Content+Cloud

Carbon Reduction Plan

Supplier name: Content+Cloud Ltd

Publication date: 26th July 2022

Commitment to achieving Net Zero

Content+Cloud UK is committed to achieving Net Zero emissions by 2030

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: 2020	
Additional Details relating to the Baseline Emissions calculations	
Content+Cloud recognises that our global operations have an environmental impact and we are committed to monitoring and reducing our emissions year-on-year. The Baseline Year has been taken from 2020, where we have been monitoring our carbon impact and taken positive steps to reduce our footprint for the following year and will be year on year thereafter.	
Baseline year emissions: 2020	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	**29**
Scope 2	**202**
Scope 3 **(Including Electricity transmission and distribution, Water, Employee cars, Rail, Public Transport, Business Flights, Paper)**	**424**
Total Emissions	**655**

Current Emissions Reporting

Reporting Year: 2021
Additional Details relating to the Emissions calculations

At Content+Cloud we are aware of our reporting obligations under The Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018. As such, for this financial year we have upgraded our energy and carbon reporting to meet these new requirements and increased the transparency with which we communicate about our environmental impact to our stakeholders.

Our emissions on a location basis (using the UK grid emissions intensity) are 118 tCO2e, which equates to an average impact of 0.2 tCO2e per employee. We are aiming to reduce this by 10% over the next year. We have calculated emission intensity metrics on both an employee and floor area basis, and we will monitor to track performance in our subsequent environmental disclosures.

| EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	**6**
Scope 2	**98**
Scope 3 **(Including Electricity transmission and distribution, Water, Employee cars, Rail, Public Transport, Business Flights)**	**14**
Total Emissions	**118**

Emissions Reduction Targets

In order to continue our progress to achieving Net Zero, we have adopted the following Carbon Reduction Plan targets, which are also supported by carbon offsetting for the necessary residual emissions that will remain by 2030. We project that carbon emissions will decrease over the next five years to 69.68 tCO_2e by 2026. This is a reduction of 41%.

Content+Cloud will:

+ Achieve Net Zero Carbon by 2030.

+ Achieve a 10% emissions reduction per FTE for the following year by ensuring travel remains lower than 2019-2020 pre-Covid levels, paying particular attention to flight requests and reducing inter-office travel.

+ Reduce tCO2e emissions on purchased electricity by contacting landlords where electricity supply is purchased directly for the managed buildings to encourage zero emission supply.

+ Increase the number of staff initiatives related to sustainable activities by the introduction of charity/community days and company social events to include/encourage sustainability.

+ Aim to procure new property leases in buildings with an EPC rating of A-C.

+ Align new companies into the group for ease of reporting and objective setting.

+ Investigate possibility of introducing an electric car scheme.

Our current and projected carbon emissions, resulting from our carbon reduction plan, are shown in the following graph:
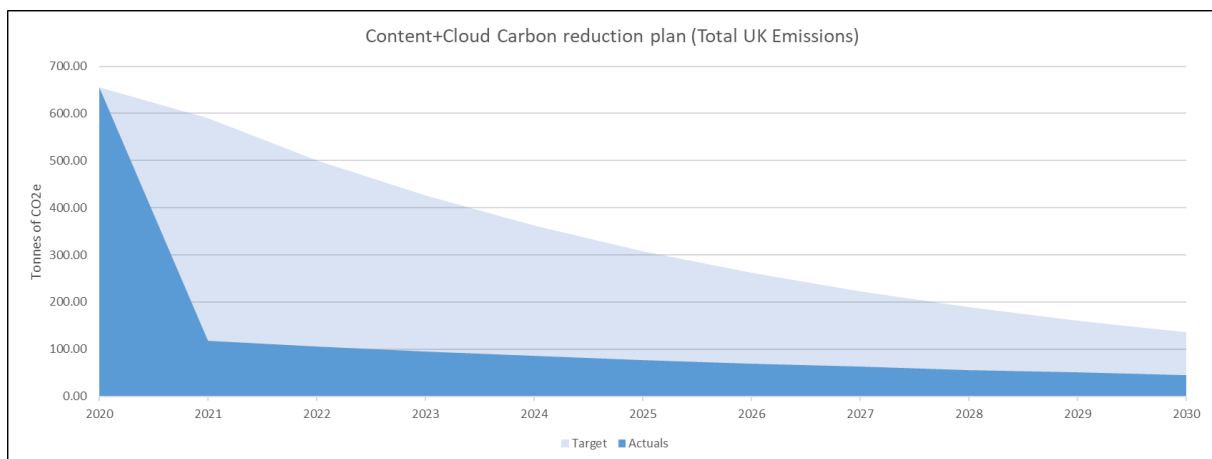
Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes equate to 537 tCO_2e, a 82% reduction against the 2020 baseline, and a 80% reduction per FTE against the 2020 baseline, the measures will be in effect when performing the contract.

1. **Data Collection** – we have improved our Data Collection processes in order to respond to the increasing regulatory requirements around our environmental performance.
2. **Hybrid Working** – working from home has proved to be successful during the pandemic, and in line with employee feedback, we have implemented a pilot 50% working from home policy for all employees, including the provisioning of all equipment (laptop, charger, keyboard, mouse, headset, separate screen, mouse mat, wrist rest, keyboard rest, laptop riser/stand), with the ability to expense an appropriate desk and chair.
3. **Company Cars** – over the last three years we have reduced our company car count by over half, from forty to fifteen vehicles, which in the last year reporting figures has resulted in a 77% reduction of tCO2e in our Scope 1 emissions.
4. **Travel** – we have encouraged staff not to travel by using technology wherever possible, during the COVID-19 pandemic travel drastically reduced and remote meetings became normal. We look to maintain this increased use of technology moving forward as we continue to optimise our solution. We question whether employees need to drive at all, to consider alternative transport, make use of video conference/teams call, and encourage car sharing, with the appropriate COVID-19 safety measures, wherever possible.
5. **Print Management** – to reduce the amount of paper used we have actively encouraged staff to send documents digitally to reduce the amount of paper used, this became more enforced during the COVID-19 crisis and we look to maintain this reduction moving forward.
6. **Electric Car Charging** – we have implemented electric car charging points in our largest office, which is located in Manchester.
7. **Environmental Policy** – we are committed to continuous improvement to enable us to reduce our carbon footprint; our Environmental Policy was implemented (in 2018 with two updates in 2021). This has Director-level ownership and has a clear statement that all employees have a responsibility to ensure the aims and objectives of the Policy are met. The Policy includes minimising travel, flights and paper production, and promotes charity/community work and sustainable activities. The Policy covers minimising the impact of electricity, water, heating and waste. Also included are the use of environmentally friendly cleaning products, office supplies along with an emphasis on recycling. All redundant equipment is disposed of via WEEE Compliancy (UK) or recycled within the community.
8. **Social Value Incentives:**
   - We operate a non-discriminatory policy, recruiting individuals with a range of physical and mental needs into roles that are appropriate. Our facilities are

reviewed regularly to ensure all needs are catered for and that, as needs change, facilities are updated in order to ensure high levels of staff retention.

- o We consult with employees through quarterly meetings on items likely to affect employees' interests. We monitor employee engagement, receive queries and consult on an ongoing basis through 'OfficeVibe'. Themes that arise are discussed at the quarterly meetings. In addition, where specific input is required, bespoke surveys are sent to employees which are used to aid decision making. One example being our Office Strategy and returning to the office post the COVID-19 pandemic.
- o As a result of the pandemic remote working, we launched an employee engagement programme 'Content+Connected' focusing on mental well-being, remote working, social activities and company news.
- o We incentivise low-carbon travel arrangements such as public transport through our season ticket loan and cycle to work schemes.

Future Carbon Reduction Initiatives

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

1. **Energy Audits** – we have undertaken Energy Audits to comply with the requirements of the Energy Savings Opportunities Scheme (ESOS), through which we have identified several energy efficiency measures that are under review and will be implemented as practicable.
2. **Staff Travel Policy** – we will be assessing our Staff Travel Policy to understand the feasibility of providing incentives for personal electric vehicles, such as the provision of electric car charging points at employee homes, we will also look at incentives for car-sharing.
3. **Company Car Policy** – for the reduced number of cars remaining in our fleet, we are assessing the feasibility of moving to electric vehicles upon their renewal.
4. **Office Locations** – we continue to look for new ways to minimise our office carbon footprint. Additional initiatives include looking at LED low energy light bulbs, motion sensors and smart meeting room controls.
5. **Energy Supplier** – we will work with our landlords to investigate the feasibility of changing to a 100% renewable energy supplier for all our leased offices, currently two offices are now supplied by 100% renewable energy.
6. **Meeting Policy** – we are assessing the impact of a meeting policy to negate the need to travel purely for meetings.
7. **Power Management Policy** – We are looking to standardise on a policy to ensure all new IT hardware and office equipment conforms to a minimum energy efficiency rating.
8. **Remote Management** – we will be looking to minimise travel through optimising remote access to IT and office hardware, the optimisation includes automation of procedures as appropriate.
9. **Supplier Management** – we are investigating the feasibility of assessing all suppliers to ensure prioritisation in line with the government greening initiative.

Completed Carbon Offsetting Initiatives

Content+Cloud appreciates that there may be a point where the business cannot mitigate all carbon produced, and/or where the cost to do so may be disproportionate to the gain. We will therefore look to contract with two carbon off-setting accounts. One company under consideration is Ecologi who have a global reach and look at both short term (i.e. peat lands) and long term (tree planting) initiatives. We are considering Ecologi for standard employee off-setting on an annual basis which will help to off-set as we grow our company and our number of employees. We will also look at a second account, which will act as an 'Impact' account to off-set any extraordinary carbon impact such as long-haul flights and annual events over and above our normal operation. Our aim is from 2022 to include offset and mitigations data in our annual ESG and Carbon 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 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].

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[3].

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:

Peter Sweetbaum
Chief Executive Officer

Date: …26/07/2022 ....

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[1] https://ghgprotocol.org/corporate-standard
[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[3] https://ghgprotocol.org/standards/scope-3-standard