

## Carbon Reduction Plan

**Supplier name:** TSA Riley Limited (UK)

**Publication date:** October 2023

### Commitment to achieving Net Zero

As part of its vision to become a more sustainable business, and to further its alignment to the UN Global Compact, TSA Riley Limited is committed to achieving Net Zero emissions by 2040. This is 10 years ahead of the standard Carbon Reduction Plan requirements, set out by the UK government.

### 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: 2022/23

##### Additional Details relating to the Baseline Emissions calculations.

2021/22 is TSA Riley's first year of reporting emissions, it includes Scope 1 (electricity and gas consumption), scope 2 (purchased electricity) and scope 3 emissions (transmission and distribution losses, waste, business travel and home working (circa 82%)).

We have re-baselined using 2022/23 verified figures as it's a better representation of our business operations given that business travel has returned to pre-covid levels. Our baseline does not include the following scope 3 emissions: accommodation, employee commuting, wastewater, upstream emissions of purchased fuels and electricity.

#### Baseline year emissions: 2022/23

| EMISSIONS   | TOTAL (tCO <sub>2</sub> e) |
|---|----------------------------|
| Scope 1   | 12.4                       |
| Scope 2   | 43.0                       |
| Scope 3   | 254.0                      |
| <i>Includes: Business travel (air, road, rail, car)</i>   |                            |
| <i>Excludes: accommodation, employee commuting, wastewater, upstream emissions if purchased fuels and electricity</i> |                            |
| <i>Not applicable: Downstream transportation &amp; distribution, use of sold products, third party transport</i>      |                            |
| <b>Total Emissions</b>  | <b>309.4</b>               |

## Emissions reduction targets

In order to progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next four years to 248 tCO<sub>2</sub>e by 2027. This is a reduction of 20%.

## Carbon Neutrality and Carbon Reduction Projects

TSA Riley has achieved carbon neutrality for its scope 1 and scope 2 operational emissions, and selected scope 3 emissions from 1st April 2021 to 31st March 2023.

Our carbon measure was undertaken in accordance with ISO 14064 and the GHG Reporting Protocols and was independently verified and certified as CarbonNeutral®.

TSA Riley has invested in three carbon offset projects, collectively meeting all 17 UN Sustainable Development Goals and form part of the following global carbon standards:

- Gold Standard
- Climate, Community & Biodiversity (CCB)
- Clean Development Mechanism (CDM)
- Verified Carbon Standard (VCS)

The chosen projects reduce carbon emissions in connection with material efficiency, forest conservation and renewable energy.

## Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since TSA Riley became accredited to ISO 14001:2015 in 2012.

The key measures taken will be in effect when performing the contract.

Key measures include:

- ISO 14001:2015 certification, and as such has an Environmental Policy (EP) and Environmental Management System (EMS) in place, which demonstrates our ongoing commitment to the environment.
- Extended the scope of ISO 14001 across all our offices in January 2023.
- Committing to the UN Global Compact, the world's largest corporate sustainability initiative, targeting ten principles on human rights, labour, environment, and anti- corruption.
- Maintaining the gold medal award by EcoVadis as recognition of our sustainability achievement. This Rating covers a broad range of non-financial management systems including Environmental, Labour & Human Rights, Ethics and Sustainable Procurement impacts.
- Investing in Gold Standard, CCB, CDM and VCS carbon emission offsets to achieve a carbon neutral status.
- Promoting the Ride to Work scheme, which offers savings for those wishing to purchase a bicycle or accessories primarily for commuting to and from work. Facilities are available to enable employees to shower/change before their working day begins.
- Adopting the combination of Dual screen IT and centralised printing settings to reduce waste.
- Investing in Microsoft Teams to enable reliable remote team working via messaging and video calling.
- Offering season ticket loans to encourage the use of public transport.

- Continuing to recycle all paper waste through the confidential waste bins. TSA Riley has been recycling its paper waste for the past 12 years and measuring it for the past 7 years. To date, a total of 50 tonnes has been recycled. Each tonne of recycled paper saves 17 trees, 380 gallons of oil, 3 cubic metres of landfill space, 4000 KW of energy and 7000 gallons of water.
- Implementing DocuSign as an alternative to wet ink signing for some contracts and appointments. This has avoided the need for printing and reduced the volume sent to archiving.
- Installed LED sensor lighting in our offices to minimise energy consumption.
- Donating electrical items to good causes to avoid landfill.
- Introduced a salary sacrifice scheme to encourage employees to lease electric vehicles.

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

- Refine existing policies and develop guidelines where necessary on areas related to energy management, travel management and waste management.
- Calculate wider scope 3 emissions e.g. commuting.
- Prioritise the use of office premises that are supplied by renewable sources of energy.
- Continue to optimise the full use of DocuSign within all areas of the business.
- Complete carbon measure for FY2023/24.
- Improve staff awareness and engagement to reduce carbon emission.
- Digitalise and/or automate data collection process.

## 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 and uses 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.

This Carbon Reduction Plan has been reviewed and signed off by the Management Board.

Signed on behalf of TSA Riley Limited:



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David Needham  
Chief Executive Officer

Date: 1<sup>st</sup> October 2023

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