

ROUTE TO ZERO

Our Carbon Reduction Plan

18 Feb 2024



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ISO14001 – ENVIRONMENTAL MANAGEMENT SYSTEM



Our Environmental Management System (EMS) provides a holistic way of **identifying, managing, monitoring and controlling environmental issues** in a holistic manner.

ISO14001 is an internationally agreed standard that sets out the requirements for an environmental management system (EMS).

Our EMS **keep us safe** at work, **understand the impact our business has on the environment**, and **helps us win work**.

ISO14001 – ENVIRONMENTAL MANAGEMENT SYSTEM



This Carbon Reduction Plan (CRP) is part of our EMS and sets out:

- The Scope of our EMS to which this CRP applies
- Our commitment to achieving Net Zero
- Our emissions footprint (baseline) from 2019
- Our emissions reporting from 2020-2023
- Our objectives and targets for achieving Net Zero.
- Our completed and in progress carbon reduction projects.

ENVIRONMENTAL MANAGEMENT SYSTEM - SCOPE

This EMS applies to all activities, under normal conditions and reasonably foreseeable situations, in the offices and facilities of ICC and how we deliver our products and services (travel, meetings, QMS, project planning).

Activities are typically, but not limited to:

- Office activities (use of the office environment and purchase of office supplies)
- Marketing (events, awards submissions)
- Business development (tender responses, bid proposals, pitches)
- Business activities (delivery of products and services)
- Staff training
- Activities of suppliers and contractors within the ICC offices
- Commuting to and from the ICC office and travelling to other locations for business activities.

The EMS is applicable to the production of all Inner Circle Consulting products and services within the ICC offices. Products and services are typically, but not limited to:

- Programme management services
- Project management services
- Management consultancy services

ENVIRONMENTAL MANAGEMENT SYSTEM - SCOPE

Typical deliverables within these products and service areas are, but not limited to:

- Reports (of varying nature and form), such as:
 - Project initiation documents
 - Project and programme plans
 - Strategies and action plans
 - Strategic Outline, Outline and Full Business Cases
 - Stakeholder engagement collateral
- Presentations (of varying nature and form)
- Workshop facilitation
- Stakeholder engagement

The EMS is applicable to all ICC activities, products and services created and/or delivered from ICC offices (Bermondsey and Cornwall), from client offices and from our house in Truro.

It also applies to commuting to and from the ICC office and travelling to other locations for business activities.

COMMITMENT

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ICCs ROUTE TO ZERO



RACE TO ZERO

- We are part of the **United Nations Framework Convention on Climate Change (UNFCCC) Race to Zero** initiative.
- Through which we have **committed to becoming a net zero carbon company before 2030.**
- This will be managed through our Environmental Management System which is accredited by ISO14001.

Environmental Policy

Inner Circle Consulting (ICC) is an award-winning project and management consultancy specialising in programme management, leadership and delivery in the public and private sectors.

At Inner Circle we recognise that the Climate Emergency requires us all to take meaningful action now and every day. We are doing this through addressing the direct and indirect environmental impacts of our business activities and working with our staff, suppliers and clients to do the same.

As part of this we have joined the United Nations' Race to Zero campaign and have signed the UN Climate Pledge to be net zero carbon across our business by 2030. We have also established an Environmental Management System (EMS) in accordance with ISO 14001:2015 and are willing to seek further accreditations in the future that align with our vision and missions.

The company is committed to:

- Protecting the environment, including the prevention of pollution through our business activities
- Addressing environmental issues through changes and innovations to our business strategies.
- Considering carbon investments that offer quantifiable, real, permanent, and socially beneficial offsets to neutralise any remaining emissions.

In order to achieve these commitments, we shall minimise the environmental impact of our activities, products and services by:

- Empowering our employees to act in an environmentally responsible manner.
- Working with our clients to identify and implement opportunities to reduce environmental impact through our projects.
- Through our value chain we are seeking suppliers that are taking steps to reduce their environmental impact and requiring sub-contractors to be doing the same.
- Measuring and reporting on greenhouse gas emissions on a regular basis.
- Complying with applicable legal requirements and other obligations which relate to the environmental aspects of our business.
- Continually improving our environmental performance through our EMS certified to ISO14001.

REPORTING

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PURPOSE OF REPORTING

- To increase the understanding of what is driving our company's carbon footprint
- To set targets to reduce it
- To secure transparency and traceability on the journey towards net-zero.

METHODOLOGY

- The carbon calculations are based on the Greenhouse Gas Protocol (GHG).
- Baseline of 2019 & results for 2020-2023.
- The carbon footprint is measured in carbon dioxide equivalents (CO2e)
- GHG defines emissions in three scopes:
 - Scope 1 –direct emissions from (vehicles, combustion, processes, or leakages
 - Scope 2 – indirect energy emissions (electricity, heating)
 - Scope 3 –emissions through our 'value chain', as a consequence of the company's operations.

Scope 1

- ❖ Boiler emissions

Scope 2

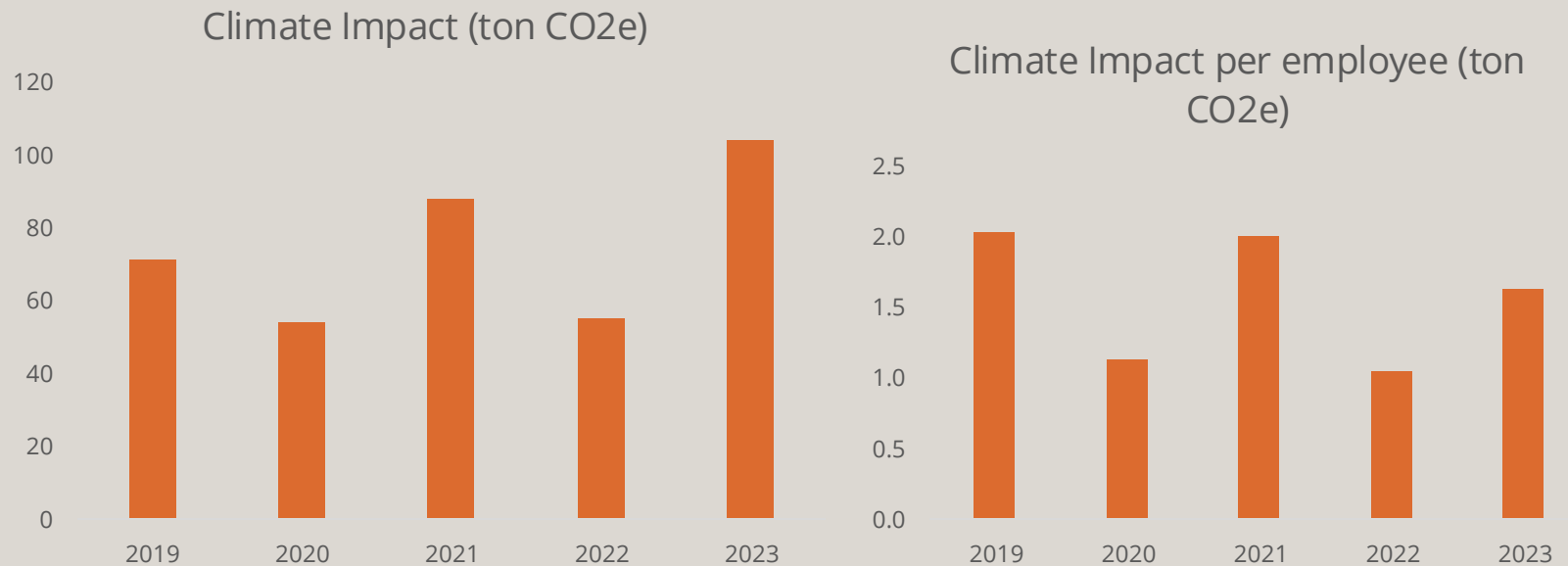
- ❖ Cornwall house gas & electric
- ❖ Office gas & electric
- ❖ Cloud & IT services

Scope 3

- ❖ food & drink
- ❖ IT equipment
- ❖ Sub-contractors
- ❖ Office waste
- ❖ Business travel
- ❖ Hotels & conferences travel
- ❖ Travel to work
- ❖ office supplies

Summary Climate impact analysis

Year	Climate Impact (ton CO2e)	Climate Impact per employee (ton CO2e)
2019	71.0	2.0
2020	54.0	1.1
2021	88.0	2.0
2022	55.0	1.0*
2023	104	1.6



Climate impact analysis by Scope

	2019 (Baseline)	2020	2021	2022	2023
Scope 1	0.7	0.6	0.7	0.2	0.2
Scope 2	6.9	7.6	7.4	6.8	13.2
Scope 3	63.3	46.0	79.4	48.3	90.6
Purchased goods and services	20.1	35.7	74.9	28.9	59.1
Fuel- and energy (well to tank)	0.1	0.1	0.1	0.03	0.05
Waste handling	1.9	2.0	1.9	2.2	1.5
Business travel	38.7	6.9	1.6	16.2	28.9
Employee commuting	2.5	1.4	0.9	0.9	1.1
Total	71.0	54.0	88.0	55.0	104.0
No. of Employees	35	48	44	53	64
Total by Employee	2.0	1.1	2.0	1.0	1.6

OBJECTIVES AND TARGETS

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ISO14001 – ENVIRONMENTAL MANAGEMENT SYSTEM

A number of objectives have been identified as part of the EMS which are consistent with the Environmental Policy, and take into consideration ICCs compliance obligations, significant environmental aspects, and considers its risks and opportunities.

The objectives of the EMS are:

- Reduce pollution, protect the environment and support sustainable practices through procurement of office purchases and services, in accordance with our Green Procurement procedure
- Reduce environmental impact through IT equipment and appliance purchases, as required by our Green Procurement procedure
- To recycle all commercial waste.
- Reduce CO2e of employee commuting per employee by 50% by 2025
- Reduce CO2e of business travel per employee by 50% by 2025
- To encourage the significant consideration of environmental considerations in relation to our products and services.
- To actively pursue internal opportunities with our staff through training and rewards that aim to reduce carbon emissions
- Optimize cloud storage and data usage
- Reduce energy use of sub-contractors

Key objectives for 2025

We have identified a shortlist of key objectives for focus in 2025 and developed specific targets against them.



Develop & adopt an improved Green Travel Policy



Develop & adopt sustainable working practices for sub-contractors'



Look at ways to optimise to data storage in a more environmentally friendly manner

TARGETS

Action	2019 baseline (co2e)	Improvement (%)	Reduction (Ton CO2e1)	Target 2028
Optimize cloud storage and data usage	1.0	-30%	-0.3	0.7
Reduce emissions from sub-contractors	16.8	-30%	-5.0	11.8
Reduce emissions from business travel	38.7	-30%	-11.61	27.09
Sub-total of actions	59.8	-72%	-43.1	16.7

PROJECTS

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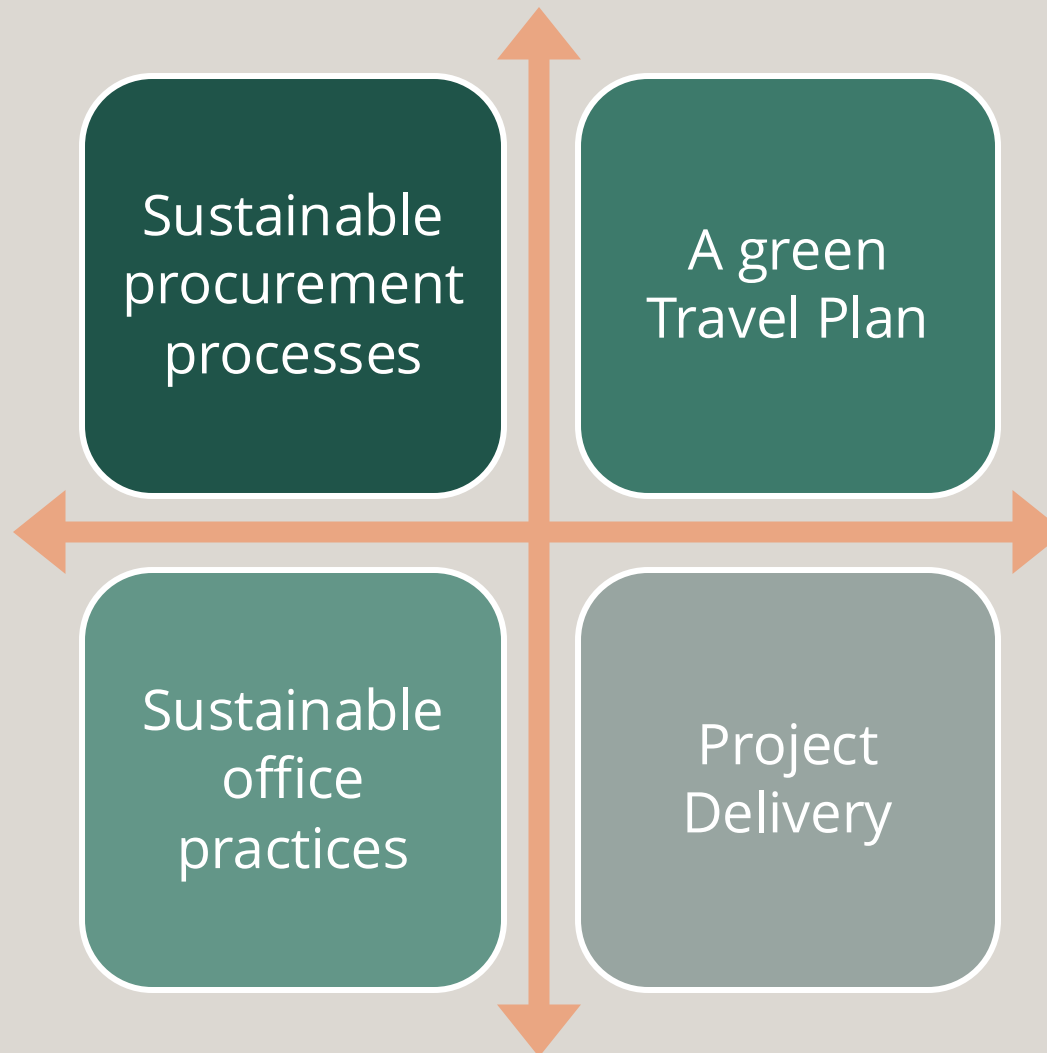
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ISO14001 – ENVIRONMENTAL MANAGEMENT SYSTEM

In order **to implement EMS and achieve our environmental objectives**, a number of projects and processes have been put in place. This includes our ISO14001 Accreditation and a number of business processes that apply to our working practices and project delivery:



ISO14001 – ENVIRONMENTAL MANAGEMENT SYSTEM

In order to reduce our environmental impact we have committed to purchasing goods and services in a green and sustainable way.

To do this we:

- Have committed to purchasing products or services that are:
 - from local suppliers or SMEs
 - certified as being sustainable or environmentally friendly (eg. Fairtrade, Carbon Trust certified)
 - direct purchases (rather than through a 3rd party, eg. Amazon)
- Are purchasing IT and electrical appliances that are A+ rated, EPEAT Gold Standard, or display Energy Star certification.
- Recycle / sell / donate our old office IT and electrical appliances.
- Provide vegan staff lunches every Friday.

ISO14001 – ENVIRONMENTAL MANAGEMENT SYSTEM

To reduce the environmental impact of travelling to the office and other locations (including meetings or clients) we:

- Encourage staff to walk or cycle to work. We offer the Cycle to Work scheme, and have provided additional bike storage in the office. The target is for 40% of travel to work to be on foot or by bike.
- Expect public transport to be used where walking or cycling is not feasible.
- Encourage the use of train travel rather than flying when feasible. The target is to reduce the emissions from business travel by 30% by 2028.

ISO14001 – ENVIRONMENTAL MANAGEMENT SYSTEM

We are seeking to minimise the environmental impact of our office practices.

In order to do this we:

- Recycle all recyclable waste (big black bin next to the coffee machine).
- Recycle toner cartridges (using the pre-paid label from the [HP website](#)).
- Recycle IT equipment, electrical equipment and batteries (collected in the office then passed to Micropro).
- Only switch lights on in the areas of the office being used (other than when clients are expected).
- Keep noise to a reasonable level.
- Green our office with plants for better oxygen and ensure plants are watered.
- Close windows when the heating is on

ISO14001 – ENVIRONMENTAL MANAGEMENT SYSTEM

In order to achieve our environmental objectives, we are seeking to minimise the environmental impact of the delivery of projects.

In order to do this we:

- Consider environmental impacts in the Project Planning stage of the QMS (through the PID).
- Consider the environmental impact of project delivery in our internal & client project meetings (through EMS as a standard item on our meeting agendas).
- Consider the environmental opportunities of every internal and client project.
- Seek to implement environmental priorities and requirements into project delivery, wherever appropriate.

CARBON REDUCTION PLAN

This Carbon Reduction Plan has been approved by the Board of Inner Circle Consulting.

A handwritten signature in black ink, appearing to read 'Chris Twigg', written over a horizontal line.

Chris Twigg

Chief Executive

19th February 2024