

**Company name:** Itec Training Solutions (Holdings) Limited

**Publication date:** August 2024

### Scope

Itec Training Solutions (Holdings) Limited, is registered as a company in England and Wales, Registration Number 06345434. The company's registered address is Itec Training Solutions Limited, Itec House, Penarth Road, Cardiff, CF11 8TT.

### Commitment to achieving Net Zero

At Itec is committed to continually assessing and reducing the environmental impact of our services, achieving net zero emissions by 2040, and halving emissions by 2030. Reducing our Greenhouse Gas (GHG) emissions brings significant benefits for us, our customers, suppliers and the wider community.

Itec have an environmental policy, procedure, and action plan to support the companies environmental and sustainability targets. Continuous improvement activities driven forward by our environmental employee group with assurance and oversight provided by senior managers and Directors.

We recognise that sound business management must consider the effects of our business on the environment, and we are committed to conducting our business in an environmentally responsible manner.

### Environmental Impacts

We are committed to proactively identifying ways to reduce our environmental impact. The company recognizes its main environmental impacts as:

- Burning of fossil fuels to generate electricity.
- Disposal of waste generated from business activities.
- Natural resource consumption, e.g., paper and plastic.
- Greenhouse gas emissions associated with vehicle use.

### Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and 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: 2022 (01/01/2022 – 31/12/2022)</b>	
<b>Additional details relating to the Baseline Emissions calculations.</b>	
Scope 1: Gas (56.2 t)	
Scope 2: Electricity (34.3t)	
Scope 3: Business travel (72.6 t) Employee commuting (152 t) and all other emissions notably those that arise from purchased goods and services and waste disposal.	
<b>Note Scope 3:</b> Current limitations in data availability prevent comprehensive reporting of upstream and downstream emissions, specifically for rail travel, subcontractors, and the energy impact of hybrid working. Improving data collection, reporting, and ownership parameters, particularly in respect of employee commuting, will allow for more complete emissions reporting in the future, with adjustments to baseline emissions as necessary.	
<b>Emissions</b>	<b>Total (tCO2e)</b>
<b>Scope 1:</b> Direct emissions sources resulting from company owned machinery, facilities, and vehicles.	56.2
<b>Scope 2:</b> Indirect emissions sources associated with the use of purchased electricity, heating and cooling.	34.3
<b>Scope 3:</b> Indirect emissions resulting from all other activities and sources not covered in Scope 2; includes business travel, employee commuting, waste, and third-party deliveries.	250.5
<b>Total Emissions</b>	<b>341 (tCO2e)</b>

The average annual carbon emission for each employee is 2.1 (tCO2e).

## Year Two Emissions Footprint

<b>Baseline Year: 2022 (01/01/2023 – 31/12/2023)</b>	
<b>Additional details relating to the Baseline Emissions calculations.</b>	
<b>Scope 1:</b> Gas (60.5 t)	
<b>Scope 2:</b> Electricity (68.9 t)	
<b>Scope 3:</b> Business travel (95.6 t) Employee commuting (162 t)	
*Note Scope 3: Limited scope to report subcontractors. This will be reported more fully in future years.	
<b>Emissions</b>	<b>Total (tCO2e)</b>
<b>Scope 1:</b> Direct emissions sources resulting from company owned machinery, facilities, and vehicles.	60.5
<b>Scope 2:</b> Indirect emissions sources associated with the use of purchased electricity, heating and cooling.	68.9
<b>Scope 3:</b> Indirect emissions resulting from all other activities and sources not covered in Scope 2; includes business travel, employee commuting, waste, and third-party deliveries.	289.6
<b>Total Emissions</b>	<b>419 (tCO2e)</b>

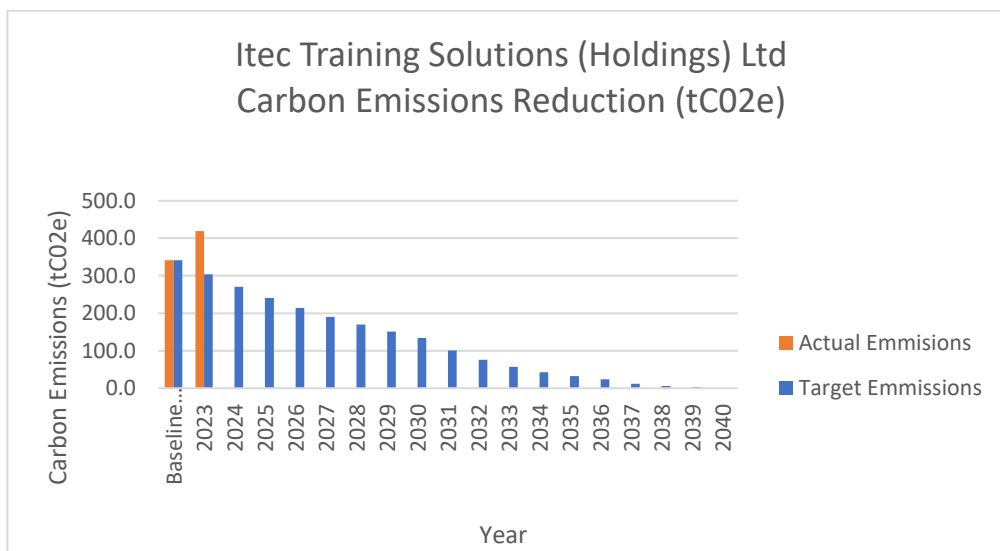
In 2023, significant business expansion and changes in operational delivery led to an overall increase of 78 tCO2e emissions:

- **Scope 1** emissions rose by 4.1 tCO2e and **Scope 2** emissions by 34.6 tCO2e due to the opening of 4 new offices (+22%) supporting business growth.
- **Scope 3** emissions increased by 39 tCO2e, largely driven by a 20% increase in the number of employees, resulting in:
  - A 10 tCO2e rise in employee commuting.
  - A 23 tCO2e increase in business mileage.

The average annual carbon emission for each employee remained at 2.1 (tCO2e).

## Emissions Reduction Targets

In order to achieve Net Zero by 2040 and half emissions by 2030, we will reduce emissions by a minimum of 11% per annum for the period 2023 to 2040 thereafter by over 20% per annum. These figures may be subject to change as we continue to re-baseline our data.



## Carbon Reduction Projects

Achieving our Net Zero targets will require both behavioural change within our organisation with our organisation and across our supply chain, and funding in some cases, such as building and office improvements.

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

### Governance and Accountability:

- Environmental Sustainability Action Plan developed which identifies the main environmental impacts of the organisation, details annual sustainability targets, actions to reduce carbon emissions, monitoring and reporting of emissions, with assurance and oversight provided by Itec's Senior Managers and Directors.
- Every role in Itec has an impact on our carbon emissions. We encourage every employee to reduce their energy footprint simply by switching off equipment at night, separating and sorting waste and travelling as sustainably as possible.
- Appointed Environmental Champions across the business to help us to reach our targets and implement positive behaviours towards the environment. All Environmental Champions are part of a network that is coordinated and supported by an Itec Director.
- Established our 2040 carbon net zero plan by with board sign-off.
- Continued accreditation of Green Dragon Level 2.
- Pursuing B Corp Certification (a social value and environmental management accreditation standard).

### Sustainable commuting:

- Encouraging employees to travel to work using public transport, cycle (we participate in the Government's Cycle to Work Scheme), walk or car share where possible.
- Switching lease cars/ vans to hybrid / electric, with 100% of all employee leased cars/ vans now electric or hybrid.
- Installation of electric car charge points at Itec House.
- Encouraging the use of video conferencing rather than face to face meetings to reduce travel emissions.

### Energy efficient offices:

- LED lighting implemented into Newport Centre (Itec House LED lighting previously in place)
- We ensure printers are defaulted to sleep mode when not in use, using movement detection sensors to activate lighting where possible, with LED lighting a requirement for new office sites.
- Replaced ageing servers, outdated computer switches with smaller more energy efficient equipment.
- Switched to softphone / digital based telephony reducing energy consumption
- Replaced employee laptops and office TVs with more energy efficient models.
- Invested in MS 365, inc. digital meetings to reduce business travel.

### Recycling:

- Recycling facilities are provided at all Itec centres, but further upgrade required to separate waste e.g. glass recycling, paper recycling, metal recycling, plastic and textile recycling and electronic recycling.
- Introduction of water filter units implemented to reduce deliveries of water and to support the removal of plastic cups and water coolers replaced with plumbed in water to reduce use of plastic water distribution bottles.

## Future Carbon Reduction Measures

### Governance:

- We will require Net Zero commitments from current and future supply chain partners.
- Develop and implement a sustainable procurement policy that invests in products, materials and resources that are eco-friendly, sustainable and produced ethically.
- Increased reporting against our Scope 3 emissions in line with the GHG Protocol.
- Roll-out mandatory environmental awareness training in 2024 across the organisation encouraging staff to implement actions both in their home and work life to reduce waste and overall energy consumption (including fuel, water, electricity).
- Colleagues' engagement, through Environmental Champions to drive forward new initiatives
- Offsetting residual emissions via verified carbon offset projects which also maximise social value.

### Energy Efficient Offices

- Transition from gas central heating to electric at Itec House by 2025.
- Source electricity from 100% renewable sources by 2025.
- Closer working with our landlords to support the implementation of energy saving devices within our delivery centres. Consideration of only renewing leases once Net Zero expectations are met.

### Sustainable Commuting

- Transition all company vehicles from diesel to Hybrid or Electric cars by end of 2024.
- The majority of our Scope 3 emissions come from employee commuting and business travel. We will interrogate our travel data to better understand if and where carbon reductions can be made e.g., including hybrid working, employee salary sacrifice electric car leasing / ownership scheme, Eco-driving awareness training.

### Recycling

- Minimised the use of virgin paper by ensuring all our paper is 100% recycled and FSC (or equivalent) certified.
- Manage and monitor resources to follow a circular economy model and zero waste to landfill through appropriate management of the following, plastic, paper, print cartridges, WEEE waste.
- Upgrade recycling points in all offices to separate waste e.g. glass recycling, paper recycling, metal recycling, plastic and textile recycling and electronic recycling.
- Removal of single use plastics

### 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>7</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>8</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.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

### Board approval:

Signed: 

Date: 26<sup>th</sup> July 2024

Updated on company website: To be confirmed

Next review date: August 2025