

OCC Carbon Reduction Plan and Environmental and Sustainability Policy

1 Aims

We believe that the actions we take to meet the needs of our staff and customers must not compromise the ability of future generations to meet their own needs. An awareness of our impact on the environment is a key part of that and as responsible members of society we are committed to reducing our negative impact by reducing our waste and carbon emissions.

To meet this environmental responsibility, we aim to:

- Understand and monitor our environmental impact
- Consider sustainability and environmental impact when making major business decisions
- Promote the conservation and sustainable use of resources across the business
- Reduce the volume and impact of waste by reusing and recycling equipment and materials where possible and disposing of waste in an environmentally sensitive manner
- Reduce energy use and seek renewable and energy-efficient solutions as part of our planning processes
- Compensate for the carbon emissions we cannot yet eliminate by offsetting via certified projects that also offer additional societal, economic and ecological benefits
- Assess and reduce the environmental impact of our purchases as far as possible, considering their production, distribution and use
- Encourage the use of sustainable forms of transport
- Promote awareness and balanced understanding of environmental issues within OCC and encourage the support and involvement of all employees
- Regularly review and improve our environmental and sustainability processes

1.1 Carbon Reduction Plan - Net Zero Emissions

Oxford Computer Consultants is committed to achieving Net Zero emissions by 2050.

2 Current and ongoing commitments

2.1 Transport

- We promote sustainable modes of transport to our employees
 - Our offices are centrally located and easily accessible by bus/train
 - We have only five car-parking spaces across our two offices, promoting forms of transport other than cars
 - We offer a bicycle purchase scheme
 - We offer interest-free travel loans for purchasing train/bus season tickets
- We reduce the need for our employees to travel by supporting remote and hybrid working options
- We avoid physically travelling to meetings (including the events and training we host) where possible, preferring virtual meetings

- If travelling to a meeting is necessary, we use public transport if at all practical

2.2 Waste

- We minimise our use of paper within the office by providing screens in all meeting rooms and defaulting to double-sided print options
- We reuse our office equipment as much as possible, auctioning it to employees with the proceeds going to charities chosen by the employees
- We recycle our office waste wherever practical, including paper and general/kitchen waste

2.3 Energy use

- Our Hythe Bridge Street at St Aldates offices are powered by electricity from 100% renewable sources and any residual emissions identified in the ongoing operation of that renewable generation are offset via carbon emission reduction certificates to bring net emissions to zero
- We reduce our energy consumption through energy efficient equipment and practices, for example:
 - Motion-sensitive lighting turns off when not in use
 - LED lighting throughout the offices
 - Well-rated kitchen equipment
- Most of our cloud platform provision is supplied by Microsoft, who have committed to becoming carbon negative by 2030. The remainder is supplied by Amazon, who have committed to powering all their cloud operations using renewable energy by 2025 and offsetting the remainder of their emissions.

2.4 Other

- We make our purchases considering their environmental impact, including how far it has to travel to reach us, and finding the lowest-impact option/alternative where possible
- We offer a pension scheme that provides an ethical fund option that avoids investment in unsustainable activities and prefers companies with strong environmental policies and are reducing their carbon emissions. We regularly promote the option for employees to review the pension scheme fund.

2.5 Offsetting

- We believe that as we continue to find ways to further reduce our carbon emissions, an important action is to compensate the environment for the emissions we have not yet eliminated. We estimate these ourselves, looking at the following areas of resource use:
 - Electricity (non-renewable)
 - Natural gas
 - IT equipment
 - Travel (car, rail, air)
 - Hotels
 - Furniture and other manufactured items
 - Paper products
 - Entertainment activities
 - Food and drinks
 - Insurance
- We offset our residual carbon emissions via [ClimateCare](#), a local Oxford company whose [projects](#) are verified to leading [ICROA](#) approved standards. These projects utilise robust carbon methodologies, have high implementation standards, and are verified & audited by

independent parties to ensure environmental integrity. In addition, these projects demonstrate significant benefits for local communities alongside the climate and contribute directly to the [UN Sustainable Development Goals](#) to create wider positive impact.

3 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: May 2019 to May 2020	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	18.59
Scope 2	41.75
Scope 3 Included Sources: Category 6: Business travel Category 2: IT equipment, furniture, other manufactured items, paper products Category 1: Hotels and insurance	104.26
Total Emissions	164.6

4 Current Emissions Reporting

Reporting Year: May 2020 to May 2021	
Reporting year emissions:	
EMISSIONS	TOTAL (tCO₂e)

Scope 1	0
Scope 2	41.75
Scope 3 Included Sources: Category 6: Business travel Category 2: IT equipment, furniture, other manufactured items and paper products Category 1: Hotels and insurance	39.99
Total Emissions	81.74

5 Review process

The policy and the Carbon Reduction Plan are under continuous review and will be updated as required.

6 Sign Off

This policy is signed off by Nick Warner (Managing Director) on 7th December 2021

