Carbon Reduction Plan Policy v1.0

Supplier name: ICT Educational Limited

Publication date: November 2021

Commitment to achieving Net Zero

ICT Educational Limited is committed to achieving Net Zero emissions by 2030

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.

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
The year 2019 was the first time that ICT Educational assessed and reported on its carbon dioxide emissions	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	7
Scope 2	7
Scope 3 (Included Sources)	14
Total Emissions	29

Current Emissions Reporting

Reporting Year: 2020

EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	3.5
Scope 2	3.5
Scope 3 (Included Sources)	7
Total Emissions	14

Emissions reduction targets

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

We project that carbon emissions will decrease over the next five years to 7 tCO$_2$e by 2026. This is a reduction of 50%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 7 tCO$_2$e, a 50% reduction against the 2019 baseline and the measures will be in effect when performing the contract.

Since the start of the Covid-19 pandemic in March 2020, ICT Educational has put in place a hybrid working from home policy, and we now only meet in the office for training This has led to a dramatic reduction in our carbon footprint as most of an employee's carbon footprint comes from their daily commute to and from work. When we do meet in the office, we encourage employees to use public transport, cycle or car share. We regularly remind all staff to turn off all computers and monitors when it is not in use. We do not recommend the use of stand-by mode as some appliances still use as much as 50% energy they use when in operation, and appliances continue to draw power even if they are just plugged in.

In the future we hope to implement further measures such as the use of occupancy monitoring systems that automate lighting controls depending on if a room is in use or remind staff to turn the lights out when they leave a room. To remind staff, we have stuck notices by the light switches in all our office and meeting rooms. In the longer term, we propose to use more renewable sources of energy, such as solar panels or by buying energy from companies who use renewable sources of energy. We have also looked into investing in a timer system to programme controls on heating, lighting, appliances and more. We will look into the viability of a smart building management system that automates control depending on occupancy – for example, switching off lights when the last person leaves a

room. Although some of these initiatives require investment at first, we believe that there is a considerable Return on Investment available in term of both reduced spending on energy and reduction in greenhouse gas emissions.

We identified that there was still a significant amount of paper within the business, and the production of paper causes significant amount of CO_2 be released into the atmosphere. We have committed to becoming a paperless office as much as possible and where this is not possible, staff are strongly encouraged to recycle paper and cardboard when possible. We encourage employees to edit and proof all their documents on their computer and print on recycled paper. Unless it is a formal document, staff should always print on both sides of a sheet of paper before recycling it. Memos, company announcements, and all internal communications can and should be sent through email or posted on an online message board. Based on the results of our paper recycling pilot, other recyclable materials will start to be recycled, including metal, certain plastics and glass. For recycling of electrical appliances, we will partner with the local businesses to ensure that all our appliances are disposed of or recycled in accordance with WEEE regulations

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 standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

Paresh Ghedia ……………………………………………………………………….

Date: 12th November 2021

---

[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