Carbon Reduction Plan for Imperative Training

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Sustainable Planet Holdings Limited t/a Positive Planet
Kemp House, 160 City Road, London. EC1V 2NX

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Our Commitment.

Imperative Training is committed to achieving Net Zero emissions by 2040.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations. They are defined as "science-based" when they align with the scale of reductions required to limit global temperature increases to 1.5°C compared to pre-industrial temperatures. SBTs provide organisations with pathways to sustainable transformational change to accelerate the transition to a low carbon economy.

For us, this means that we will need to reduce our absolute carbon emissions by at least 90% from our baseline year, or achieve (and maintain) a carbon intensity metric of <1 tonne CO_2e per employee, whichever comes soonest. To keep ourselves on track with these long-term targets, we have set the following near-term goals:

- Reduce our Scope 1 & 2 emissions to zero by 2030.
- Reduce our Scope 3 emissions by 30% from our baseline year by 2026.
- Reduce our Scope 3 emissions by 50% from our baseline year by 2030.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from combustion of fuels in on-site boilers, furnaces, or vehicles.

Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.

Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation's value chain, including emissions from upstream and downstream activities.

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Our Carbon Footprint.

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. We have chosen to set our baseline year as the Calendar Year 2022.

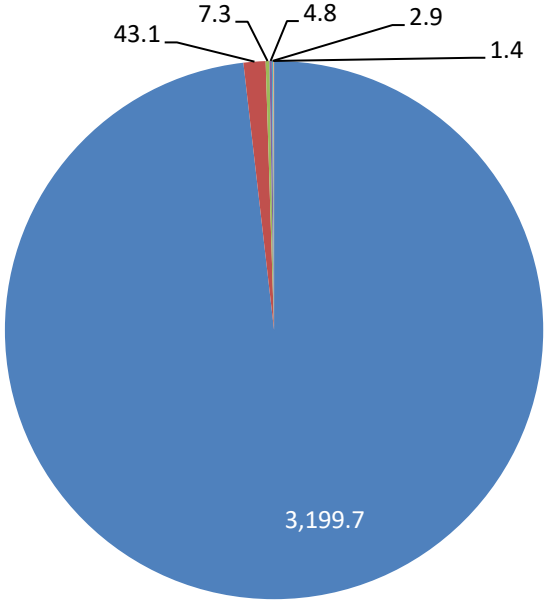| Baseline Year: 2022 |
| --- |
| The current Reporting Year (1 Jan 2022 – 31 Dec 2022) is the first year that Imperative Training have measured and reported its carbon footprint and will serve as the baseline year for future measurements. |

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Current Emissions Reporting

Current Reporting Year: 2021 - 2022	
EMISSIONS	**TOTAL (tonnes CO$_2$e)**
Scope 1	5.4
Scope 2*	Market-based: 1.9 Location-based: 1.9
Scope 3 including: • Purchased Goods & Services • Capital Goods • Fuel & Energy Related Activities • Business Travel • Transportation & Distribution (Downstream) • Transportation & Distribution (Upstream) • Employee Commuting & Homeworking • Operational Waste & Water	3253.3
Total Emissions*	Market-based: 3260.6 Location-based: 3260.6

Our total emissions equate to a Carbon Intensity Metric of **296.4 tCO$_2$e per employee** based on **11 full-time employees** during the measurement period (using market-based emissions).

Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.

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Carbon Emissions Breakdown

Emissions by Category 2022

43.1 7.3 4.8 2.9 1.4

3,199.7

■ Distribution ■ Procurement ■ Utilities & Property ■ Commuting ■ Other (WTT/T&D) ■ Travel

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Carbon Reduction.

Our Net Zero targets

Imperative Training is committed to achieving Net Zero by 2040. To do this, we will need to reduce our absolute carbon emissions by at least 90% from our baseline year, or achieve (and maintain) a carbon intensity metric of <1 tonne CO_2e per employee, whichever comes soonest.

We have set the following near-term targets to 2030 to keep ourselves on track with our ultimate Net Zero goal. Targets for the remaining period will be set as we progress closer to 2030.

- Reduce our Scope 1 & 2 emissions to zero by 2030.
- Reduce our Scope 3 emissions by 30% from our baseline year by 2026.
- Reduce our Scope 3 emissions by 50% from our baseline year by 2030.

Progress

There are no previous existing carbon emission reduction targets against which to report progress.

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Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented since the start of our baseline reporting period.

Activity	Completion Date	Scope
Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions. Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.	2023	1,2,3
Created an informal Green Team to lead initiatives. This team has been made up of members (including the Managing Director, Marketing, Distribution & Finance) from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.	2023	1,2,3
Implemented monthly batching of warehouse deliveries to reduce amount of delivery vehicles having to make this trip	2023	3
Turn electrical appliances off at night, with verbal staff reminders to do so at the end of the day	2015	2
Implemented a cycle to work scheme to reduce commuting emissions	2010	3

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ISO 9001, ISO 14001, ISO 27001 certification. As part of this management system, the organisation recognises that the following sustainable development goals are aligned:	2007	1,2,3
• *Switched all lights to LED* • *Installed PIR motion sensors in areas of the office (stairs/toilet/kitchen)* • *Installed more energy-efficient gas boiler and put the boiler on a timer* • *Made a decision not to install air con in the name of energy efficiency* • *Moved all servers to cloud-based as this is more energy efficient* • *Upgraded desktops to energy-efficient laptops (which are more energy-efficient)*	2021	1,2,3

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Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

	REDUCTION PLANS – Scope 1 & Scope 2			
Activity No.	**Activity**	**Target Date**	**% Reduction Target**	**Category**
1	Determine if electricity tariff is 100% renewable, and switch to a renewable tariff if not as soon as this is feasible in order to reduce market-based electricity emissions to 0.	2023	100% (market-based)	Purchased Electricity
2	Ask the current landlord to consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets. Consider adding film to windows in the office area. Consider planning for larger cost management (where appropriate) such as an efficient boiler system. Will move to premises without gas heating for 100% reduction in stationary combustion emissions in January 2024.	2024	100%	Stationary Combustion
3	Encourage the landlord/management company at the office to procure a 100% renewable electricity tariff. This change will reduce market-based emissions (from	2024	100% (market-based)	Purchased Electricity

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	chosen tariff) from the office (common areas) to 0 tCO2e.				
4	Total location-based electricity emissions (National Grid energy mix) are still 1.9 tCO2e so there is an opportunity to reduce energy use. High-level monitoring of energy use is key to understanding further pinch points.	2024	20% (location-based)	Purchased Electricity
5	To completely reduce market and location-based energy emissions to zero, encourage the future landlord to install on-site renewable energy generation technologies such as solar PV panels, solar heating, heat pumps (following an energy audit to assess feasibility and payback periods), to generate 100% of heating and energy demand. Consider removing on-site stationary combustion (gas) heating. If the UK Grid is 100% powered by renewable energy before this point, your Scope 2 location-based (and market-based) electricity emissions will already be zero. You would still need to consider gas emissions unless removed (or better technology is available).	2030	100% (location and market-based)	Stationary Combustion Purchased Electricity

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to **0 tCO$_2$e by 2030**.

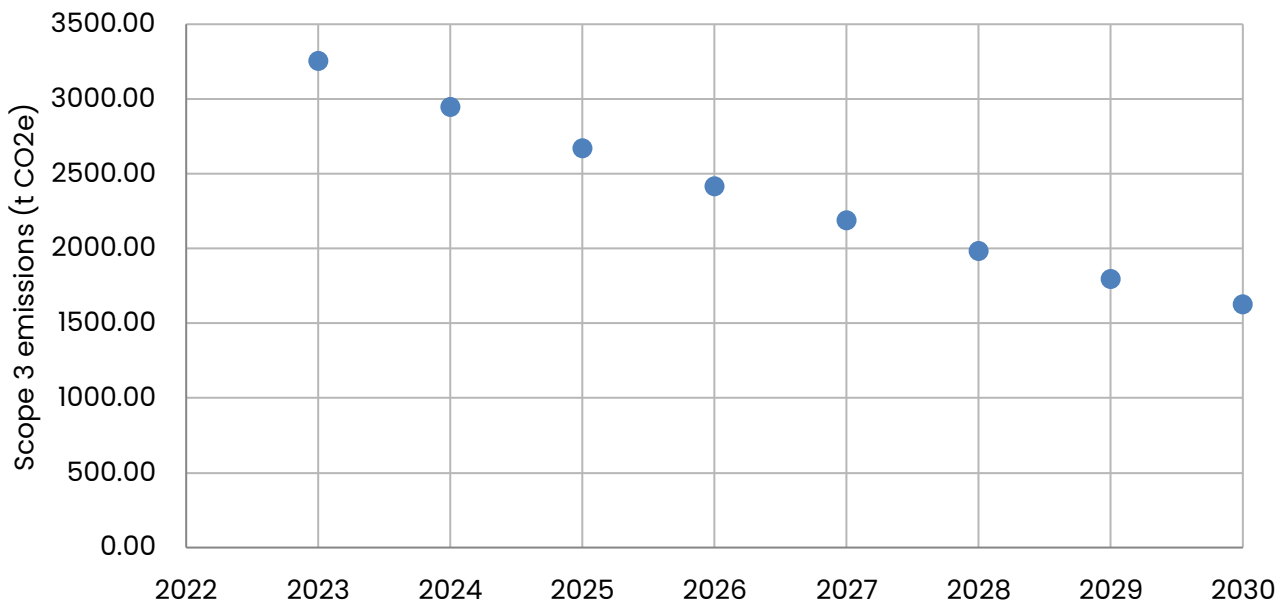| REDUCTION PLANS – Scope 3				
Activity No.	Activity	Target Date	% Reduction Target	Category
1	Consider training and engagement for the Green Team, leadership, and the wider employee base. Including and not limited to, creating spaces for environmental positive conversations (quarterly company meetings, online training), certified Carbon Literacy Training for all applicable to roll out to further workforce and share with externals where appropriate. On average, certified learners reduce their carbon footprints by 5-15%, of which ~50% are work-related.	2024	2.5 - 7.5%	Commuting & Home Working Business Travel
2	**Implement a Sustainable Delivery Policy** (based on the Sustainable Procurement Policy below). Review couriers and delivery partners and work with providers to gather their emissions data, and/or switch to lower-carbon providers that are demonstrating a commitment to adopting sustainable practices (especially electric delivery vehicles, railfreight etc). Create a survey for all suppliers Prioritise purchasing from local suppliers where possible (although there are no	2024	65%	Upstream Distribution Downstream Distribution

	local suppliers for our key products) to limit delivery mileage.			
3	Implement a Sustainable Procurement Policy. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts, and monitoring reporting mechanisms. Commit to a Sustainability Audit or Survey to request further information regarding credentials – Plan to send these to the Top 5/10 suppliers by spend. This data collection will support reduction journey by gathering important data for year two measurement & encourage supply chain integration towards Net Zero. Complete this audit within Two Phases – 1. Identify suppliers for engagement. 2. Formulate and collect data (survey/scoring) Once completed prioritise suppliers with lower carbon footprints as part of the above phased approach. This may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items.	2024 - 2027	20%	Purchased Goods & Services

	Develop and monitor procurement policy for all new suppliers to align to Net Zero goals.			
4	Although business travel and commuting is a minor emissions driver for Imperative Training, we will develop and implement a Sustainable Travel Policy to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate. Monitor and consider alternatives to air-based travel as a priority and commit to offering support to workforce with options for active travel schemes; such as car sharing opportunities. Utilise the emissions travel hierarchy – • Digital communication • Walking • Cycling • Public and shared EV's and car sharing • ICE vehicles and car sharing • Air travel Consider creative ways to engage and support the workforce to influence change. Examples include setting an internal organisation carbon credit scheme (limit that to a number of tCO2e per year), extra holiday days for low emission travel choice, bonuses, subsidised travel,	2024	15%	Business Travel Commuting

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	equal mileage payments for diesel/petrol/EVs/cycling.			
5	Liaise with key suppliers to see whether they can ship with the minimal amount of packaging needed to secure the product. (within previously stated survey)	2024	25%	Waste

Based upon the above completed and planned initiatives, it is projected that (as a minimum) Scope 3 carbon emissions will further decrease over the next seven years from the current normalised measurement of **3253.3** tCO$_2$e to **1626.7** tCO$_2$e by 2030. This is a reduction of 50% and will keep us on track to Net Zero.

Scope 3 Emissions to 2030

Declaration and Sign Off.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

This Carbon Management Plan has been reviewed and approved by the Imperative Training Executive Team.

Signed on behalf of Imperative Training:

K Fairhurst

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Name: Kerry Fairhurst

Position: Head of Marketing & eCommerce

Date: 23.11.23

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[1]   https://ghgprotocol.org/corporate-standard

[2]   https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting