

Carbon Reduction Plan

Supplier name: turn IT on Ltd

Reporting Year: April 2023 – March 2024

Publication date: July 2024

Commitment to achieving Net Zero

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

Year April 2021 to March 2022 is 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 is being 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.

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.

Year April 2024 to March 2025 turn IT on will be part of Transforming Learning Group and will be part of a group working towards BCorp accreditation.

Baseline Emissions Footprint

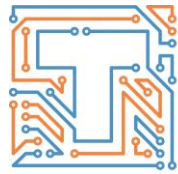
Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any new strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

See baseline year 2021-22 in Annexe A.

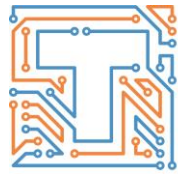
Please note that the information on Scope 3 categories and whether these are applicable or not is recorded in the table below.

From 2024 - we will begin to review the 15 categories to see if these are relevant and should be added to the Carbon Reduction Plan.

Current Reporting Year April 2023 – March 2024



Reporting Year: April 2023 – March 2024	
EMISSIONS	TOTAL (tCO ₂ e) using UK government GHG conversion factors 2023
Scope 1	<p>Passenger vehicles leased by the company 90,756 kgCO₂e</p> <p>Fuels – not applicable Bioenergy – not applicable Refrigerant and other – not applicable Delivery vehicles – not applicable SECR kWh pass & delivery vehs – not applicable</p> <p><u>Total scope 1 – 90,756 kgCO₂e = 90.8 tonnes</u></p>
Scope 2	<p>UK Electricity at PR and Witney offices – provided through green energy suppliers – 11,988 kgCO₂e (offset)</p> <p>Overseas electricity – not applicable</p> <p>UK Electricity for EVs – 7,266 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 – 19,254 kgCO₂e = 19.2 tonnes (12 tonnes offset)</u></p>
Scope 3 (Included Sources)	<p>Please note the following with regards to Scope 3 categories:</p> <ol style="list-style-type: none">4. Upstream transportation and distribution – has not previously been measured – will be measured for reporting year 2024/20255. Waste generated in Operations – not applicable6. Business travel – covered below7. Employee commuting – covered below9. Downstream transportation and distribution of products sold by the reporting company if not paid for by the reporting company – not applicable



turn IT on

Transforming Learning Group

	<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 13.28 kgCO₂e</p> <p>Wastewater for company owned/managed buildings 15.08 kgCO₂e</p> <p>Waste disposal 1619.61 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 109,479.28 kgCO₂e</p> <p>Business travel land - using public transport - 4,872.66 kgCO₂e</p> <p>WTT- pass vehs & travel- land - not applicable</p> <p>Freighting goods - not applicable</p> <p>WTT- delivery vehs & freight - not applicable</p> <p>Hotel stays 1,123.20 kgCO₂e</p> <p>Managed assets- electricity - not applicable</p> <p>Managed assets- vehicle - not applicable</p> <p><u>Commuting 77,000 kgCO₂e = 77 tonnes</u></p> <p><u>Total scope 3 - 194,123.11 kgCO₂e = 117.12 tonnes</u></p>
Total Emissions	<u>304.12 kgCO₂e = tonnes</u>



	<p>This would have been 227.12 tonnes without the commuting data which is 34 tonnes more than baseline year during which time the company has experienced a significant period of growth.</p>
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Emissions reduction targets

April 2021 to March 2022 is our baseline year

April 2022 to March 2023 will be the first year when we can start to report on all travel including commuting and where we can get ourselves ready to report on all of the different types of travel and the emissions related to it.

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.

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

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Turn IT on became certified with ISO14001 in 2021..

The following environmental management measures and projects have been 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

- Sign up to Charity Miles or similar 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
- Ensure that commuting data is recorded accurately – it has been noted that timesheets sometimes over record commuting data.

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

Date: 19th July 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>

Annexe A

Carbon Reduction Plan

Supplier name: ...turn IT on.....

Publication date:February 2023.....

Commitment to achieving Net Zero

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

Year 2021/22 is turn IT on’s baseline year.

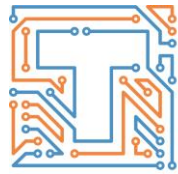
Year 2022/23 turn IT on will be able to start to compare year on year. The timesheet reporting system is being updated to allow for reporting on employee commuting and a wider range of transport modes including carbon neutral travel.

Year 2023/24 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: 2021/2	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Vehicles leased by the company 68,582.70 Business mileage with non-owned/leased cars 63,800.52 – petrol 52,572.75 - diesel



	Total scope 1 – 184,955.97
Scope 2	Electricity at PR and Witney offices 9,666.32 and 3,481.70 Total scope 2 – 13,148.02 – this is already offset and so is a value of 0
Scope 3 (Included Sources)	Water supply to company owned/managed buildings 9.83 Wastewater for company owned/managed buildings 17.95 Waste disposal 784.64 784.64 Shipment of goods to customers and between sites 0 Hotel stays 861.80 Material use – turn IT on does not procure materials for manufacturing/production purposes. 0 Total scope 3 – 2,458.86
Total Emissions	193,109 kgCO₂e

Emissions reduction targets

2021/22 is our base year.

2022/23 will be the first year where we can compare year on year, but we will only just start to be able to fully report on all travel including commuting towards the end of the year and where we can fully report on all of the different types of travel and the emissions related to it.

2023/24 this will be the first year where we can compare full data year on year although this will be the first year with commuting information.

In order 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.