

Carbon Reduction Plan

Year ended 31st December 2024

Commitment to achieving Net Zero

Methods Business and Digital Technology Limited is committed to achieving Net Zero emissions from its operations and supply chains by 2050.

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 reduction can be measured.

Baseline Year: 2020	
Additional Details relating to the Baseline Emissions calculations.	
<p>Baseline year emissions:</p> <p>Our baseline year was chosen as 2020, having moved to larger offices at the end of 2019 to accommodate business and personnel growth.</p> <ul style="list-style-type: none"> • Scope 1 covers direct emissions, including those associated with the direct consumption of natural gas, heating oil, diesel fuel as well as emissions associated with owned and leased vehicles and fugitive emissions. • Scope 2 covers indirect emissions including those associated with the purchase and consumption of local electricity and distinct heating energy. <p>For Scope 1 and 2 calculations we followed the <u>2019 HM Government Environmental Reporting Guidelines</u>. We have also used the <u>GHG Reporting Protocol - Corporate Standard</u> and the UK Government's <u>Greenhouse gas reporting: conversion factors 2021</u>.</p> <ul style="list-style-type: none"> • Scope 3 (Categories 1, 3, 5, 6, 7, 8) covers other indirect emissions such as business travel, hotel stays, waste disposal, upstream emissions from purchased fuels and electricity. Emissions from employees teleworking have also been voluntarily factored in including estimates from home energy consumption. <p>For Scope 3 calculations we followed the guidance of <u>GHG Reporting Protocol - Corporate Standard</u> and have used the UK Government's <u>Greenhouse gas reporting: conversion factors 2021</u> for reporting. Different advised methods of calculations have been employed to calculate best these emissions including fuel method, distance method, spend method using proxy techniques, industry averages.</p>	
EMISSIONS	TOTAL tonnes (t) of carbon dioxide (CO ₂) (tCO ₂ e) (restated)
Scope 1	13.10
Scope 2	20.32
Scope 3 (Included Sources)	556.31
Total Emissions	589.73

Please note that the above calculations for Scope 3 were re-stated in the 2023 annual report.

Reporting Year Emissions

Reporting Year: 12 months to 31 st December 2024	
EMISSIONS	TOTAL (tCO _{2e})
Scope 1	19.11
Scope 2	-
Scope 3	820.34
Total Emissions for 2023	839.45

Scope 3 category	Category description	Applicability	tCO _{2e}
4	Upstream transportation and distribution	<i>Not applicable given the nature of our business being a professional services company</i>	0.0
5	Waste generated in operations		37.46
6	Business travel		116.29
7	Employee commuting <i>(including the optional reporting of incremental energy used in employee teleworking¹)</i>		651.41
9	Downstream transportation and distribution	<i>Not applicable given the nature of our business being a professional services company</i>	0.00
Other categories			15.18
	TOTAL SCOPE 3 EMISSIONS FOR 2024		820.34

¹ Calculated in accordance with EcoAct's methodology.

Notes

Total emissions during 2024 saw a 16% reduction on the previous years and were impacted by three main factors across the year as a whole:

1. The electricity supplier for the building where our main office is located was changed in December 2023 to one offering 100% renewable energy. As a result, our Scope 2 outputs are reported at zero.
2. During 2024 the business saw a reduction in the number of colleagues and contractors employed by the Company. These reductions affected a reduction in the Scope 3 categories of business train travel and employee commuting, the latter which includes the optional reporting of teleworking (reflecting the hybrid model of the company's working patterns).
3. A significant reduction in the volume of recorded food waste in our offices, through better management and education, saw a material drop in the amount sent for anaerobic digestion, via our waste management partner, which resulted in much lower overall Category 5 emissions.

In relation to each Scope reported above:

Scope 1 emissions saw a 56% increase over 2023. This was driven from increased occupancy rates in the Company's main office, which was a mixture of more people using the space over more days, being previously 2-3 days a week.

Scope 2 has been reported at zero following a change in supplier to one providing 100% renewable electricity.

Scope 3 saw a 14% reduction in recorded emissions against 2023. In addition to changes mentioned above, the other 2 main factors in this reduction were as follows:

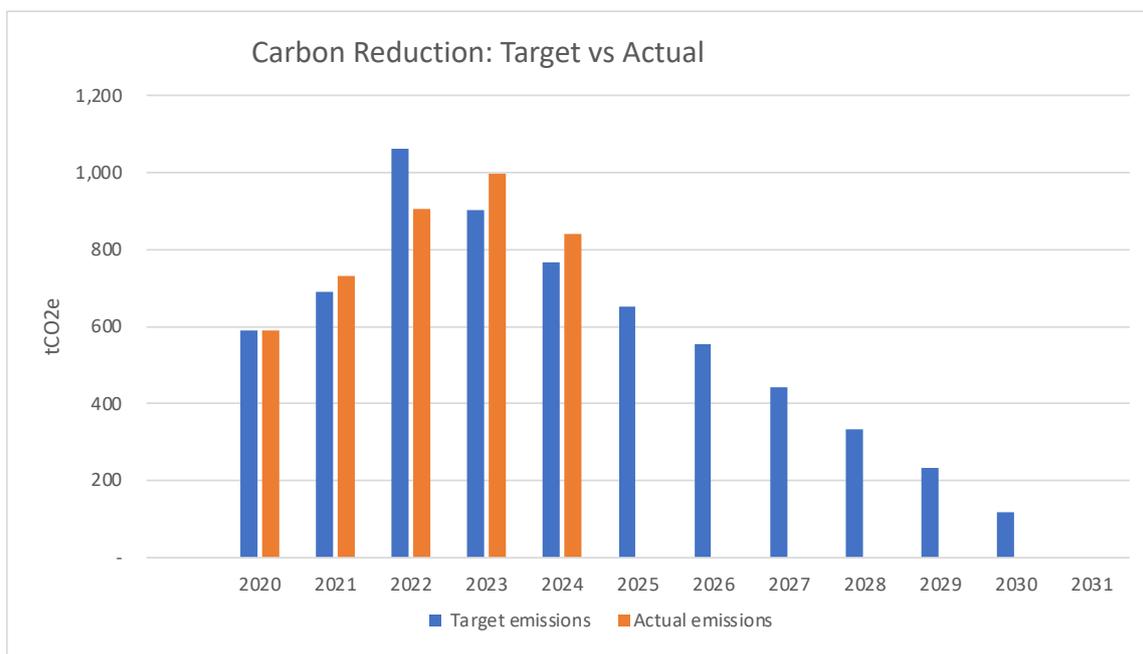
There was an overall 10% reduction in Category 6 Business Travel, driven by a 47% reduction in emissions from flights during the year. This was a direct result of individuals who previously flew from Scotland to clients' premises in London and elsewhere leaving the business early in the year. This reduction was offset in part by a doubling of the business mileage during the year as our geographically spread employees travelled more to client offices and sites.

The reduction in consultants and employees during the year, coupled with the increased levels of time spent at client offices (evidenced in the above increase in business mileage), reduced emissions, optionally recoded and declared under employee teleworking in Category 7, by 5% for the period.

Emissions' reduction targets

In order to continue our progress to achieving Net Zero, we adopted a carbon reduction target of decreasing carbon emissions to **116 tCO₂e by 2030**. Clearly, though, the business expansion and accompanying increase in emissions we saw in year, due to material employee growth numbers, make this a more substantial challenge.

With the continuing planned significant growth and expansion of the company, in the coming years, we are fully aware that the main driver for the delivery of this reduction will therefore need to be through the deployment of specific internationally recognised carbon offsetting projects and schemes such as: ClimateCare, Clear Eco, 3degrees, Earthly, CarbonFootprint. We have therefore established a working group to explore these options further.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

In 2019 we relocated our London office to accommodate growth. As part of our continuing environmental commitment to reduce our carbon emissions, this office relocation and refurbishment was designed with the specific intention of achieving the RICS's Silver SKA² rating, which was awarded. This included:

- Selecting a space specifically with floor to ceiling windows forming all external walls, so as to enable the maximum natural light to enter, thereby reducing the need for internal lighting
- Selecting a space for the new London HQ, which was easily accessible via various public transport links, to ensure minimal need to drive personal cars into work
- The installation and use of energy efficient lighting, with PIR sensors and daylight detectors, which ensures fixtures are switched off when sunlight enters the room
- Using only LED lamps for all the light fittings with CRI 80 and 20,000 hours or more of expected life
- A programme of works which was planned specifically towards the reduction of waste considered within installation for plasterboard, flooring and acoustic treatments
- Ensuring that all the old furniture and loose items not reused in the new office were recycled by our supplier, Premier Sustain. This produced a total CO2 saving of 4.33 tonnes
- Choosing to use insulation that has zero Ozone Depletion Potential for both walls and pipes, to ensure the least amount of environmental impact. ARP1200 was used for walls and Armaflex for pipework
- Investing in 3 **Billi** tap systems in the new offices, for both hot and drinking water, each shown to reduce carbon output by approximately 8kg CO2 per day
- Ensuring the office design introduced multiple types of recycling points across the office, including food & paper/plastic use
- Eliminating corporate use of single used plastics and providing all colleagues with reusable alternatives

On a more general front, since moving to our new building, we executed a number of other initiatives, which still continue, to control and reduce carbon emissions from our daily working routines. These have included:

- Selecting flowers and planting on our terraces to attract bees, butterflies, and other insects
- The establishment and promotion of the Government's Cycle to Work scheme with available bike sheds and showers in the building
- The embedding of a paperless office culture by mandating the ongoing storage of documents and records in the cloud
- Continuing use of discreet software to control, monitor and report on the use of printers, where unavoidable for short term needs, together with enabling simple and efficient digital scanning of documents
- Making a free on-line toolkit available to some of our clients to help their staff work remotely, thereby reducing the amount of travel required

² <https://www.rics.org/uk/about-rics/responsible-business/ska-rating/>

- Improving our software platforms systemically to track mileage more easily and accurately for cars, trains, and flights, and audit regularly our GHG impact of business travel
- Changing of the electricity supplier in December 2023 to one providing 100% renewable energy.
- Installing blinds in our London office to reduce the need for increased use of air conditioning during sunny and warm weather, mindful of having floor to ceiling windows.

Ongoing Carbon Reduction Initiatives

- Continuing planning, monitoring, and reporting under our Environmental Management System (EMS), which is independently certified under ISO14001
- Regular attendance at ALTEN group organised CSR meetings amongst the international businesses to ensure we capture best practices and initiatives to assist our carbon reduction goals from colleagues and other group companies around the world, learning from experiences elsewhere.
- Regular and ongoing internal audits of adherence to our office waste disposal guidelines, driving 90% overall pass rates related to the correct separation of recyclable and non-recyclable waste in our offices
- Supporting three internal groups of colleagues who provide thought leadership on embedding environmental responsibility into everything we do:
 - Our **Green Team** focusses on internal Methods' environmental impacts (further detail below)
 - Our **Environmental Responsibility Community of Interest** focusses on finding ways to help our clients consider and improve their own efforts to reduce emissions
 - Our newly established **Carbon Offset Advisory Group** focusses on options to offset those emissions where significant practical reductions may not be possible due to the nature of our work; where employees are based; and our drive for growth.
- Keeping the timings of the use of the air-conditioning in the office under constant review, amending as required, to minimise the hours usage as much as possible
- A systematic policy of switching appliances and electrical outputs off in the office over the weekends to save usage and emissions.
- Promoting involvement by colleagues to use their annual 2 days paid Volunteer time to participate in voluntary activities on local environmental projects, aided by the internal advertising of such opportunities to push participation, monitored through enhanced internal systems to track all such activity accurately.
- We have updated our expenses' policy, encouraging the use of interactive video technology where possible to reduce travel needs, promoting green ways of transport (e.g., cycling) and greener accommodation (green hotels), and ensuring any decisions to incur expenses are taken mindful of their potential environmental impact.
- We are committed to providing a speaker for at least one Thought Leadership event each year – talking about how we have been offsetting carbon emissions, collaborating, and influencing

Future Carbon Reduction Initiatives

We continue to look at implementing additional initiatives, more precise monitoring, and greater carbon offset as part of our determination to achieve our carbon reduction targets.

- A review is underway with our M&E specialists and ESOS advisors to examine the feasibility of using technology to link the air-conditioning in the main office with the existing lighting PIR sensors, to ascertain whether more efficient use of the air-conditioning will be possible.
- We will continue to focus on improving how we collate, analyse, and interpret accurate data to help address the incremental heating energy emissions from teleworking (declared optionally), which are the single largest element in our overall emissions, focussing on initiatives to reduce and better control these.
- As part of an overall ALTEN group CSR effort, we are encouraging employees to complete a regular travel survey so we may more accurately track time working from home (our largest cause of carbon emissions) and methods of transport for travel. We believe that this will heighten the awareness of employees throughout the business as to the important role they can each play in reducing our carbon footprint.
- A review is underway with our waste disposal specialist supplier as to the feasibility and cost effectiveness of using smart sensors located next to internal bins to assist colleagues with the correct disposal route for items, seeking to increase the percentage recycled.
- Our internal Green Team will continue working on the implementation of new local initiatives in parallel to maintaining our completed initiatives above. The team has been mandated to explore all relevant areas of the internal operations and works to identify and develop sustainable practices through regular dedicated quarterly reviews and evaluations
- We will look at providing a scheme for colleagues to purchase EV cars, utilising the benefits available through salary sacrifice, to encourage a move to more environmentally friendly transport.
- We continue to seek to utilise locally based consultants on specific client projects, thereby reducing required travel
- We are focussed on improving the ease and accuracy of our GHG emissions measurements, including changes to our internal business systems, driving greater transparency and granularity in monitoring our progress. This includes closer collaboration with colleagues across the international group, aligning targets and initiatives.
- We remain committed to publishing an environmentally focussed article on our Intranet, each quarter, to ensure all colleagues understand both the importance of our environmental aims and how they can help through their own actions and decisions.

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 standard³ and uses the appropriate Government emission conversion factors⁴ 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) Standard⁵

This Carbon Reduction Plan has been reviewed and signed off by a company Director.

Signed on behalf of the Supplier:



Mark A Hewitt
Director
20th June 2025.

³ <https://ghgprotocol.org/corporate-standard>

⁴ <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2023>

⁵ <https://ghgprotocol.org/corporate-value-chain-scope-3-standard>