Carbon Reduction
Plan

Supplier name: Restore Digital Ltd

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www.restore.co.uk/digital

Document Control

Document Information			
Title	Restore Digital Carbon Reduction Management Plan		
Subject	Carbon Reduction Management Plan to meet the requirements of Cabinet Office PPN 06/21 (05/06/2021).		
Version	5.0		
Version History	Version Number	Date of Update	Description
	0.1	21/08/2022	Internal Draft
	1.0	13/09/2022	Initial issue
	2.0	12/05/2023	Review issue
	3.0	12/07/2024	Review issue
	4.0	24/07/2024	Review issue
	5.0	30/07/2024	Review issue
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Document Checked by	Martin Fiddler		
Document Approved by	Mark Horrocks		
Issue date	30/07/2024		

Commitment to achieving Net Zero

The UK Government amended the Climate Change Act 2008 in 2019 by introducing a target of at least a 100% reduction in the net UK carbon account (i.e., reduction of greenhouse gas emissions, compared to 1990 levels) by 2050 (Net Zero Target).

Restore Digital business unit is driving our respective activities to ensure we meet our commitment to Net Zero by 2035, with oversight at group level to ensure we are not repeating ourselves, sharing best practise & simplifying where we can (e.g., utilities data, investor updates & engagement etc.). There are also several regulatory requirements that we need to adhere in our annual reporting activities.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gas emissions 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 emission reductions can be measured, analysed & assessed through continuous improvements in line with Restore Digital strategies.

Baseline Year: 2020
Additional Details relating to the Baseline Emissions calculations.
Baseline year emissions: 2020 was selected as our baseline year and the reporting conversion factor was BEIS 2020 using the GHG Protocol for Corporate Emission Reporting methodology. Refer to the Restore Digital - ESG (Environmental, Social & Governance) Strategy in which Planet Mark submissions cover the Environmental element and follows the Code of Practice for detailed information on the methodology and standards used in the preparation of the final report. Restore PLC use Planet Mark as the auditing body and have made contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project as part of the Planet Mark Certification. In the baseline year Restore employed a Total FTE Employees 860 (annual average no.) occupying a Total Internal Floorspace 4,220m^2.

Emissions	Total (tCO₂e)
Scope 1	173.9 (56.2%)
Scope 2	112.9 (36.5%)
Scope 3 (Included Sources)	22.4 (7.2%) (Scope 3 emissions Electricity Transmission & Distribution losses, non-fleet vehicles average mileage)
Total Emissions	309.2* (100%) * It should be noted that 2020 figures were impacted by COVID-19 Pandemic which may artificially have lowered carbon emissions.

Current Emissions Reporting

Reporting year: January – December 2021	
Emissions	Total (tco₂e)
Scope 1	321.2 (51%)
Scope 2	255.0 (40.5%)
Scope 3 (included sources)	53.2 (8.5%) (scope 3 emissions electricity transmission & distribution losses, water supply and treatment, private vehicles used for business, rail travel, taxi travel, waste landfill, waste recycling, energy from waste, procurement- paper)
Total emissions	629.4* (100%) *Increased emissions due to restore expansion with a total fte employees 648 (annual average no.) Occupying a total internal floorspace 13,246m².

Reporting year: January – December 2022	
Emissions	**Total (tco$_2$e)**
Scope 1	286.5 (35.4%)
Scope 2	389.0 (48.0%)
Scope 3 (included sources)	134.1 (16.6%) (Scope 3 emissions Electricity Transmission & Distribution losses, Water supply and Treatment, Private Vehicles used for Business, Rail Travel, Taxi Travel, Air Travel, Waste Landfill, Waste Recycling, Energy from Waste, Procurement- Paper)
Total emissions	**809.6* (100%)** *Increased emissions due to Restore expansion with a Total FTE Employees: 860 (annual average no.) occupying a Total Internal Floorspace 26,630m^2.

Reporting year: January – December 2023	
Emissions	**Total (tco$_2$e)**
Scope 1	315.4 (38.9%)
Scope 2	362.9 (37.0%)
Scope 3 (included sources)	235.4 (24.0%) (Scope 3 emissions Electricity Transmission & Distribution losses, Water supply and Treatment, Private Vehicles used for Business, Rail Travel, Taxi Travel, Air Travel, Waste Landfill, Waste Recycling, Energy from Waste, Procurement- Paper)
Total emissions	**913.7* (100%)** *Increased emissions due to improved reporting and cleaner data due to data capture systems improvements.

Emissions for Scope 3 - Breakdown	Individual Totals (tco₂e)
Upstream	
1. Purchased Goods & Services	**Total – 2.6**
Water Supply & Treatment	2.6
3. Fuel & Energy Related Activity	**Total – 31.4**
Electricity Transmission & Distribution Loss	31.4
4. Upstream transportation and distribution	**Total - 27**
Procurement - Paper	27
5. Waste Generated in Operations	**Total – 9.9**
Waste Landfill	1.9
Waste Recycle	6.1
Energy from Waste	1.9
6. Business Travel	**Total – 134.6**
Private Vehicles Used for Business	85.1
Rail Travel	1.4
Taxi Travel	2.7

Air Travel	45.4
7. Employee Commuting	**0 –** While data for Employee Commuting is currently unavailable, we recognise its potential impact on our overall carbon footprint. We are committed to collecting this data by 15th August and incorporating it into our next reporting cycle. In the meantime, we will focus on reducing emissions in other Scope 3 categories and explore potential mitigation strategies for Employee Commuting based on industry best practices.
Downstream	
9. Downstream transportation and distribution	**N/A –** Restore Digital is exempt from reporting Scope 3 emissions associated with clause 9, Downstream transportation and distribution. Restore Digital provides document scanning and digitisation services and so does not engage in any activities related to the transportation or distribution of physical goods as such, Restore Digital does not own, operate, or control any transportation or distribution networks or processes.

Emissions Reduction Targets

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

In 2023 we increased our carbon per employee by 0.2% from 2022. Our overall emissions have increased by 13.5% due to improved data capture and systems use in 2023. This can be evidenced with an improvement of our data quality score by 42%. This is measured by our third-party audit partner Planet Mark.
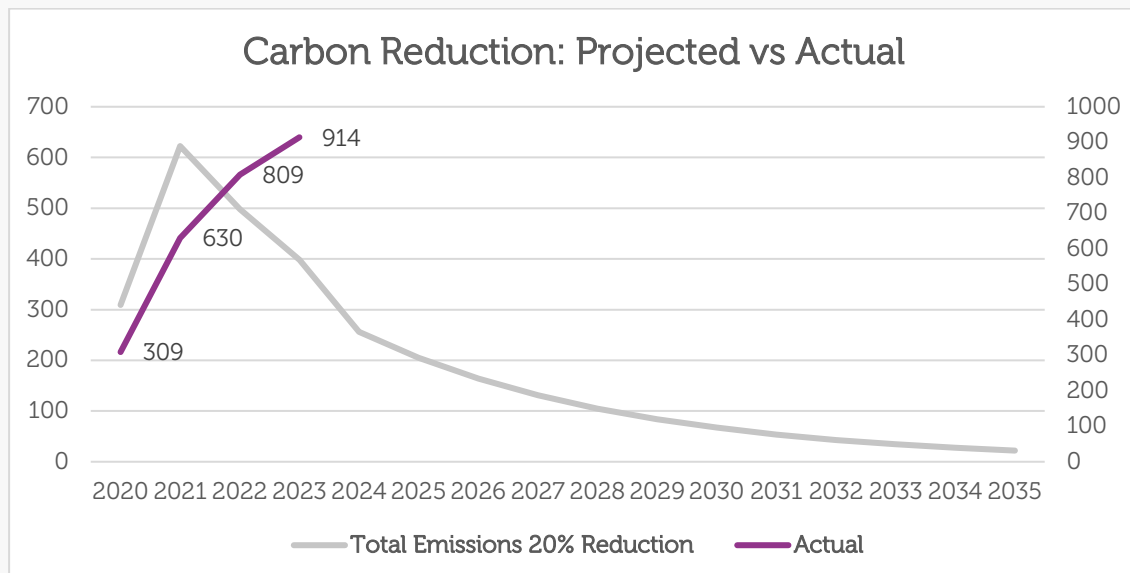
We have increased our support to 7 of the 17 United Nations Sustainable Development Goals (SDG) up from 6 in 2022.

SDG Area	Completed Project
6. Clean Water & Sanitation	6.3 -100% of water treated

7. Affordable & Clean Energy	7.2 -99% of energy demand met by renewable energy 7.3 -Reduction in electricity use
9. Industry, Innovation and Infostructure	9.4 -Reduction in energy use
11. Sustainable Cities and Communities	11.6 -Measured carbon emissions 11.6 -76% of waste recycled and composted 11.4 -Donation to the Eden Project
12. Responsible Consumption & Production	12.6 -Measured carbon emissions 12.5 -76% of waste recycled and composted
13. Climate Action	13.3 -Donation to the Eden Project
15. Life on Land	15.2 -58% of paper FSC/PEFC certified

We project that carbon emissions will decrease over the next five years to 131 tCO2e by increasing our current 3.7% reduction in total carbon per employee between 2021 and 2022 to 20% with incremental initiatives and investment.

Progress against these targets can be seen in the graph below which will be updated annually to track progress against plan.

Carbon Reduction **Projects**

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline.

- External third-party environmental audits completed on an annual basis, which identify all activities that can impact the environment.

- Environmental activity impact assessments are completed which identifies and targets environmental improvement activities.

- Standardised environmental and sustainability goals and objectives across all Restore Digital sites have been created.

- Business certification achieved with Planet Mark for the third year. This certification focuses on Measurement, Engagement and Communication throughout the business.

- Successfully maintained BS EN ISO 14001 certification

- Use of Ultra Low Emissions Zone (ULEZ) compliant vehicles for all business mileage. petrol cars meeting Euro 4 emission standards and diesel cars meeting Euro 6 standards

- Electricity is supplied by Renewable Energy Guarantees of Origin (REGO) accredited suppliers

- Restore Digital is registered with Energy Savings Opportunity Scheme (ESOS) accredited suppliers

- Restore Digital implemented and Anti-Idling Policy for all colleagues and visitors

- Restore Digital delivered Environmental and ESG Awareness training to all colleagues

- Reduction of fleet from 21 vans to 15 vans after bringing all sites into 1 central logistics point.

Future Carbon Reduction Initiatives

In the future we plan to implement further measures such as:

- Company cars are now 100% hybrid or EV, with a target of being 100% EV by 2030

- Digital fleet vehicles to become Carbon Neutral by 2030. This will include EV, hybrid or natural gas will continue to cover the market with reviews of any continuous improvements that become apparent.

- BS EN ISO 14001 Environmental Management System implementation plan for all Restore Digital sites.

- Reporting on an annual basis using Planet Mark as the auditing body to be continued.

- Review of energy usage to remove non-essential consumption

- Environmental & Sustainability Committee to be held on a quarterly basis in 2024.

- Contribution to the Queens Canopy Project to incorporate local off setting of emissions

- Conversion to 100% renewable energy sources across operations and fleet

- Identification of key waste driving activities and targets in prevention, reuse, recycling, or recovery at all Restore Digital Sites. Restore Digital have identified the waste streams formally by reviewing all the various waste transfer notes that sites have.

- Restore Digital will produce and promote a travel hierarchy to ensure that carbon consumption is considered when colleagues are travelling for work activity.

- Biodiversity Initiatives to reduce our impact on the natural world and habitats across our property estate:

  o Partnering landlords to reduce development impact

  o Providing natural habitats across our estate

  o Partner with suppliers to assess their impact

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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

Signed on behalf of the Supplier:

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Mark Horrocks
Managing Director

Date: 30/07/2024

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[1][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