



Actica Carbon Reduction Plan

ACTICA/OV009D075-3.0

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Release Version

| Release No | Author | Date Issued | Reason |
|------------|--------|-------------|--|
| 1.0 | NJH | 15/11/2021 | First Issue |
| 1.1 | ELF | 21/11/2022 | Draft: Updated for period 30 June 2021 – 1 July 2022 |
| 2.0 | ELF | 25/11/2022 | Updated for period 30 June 2021 – 1 July 2022 |
| 3.0 | AKMB | 9/11/2023 | Draft: Updated for period 30 June 2022 – 1 July 2023 |

1 Carbon Reduction Plan

1.1 Supplier name : Actica Consulting Ltd.

1.2 Publication date : 9 November 2023

2 Commitment to achieving Net Zero

2.1 Actica Consulting Ltd is committed to achieving Net Zero emissions no later than 2030.

3 Baseline Emissions Footprint

3.1 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.

3.2 Our Baseline includes all seven greenhouse gases named by the Kyoto Protocol:

- a. Carbon Dioxide (CO₂)
- b. Hydrofluorocarbons (HFCs)
- c. Methane (CH₄)
- d. Nitrous Oxide (N₂O)
- e. Nitrogen Trifluoride (NF₃)
- f. Perfluorocarbons (PFCs)
- g. Sulphur Hexafluoride (SF₆)

3.3 Our emissions are calculated in Tonnes of carbon dioxide equivalent (CO₂e) using the appropriate conversion factors published by BEIS¹ for the relevant years.

¹ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

3.4 Actica’s GHG emissions reporting is aligned to our financial year, which is July to June.

| Baseline Year: 2018/2019 | |
|--|--|
| <p>Additional Details relating to the Baseline Emissions calculations:</p> <p>Our baseline year is set to 2018/19. Our emissions inventory covers all measurable Scope 1 and 2 emissions together with the Scope 3 categories 4,5,6,7 and 9.</p> <p>Baseline year emissions:</p> | |
| EMISSIONS | TOTAL (tCO2e) |
| Scope 1 | 0.75 tCO2e |
| Scope 2 | 11.54 tCO2e Note that this has been changed to include electricity transmission and distribution. Versions pre 2022/2023 have not been amended. |
| Scope 3 [Categories 4,5,6,7 and 9] | <p>Upstream transportation and distribution: 1.05 tCO2e. Waste generated in operations: 0.17 tCO2e. Business travel: 109.84 tCO2e. Employee commuting: 29.20 tCO2e. Downstream transportation and distribution: 0.00 tCO2e.</p> <p>TOTAL Scope 3: 140.26 tCO2e</p> <p>Note that the business travel baseline has changed due to an error in the initial reporting. Versions pre 2022/2023 have not been amended.</p> |
| Total Emissions | 152.55 tCO2e (Average number of employees 86 gives 1.77 tCO2e/employee) |

4 Current Emissions Reporting

| Reporting Year: 2022/2023 (July 2022 to June 2023) | |
|--|---------------|
| EMISSIONS | TOTAL (tCO2e) |

| | |
|--|--|
| Scope 1 | 0.75 tCO2e |
| Scope 2 | 8.12 tCO2e |
| Scope 3 [Categories 4,5,6,7 and 9] | Upstream transportation and distribution: 0.0985 tCO2e. Waste generated in operations: 0.0845 tCO2e. Business travel (expenses): 126 tCO2e. Business travel (additional): 5.38 tCO2e. Employee commuting: 5.86 tCO2e. Downstream transportation and distribution: 0.00 tCO2e. TOTAL Scope 3: 137 tCO2e |
| Total Emissions | 145.87 tCO2e (Average number of employees 170 gives 0.85 tCO2e/employee) |

5 Emissions reduction targets

- 5.1 In order to continue our progress to achieving Net Zero by 2030, we have set a target for reducing our carbon footprint per employee from 2018/19 to 2023/24. That target is to reduce the net emissions per employee from the 2018/2019 baseline by 40% by 2024. We therefore aim to reduce our carbon emissions per employee over the five years to 2023/24 to 1.06tCO2e.
- 5.2 Progress against this target can be seen in the graph below. Years relate to company FYs which are 6 months out of phase with calendar years. Note that the Covid 19 pandemic caused a decrease in emissions for 2019/2020 and 2020/2021 as WFH was enforced by both Actica and clients.

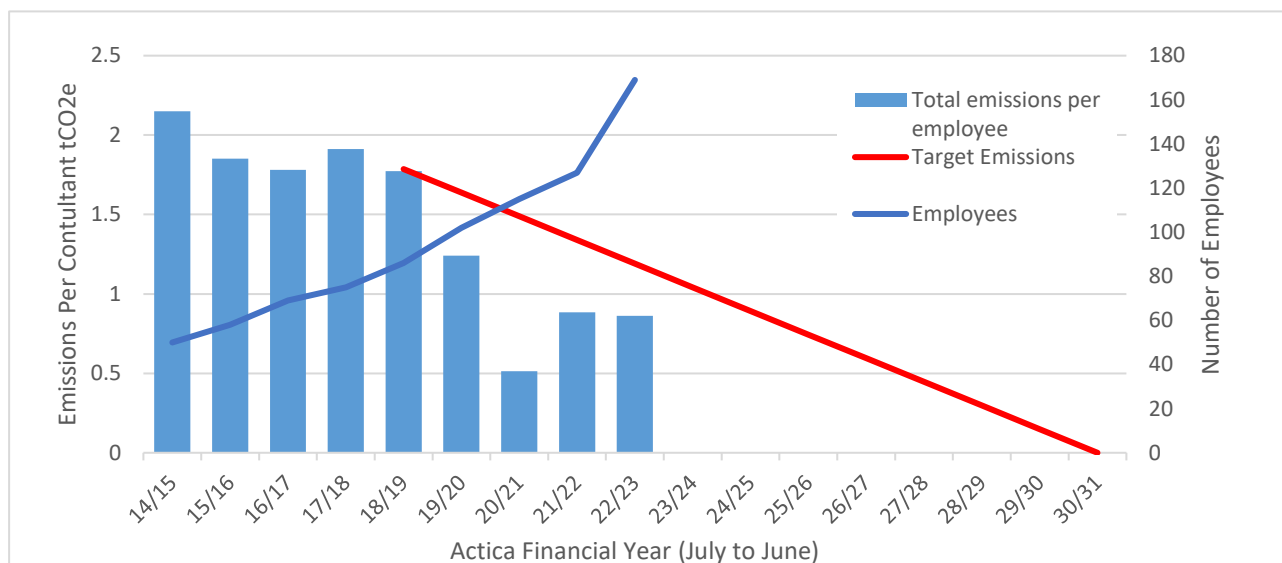


Figure 1 – Estimated emissions.

6 Carbon Reduction Projects

6.1 The following environmental management measures and projects have been completed or implemented since the 2018/19 baseline.

- a. Our environmental management system is UKAS certified to ISO 14001 and is audited annually. It focuses on objectives and actions in the areas that are under the company’s control and will have the most significant environmental impact in the short and long term.
- b. Provided improved remote working IT facilities to reduce the need for commuting and business travel.
- c. Introduced processes and procedures to allow effective collaborative remote working, including a ‘remote where feasible’ preference for internal meetings, external training and conferences.
- d. Offset the carbon emissions for some projects.
- e. Promoted the use of transport means that have low environmental impact (e.g., provided a cycle-to-work scheme that enables staff to purchase bikes for commuting use).
- f. Introduced a salary-sacrifice electric car leasing scheme.

6.2 The carbon emission reduction achieved by these schemes equate to 0.92tCO2e per employee, a 52% reduction against the 2018/19 baseline. It should be noted that the company has grown since 2018/19, from an average of 86 in 2018/19 to 170 in 2022/23.

6.3 As well as these initiatives the decrease in the baseline position has also been due to reduced travel and low office occupancy during the COVID-19 pandemic. We remain confident, however,

that our current and future environmental impact reduction initiatives will enable us to achieve net zero well in advance of 2050.

- 6.4 In the future we will implement further measures which will continue to drive down emissions. These measures include:
- a. Continue to build awareness within the company and our clients of the impact of their decisions on our path to net zero.
 - b. Procuring 100% renewable energy for our offices – switch office energy to a fully renewable tariff in 2024 (when our current contract allows).
 - c. Reducing business travel by air, road and rail by encouraging remote working for company activities where feasible.
 - d. Exploring ways to support employees to switch to electric vehicles, including requesting Surrey Research Park to implement additional electric vehicle charging points, and encourage employees to take up the salary-sacrifice electric car leasing and Cycle to Work Scheme.
 - e. Offsetting emissions from a larger percentage of our projects.
 - f. Working with our suppliers to encourage them to set their own carbon reduction targets.
 - g. Investigate installing a plumbed-in water filter to reduce the use of single-use plastics in the Actica office.
 - h. Adopt a ‘re-use and repair where feasible’ preference for office equipment.

7 Declaration and Sign Off

- 7.1 This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.
- 7.2 Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard² and uses the appropriate Government emission conversion factors for greenhouse gas company reporting³.
- 7.3 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) Standard⁴.

² <https://ghgprotocol.org/corporate-standard>

³ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁴ <https://ghgprotocol.org/standards/scope-3-standard>

7.4 This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of Actica Consulting:

Michael Murphy

Managing Director, Actica Consulting Limited

Date: 10/11/2023