time
Short (under
6 months)



Cost Saving
Small



Complexity
Low

Benefits

- ✓ Keeping equipment out of landfill reduces harmful emissions and helps recover valuable materials that would otherwise be lost, contributing to a more circular approach to resource use.
- ✓ A clear disposal policy can reduce costs associated with unmanaged waste streams.
- ✓ Demonstrating responsible disposal practices can strengthen relationships with customers and partners who increasingly expect businesses to account for the full lifecycle of their assets.

Not Started

Offer sustainable hotel options on work trips

Summary

Hotels can reduce their impact on the environment by using clean energy, cutting waste, saving power, and using less water. Companies can help by choosing these eco-friendly hotels or helping employees find them.

GHG Category: Cat 6 - Business travel

Business Rationale

Promoting sustainable travel aligns with corporate sustainability goals and can enhance company reputation while potentially reducing travel-related emissions.



Impact
Enabling
action



Time
Short (under
6 months)



Cost Saving
Small



Complexity
Low

Benefits

- ✓ Reduces emissions from business travel accommodations.
- ✓ Promotes adoption of sustainable practices in the hospitality industry.
- ✓ Encourages development of more environmentally friendly hotel facilities.

Not Started

Conduct an employee commuting and home working survey

Summary

Survey your employees about how they travel to work and their home working setup to find ways to reduce carbon emissions. Ask about travel methods, distances, and home energy use to create targeted solutions and measure environmental impact.

GHG Category: Cat 7 - Commuting and home working

Business Rationale

Provides valuable data for sustainability initiatives, helps identify opportunities for emissions reduction, and demonstrates commitment to employee well-being.



Impact
Medium



Time
Short (under
6 months)



Cost Saving
Small



Complexity
Low

Benefits

- ✔ Data-driven emission reduction: Collecting accurate commuting and home working data establishes a reliable baseline for Scope 3 emissions calculations, enabling targeted reduction strategies and precise progress tracking. This empirical approach helps identify the highest-impact interventions specific to your workforce's patterns, whether that's improving bicycle facilities, organizing carpooling programs, or optimizing remote work policies.
- ✔ Enhanced employee experience: The survey process itself demonstrates organizational commitment to sustainability while giving employees a voice in shaping workplace policies.
- ✔ Operational cost optimization: Survey insights often reveal opportunities to rightsize office space requirements, reduce parking facility needs, and implement more efficient workplace policies.

Not Started

Make sustainability commitments a requirement for new products

Summary

Ensuring all new products include specific environmental improvements, such as being more reusable, recyclable, or energy efficient.

GHG Category: Cat 11 - Use of sold products ,Cat 12 - End of life treatment of sold products

Business Rationale

Drives product innovation, meets growing consumer demand for sustainable products, reduces product lifecycle emissions



Impact
Transformative



Time
Medium (6 months - 2 years)



Cost Saving
Medium



Complexity
Medium

Benefits

- ✓ Environmental Protection: By focusing on sustainability, companies contribute to the preservation of natural resources, reduction of carbon footprint, and minimization of pollution.
- ✓ Cost Savings: Sustainable products often lead to long-term savings. For example, energy-efficient appliances consume less power, reducing utility bills over time.
- ✓ Market Advantage: As consumers become more environmentally conscious, companies that offer sustainable products can gain a competitive edge.
- ✓ Regulatory Compliance: With environmental regulations becoming stricter, adopting sustainability practices early can help companies stay ahead of legal requirements.

In Progress

Support public transport use

Summary

Help your team choose public transportation for commuting and business trips. Make it easier and more affordable to leave cars at home.

GHG Category: Cat 6 - Business travel ,Cat 7 - Commuting and home working

Business Rationale

Reduces emissions from commuting, promotes employee well-being, aligns with urban mobility trends



Impact
Small



Time
Short (under
6 months)



Cost Saving
Small



Complexity
Medium

Benefits

- ✓ Reduces emissions from employee commuting.
- ✓ Promotes use of more efficient transportation options.
- ✓ Decreases overall carbon footprint of employee travel.

In Progress

Increase use of recycled content in packaging

Summary

Replace virgin materials with recycled content in product packaging to reduce environmental impact and support circular economy. Relevant for companies with consumer products, retail goods, food and beverage packaging, shipping materials, and any business that packages products for sale or distribution.

GHG Category: Cat 12 - End of life treatment of sold products

Business Rationale

Packaging sustainability has become a key differentiator in consumer markets, with studies showing 60-70% of consumers willing to pay premium for sustainable packaging. Switching to recycled content reduces supply chain risks from volatile virgin material markets while building brand equity with environmentally conscious customers. Cost premiums for recycled materials are typically 10-30% initially but often decrease as supply chains mature and virgin material costs rise.



Impact
Small



Time
Medium (6
months - 2
years)



Cost Saving
Small



Complexity
Medium

Benefits

- ✔ Reduces your carbon footprint by cutting energy use in material production while supporting the circular economy. Recycled materials typically require far less energy to produce than virgin alternatives.
- ✔ Strengthens customer loyalty as consumers increasingly choose brands that demonstrate environmental responsibility through sustainable packaging choices.
- ✔ Creates cost predictability and potential savings as recycled material markets mature and virgin material costs become more volatile due to resource constraints.

In Progress

Regularly share sustainability plans with colleagues

Summary

Establish consistent communication channels and schedules to keep employees informed about your company's environmental goals, progress, and initiatives.

GHG Category: Learning and development

Business Rationale

Engaged employees are more productive, suggest cost saving improvements, and stay with companies longer, reducing recruitment and training costs. Strong internal sustainability culture enhances external brand reputation and customer appeal, particularly with environmentally conscious consumers.



Impact
Enabling
action



Time
Short (under
6 months)



Cost Saving
Small



Complexity
Low

Benefits

- ✔ Increased employee engagement and motivation as team members feel connected to meaningful environmental goals and understand how their work contributes to positive impact.
- ✔ Better sustainability outcomes through increased participation, more ideas for improvement, and stronger buying for environmental initiatives across all departments.
- ✔ Enhanced employer brand and talent retention as sustainability focused communication demonstrates company values and creates workplace culture that attracts environmentally conscious employees.

In Progress

Use free online resources to build sustainability knowledge

Summary

Leverage free online resources to enhance a company's sustainability knowledge, focusing on areas such as carbon reduction strategies, net-zero transitions, and industry best practices.

GHG Category: Learning and development

Business Rationale

Utilizing free online resources for sustainability knowledge is a cost-effective strategy to build organizational capacity in environmental management. It enables the company to stay ahead of regulatory changes, identify innovative sustainability practices, and potentially uncover new business opportunities. This knowledge can lead to improved operational efficiency, reduced environmental risks, and enhanced stakeholder relationships.



Impact
Enabling
action



Time
Short (under
6 months)



Cost Saving
Medium



Complexity
Low

Benefits

- Builds internal expertise without external consultancy costs, creating a foundation for more ambitious sustainability projects while demonstrating genuine commitment to environmental improvement.
- Empowers employees with knowledge and skills that boost engagement and job satisfaction, as people feel more confident contributing to sustainability initiatives and career development.
- Strengthens your organisation's ability to identify opportunities, avoid compliance risks, and communicate credibly with customers about your environmental efforts.

In Progress

Integrate sustainability into supplier assessments

Summary

Add environmental and social factors to your supplier selection process alongside traditional measures like cost and quality.

GHG Category: Cat 1 - Purchased goods and services ,Cat 2 - Capital goods

Business Rationale

Reduces supply chain risks, meets growing customer expectations for sustainable sourcing, and can unlock cost savings through supplier efficiency improvements.



Impact
Transformative



Time
Medium (6
months - 2
years)



Cost Saving
Medium



Complexity
Medium

Benefits

- ✓ Reduced environmental impact: By selecting suppliers with strong sustainability practices, companies can significantly reduce their Scope 3 emissions and overall environmental footprint.
- ✓ Enhanced risk management: Evaluating suppliers' sustainability performance helps identify and mitigate potential environmental and social risks in the supply chain.
- ✓ Improved stakeholder relationships: Demonstrating a commitment to sustainable sourcing can enhance relationships with customers, investors, and employees who value corporate responsibility.

In Progress

Provide eco-driving training for all drivers

Summary

Train fleet drivers to use fuel-efficient driving techniques like smooth acceleration, smart speed control, and reduced idling. Use tracking tools to monitor progress and help drivers improve their habits.

GHG Category: Scope 1 - Mobile combustion

Business Rationale

Implementing an eco-driving training program offers a cost-effective way to reduce fuel consumption, leading to significant cost savings and decreased emissions. This initiative aligns with sustainability goals, enhancing the company's environmental reputation. Additionally, eco-driving practices often result in safer driving behaviors, potentially reducing accident rates and associated costs. The program can also improve vehicle longevity, decreasing maintenance and replacement expenses over time.



Impact
Medium



Time
Medium (6
months - 2
years)



Cost Saving
Medium



Complexity
Medium

Benefits

- ✓ Reduced greenhouse gas emissions through decreased fuel consumption.
- ✓ Lowered air pollutant emissions, improving local air quality.
- ✓ Decreased resource depletion by extending vehicle lifespan through better driving practices.

Completed

Manage refrigerants in air conditioning and heat pumps

Summary

Check and maintain the cooling gases in your building's air conditioning and heat pump systems to prevent leaks of potent greenhouse gases. Includes proper servicing schedules, leak detection, correct disposal when replacing equipment, and choosing systems with climate-friendly refrigerants. Relevant for office air con units, building HVAC systems, split systems, and air source heat pumps used for heating and cooling spaces.

GHG Category: Scope 1 - Fugitive

Business Rationale

Regular maintenance extends equipment life and maintains energy efficiency, reducing both operating costs and capital expenditure timing. This positions the business favorably as refrigerant regulations tighten.



Impact
Small



Time
Short (under
6 months)



Cost Saving
Small



Complexity
Low

Benefits

- ✓ Environmental impact: Prevents the release of extremely potent greenhouse gases that can have warming effects thousands of times greater than CO₂, making this one of the highest-impact actions per kilogram of gas managed.
- ✓ Financial benefit: Regular maintenance extends equipment life, maintains energy efficiency, and avoids costly emergency repairs or premature replacement.
- ✓ Regulatory compliance: Demonstrates adherence to F-gas regulations and environmental standards, positioning your business favorably as refrigerant rules continue to tighten globally and showing customers and stakeholders your commitment to responsible operations.

Completed

Use free online carbon calculators to measure emissions

Summary

Start measuring your environmental impact using free online tools. These calculators help you understand your carbon footprint without needing complex systems or expertise.

GHG Category: Measurement

Business Rationale

Carbon footprint measurement provides foundation for cost-saving opportunities through efficiency improvements. Enables participation in green certification programs and access to sustainability-focused markets. Helps meet growing customer and regulatory expectations for environmental transparency.



Impact
Enabling
action



Time
Short (under
6 months)



Cost Saving
Small



Complexity
Low

Benefits

- ✓ Establishes baseline emissions data to inform reduction strategies and track progress.
- ✓ Identifies hotspots and opportunities for cost-effective emission reductions.
- ✓ Enables environmental reporting and engagement with stakeholders.

Completed

Support tree planting and forest protection projects

Summary

Provide financial support for verified tree planting and forest protection projects as a positive environmental contribution. Either through direct donations, project sponsorship, or corporate giving programmes.

GHG Category: Nature

Business Rationale

Tree planting provides a demonstration of sustainability commitment, enhancing brand value and stakeholder relationships. These initiatives create opportunities for customer and employee engagement, supporting marketing and retention efforts.



Impact
Long term
potential



Time
Long (over 2
years)



Cost Saving
Small



Complexity
Low

Benefits

- ✓ **Environmental Impact:** Creates multiple environmental benefits including enhanced biodiversity, improved soil health, reduced erosion, and better water management in local watersheds.
- ✓ **Stakeholder Engagement:** Provides tangible ways for customers and employees to connect with sustainability efforts, improving brand loyalty and employee satisfaction through direct participation in environmental action.
- ✓ **Community Relations:** Strengthens local community relationships through job creation, improved local environments, and engagement in project planning and maintenance.

Completed

Improve biodiversity at own sites

Summary

This action involves creating and managing habitats on company property to support local wildlife and ecosystems. Relevant areas include unused land, roof spaces, building exteriors, car parks, and landscaped areas.

GHG Category: Nature

Business Rationale

This action addresses growing stakeholder expectations around environmental responsibility beyond carbon, particularly from employees and local communities who can directly observe biodiversity efforts. It provides visible differentiation in an increasingly competitive market where environmental credentials influence customer and employee choice.



Impact
Small



Time
Medium (6
months - 2
years)



Cost Saving
Not
applicable



Complexity
High

Benefits

- ✓ Enhances ecosystem services including pollination, water regulation, and soil quality, leading to improved resilience and reduced environmental risks at operational sites.
- ✓ Creates natural carbon sinks through increased vegetation and soil organic carbon, contributing to corporate climate mitigation goals while supporting adaptation strategies.
- ✓ Strengthens corporate environmental reputation and stakeholder relationships by demonstrating tangible commitment to nature-positive operations and local ecosystem stewardship.

Completed

Create a small green space or garden on business premises to support local biodiversity

Summary

This action focuses on establishing green spaces within business premises to enhance local biodiversity and raise environmental awareness. It involves creating gardens, installing planters, or developing green roofs to support native plants and wildlife.

GHG Category: Nature

Business Rationale

Creating a green space supports corporate sustainability goals, enhances employee well-being, and improves the company's image. It can lead to increased property value and potential energy savings through improved insulation and reduced urban heat island effect.



Impact
Long term potential



Time
Medium (6 months - 2 years)



Cost Saving
Not applicable



Complexity
Medium

Benefits

- ✓ Increased habitat for local wildlife, supporting biodiversity in urban areas.
- ✓ Improved air quality through increased vegetation and reduced urban heat island effect.
- ✓ Enhanced stormwater management, reducing runoff and improving water quality.

Completed

Get senior leadership to sign off the climate action plan

Summary

Securing formal sign-off from senior leadership on a climate action plan. This is a key stage for any plan to ensure the business gets behind it.

GHG Category: Management and board

Business Rationale

Securing senior leadership sign-off can help align sustainability with business strategy, unlock resources, and demonstrate credibility to customers, investors and regulators. Without it, climate initiatives tend to remain fragmented and under-resourced.



Impact
Enabling
action



Time
Short (under
6 months)



Cost Saving
Not material



Complexity
Low

Benefits

✓ Gaining formal senior leadership sign-off can help move climate action from good intentions to funded, accountable commitments, creating the conditions for measurable emissions reductions across the business.

✓ Demonstrating visible leadership commitment to climate action can strengthen relationships with customers and partners who increasingly assess sustainability credentials as part of procurement, investment and partnership decisions.

✓ Engaging leadership in the climate planning process can improve awareness of climate risks and opportunities, helping the business respond more effectively to regulatory changes and market shifts.