

Carbon Reduction Plan

Supplier name: Insource Ltd

Publication date: 04/02/2022

Commitment to achieving Net Zero

Insource Ltd is committed to achieving Net Zero emissions by 2050

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: 2021

Additional Details relating to the Baseline Emissions calculations.

This is the first time we have reported our carbon footprint so this calculation establishes our baseline. It is based on our financial accounting year of May 2020-April 2021.

Our Baseline calculation includes:

- Scope 1: Direct Emissions
- Scope 2: Indirect Emissions
- Scope 3 Categories: 3: Fuel and energy related activities: 4: Upstream transportation & distribution: 5: Waste generated in operations: 6: Business travel/Hotel stays: 7: Employee commuting/Teleworking:

Our Baseline deviates from the requirements under PPN 06/21 as follows:

- Scope 3 Categories: 9: Downstream transportation & distribution: are zero as there are no emissions associated with them.
- Scope 3 Categories: 3: Fuel and energy related activities: are included, although this is not a requirement.

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	2.1 tCO ₂ e
Scope 2	13.4 tCO ₂ e
Scope 3 (included sources as detailed above)	7.8 tCO ₂ e
Total Emissions	23.3 tCO₂e

Carbon Reduction Plan

Current Emissions Reporting

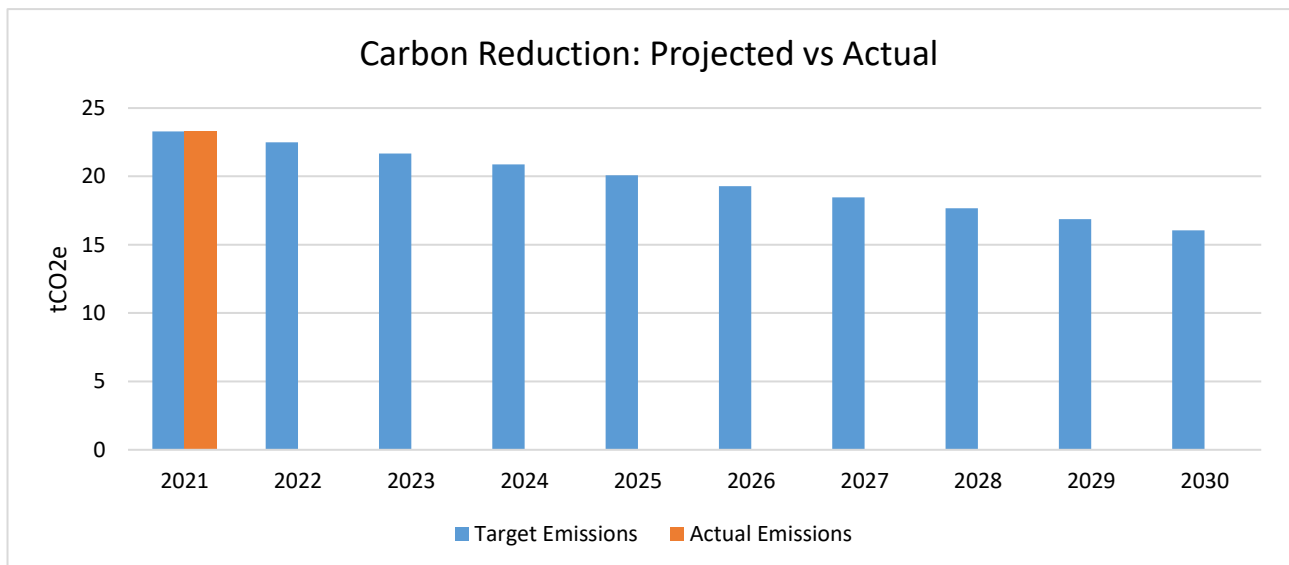
Reporting Year: May 2020 to Apr 2021	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	2.1 tCO ₂ e
Scope 2	13.4 tCO ₂ e
Scope 3 <small>(Included sources as detailed above)</small>	7.8 tCO ₂ e
Total Emissions	23.3 tCO₂e

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 19.3 tCO₂e by 2026. This is a reduction of 17.2 %

Progress against these targets can be seen in the chart below:



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Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes have not been quantified but the measures will be in effect when performing the contract.

- Shifted to majority remote working (e.g. 99% employees now work remote) with technology to facilitate employees continuing without disruption. Only essential travel required. Reduction in regular commuting mileage and vehicle usage.
- Energy efficient lighting (e.g. LEDs) in office building with smart sensors
- Reduction in water dispenser/coffee machines
- Due to only one area of the office being used we limited heating in the office
- All documents that need to be signed are now sent electronically reducing paper waste, ink and postage
- Reduction in business travel/ client meetings/ BD with the technology enabled through Teams

Future Carbon Reduction Initiatives

In the future we hope to implement further measures such as:

- Continuation of work from home / hybrid working policy
- BD/ Sales activities will be conducted virtually where possible
- Office based activity limited to Board of Directors for quarterly
- Switch to renewable energy focussed utility provider (e.g. majority of energy provided through renewable portfolio)
- Programme of work to migrate on site storage/ back up to cloud based infrastructure
- Training/ awareness programme for staff on 'guide to energy efficiency' working from home and energy saving tips

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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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.

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:



Date: 04 / 02 / 2022