



Carbon Reduction Plan

PPN06/21

Version: RV1.2

Date: 28.03.2023



Document Control

Document Control

Document Title	Document Ref
ITM-Carbon Reduction Plan-RV1.2-04.10.2023	RV1.2

Amendment Control

Date	Issue/Version	Section	Details
26.09.2022	RV1	All	Initial document creation
04.10.2022	RV1.1	5	Update
28.03.2023	RV1.2	All	Updated baseline year to 2022. Scope 2 now included. Alignment with SBT's.

Table of Contents

1.	Introduction	4
2.	Our Commitment and Aim	4
3.	Commitment to Achieving Net Zero	4
4.	Baseline Emissions Footprint	5
4.1	Emissions Information.....	6
5.	Current Emissions Reporting	7
6.	Emissions Reduction Targets	8
7.	Carbon Reduction Projects	9
7.1	Completed Projects.....	9
7.2	Ongoing / Future Projects	10
8.	Declaration and Sign Off	11

1. Introduction

This Carbon Reduction Plan produced by ITM Communications Ltd (“ITM”) conforms to the requirements of PPN06/21.

Our reporting year runs from 1st January to 31st December.

2. Our Commitment and Aim

The Directors and Management of ITM are committed to protecting the environment and safety and health of our workers, whilst providing quality products and services to our customers.

We aim to sustainably deliver our services to ensure the future of our ecosystem and to preserve resources for years to come.

ITM considers the social, economic, and environmental impact of our business in everything we do. We ensure that sustainability is considered through all our business decisions.

A framework of supplementary management systems and policies embed sustainability throughout our business (Health & Safety, Environmental & Community Engagement).

3. Commitment to Achieving Net Zero

ITM is committed to achieving Net Zero emissions by 2050.

4. Baseline Emissions Footprint

Baseline Year	2022
Additional Details	ITM has been collating emission information for 2 years. The data previously used for reporting was limited. Moving forward, we aim to include data from more streams, for example: material supplier data etc. As such, emissions may be seen to go up initially. Please see table below in section 4.1 for further information on how we aim to include the additional streams.
Baseline Year Emissions (tCO₂e)	
Scope 1	110.44
Scope 2	8.23
Scope 3 (included sources)	45.39
Total Emissions	164.06

4.1 Emissions Information

Emission	Information taken from	Provided by	Scope
Passenger vehicles	Fuel card invoices / expenses claims	ITM Finance	1
Fuels - natural gas	Meter readings	ITM Logistics	1
Electricity	Meter readings	ITM Logistics	2
Water supply	Supplier invoices	ITM Finance	3
Waste disposal	Supplier portal	ITM Finance	3
Business Travel - air	Expenses claims / Bookings	ITM Finance	3
Business Travel - sea	Expenses claims / Bookings	ITM Finance	3
Business Travel - land	Expenses claims / Bookings	ITM Finance	3
Home working	Calculation based on gov GHG conversion	Compliance	3
Hotel stay	Expenses claims / bookings	Compliance	3
Supplier logistics	Information provided by suppliers	Suppliers	3
Supplier waste	Information provided by suppliers	Suppliers	3
Logistics	Invoices	ITM Finance	3

5. Current Emissions Reporting

Baseline Year	2022
Additional Details	ITM has been collating emission information for 2 years. The data previously used for reporting was limited. Moving forward, we aim to include data from more streams, for example: material supplier data etc. As such, emissions may be seen to go up initially. Please see table below in section 4.1 for further information on how we aim to include the additional streams.
Baseline Year Emissions (tCO₂e)	
Scope 1	110.44
Scope 2	8.23
Scope 3 (included sources)	45.39
Total Emissions	164.06

6. Emissions Reduction Targets

In order to continue our progress to achieving Net Zero, ITM have engaged with the Science Based Targets Initiative (<https://sciencebasedtargets.org/>). We are taking positive steps towards zero-carbon by setting ambitious, science-based emissions reduction targets. Science-based targets show us how much and how quickly we need to reduce our greenhouse gas (GHG) emissions to prevent the worst effects of climate change.

Although carbon emissions may be seen to increase initially due to baseline figures not including all streams, ITM commits to reduce absolute scope 1 and scope 2 GHG emissions 42% by 2030 from a 2022 base year, and to measure and reduce its scope 3 emissions.

Progress against these targets will be placed into a graph once further data is collated.

7. Carbon Reduction Projects

7.1 Completed Projects

ISO 14001

ITM has held ISO 14001 certification for several years. ITM maintain an integrated SHEQ Management System (Safety, Health, Environmental & Quality) which includes environmental policies, standards, guidance, and processes to identify and reduce environmental impacts, including carbon emissions. Ongoing Projects.

Premises Improvements

ITM has replaced lighting in the Milton Keynes office with energy efficient, LED lights.

Offset Carbon Emissions for 2021

ITM offset annual carbon emissions via Carbon Neutral Britain. The carbon offsetting projects that we support are regulated through the Verra - Verified Carbon Standard (VCS), the Gold Standard - Voluntary Emission Reductions (VER) and the United Nations - Certified Emission Reductions (CER) programmes. As the three largest, and most regulated carbon offsetting standards in the world - this ensures the measurements, and tonnes of CO₂e offset are accurate, and verified. Our certificate is embedded below:



Waste Stream Improvements

ITM recycle waste wherever possible, and actively promote waste segregation. We use centralised bins in our offices (no desk bins) and have food waste caddies in our kitchens.

Equipment Re-Use

We re-use equipment where possible, and where equipment must be disposed of, this is in an environmentally friendly manner through reputable companies, with documentation maintained.

7.2 Ongoing / Future Projects

Ongoing:

- Maintain ISO 14001 certification
- Offset emissions
- Re-use equipment
- Recycle / waste segregation

Premises Improvements

Work towards an energy efficient office (full LED lighting, sensor lighting etc).

Fleet Improvements

ITM purchased their first electric vehicle in 2022 and will continue to expand on the electric fleet in the future.

Smart Project Delivery

Reduce logistics, supplier aggregation and reduced site visits.

Supplier Engagement

Reduced packaging, local manufacturing, single source, ethically aligned to ITM reduction goals.

Communication and Engagement

ITM will continue to engage with its workers around sustainability and provide regular communications regarding this.

8. 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 reporting².

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) Standard³.

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

Name: Mark Barber

Signed: 
Mark Barber (Mar 28, 2023 16:47 GMT+1)

Position: Director

Date: 28.03.2023

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>

ITM-Carbon Reduction Plan-RV1.2-28.03.2023

Final Audit Report

2023-03-28

Created:	2023-03-28
By:	Jessica Pirrie (jessica.pirrie@itm.uk.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXbi0lwoOGUQA86458tsOoKrpCG0iwhFK

"ITM-Carbon Reduction Plan-RV1.2-28.03.2023" History

-  Document created by Jessica Pirrie (jessica.pirrie@itm.uk.com)
2023-03-28 - 3:44:49 PM GMT- IP address: 86.130.98.166
-  Document emailed to Mark Barber (mark.barber@itm.uk.com) for signature
2023-03-28 - 3:45:12 PM GMT
-  Email viewed by Mark Barber (mark.barber@itm.uk.com)
2023-03-28 - 3:46:57 PM GMT- IP address: 195.99.249.66
-  Document e-signed by Mark Barber (mark.barber@itm.uk.com)
Signature Date: 2023-03-28 - 3:47:22 PM GMT - Time Source: server- IP address: 195.99.249.66
-  Agreement completed.
2023-03-28 - 3:47:22 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.