



# CARBON REDUCTION PLAN





# Carbon Reduction Plan

Supplier name: ITGL

Publication date: January 2023

Version 1. To be reviewed April 2023.

## 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.

Baseline Year: September 2021 – August 2022	
Additional Details relating to the Baseline Emissions calculations.	
ITGL has recently engaged ClimatePartner to calculate our Scope 1, 2, and 3 baseline emissions, using the period September 2021-August 2022 as our baseline year. This is an ongoing project, currently nearing the end of the Scope 3 data collection phase. Final calculations for all scopes are only available when the final report is delivered – we expect ClimatePartner’s full report within a month of the completion of data collection, and will update this Carbon Reduction Plan accordingly as soon as the report is available.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	tbc
Scope 2	tbc
Scope 3 (Included Sources)	tbc
Total Emissions	tbc

Following the publication of our baseline data, emissions data will be updated and reported 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 – April 2022, as soon as our baseline data has been calculated, authenticated, and published. We have currently engaged ClimatePartner to help us achieve this. We remain committed to achieving Net Zero 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

### Completed Carbon Reduction Initiatives

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 whilst our baseline is calculated. These measures will continue to be in effect when performing the contract.

- 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
- A sustainability focus group has been organised to continue to drive carbon reduction initiatives throughout the business

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

- Further 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 Portchester office to improve efficiency
- 100% reuse or recycling of all cardboard packaging through our warehouse
- Continued fortnightly meetings of the sustainability focus group to drive carbon reduction initiatives with regular recording/reporting of activities above and beyond mandatory annual reporting

## 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 will be reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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<sup>6</sup>.

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:

Neil Pemberton (co-CEO)

Date: 10/1/23

Next date for review: April 2023



# DOCUMENT CONTROL

Document Title CARBON REDUCTION PLAN  
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## AUTHOR

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## REVISION HISTORY

Version	Description of Change	Modified by	Date of Issue
1			
1.1			

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