



Carbon Reduction Plan

Supplier name: Turn IT on Ltd

Reporting year: April 2022 – March 2023

Publication date: February 2024

Commitment to achieving Net Zero

Turn IT on is committed to achieving Net Zero emissions by 2050.

Year April 2021 to March 2022 was turn IT on’s baseline year.

Year April 2022 to March 2023 turn IT on will be able to start to compare year on year. The timesheet reporting system has been updated to allow for reporting on employee commuting and a wider range of transport modes during this financial year including carbon neutral travel. Turn IT on will begin to publish the carbon reduction plan on the Company website in 2024.

Year April 2023 to March 2024 turn IT on will be able to report on employee commuting. Carbon reduction plan and results will be published online.

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 new strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Reporting Year: April 2022 – March 2023	
EMISSIONS	TOTAL (tCO ₂ e) using UK government GHG conversion factors 2022
Scope 1	Passenger vehicles leased by the company 78,824.53 kgCO ₂ e Fuels – not applicable Bioenergy – not applicable

	<p>Refrigerant and other – not applicable</p> <p>Delivery vehicles – not applicable</p> <p>SECR kWh pass & delivery vehs – not applicable</p> <p><u>Total scope 1 – 78,824.53 kgCO2e = 78.8 tonnes</u></p>
<p>Scope 2</p>	<p>UK Electricity at PR and Witney offices - provided through green energy suppliers – 8,958.72 kgCO2e and 4,286.07 kgCO2e (offset)</p> <p>Overseas electricity – not applicable</p> <p>UK Electricity for EVs – 682.77 kgCO2e</p> <p><i>Employee commuting was not previously recorded and will be in the next annual report</i></p> <p>SECR kWh UK electricity for EVs – not applicable</p> <p>Heat and Steam – not applicable</p> <p><u>Total scope 2 – 682.77 kgCO2e = 0.7 tonnes</u></p>
<p>Scope 3 (Included Sources)</p>	<p>WTT- fuels – not applicable</p> <p>WTT- bioenergy – not applicable</p> <p>Transmission and distribution – not applicable</p> <p>UK electricity T&D for EVs – not applicable</p> <p>WTT- UK & overseas elec – not applicable</p> <p>WTT- heat and steam – not applicable</p> <p>Water supply to company owned/managed buildings 18.92 kgCO2e</p> <p>Wastewater for company owned/managed buildings 34.54 kgCO2e</p> <p>Waste disposal 1569.14 kgCO2e</p> <p>Material use – not applicable</p> <p>Business travel- air – not applicable</p> <p>WTT- business travel- air – not applicable</p> <p>Business travel- sea – not applicable</p> <p>WTT- business travel- sea - not applicable</p> <p>Business travel land - with non-owned/leased cars 106,834.6 kgCO2e</p>

	Business travel land – using public transport – 2,790.19 kgCO ₂ e WTT- pass vehs & travel- land – not applicable Freightng goods – not applicable WTT- delivery vehs & freight – not applicable Hotel stays 520 kgCO ₂ e Managed assets- electricity – not applicable Managed assets- vehicle – not applicable <u>Total scope 3 – 143,852.85 kgCO₂e = 143.8 tonnes</u>
Total Emissions	<u>223,300 kgCO₂e = 223.3 tonnes</u>

Emissions reduction targets

April 2021 to March 2022 is our base year

April 2022 to March 2023 is the first year when we have reported on all travel including commuting.

April 2023 to March 2024 this will be the first year where we can fully report on commuting emissions

April 2024 to March 2025 will be the first year we can compare full data year on year.

To continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. When we report on 2023/24 emissions data, we will be in the position to start measuring accurately and be able to choose our target of reduction.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Turn IT on became certified with ISO14001 in 2021.

The following environmental management measures and projects were completed or implemented since the April 2021 to March 2022 baseline.

- Introduce new electric car lease scheme that operates on a carbon neutral basis. This is open to staff that only use cars to commute as well as those that drive on business introduce
- Ensure that all offices have electricity that is fully green. (Both offices now use renewable/fully green energy)
- Installed solar panels in the owned Witney office March/April 2023
- Virtualisation plan for PR office completed during April 2023 – March 2024 to reduce energy usage

Planned Carbon Reduction Initiatives for 2024 - 2025

- Sign up to Charity Miles and find a suitable environmental/education-based charity
- Choose a Carbon Offset option through Carbon Footprint and offset any carbon emissions
- Start the path to BCorp accreditation

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 Senior Leadership Team.

Signed on behalf of the Supplier:

Sally Bannister

Chief Operating Officer

Date: May 2024

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>



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.