

# CTG UK Ltd

## Carbon Reduction Plan for UK PPN 06/21

Supplier Name: Computer Task Group (UK) Limited (CTG).  
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### COMMITMENT TO ACHIEVING NET ZERO

CTG is committed to achieving Net Zero greenhouse gas (GHG) emissions by 2040.

### BASELINE EMISSIONS FOOTPRINT

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced before the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emission reductions can be measured.

Baseline Year: 2021	
<p>CTG's carbon footprint baseline measurement was calculated for the time period starting on the 1st of January 2021 and ending on the 31st of December 2021.</p> <p>The accompanying report focused on Scope 1 emissions (direct emissions) and Scope 2 emissions (indirect emissions) emitted by CTG's. The data was provided by CTG and calculated by 5D Net Zero in accordance with the UK Government Greenhouse Gas (GHG) Conversion Factors for Company Reporting.</p> <p>The report provided a baseline from which CTG can continue to plan, adapt and focus our operations to negate and offset all greenhouse gas emissions. The measurements below have been rounded to the nearest hundredth decimal place.</p>	
Baseline Year Emissions:	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	<b>None to report</b>
Scope 2 UK Electricity	<b>4.07 tCO<sub>2</sub>e</b> 4.07 tCO <sub>2</sub> e
Scope 3	<b>Reported from 2022</b>
Total Emissions	<b>4.07 tCO<sub>2</sub>e</b>

Current Year: 2023	
<p>CTG's expanded our scope of reporting to include purchased goods and services and homeworking which has resulted in an increase in emissions.                  However, CTG have achieved 0.00 emissions for Scope 1 and 2.</p>	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	<b>None to report</b>
Scope 2 UK Electricity	<b>0 tCO<sub>2</sub>e</b> which included: 0 tCO <sub>2</sub> e
Scope 3 Purchased goods & services Upstream Distribution Waste Disposal Commuter Miles Business Travel Downstream Distribution Homeworking	<b>27.41 tCO<sub>2</sub>e</b> , which included: - 1.40 tCO <sub>2</sub> e - 0.15 tCO <sub>2</sub> e - 0.26 tCO <sub>2</sub> e - 13.74 tCO <sub>2</sub> e - 0.08 tCO <sub>2</sub> e - none to report - 11.78 tCO <sub>2</sub> e
<b>Total Emissions</b>	<b>27.41 tCO<sub>2</sub>e</b>

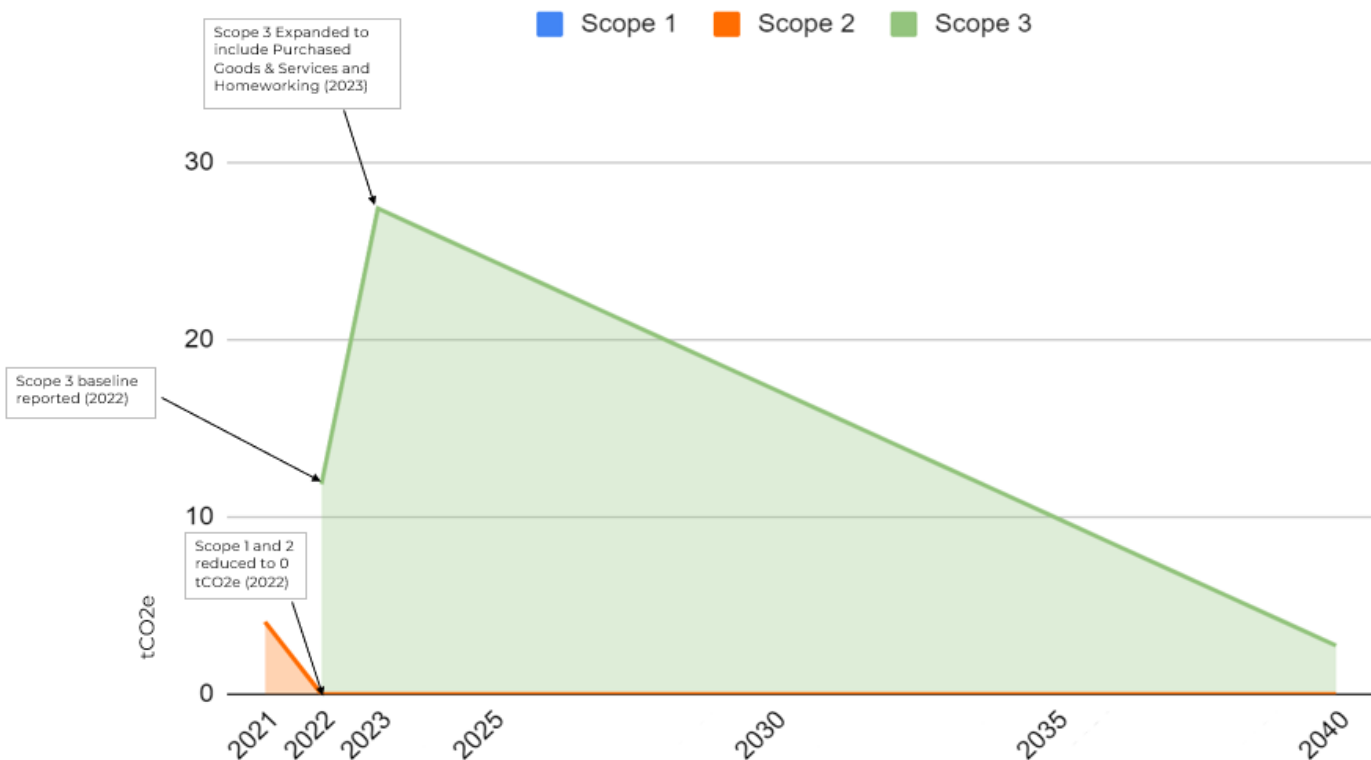
## EMISSIONS REDUCTION TARGETS

To achieve Net Zero, CTG has set the following carbon reduction targets:

- ✔ Decrease Scopes 1 and 2 to 0.00 tCO<sub>2</sub>e. This is a reduction of 100% from 2021. CTG has achieved and maintained this target.
- ✔ Achieve Net Zero in Scope 1, 2 & 3, reducing emissions to at least 2.74 tCO<sub>2</sub>e by 2040. This is a reduction of approximately 90%.
- ✔ Offset through verified international and/or UK carbon removal schemes.

We predict our core operational carbon emissions will decrease over the next 5 years to 20.15 tCO<sub>2</sub>e, this is a total reduction of 26.47%. CTG have achieved their first target, reducing Scope 1 and 2 to 0.00 tCO<sub>2</sub>e. CTG's target greenhouse gas emissions for Scopes 1, 2 and 3 can be seen in the graph below:

### CTG UK Ltd GHG Emission Projection 2021-2040



## COMPLETED CARBON REDUCTION INITIATIVES

### Scope 2

#### I. UK Electricity

- ✔ Switch to green energy suppliers across UK site by 2040, achieved by 2022,
- ✔ Maintain green energy suppliers during change of office,
- ✔ Reduce energy use through ongoing cultural and behavioural change (i.e. how frequently the kettle is used, do all the lights need to be on, aircon/ heating on a timer),
- ✔ Install renewable alternatives if possible (i.e. solar to generate own electricity).

### Scope 3

#### II. Waste

- ✔ Maintain terra-cycle box to encourage correct recycling,
- ✔ Paper-free policy.

#### III. Commuter Miles

- ✔ Cycle-to-work scheme.

### Employee Engagement

- ✔ For staff bonding days, we now hold a tree-planting day.

## PLANNED CARBON REDUCTION INITIATIVES

For CTG's initial year of targeted reduction, the following environmental management measures and projects will be carried out as part of the work to reduce emissions. The carbon emission reduction achieved by these schemes equates to a minimum of 1.45 tCO<sub>2</sub>e. This is a 5.29% reduction from 2023 reported emissions and the measures will be in effect when reviewing our Carbon Footprint annually.

### SCOPE 2

**CTG's old and new office was on a renewable tariff. Although emissions are 0.00 tCO<sub>2</sub>e, there must also be a focus on reducing consumption and increasing efficiencies.**

#### I. UK Electricity

- ✔ Remain on renewable energy tariff for new office,
- ✔ Maintain small cultural and behavioural changes to reduce electricity usage and wasted energy where possible,
  - Turning off lights, computers, air conditioning.

### SCOPE 3

**CTG's baseline Scope 3 reviewed six categories of emission sources: purchased goods & services, upstream distribution, waste disposal, business travel, commuter miles / homeworking and downstream distribution. As Scope 1 and Scope 2 are reported as 0.00 tCO<sub>2</sub>e, CTG should focus on Scope 3 reductions.**

#### I. Purchased Goods and Services

- ✔ Set up measures to record purchases to the office,
  - Allows for more accurate data collection enabling activity-based methods,
- ✔ Educate staff about sustainable procurement practices,
  - Circular economy,
  - Reduce unnecessary purchases,
- ✔ Sustainable Procurement Policy,
  - Internal standards for sustainable procurement,
  - Prioritise suppliers who have embedded sustainability preferences,
  - e.g. circular design principles, take-back schemes, remanufactured goods, recycled materials,
- ✔ Promote the reuse of items that we already have.

## II. Upstream Distribution

- ✔ Set up systems to record purchases into the office,
- ✔ Sustainability procurement policy to reduce unnecessary orders,
- ✔ Choose products that are locally sourced,
- ✔ Consolidate shipments to reduce the number of deliveries,
  - Thoughtful purchasing,
  - Minimise unnecessary purchases.

## III. Waste Disposal

- ✔ 'Reduce, Reuse, Repair, Rehome and then Recycle' communications and approach for all waste,
- ✔ Increase signage to improve behavioural practices,
- ✔ Maintain the correct recycling of WEEE,

## IV. Business Travel

- ✔ Travel to international meetings via train rather than by air,
- ✔ Take public transport where possible,
- ✔ Conduct virtual meetings where possible,
- ✔ Travel Policy review,
  - Update to include sustainability considerations and guidelines,
- ✔ Carpooling/sharing when going to the same site/meeting,
- ✔ Offset business miles which are connected to company fuel cards.

## V. Commuter Miles

- ✔ Maintain the policy of 1 day a week in the office,
- ✔ Look at installing a bike rack/locker to encourage cycling for work,
- ✔ Look to record more granular data for homeworking e.g renewable tariffs,
- ✔ Offset commuter miles which are connected to company fuel cards.

## Carbon Offsets

- ✔ Offset the emissions difference from 2022 to the current year (16 tCO<sub>2</sub>e).

## DECLARATION AND SIGN-OFF

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 used 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<sup>1</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body) of CTG.

Signed On Behalf of The Supplier:

*Nick White*

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Date: 19 June 2024  
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<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup> <https://ghgprotocol.org/standards/scope-3-standard>