

# Carbon Reduction Plan

Commitment to Achieving Net Zero





# Commitment to Achieving Net Zero

Supplier name: Retain Limited  
Publication date: 05/05/2023

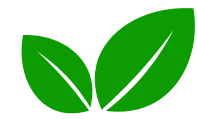
Retain Limited is committed to achieving Net Zero emissions by the year 2030.

## 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 production can be measured.





# Emissions Reductions Targets



In order to continue Retain's progress towards achieving Net Zero, the following carbon reduction targets have been adopted:

- Net Zero about 2030 under the science-based target initiative SME route:
  - 90% reduction in scope 1 and 2 absolute emissions by 2030
  - 97% reduction in scope 3 emissions per employee by 2030



# Current Emissions Reporting



Baseline Year: FY 2019/20

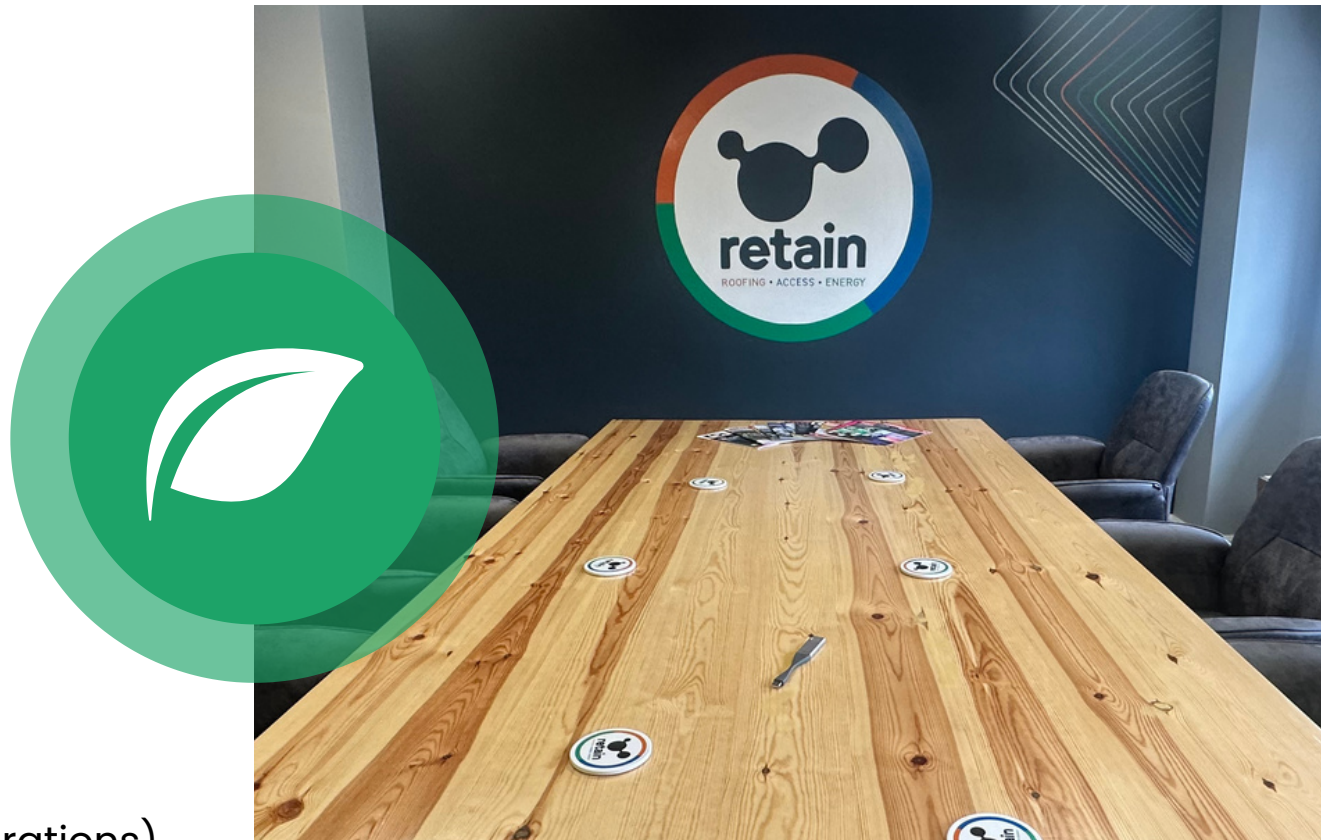
## Additional details relating to the baseline Emissions calculations:

This historic baseline aligns with the reporting requirements as all emissions scopes have been calculated previously. Emissions from homeworking were not calculated in the historic baseline but are included in recent reporting, including the current emissions reporting detailed below.

EMISSIONS	TOTAL
Scope 1	1.05tCO <sub>2</sub> e
Scope 2	0.94tCO <sub>2</sub> e
Scope 3 (Included sources)	15.07tCO <sub>2</sub> e

- Upstream transportation and distribution: 0 tCO<sub>2</sub>e (immaterial)
- Waste generated in operations: 0.17tCO<sub>2</sub>e
- Business travel: 11.28 tCO<sub>2</sub>e
- Employee commuting: 3.62 tCO<sub>2</sub>e
- Downstream transportation and distribution: 0 tCO<sub>2</sub>e (not relevant to operations)

<b>EMISSIONS TOTAL</b>	<b>17.6 tCO<sub>2</sub>e</b>
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# Current Emissions Reporting



Baseline Year: FY 2021/22

EMISSIONS	TOTAL
Scope 1	1.13tCO <sub>2</sub> e
Scope 2	0.67tCO <sub>2</sub> e
Scope 3 (Included sources)	11.82tCO <sub>2</sub> e

- Upstream transportation and distribution: 0tCO<sub>2</sub>e (immaterial)
- Waste generated in operations: 0.4tCO<sub>2</sub>e
- Business travel: 1.18tCO<sub>2</sub>e
- Employee commuting: 10.24tCO<sub>2</sub>e
- Downstream transportation and distribution: 0tCO<sub>2</sub>e (not relevant to operations)

EMISSIONS TOTAL	13.62 tCO <sub>2</sub> e
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# Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the FY 2019/20 baseline. The carbon emissions reduction achieved by these schemes equates to 3.98 tCO<sub>2</sub>E, a 23% reduction against the FY2019/20 baseline:

- Introduced an internal environmental Net Zero working group
- Switched to an energy supplier which utilises 41% generated renewable electricity supply
- Developed a low-carbon travel policy
- Developed a sustainable procurement policy and began implementing specific procurement initiatives such as requesting fewer deliveries and supplies for the office, as well as exchanging bottled water for economical water dispensers

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

- Retrofit our head office by 2025 to improve energy efficiency and electrify heating
- Install solar and a BESS to supply our office, and sell the excess to our neighbours
- Implement low carbon standards for our leased offices by 2030
- Create a low-carbon business accommodation policy by 2024





# Declaration and Sign Off

This carbon reduction plan has been completed in accordance with PPN space 06/21 and associated guidance and reporting standards 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 use the appropriate government emissions conversion factors for greenhouse gas company reporting.

Scope one and scope two emissions have been reported per SEC's 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 managing body.

Signed on behalf of the supplier:

A handwritten signature in black ink, appearing to read 'Jamie Gibbs', written over a light grey horizontal line.

**Jamie Gibbs LLB (Hons) MlOR, Founder & Director**

**Date: 05/05/2023**

