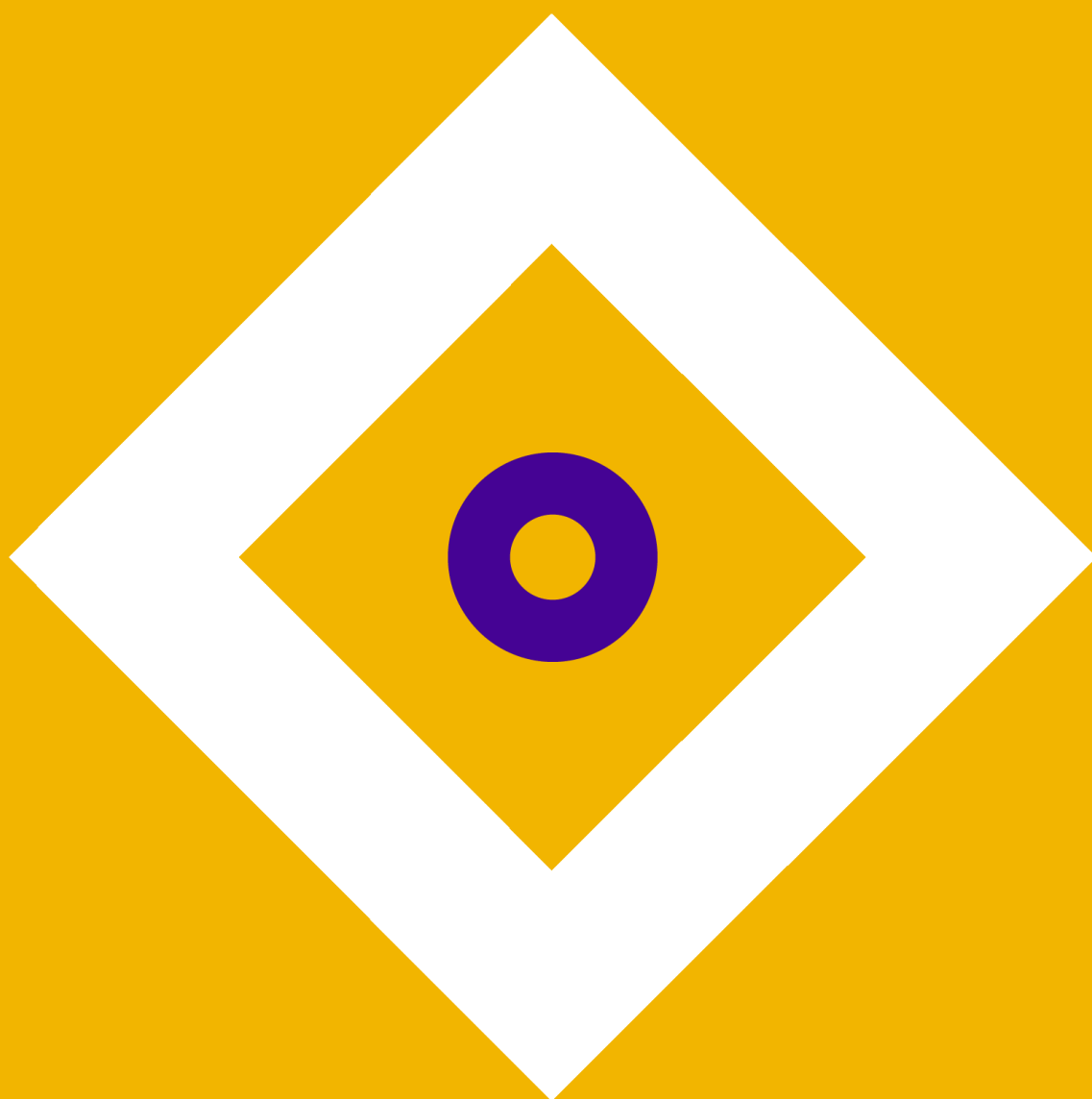


Carbon Reduction Plan

Our commitment to reducing
carbon emissions

January 2025



Contents

Revision history.....	3
Proprietary notice	3
Introduction.....	4
Commitment to achieving Net Zero	4
Baseline Emissions Footprint.....	4
Emissions Reductions Targets	5
Carbon Reduction Projects	6
Future Commitments	6
Supporting Heart of England Forest.....	6
Declaration and Sign Off	7

Revision history

Version	Date	Revision author	Summary of changes	Status
Carbon Reduction Plan 2024	04/04/24	Billy Simpkin	Updated carbon reduction plan using 2024 template	Draft
Carbon Reduction Plan 2024	09/04/24	Sam Cox	Review prior to approval	Draft
Carbon Reduction Plan 2024	09/04/24	Tony Summers	Approved	Final
Carbon Reduction Plan 2024	04/12/24	Elaine Needham	Updated using Civiteq trading name template	Draft
Carbon Reduction Plan 2024	04/12/24	Tony Summers	Approved	Final

Proprietary notice

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Introduction

Under the Paris Agreement, national governments have committed to limit temperature rise to well-below 2°C and pursue efforts to limit temperature rise to 1.5°C. Beyond 1.5°C, the world will increasingly experience dangerous climate impacts such as sea level rise, flooding and extreme heat.

The UK Government amended the Climate Change Act 2008 in 2019 by introducing a target of at least a 100% reduction in the net UK carbon account by 2050. As part of this net zero target, the UK Government are looking to their supply chains and are making it mandatory for government suppliers who are bidding for large contracts to provide a Carbon Reduction Plan (CRP) detailing their commitment to achieving net zero by 2050 and how they plan to reach this target.

Commitment to achieving Net Zero

Civiteq is committed and is actively taking steps to achieve Net Zero emissions by 2030.

This Carbon Reduction Plan will be updated regularly (at least annually), published, and signposted on our website. It will be approved by a member of our Executive Team to demonstrate a clear commitment to emissions reduction at the highest level. Our strategic plans will contain key objectives of the Carbon Reduction Plan.

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 then be measured and assessed.

This assessment is produced in accordance with the PPN 06/21 and the calculation methodology is in line with the GHG Reporting Protocol corporate standard. The scopes are defined as follows:

Scope 1

Direct emissions resulting from the primary combustion of fuels in organisation-controlled premises, vehicles and plant

Scope 2

Indirect emissions resulting from the consumption of purchased electricity that has been generated off-site and supplied by the national grid

Scope 3

Indirect emissions associated with the consequences of the activities of the organisation but controlled by another entity outside of the corporate structure.

The conversion factors published by the UK Government's Department for Business, Energy and Industrial Strategy (BEIS) have been used for the purposes of the greenhouse gas (GHG) calculations.

Baseline Year: 2021				
Additional Details relating to the Baseline Emissions calculations.				
<p>As the vast majority of staff work from home (classed as remote, currently at >95% of colleagues and all IT infrastructure is cloud-based therefore the baseline emissions are relatively low.</p> <p>The Covid 19 Pandemic created restrictions on travel, this current baseline is lower than expected for 21/22 as travel restrictions will ease and the ability to visit customer sites will become more available.</p>				
Baseline year emissions	2021	2022	2023	2024 (Target)
EMISSIONS	TOTAL (tCO2e)	TOTAL (tCO2e)	TOTAL (tCO2e)	TOTAL (tCO2e)
Scope 1	00.00	00.00	00.00	00.00
Scope 2	00.00	00.00	00.00	00.00
Scope 3 (Included Sources)	3.969 – Car travel 0.427 – Train travel	23.58 - All travel	17.27 – All Travel	13.82 (target)
Total Emissions	4.396	23.58	17.27	13.82 (target)

Emissions Reductions Targets

Climate change and environmental sustainability present challenges and opportunities for Civiteq and our customers. To minimise the negative and maximise the positive impact that our working practices have on the environment, we have committed to several priorities, including carbon footprint reduction, eliminating the use of single-use plastics, and maximising the environmental benefits of remote delivery.

We constantly reflect on how the company operates and its guidance to staff and associates. We consider the impacts of our working practices on the economy, the environment, and its broader social impacts at board level quarterly. Our commitment to improving our environment in any way that we can is demonstrated in our aspiration to be “regarded as an environmentally conscious business in line with our industry sector” by 2030. Indeed, our choices relating to travel, meeting locations and remote technology are all part of our investment to becoming carbon minimal as soon as 2025, with progress being shown above from 2022 to 2023 after the correction from 2021 with the pandemic drastically lowering the baseline targets.

Carbon Reduction Projects

Our roadmap for environmental sustainability is not limited to carbon footprint reduction but has a broader reach through our Corporate Social Responsibility (CSR) programme. We continue to be a remote-based company that promotes flexible working, further enabling the reduction of costs of travel and energy.

We regularly encourage environmental awareness among our employees and develop programmes to harness employee enthusiasm and offer opportunities for employees to collaborate on our journey to improve environmental performance.

We have participated actively in international environmental events such as Plastic Free July.

We are also committed to the circular economy, where we are focused on eliminating our employees' use of single-use plastics in the locations in which we operate and further, we reuse, recycle or donate 100% of our e-waste, including computers and servers.

Future Commitments

We are committed to reduce travel by at least 20% in 2024, with an increasing expectation up to 2025. This will be achieved by delivering programmes with enhanced delivery from anywhere tools, fewer internal meetings, customer incentives to reduce the need to travel, the use of local resources, developing a network of local accommodation (rather than daily travel) and proactive attempts to pool and share travel-based resources.

We continuously review our partners/supply chain to ensure offset of Carbon footprint by including expectations in contractual terms plus a proactive interest in working with partners that share our environmental goals.

We continue to raise awareness on key, relevant environmental topics that impact on perceptions. This includes support to the annual Veganuary project to raise awareness of the benefits, both social and wellbeing, of a vegan-led lifestyle.

In the last year, we have improved our knowledge and understanding of the importance of social value that can be provided even by a remote working IT consultancy. One of our most recent commitments to a client was to plant over 200 trees for them in their local parks. Civiteq joined the Ocean Network membership in 2023 to campaign for better water quality, reduce plastic pollution and protect our marine life from the effects of the climate emergency and we completed a beach clean for Surfers against Sewage.

As a consultancy, Civiteq is committed to social value, working with customers on initiatives that matter to them and the areas in which they operate. Find out more about our commitment to social value on our social value webpage [here](#).

Supporting Heart of England Forest

At only 13%, Britain has one of the lowest percentages of tree cover in Europe. This is incredibly damaging to the environment, people and wildlife.

One of the most talked about solutions called for by scientists is to plant billions more trees across the world. The Heart of England Forest is working to create a huge new woodland for the country, and we are supporting this important mission.

Since 2021, we have donated over £12,000 to Heart of England Forest, as well as spending 4 volunteer days (224 hours between the team overall) throughout the year to plant trees, support the growth and establishment of new woodlands, and create and maintain habitats. We have planted 1,028 to date and hope to increase these numbers further in 2024.

To learn more visit www.heartofenglandforest.org

Declaration and Sign Off

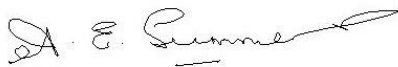
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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 board of directors.

Signed on behalf of Civiteq:



Date: April 2024

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>

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