

POLICY DOCUMENT

# OCC Carbon Reduction Plan and Environmental and Sustainability Policy

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## 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.

	Year	Potential Year (if ahead of target)
Pledge to be Net Zero	2050	2045*
50% Emissions Reduction	2030	2030

\* Over the next 12 months, Oxford Computer Consultants is looking to develop and implement an acceleration strategy to achieve Net Zero by 2040.

## 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 limited 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 and 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 who are reducing their carbon emissions. We regularly promote the option for employees to review the pension scheme fund

- All events from May 2022 that OCC cater will be vegetarian

## 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 CarbonApp (IGLOO France)

## 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.

<b>Baseline Year: April 2019 to April 2020</b>	
<b>Additional details relating to the Baseline Emissions calculations</b>	
Our historic baseline deviates from the requirements under PPN 06/21 as follows: <ul style="list-style-type: none"> <li>• Our baseline year covers the period between April 2019 to April 2020. For the following reporting year, 2020-2021, we based our reporting on the period from May 2020-May 2021 (to align with our financial year) which has been repeated in subsequent reporting. We use the 2019-2020 period as our baseline year, as the overall emissions were higher (and more reflective) of our overall impact on the environment compared with the subsequent, full year of reporting (which was impacted by COVID-19). However, we have also included our reporting figures for May 2020-May 2021 to provide full transparency.</li> </ul>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0 – We do not create emissions from fuel burned in owned or controlled assets, so include no scope 1 emissions.
<b>Scope 2</b>	60.34 – This figure reflects the heat and electricity that OCC purchased, for its own use, during this reporting year. Our baseline year calculations omit heat

	purchased from one of our UK office locations (due to lack of data), which we will aim to include by May 2024.
<b>Scope 3</b>	128.46
	Category 1 – Purchased Goods and Services (Food, entertainment, hotels, insurance): 22.1
	Category 2 – Capital Goods (IT equipment, furniture, paper): 88.1
	Category 4 – Upstream Transportation and Distribution. We report 0. We do not transport and distribute purchased services, such as inbound or outbound logistics. We do not currently measure the transportation and distribution of purchased products, though we do take these factors into account when making purchases. We will aim to include this by May 2024.
	Category 5 – Waste generated in Operations. We do not have specific data on how much waste OCC generates, but we have adopted policies to ensure that we keep waste to a minimum. This includes use of screens in our offices (to reduce paper usage) and bulletins to encourage staff to dispose of rubbish appropriately. We also recycle paper and printer toner. Due to lack of available data, and the fact that we are an office-based company with policies in place to keep printing and paper usage to a minimum, we have reported 0. We aim to include this by May 2024.
	Category 6 – Business Travel (Rail, air, bus, taxi): 18.26
	Category 7 - Employee Commuting is not included in our baseline emissions, as we did not have any firm data on how employees commuted to work for this year of reporting. This has since been included in reporting for FY22/23.
Category 9 – Downstream Distribution. This is 0 as OCC does not produce physical products	
<b>Total Emissions</b>	188.8

## 4 May 2020 to May 2021

Reporting Year: May 2020 to May 2021

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0 – We do not create emissions from fuel burned in owned or controlled assets, so include no scope 1 emissions.
<b>Scope 2</b>	41.75 – This figure reflects the electricity and heat that OCC purchased, for its own use, during this reporting year. This year’s calculations omit heat purchased from one of our UK office locations (due to lack of data), which we will aim to include by May 2024.
<b>Scope 3</b>	66.28
	Category 1 – Purchased Goods and Services (Food, entertainment, hotels, insurance): 0.75
	Category 2 – Capital Goods (IT equipment, furniture, paper): 65.44
	Category 4 – Upstream Transportation and Distribution. We report 0. We do not transport and distribute purchased services, such as inbound or outbound logistics. We do not currently measure the transportation and distribution of purchased products, though we do take these factors into account when making purchases. We will aim to include this by May 2024.
	Category 5 – Waste generated in Operations. We do not have specific data on how much waste OCC generates, but we have adopted policies to ensure that we keep waste to a minimum. This includes use of screens in our offices (to reduce paper usage) and bulletins to encourage staff to dispose of rubbish appropriately. We also recycle paper and printer toner. Due to lack of available data, and the fact that we are an office-based company with policies in place to keep printing and paper usage to a minimum, we have reported 0. We aim to include this by May 2024.
	Category 6 – Business Travel (Rail, bus, taxi): 0.09
	Category 7 – Employee Commuting. No data available. This has since been included in reporting for FY22/23
	Category 9 – Downstream Distribution. This is 0 as OCC does not produce physical products
<b>Total Emissions</b>	108.03

## 5 Current Emissions Reporting

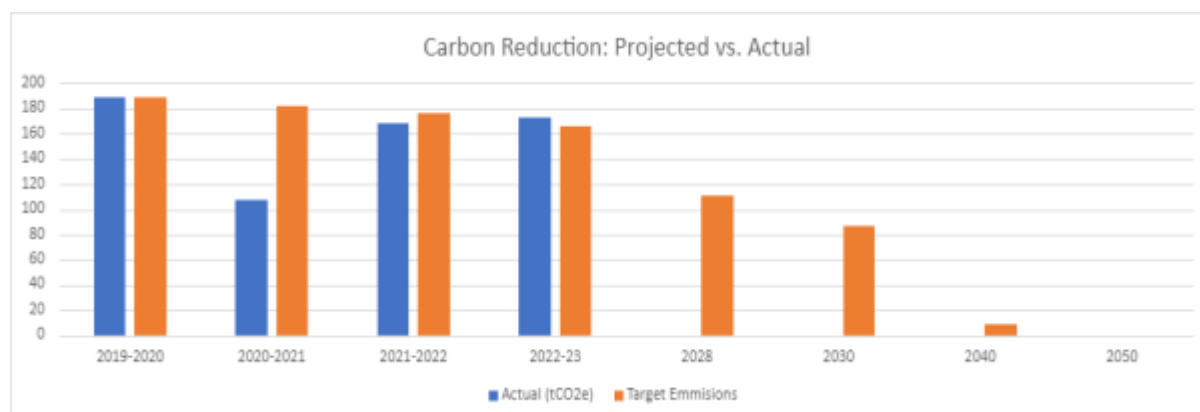
Reporting Year: May 2022 to May 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0 – We do not create emissions from fuel burned in owned or controlled assets, so include no scope 1 emissions.
Scope 2	39.2 – This figure reflects the estimated amount of heat that OCC purchased, for its own use, during this reporting year (all purchased electricity is renewable, so we have not included this in our reporting). As this figure is estimated, we will update this by September 2024 (when data becomes available).
Scope 3	134.19
	Category 1 – Purchased Goods and Services (Food, entertainment, hotels, insurance, computers, office machinery): 79.6
	Category 2 – Capital Goods: We report 0 for this category, as all goods that we have purchased and acquired in the reporting year have been accounted for in Category 1
	Category 4 – Upstream Transportation and Distribution. We report 0. We do not transport and distribute purchased services, such as inbound or outbound logistics. We do not currently measure the transportation and distribution of purchased products, though we do take these factors into account when making purchases. We will aim to include this by May 2024.
	Category 5 – Waste generated in Operations. We do not have specific data on how much waste OCC generates, but we have adopted policies to ensure that we keep waste to a minimum. This includes use of screens in our offices (to reduce paper usage) and bulletins to encourage staff to dispose of rubbish appropriately. We also recycle paper and printer toner. Due to lack of available data, and the fact that we are an office-based company with policies in place to keep printing and paper usage to a minimum, we have reported 0. We will aim to include this by May 2024.
	Category 6 – Business Travel (Rail, bus, taxi): 4.22
	Category 7 – Employee Commuting: 50.37 tonnes (this includes emissions from employee teleworking)
	Category 9 – Downstream Distribution. This is 0 as OCC does not produce physical products
<b>Total Emissions</b>	173.39

## 6 Emissions Reduction Targets

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

We project that carbon emissions will decrease over the next five years to 111.465 tCO<sub>2</sub>e by 2028. This is a reduction of 43.47%.

Progress against these targets can be seen in the graph below:



## 7 Carbon Reduction Projects

### 7.1 Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019-20 baseline. The carbon emission reduction achieved by these schemes equate to 15.41 tCO<sub>2</sub>e, an 8.5% reduction against the 2019-20 baseline and the measures will remain in place during performance of all contracts.

- OCC avoids physically travelling to a meeting. If travel is necessary, we strive to use public transport
- OCC promotes sustainable modes of transport to employees and regularly promotes both its bicycle purchase scheme and season ticket scheme to facilitate this
- OCC has moved to a renewable energy tariff for purchased electricity
- OCC has continued to invest in motion-sensitive lighting, well-rated kitchen equipment, and LED lighting for offices
- OCC has downsized its office space
- OCC has embraced a hybrid working model

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

- We will be scrutinising our purchasing of purchased goods and services. This is a key area – which we have identified – that can help us reduce future emissions

## 8 Review process

Our Social Value Committee meets at least every two months to review the policy and the Carbon Reduction Plan. Both the policy and the Carbon Reduction Plan are updated at least every six months to reflect changes in our structure as well as the impact of our policies.

## 9 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<sup>1</sup> and uses the Government emission conversion factors for greenhouse gas company reporting where appropriate.<sup>2</sup>

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 Nick Wilson, our Chief Executive Officer.

### Signed on behalf of the Supplier:

DocuSigned by:  
  
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Nick Wilson                      Ceo  
10/7/2023  
Date: .....

<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>



