

# Carbon Reduction Plan

Published April 2024. Next review and update due in October 2024.

## Commitment to achieving Net Zero

ITGL is committed to achieving Net Zero emissions by 2025

## 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.

<b>Baseline year:</b> September 2021 – August 2022	
<b>Additional details relating to the baseline emissions calculations:</b>	
ITGL has worked with ClimatePartner to calculate our Scope 1, 2, and 3 baseline emissions using the period September 2021 to August 2022 as our baseline year. CO <sub>2</sub> emissions were calculated using ITGL's consumption data and emission factors, researched by ClimatePartner. Wherever possible, primary data were used. If no primary data were available, secondary data from highly credible sources were used. Emission factors were taken from scientifically recognised databases such as ecoinvent and DEFRA. The final calculations were completed in April 2023, and are shown below. ITGL is now in the process of analysing and evaluating the data to further inform and review our carbon reduction plan and targets going forward.	
<b>Baseline year emissions:</b>	
<b>Emissions</b>	<b>Total (tCO<sub>2</sub>e)</b>
Scope 1	0.61
Scope 2	2.68
Scope 3	111.49
<b>Total Emissions</b>	<b>114.78</b>

**Current Reporting Year:** October 2022 – September 2023

**Additional details relating to the emissions calculations:**

Due to significant changes within our organisation, our reporting year has changed in line with our wider reporting responsibilities. We will continue to use a 12-month data period. – the new 12-month data period will run from October 1<sup>st</sup> – September 30<sup>th</sup>. Data collection is currently ongoing for the reporting year September 2022 - October 2023 and will be published as soon as possible.

**Current reporting year emissions:**

<b>Emissions</b>	<b>Total (tCO<sub>2</sub>e)</b>
Scope 1	tbc
Scope 2	tbc
Scope 3	tbc
<b>Total Emissions</b>	tbc

This document will continue to be reviewed every 6 months and updated annually.

## Emissions Reduction Targets

ITGL will set annual emissions reduction targets for the next five years, based on our baseline data from the reporting period September 2021 to April 2022, once our baseline data has been analysed and evaluated. Now that our baseline data has been calculated, authenticated, and published, our internal sustainability team is currently working to produce those targets and update our plan accordingly, with continued guidance from ClimatePartner. We remain committed to achieving net-zero emissions by 2025 and have proactively implemented a variety of carbon reduction projects in order to facilitate this. A brief summary of those projects, and planned future projects, is provided below.

## Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented prior to or during the engagement of ClimatePartner to calculate our baseline emissions, demonstrating our continued commitment to the reduction of emissions while our baseline is calculated. These measures will continue to be in effect.

- Attainment of and continued adherence to ISO14001
- Changes to our company travel policy, including avoidance of flights where possible, active encouragement of use of public transport, and car sharing incentives
- Implementation of an employee electric car lease scheme
- Hybrid working policies for all employees, reducing commuting and company travel
- Commitment to the WEEE directive for recycling and waste disposal
- 80% reuse or recycling of all cardboard packaging through our warehouse
- Creation of a cross company sustainability focus group to continue to drive carbon reduction initiatives throughout the organisation

We plan to implement further measures such as:

- Changes to the company travel policy, including the prioritisation of 'green' hotels for overnight stays
- Changing company merchandise to sustainably-produced options, such as recycled and recyclable stationery
- A review of the energy provision at our Portsmouth office and warehouse, with 100% of our purchased electricity from renewable sources by 2025
- 100% reuse or recycling of all cardboard packaging through our warehouse by 2025

- Continued monthly meetings of the sustainability focus group to drive carbon reduction initiatives with regular recording/reporting of activities above and beyond mandatory annual reporting

## Declaration

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

Emissions will be 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 will be reported in accordance with SECR requirements, and the required subset of Scope 3 emissions will be 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 agreed by ITGL's directors.

Neil Pemberton  
Co-CEO

Date: 24<sup>th</sup> April 2024

Date for review: October 2024

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