



# Carbon Reduction Plan

## PPN06/21

Version: RV3

Date: 12.03.2025



# Document Control

## Document Control

Document Title	Document Ref
ITM-Carbon Reduction Plan-RV3-12.03.2025	RV3

## 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.
16.06.2023	RV1.3	4.1	Removal of non-mandatory emission information and addition of completed / future projects.
23.02.2024	RV2	All	Addition of 2023 carbon figures. Update to initiatives. Additional information on baselining.
12.03.2025	RV3	All	Addition of 2024 emissions. Updated initiatives.

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## **Introduction**

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

Our reporting year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **Commitment and Aim**

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).

## **Commitment to Achieving Net Zero**

ITM is committed to achieving Net Zero emissions by 2050.

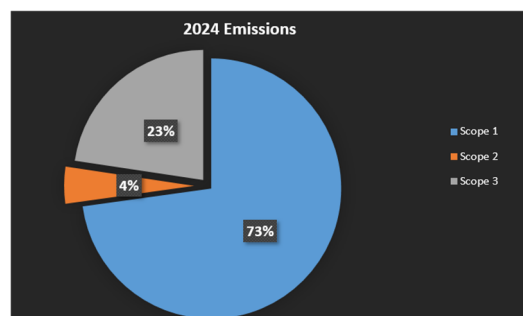
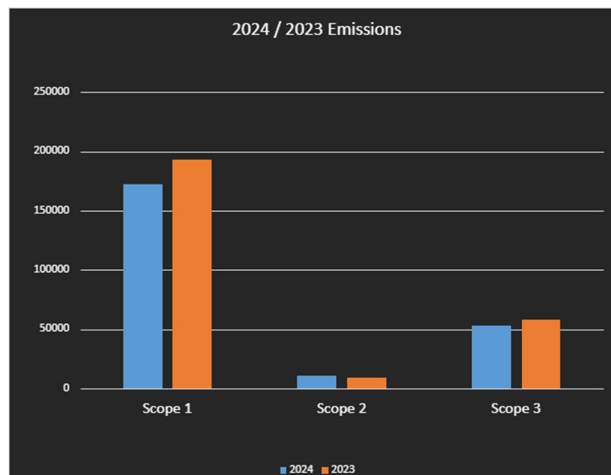
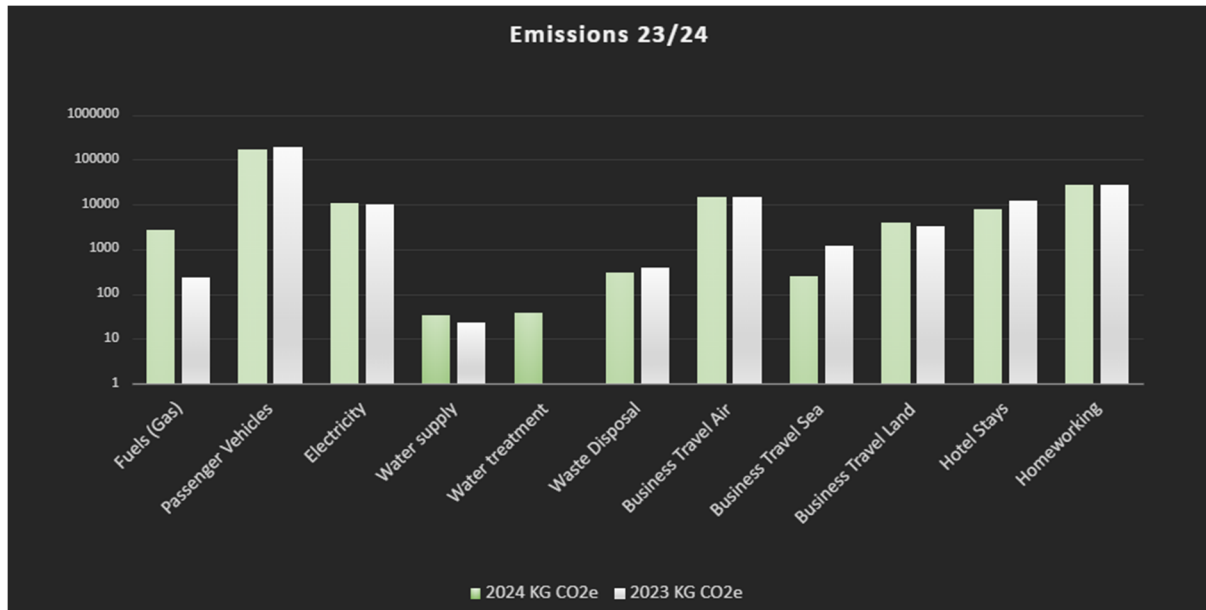
## Emissions

Year	Scope 1 TCO2e	Scope 2 TCO2e	Scope 3 TCO2e	Total TCO2e	Additional Details
<b>2022</b>	110.44	8.23	45.39	164.06	Baseline Year. ITM has been collating emission information since 2021. ITM are investing in enhanced reporting platforms and are updating our processes to obtain better and more granular carbon emissions data. Also, ITM are continuing to expand on Scope 3 reporting, including more streams where possible. As such, carbon figures are likely to increase initially whilst we are establishing our true baseline.
<b>2023</b>	193.13	9.74	58.46	261.33	As above
<b>2024</b>	172	11	54	237	Limited S3 reporting. Improved emissions data.

## Emissions Reduction Targets

To continue our progress towards achieving Net Zero, ITM engage with the Science Based Targets Initiative (<https://sciencebasedtargets.org/>). We have taken 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, and as reporting mechanisms are improving, 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.





## Carbon Reduction Initiatives

### Annual Continuous Initiatives

#### ISO 14001 Certification

ITM is ISO 14001:2015 certified and will renew each year moving forward. We operate an integrated SHEQIS Management System (Safety, Health, Environmental, Quality & Information Security). This system encompasses environmental policies, standards, guidelines, and processes aimed at identifying and minimising environmental impacts, including carbon emissions.

#### Offset Carbon Emissions

ITM offsets carbon emissions annually 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 CO<sub>2</sub>e offset are accurate, and verified. Our certificates are embedded below:

 <p>Certificate of Credit Retirement IS PRESENTED TO <b>ITM Communications Limited</b> <b>140 Tonnes CO<sub>2</sub>e Emissions Offset</b> Via the Climate Fund™ Portfolio of certified carbon offsetting projects around the world IN THE MONTH OF MARCH 2022</p>	 <p>Certificate of Credit Retirement IS PRESENTED TO <b>ITM Communications Limited</b> <b>164.00 Tonnes CO<sub>2</sub>e Emissions Offset</b> Via the Climate Fund™ Portfolio of verified carbon offsetting projects around the world IN THE MONTH OF APRIL 2023</p>	 <p>Certificate of Credit Retirement IS PRESENTED TO <b>ITM Communications Limited</b> <b>261.33 Tonnes CO<sub>2</sub>e Emissions Offset</b> Via the Climate Fund™ Portfolio of verified carbon offsetting projects around the world IN THE MONTH OF JANUARY 2025</p>
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#### Equipment Re-Use

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

#### E-Signature

ITM use e-signature throughout the business to reduce the use of paper.

#### Limited Paper use

ITM have significantly reduced paper use through implementing online workflow systems and platforms.

#### Hybrid Working

Work is conducted through a blend of home and office-based working to reduce emissions caused by commuting.

#### ESG Committee

ITM have introduced an ESG committee to ensure focus and dedication to our ESG goals.

#### Un SDGs

ITM has aligned with four UN Sustainable Development Goals (SDGs), which may be updated annually based on progress toward other SDGs and evolving company objectives.

#### 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.

## Planned Initiatives

### ESOS

Implementing improvements highlighted within 2024 ESOS Report prioritising the largest saving in emissions. ESOS Action plan below:

Action	ESOS Audit Recommendation?	Est to Energy Saving (kWh/yr)	Source	Buildings / Transport / Industrial / Other	Comment	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Q1-26	Q2-26	Q3-26	Q4-26
Upgrade of the c50 fluorescent lights (58W - T5) to LED within units 38-40	Y	5675.36	Site Audit	Building	LEDs are now established technology and will save around 80% from conventional bulbs. This is modelled for the c50 light fittings that can be replaced and upgraded within units 38-40.																
Heating and cooling behaviour	Y	804.53	Site Audit	Building	Engaging with employees to do simple actions as listed below will aid in keeping energy at the forefront of peoples minds and lead to accumulated savings: -close doors between units -close external doors -turn down the thermostats (one was noted at 35 degrees)																
<b>Total Estimated Savings Building</b>		<b>6283.89</b>																			
Driving management and initiatives	Y	31623.19	ESOS Energy Audit	Fleet	Work with fleet provider to manage and implement initiatives such as: a. Optimise routing to minimise miles driven b. Reduce mileage generally c. Adopt economic driving d. Reduce idling activities when loading or waiting																
Conversion of fleet to electric	Y	2556.72	ESOS Energy Audit	Fleet	As the UK's energy system decarbonises, the benefit of switching to electricity will be twofold: -The carbon taxes and penalties on non-electric vehicles will increase, with electric vehicles having lower cost to aid the transition -Electric driven cars allow more insight into vehicle usage and efficiency as opposed to conventional combustion engines. This allows fleet managers to see usage patterns, route plan and aid in managing efficient movement of deliveries, maintenance staff and vehicles.																
<b>Total Estimated Savings Fleet</b>		<b>34189.91</b>																			
<b>Total Estimated Savings</b>		<b>40473.8</b>																			

Director Sign Off  
 I have seen and considered the action plan.  
 I am satisfied, to the best of my knowledge, that the organisation has complied with the requirements relating to the action plan.  
  
 Mike Jackson (Feb 28, 2025 10:32 GMT)

### Supplier Engagement

Work with suppliers to monitor and minimise environmental impacts. Reduced packaging, local manufacturing, single source, ethically aligned to ITM.

### Smart Project Delivery

Reduce logistics, supplier aggregation and reduced site visits.

### Incentivisation

Perkbox rewards for reducing emissions.

### Communication and Engagement

Continue to engage with its workers around sustainability and provide regular communications and training.




## 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<sup>2</sup>.

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>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by ITMs Chief Executive Officer.

Name	Simon Fieldhouse
Position	Group[ CEO
Date	12/03/2025
Signature	 <small>Simon Fieldhouse (Mar 12, 2025 11:54 GMT)</small>

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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>




# ITM-Carbon Reduction Plan-RV3-12.03.2025

Final Audit Report

2025-03-12

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