

# Carbon Reduction Plan

Published July 2024. Next review and update due in January 2025.

## 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: September 2022- August 2023

### Additional details relating to the emissions calculations:

ITGL has seen significant growth since the last reporting period, with an increase in employees from 55 to 62, and a revenue increase of 21%. For this reason, we expect to see an increase in our carbon emissions, but are working to reduce the emissions per employee, and relative to revenue.

For the current reporting period:

Scope 1 emissions remain unchanged.

Scope 2 emissions have reduced to zero as a result of a move to 100% renewable energy tariffs at our premises.

Scope 3 emissions have increased as expected with our business growth. However, this increase of 9% remains lower than our revenue increase of 21%, and emissions per employee have reduced from 2.09t in our baseline year to 1.98t per employee in our current reporting year.

Our internal sustainability group continue to review our data and set reduction targets/strategies in order to reduce our emissions relative to business growth over the next five years. Further detail of our carbon reduction projects can be found below.

### Current reporting year emissions:

Emissions	Total (tCO <sub>2</sub> e)
Scope 1	0.61
Scope 2	0
Scope 3	121.94
<b>Total Emissions</b>	<b>122.55</b>

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

## Emissions Reduction Targets

ITGL is an SME that has seen significant business growth since 2021. From our baseline year to our current reporting year, revenue increased 21%, and our employee number has grown from 55 to 62. This trajectory is set to continue into our next reporting year. For this reason, our overall emissions are likely to increase during this time.

We remain committed to achieving net-zero emissions by 2025. We recognise that in order to achieve this, we will need to invest in responsible, independently-verified offsetting projects ahead of our target date.

We also remain committed to continually reducing our carbon emissions relative to our business growth over the next five years. We aim to reduce carbon emissions relative to revenue, and carbon emissions per employee. This will reduce the need for offsetting in future, and ensure that our commercial growth remains environmentally responsive and sustainable.

Between our baseline reporting year and current reporting year, revenue increased 21% while our carbon emissions increased 9%. Emissions per employee reduced from 2.09t to 1.98t.

Our internal sustainability discussion group meets monthly to review carbon data, and drive policies and projects to reduce our carbon emissions where possible. A brief summary of our current policies and projects, and planned future projects, is provided below.

## Carbon Reduction Projects

The following environmental management measures and projects have been completed, implemented, or maintained since our last report, demonstrating our continued commitment to the reduction of emissions. These measures will continue to be in effect until our next reporting period.

- Attainment of and continued adherence to ISO14001
- 100% renewable energy tariffs in place at our office premises
- Changes to our company travel policy, including avoidance of flights where possible, active encouragement of use of public transport, and car sharing incentives. 80% of employees travelling to Cisco events in Europe did so by train in 2023, instead of flying.
- Implementation of an employee electric car lease scheme. 7 staff members have made use of the EV scheme since its introduction in early 2023.
- 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
- Changing company merchandise to sustainably-produced options, such as recycled and recyclable stationery. In the last 12 months we have sourced more environmentally friendly company clothing, choosing to work with a family business local to our Portchester office to source and embroider company hoodies. Our suppliers source hoodies made from eco-cotton, and sustainable cotton embroidery threads. We are proud to support this local family business and minimise the carbon footprint associated with the delivery of these products due to their proximity to our office. In terms of merchandise, we have reduced the quantity of merchandise bought over the last 12 months – at two events so far this year, we have substituted event merchandise with charitable donations.

We plan to implement further measures such as:

- Changes to the company travel policy, including the prioritisation of 'green' hotels for overnight stays and setting an annual travel carbon budget
- Further review of our merchandise, reducing the merchandise purchased for events.
- 100% reuse or recycling of all cardboard packaging through our warehouse by 2025
- A review of our purchasing policies, with the aim of reducing the purchase/replacement of capital goods and the carbon emissions associated with manufacture
- Regular newsletter updates to the company to raise awareness of carbon reduction and other sustainable initiatives
- 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: 26<sup>th</sup> July 2024

Date for review: January 2025