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[1] 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 CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard[2] and Guidance[3], and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

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

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[1] Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

[2] Technical Standard can be found at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

[3] Guidance can be found at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21___Selection_Criteria___3_.pdf

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.

Carbon Reduction Plan Template

Supplier name: Restore Digital Limited

Publication date: 24 June 2025

Commitment to achieving Net Zero

Restore Digital is committed to achieving Net Zero emissions by <u>2050.</u>

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: 2023
Additional Details relating to the Baseline Emissions calculations. 2023 is the baseline for our full carbon footprint – Scope 1 and 2 emissions plus certain scope 3 emissions (waste and business travel) have been reported previously.
Baseline year emissions:

EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	315
Scope 2 (market-based)	2
Scope 3 (Included Sources)	4,147*
Total Emissions (market-based)	4,465

*Scope 3 breakdown and sources include:

Category	Emissions	Emission factor source
Cat 1 Purchased goods and services	2,561	DESNZ 2023 Spend: BEIS 2020, Exiobase and EPA adjusted for inflation
Cat 3 Fuel and energy related activities	125	BEIS Emission Factor 2023 (apportioned by Scope 1 emissions)
Cat. 4 Upstream Transport and Distribution	368	BEIS Emission Factor 2023
Cat. 5 Waste	10	BEIS Emission Factor 2023
Cat. 6 Business Travel	164	BEIS Emission Factor 2023
Cat. 7 Employee Commuting	918	BEIS Emission Factor 2023 (apportioned by number of staff from Restore plc measurement)
Cat 12 End of life treatment and sold products	1	BEIS Emission Factor 2023

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	255
Scope 2 (market-based)	7
Scope 3 (Included Sources)	Cat 5. Waste – 2 Cat 6. Business travel – 55 <u>Other Scope 3 categories are in the process of being measured for 2024.</u>
Total Emissions (market-based)	319

Emissions reduction targets

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

Net Zero Targets and Metrics

	Scope 1 and 2	Scope 3	Supplier engagement
Metric used	tCO2e	tCO2e	% of suppliers
Target objective	Reduce Scope 1 and 2 emissions by 90% by 2035	Reduce Scope 3 emissions by 90% by 2050	Suppliers responsible for 70% of Purchased Goods and Services emissions to set net zero targets by 2030
Interim target	Reduce Scope 1 and 2 emissions by 50% by 2030	Reduce Scope 3 emissions by 42% by 2030	
Target boundary	Restore plc operations (Information Management, Datashred, Harrow Green, Technology)	Restore plc operations (Information Management, Datashred, Harrow Green, Technology)	Restore plc operations (Information Management, Datashred, Harrow Green, Technology)
Target period	2023 - 2035	2023 - 2050	2023 - 2030
Base year	2023	2023	2023
Absolute / intensity	Absolute	Absolute	Absolute
Alignment with international climate agreements	Aligned with Paris Agreement goal of limiting warming of 1.5°C pathway	Aligned with Paris Agreement goal of limiting warming of 1.5°C pathway	N/A
Alignment with science-based pathways	Science-based target aligned to 1.5°C pathway	Science-based target aligned to 1.5°C pathway	N/A
Methodology used	SBTi Net Zero Standard	SBTi Net Zero Standard	SBTi Net Zero Standard

We project that Scope 1 and Scope 2 (market-based) carbon emissions for Restore Digital will decrease over the next five years to 159 tCO2e by 2030. This is a reduction of 50% from the baseline number.

We project that Scope 3 carbon emissions will decrease over the next five years to 2,405 tCO2e by 2030. This is a reduction of 42% from the baseline number.

On the 23 May 2025 we received SBTi validation of the Restore plc Net zero targets (which apply to Restore Digital)

Graph not presented as we do not have a full 2024 footprint to compare against and 2023 is our baseline – we will have this in the next 2 months

Restore Digital Trading as Restore Information Management.

Page 4

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Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline and have contributed to a 17% reduction in scope 1 and 2 emissions. The following measures will be in effect when performing the contract

<u>Setting strategies for decarbonisation of estate and fleet</u>

- 100% of our sites are now powered by renewable electricity

- We are currently unable to purchase equivalent "green" gas contracts due to cost so our focus in this area has been to reduce consumption of gas, this has included: monitoring gas consumption on a monthly basis, comparing this against previous periods and publishing an awareness campaign on heating levels and energy usage.

- We are operating a series of additional energy efficiency initiatives:
    - Gradual roll out of LED lighting across the estate
    - Switch from gas heating to electric heating where able to benefit from the REGO backed electricity that we have on our sites.

- c90% of Scope 1 emissions are driven by our fleet so this is our core strategic operational focus area. Our strategy has been as follows:

    > transitioning to an all EV/hybrid company cars policy, we achieved this in 2024

    > transitioning to an EV fleet for vans where it is reasonable and practicable to do so in terms of the range of the vehicles, the cost and the ability to create the relevant infrastructure to support it. We have EV chargers at a number of our sites and are looking to increase that throughout 2025.

    > where we are not yet able to move towards an EV fleet, for example our HGV's, we are investing in alternative fuels such as HVO as a transition fuel. At a Restore plc level, we have our first HVO tank now in place at our Information Management site in Thurrock and are planning to roll out further tanks across our portfolio in the coming years, including at Restore Digital sites.

<u>Initial engagement activities with key suppliers</u>

During 2024 a supplier code of conduct was developed which set out the expectations we have of our supply chain in terms of their ethical and compliance behaviour. This supplier code of conduct includes several environmental areas including environmental responsibility, resource efficiency and waste minimisation, pollution and emissions reduction, and environmental reporting and is published on our website (www.restoreplc.com). During 2025 we will also be implementing a new 3rd-party risk management tool to allow us to complete robust supplier due diligence on our key suppliers, this will include an element of understanding their net zero journey and carbon footprint. The data gathered from this exercise will allow us to start to understand the net zero impact of our supply chain and ultimately allow us to engage appropriately with suppliers.

<u>Initial net zero engagement and training with employees</u>

Restore Digital Trading as Restore Information Management.   Page 5

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All employees now must complete a mandatory environmental awareness training module on our new e-learning platform. During 2025 we will look to establish a programme of more bespoke training and communications that will raise the awareness of our net zero strategy across the Company.

<u>Embedding environmental committees and working groups into the corporate governance structure</u>

Various management led committees have been integrated into the Group's governance structure as set out below. Restore Digital is fully embedded in this structure with representatives on the Environmental Operational Committee, Exco, Fleet forum and Property Working Group.

Restore plc's net zero governance structure:

● Board ● Senior management ● Working groups ● Sustainability specialists
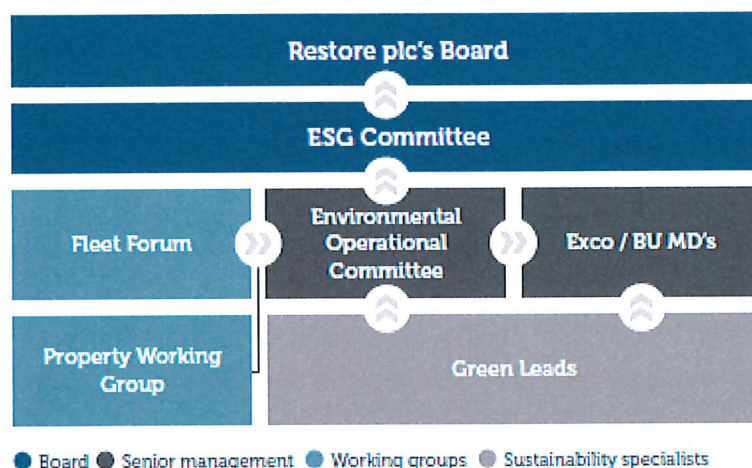
The Board maintains overall responsibility and oversight of climate- related risks and opportunities, ensuring alignment with Group vision and direction. However, to ensure there is the appropriate strategic and operational focus on climate-related matters, a Board- level ESG Committee was established in 2023. This Committee is chaired by Lisa Fretwell, a Non-Executive Director, and attended by other Non-Executive and Executive Directors. Whilst this Committee covers all environmental, social and governance matters, it is acutely responsible for the oversight and challenge of our climate strategy; holding management to account for the execution of the strategy, ensuring our climate reporting meets regulatory requirements and ensuring that the Group's approach to climate-related risks and opportunities is balanced, measured and appropriate for our business.

Key climate-related agenda items for the ESG committee in 2024 have been:

› reviewing and challenging the overall climate-related strategy, including 2024 priorities and reporting requirements;

› reviewing and assessing 2024 progress and 2025 priorities for each focus area in the climate-related strategy;

› working with the Remuneration Committee to agree and implement climate-related incentivisations into the Executive Directors 2024 annual bonus targets;

› completing a deep dive into the Group's net zero commitments and ambitions, including the Group's fleet decarbonisation roadmap and soon-to-be published TPT Disclosure Framework aligned Net Zero Transition Plan; and

Restore Digital Trading as Restore Information Management.   Page 6

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› receiving training from external sustainability specialists, covering the current climate and net zero landscape along with how the ESG Committee can best govern and support Restore's specific climate journey.

The Board and the ESG Committee are supported by the following management committees who carry out the day-to-day delivery of our climate commitments:

› Risk Committee: this committee, which is also chaired by Lisa Fretwell, supports in the oversight of climate-related risks, and the overall effectiveness of risk management arrangements. The climate-related risk register is reviewed as part of the enterprise- wide risk framework assessment every three months which enables management to incorporate ongoing refinement and quantification of risks. In the September Risk Committee meeting, there was also a deep dive into the overall environmental risk in the Group, including a review on the key risks which impact our climate strategy and how they are evolving.

› Environmental Operational Committee ("EOC"): this is a newly formed committee in 2024 and includes the CFO, Company Secretary and the sustainability leads of each of the BU's. The EOC meets every 2 months and its remit includes: driving the Group's net zero journey including the overview and monitoring of the Group's fleet and property decarbonisation roadmaps; monitoring of quarterly carbon reporting outputs; training and awareness; management of the Group's journey to reduce the amount of waste to landfill; and driving our environmental agenda through our value chain. This committee is supported by a Fleet Forum who are responsible for developing and implementing the fleet decarbonisation roadmap. This forum comprises each of the divisional Fleet Directors and sustainability specialists. The EOC is also supported by a Property Working Group which is responsible for the decarbonisation of our estate, waste initiatives and bio-diversity concerns.

In addition to the above committees, execution of our climate strategy is the also the responsibility of the MD's of each of our businesses. They have the task to deliver the strategy on a day-to- day basis; understanding the climate-related risks that impact their business whilst also harnessing the opportunities that climate- related matters can bring. They are supported by sustainability experts embedded into the businesses' leadership teams.

At an employee level, sustainability champions work on the achievement of our sustainability goals whilst all colleagues are responsible for adhering to the Group's strategy and Environment policy on a day-to-day basis.

The Board continues to ensure that there is appropriate climate- related expertise within the business and in 2025 will continue to build on this level of knowledge and understanding.

Updating sustainable procurement policies – the Group developed a new Environment Policy in 2024, applicable to Restore Digital, which is published on the Group's website (www.restoreplc.com). The aim of this policy is to set out the strategies that will be implemented and actions which will be undertaken in order to reduce our impact in this area. As referenced above, we also implemented a supplier code of conduct that included the environmental expectations we have of our supply chain. In 2025 we will continue to develop our suite of sustainable policies including sustainable procurement policies.

Restore Digital Trading as Restore Information Management.   Page 7

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Reporting

- At a Restore plc level, we have collaborated with external sustainability specialists to develop the Group's first TPT Disclosure Framework aligned Net Zero Transition Plan. This TPT Plan is published on our website (https://www.restoreplc.com/sustainability/)
- On the 23 May 2025 we received SBTi validation of our Restore plc Net zero targets.
- Our 2024 numbers above have been verified to ISO 14064 standard.

Waste initiatives

In Q4 2024, we moved the waste management contract to a single supplier. This supplier has very strong environmental principles and will only send waste to landfill where it is last resort. In Q4 2024, we were pleased to report that 100% of our waste was diverted from landfill – which is our stated target. In 2025 we will focus on improving our recycling rates further.

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

- **Immediate actions (2025)** – a focus on improving data quality for our key emissions sources. This will provide us with the granular detail required to strategically target key emissions sources for individual Scopes and categories of emissions. In 2025, we will initiate engagement with our suppliers and team members to initiate knowledge sharing and education.
- **Short-term actions (2026 - 2027)** - will focus on completion of a comprehensive review of supply chain net zero maturity, internal and external engagement activities, a feasibility study into the installation of a solar array for on-site generation at one of our largest sites, and progressing with ongoing decarbonisation strategies for buildings and fleet.
- **Medium-term actions (2028 - 2039)** – to include initiatives that build on our short-term actions. It is anticipated that by this point we will have achieved our near-term targets and will see changes to regulatory frameworks (e.g. carbon pricing) to guide our next steps.

- **Long-term net zero enablers (2040 - 2050)** – these fall into the last decade of action before our long-term net zero target. There is still a high level of uncertainty and related dependencies linked to our decarbonisation trajectory, however, we will update our approach in the next iteration of our Transition Plan once there is more clarity in the market.

Decarbonisation		Engagement		Governance		Policies	
Immediate (2025)							
Improving data quality with a focus on Purchased Goods and Services and Use of Sold Goods data.	Setting strategies for decarbonisation of estate and fleet.	Initial engagement activities with key suppliers.	Initial net zero engagement and training with employees.	Embedding environmental committees and working groups into the Group's corporate governance structure.	Net zero training for Board Members.	Updating Sustainable Procurement Policies.	Updating Remuneration strategy for Executive Directors.
Short-term (2026 - 2027)							
Start to access activity-based data.	Determine feasibility of a large-scale solar array at the Monkton Farleigh Mine.	Comprehensive review of supply chain.	Comprehensive employee training and engagement.	Identify channels for internal and external communications.	HR process to determine appropriate skills across the organisation levels.	Updating travel policies.	Updating procurement policies to drive energy efficiency, low waste and low carbon.
Medium-term (2028 - 2039)							
Seek new suppliers if current ones do not meet criteria.	Reduced Scope 1 and 2 emissions by 90% by 2035.	Agree net zero action plans with key suppliers.	Ongoing training on net zero.	Review approach to Board remuneration on net zero transition.	Understand what skills will be needed to lead the business beyond net zero.	Review whether all relevant policies are in place.	Ensure all supplier contracts mandate carbon disclosure.
Long-term enablers (2040 - 2050)							
Ensure smart carbon data collection solutions are embedded into finance systems.	Continuous and transparent review of targets, actions and processes.	Strong relationships with suppliers, knowledge sharing and innovation.	Collaborative work with suppliers, peers and civil society focused on achieving net zero.	Ongoing transparent reporting of progress.	Ongoing monitoring and management of transition plan implementation.	Ongoing review of process to enable net zero.	Ongoing review of policies to enable net zero.

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[4] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[5].

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[6].

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:

Date: 25/06/2025

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[4]https://ghgprotocol.org/corporate-standard

[5]https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[6]https://ghgprotocol.org/standards/scope-3-standard

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Page 10