

IT QED LTD

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Carbon Reduction Plan

Introduction

As a leading IT solutions provider based in Reading, itQED is proud to embark on its first formal Carbon Reduction Plan, aligning with the UK's net-zero ambitions. Recognising the urgency of addressing climate change, we aim to reduce our carbon footprint while continuing to deliver innovative managed IT, cloud services, and cyber security solutions.

At itQED, we are committed to sustainability and efficiency, knowing our operations and services impact the environment. By leveraging digital transformation and adopting green technologies, we aim to set an example for our clients and partners. This Carbon Reduction Plan reflects our first step towards measuring, reporting, and actively reducing emissions, demonstrating our dedication to sustainable IT solutions and responsible business practices.

Through this plan, we will identify key areas of improvement, such as energy-efficient operations, sustainable procurement, and resource optimisation. We recognise this as an opportunity to evolve, ensuring our services not only support our clients but also contribute to a cleaner, greener future.

As we engage in this process for the first time, our focus will remain on transparency, progress, and collaboration. By partnering with our stakeholders, we are confident we can achieve measurable results, reducing our environmental impact without compromising the exceptional IT services our clients rely on.

Together, we aim to build a sustainable legacy for our business, our customers, and the planet.

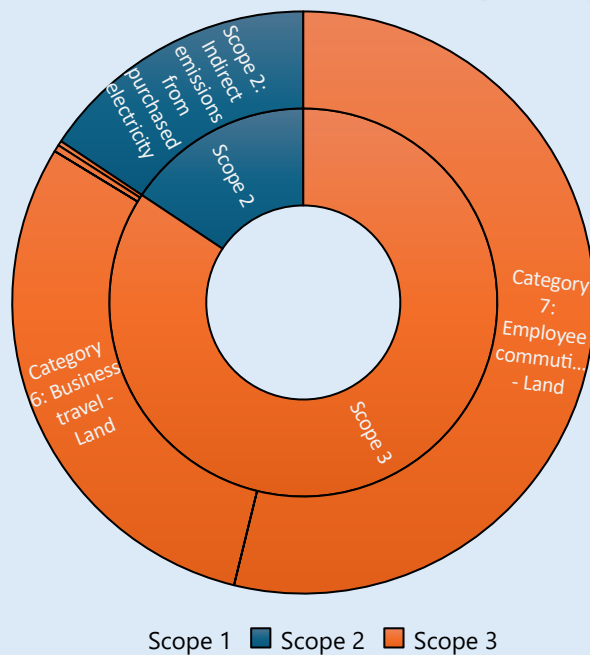
Commitment to achieving Net Zero by 2045

itQED is fully committed to achieving **Net Zero emissions by 2045**. Recognising the role we play in addressing climate change, we will proactively measure, reduce, and offset our carbon footprint. By embedding sustainable practices into our operations, adopting energy-efficient technologies, and working closely with our partners and stakeholders, we will ensure continual progress. As a provider of innovative IT solutions, we aim to set a standard for responsible business practices while contributing to a greener future. Our commitment reflects both our values and responsibility to support the UK's Net Zero goals.

Baseline & Reporting Year Emissions Footprint 1st July 2023 – 30th Jun 2024

Baseline & Reporting Year 1st July 2023 – 30th Jun 2024 Scopes and categories	Metric tons CO ₂ e
Scope 1: Direct emissions from owned/controlled operations	0.00
Scope 2: Indirect emissions from purchased electricity	5.36
Scope 3 Emissions Categories Breakdown	
Category 1: Purchased goods and services	0.00
Category 2: Capital goods	0.00
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2) Water Supply	0.02
Category 4: Upstream transportation & distribution	0.00
Category 5: Waste generated in operations	0.00
Category 6: Business travel - Land	10.23
Category 6: Hotel Stay	0.07
Category 7: Employee commuting - Land	18.43
Category 7: Work From Home	0.13
Category 8: Upstream Leased Assets	0.00
Category 9: Downstream transportation & distribution	0.00
Scopes	
Scope 1	0.00
Scope 2	5.36
Scope 3	28.88
Total Emissions	34.24

Emissions Contribution by Scope



Zero Emissions rationale

- **Scope 1: Direct Emissions** - We operate primarily in a digital and service-oriented environment, which significantly reduces the need for energy-intensive equipment or machinery typically associated with direct emissions.
- **Scope 3 Emissions:**
 - **Category 1: Purchased Goods and Services** - It QED Business Solutions primarily engages in services that do not require the purchase of physical goods. As a result, there is no procurement of goods that would contribute to emissions in this category.
 - **Category 2: Capital Goods** - It QED operates primarily in a digital and service-oriented environment, which does not require capital goods. Most of the company's resources are intangible, such as software and intellectual property, which do not fall under the typical capital goods category.
 - **Category 4: Upstream Transportation and Distribution** - We primarily operate in a digital and service-oriented environment, meaning we do not produce, purchase, or distribute physical products. Consequently, there are no upstream transportation and distribution activities that would contribute to emissions in this category.
 - **Category 5: Waste Generated in Operations** - Any minimal waste generated is managed through sustainable practices, such as recycling or composting, which are handled by third-party providers with low or zero associated emissions. Veolia manages our recycling collections for recycling generated internally. IT equipment for ourselves and our customers is WEEE recycled via Tech Recycle who we work with closely to ensure that equipment is recycled responsibly and securely.
 - **Category 8 & 9** - Our operations involve minimal use of couriers. Where couriers are used, it is for the delivery of documents or small items, which are infrequent and result in negligible emissions that do not warrant separate reporting. Additionally, any courier services used may already offset their emissions or are accounted for within their own Scope 1, 2, or 3 emissions, not the company's.

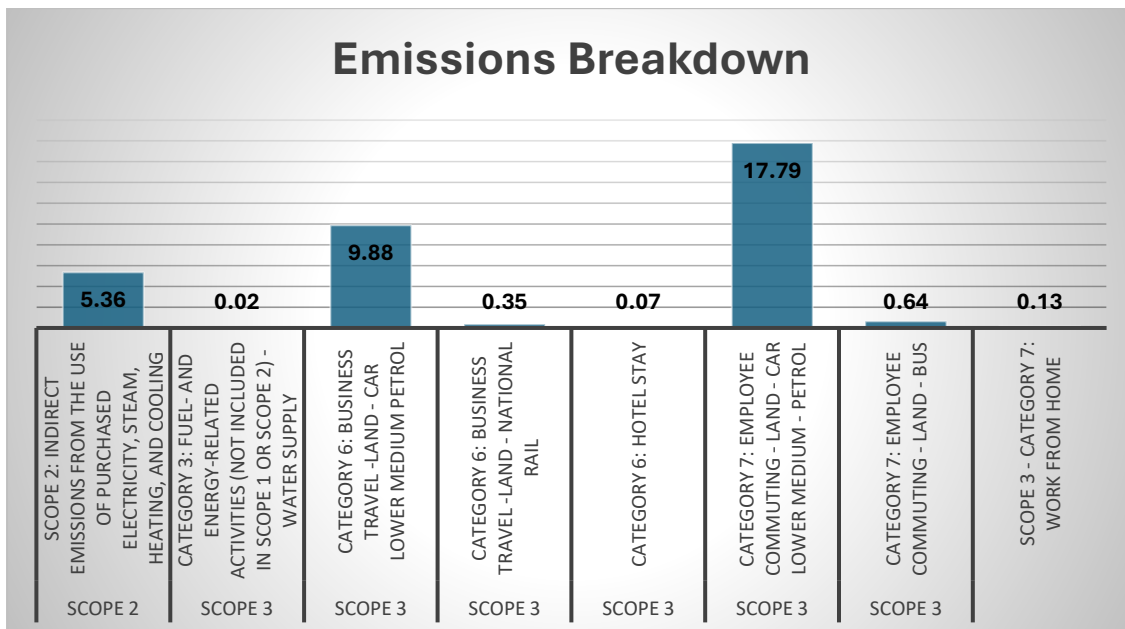
Methodology & References

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.

<https://ghgprotocol.org/corporate-standard>

Baseline & Reporting Year 1st July 2023 – 30th Jun 2024 Scope and category	Description of the types and sources of data used to calculate emissions	Frequency of Reporting	Metric tons CO ₂ e
Scope 2: Indirect emissions from the use of purchased electricity, steam, heating, and cooling	Monthly Billing	Monthly Reporting	5.36
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2) - Water Supply	Monthly Billing	Monthly Reporting	0.02
Category 6: Business travel -Land - Car Lower Medium Petrol	Journey Refunds	Monthly Reporting	9.88
Category 6: Business travel -Land - National Rail	Journey Refunds	Monthly Reporting	0.35
Category 6: Hotel Stay	Organisation Events	Monthly Reporting	0.07
Category 7: Employee commuting - Land - Car lower medium - Petrol	Journey Refunds	Monthly Reporting	17.79
Category 7: Employee commuting - Land - Bus	Journey Refunds	Monthly Reporting	0.64
Scope 3 - Category 7: Work From Home	Attendance Records	Monthly Reporting	0.13



Emissions reduction targets

Baseline & Reporting Year: 1st July 2023 – 30th June 2024

itQED aims to progressively reduce emissions across Scopes 2 and 3, with specific targets as follows:

- **Scope 2:** Purchased electricity – Reduce by 10% through energy-efficient practices by 2025.
- **Scope 3:**
 - *Category 3:* Water supply – Reduce by 5% via optimised water usage.
 - *Category 6:*
 - Business travel (car/rail) – Reduce emissions by 10% through increased use of public transport and hybrid/EV car incentives.
 - Hotel stays – Minimise overnight stays by 10% through virtual meeting alternatives.
 - *Category 7:*
 - Employee commuting – Reduce car emissions by 10% by promoting public transport and carpooling.
 - Work from home – Lower emissions by 10% via sustainable energy use awareness.

Progress will be reviewed annually to ensure targets align with our 2045 Net Zero goal.

Carbon Reduction Initiatives

To achieve science-based targets (SBTi) and support our Net Zero goal, itQED commits to the following initiatives:

1. **Scope 2:** Transition to renewable electricity sources, implement energy-efficient systems (e.g., LED lighting), and optimise usage through smart monitoring.
2. **Scope 3:**
 - *Water Supply:* Improve water efficiency and promote conservation practices.
 - *Business Travel:* Encourage rail over car, promote hybrid/electric vehicles, and expand virtual meeting adoption.
 - *Employee Commuting:* Introduce incentives for public transport, carpooling, and cycling schemes.
 - *Work From Home:* Educate staff on reducing energy usage with efficient home office practices.

Annual progress will be tracked against targets.

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 standard¹ 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).

Signed on behalf of IT QED LTD:



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Name: Colin Weeks

Position: Director.

Date: 19/12/24

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>