Carbon Reduction Plan

Supplier name: Ultima Business Solutions Limited ("Ultima")

Publication date: August 2025

1.   Commitment to achieving Net Zero

As we embark on our carbon reduction journey, at Ultima, we recognise the importance of reducing our carbon emissions as part of our broader commitment to sustainability. While the journey ahead presents challenges, it also offers meaningful opportunities to improve our environmental performance and contribute to a more sustainable future.

As a responsible business, Ultima is committed to become net-zero by 2035.

This report sets out a net-zero roadmap, detailing the strategies we have put in place to achieve this goal.

1.1.   Our Corporate Carbon Footprint:

• Ultima has reduced its Scope 1 and 2 emissions since 2019 by 98% - this is from activities such as heating and powering offices by renewable energy, energy monitoring due to sub-metering, and efficiency in transferring the majority of our on-Premise services to Cloud platforms.

• Transition to renewable energy has reduced scope 2 emissions to zero, with only a small amount of WTT emissions contributing to the scope 3 figures.

• Ultima is committed to a paperless office and in our warehouse all packaging is recycled or reused.

1.2.   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.

1.3.   Additional Details relating to the Baseline Emissions calculations.

In our previous carbon reduction plan (2023-2024), our baseline emissions were calculated from our 2019-2020 Streamlined Energy Carbon Report. As this excluded some of the required Scope 3 categories, we have reassigned our base year to the financial year 2023-2024. In 2019-2020, reporting only on SECR-compliant categories (not including the 5 required Scope 3 categories for a Carbon Reduction Plan), our Scope 1, 2 and 3 emissions were 6.39 tCO2e, 280 tCO2e, and 191.21 tCO2e respectively. Since then, we have switched to renewable energy and implemented various emissions-saving policies to help reduce our carbon footprint.

The calculations have been approved by a PAS51215-compliant body via our third-party SECR provider.

Baseline year emissions: April 2023 to March 2024

EMISSIONS	TOTAL (tCO2e)
Scope 1	1.5
Scope 2	0.0
Scope 3	795.7
TOTAL EMISSIONS:	**797.2**

1.4.   Current Emissions Reporting

Reporting Year: April 2024 - March 2025, prepared in accordance with the GHG standard - Corporate Value Chain (Scope 3) and compliant to PPN 06/21 standards. The scope of reporting has widened since the previous period, in line with PPN 06/21 methodology, explaining the increase in Scope 3 emissions.

EMISSIONS	Baseline Year Apr 23– Mar 24 (tCO2e)	Reporting Year Apr 24 – Mar 25 (tCO2e)	% Change from baseline period (Apr 23 – Mar 24)
Scope 1	1.5	4.6	207%
Scope 2	0.0	0.0	0%
Scope 3	795.7	700.7	-12%
TOTAL EMISSIONS:	**797.2**	**705.3**	**-12%**

1.5.   Emissions breakdown

Scope 1	TOTAL (tCO2e) for reporting period
Company Vehicles	4.6
TOTAL EMISSIONS SCOPE 1	**4.6**

Scope 2	TOTAL (tCO2e) for reporting period
Energy - Green Electricity	0.0
TOTAL EMISSIONS SCOPE 2	**0.0**

Scope 3	TOTAL (tCO2e) for reporting period
Water Purchased	0.7
Upstream Deliveries	0.0
Waste	0.0
Recycling	9.5
Commuting	6.8
Hybrid Working	200
Customer deliveries (Downstream)	371
Business Travel	64.1
Well-to-tank (WTT)	40.7
Transmission and Distribution (T&D)	79
TOTAL EMISSIONS SCOPE 3	**700.7**

Well-To-Tank: All greenhouse gas emissions from the production, transportation, transformation and distribution of the fuel used to power the vehicle.
Transmission & Distribution: Energy losses that occur as electricity travels through the grid from power plants to end users, requiring more energy to be generated to supply the lost energy.
*Scope 2 emissions have been calculated with market-based emissions factors. As the energy supply is renewable, the total Scope 2 emissions are 0.
**Upstream delivery emissions were calculated and round down to 0 tCO2e.

1.6. Intensity ratio

Intensity Ratio Metric	TOTAL (tCO2e)	Total Metric	Intensity Ratio
Total emissions tCO2e/1000 sqft	705.3	41,996	**16.97**

1.7. Methodology used in the calculation of disclosures

ESOS methodology (as specified in Complying with the Energy Savings Opportunity Scheme version 6, published by the Environment Agency, 21.01.21) used in conjunction with Government GHG reporting conversion factors.

For carbon only related matters, the SECR methodology as specified in "Environmental reporting guidelines: including Streamlined Energy and Carbon Reporting and greenhouse gas reporting" was used in conjunction with Government GHG reporting conversion factors.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/850130/Env-reporting-guidance_inc_SECR_31March.pdf

1.8. Ultima's emissions reduction targets

For our progress towards achieving Net Zero, we project a linear reduction in our emissions from our baseline year to 2050.

The graph below depicts our historical and targeted emissions. Starting with our base emissions (shown in the blue bar), the target emissions (green) line shows a linear reduction in our carbon emissions to 2050. As this graph shows, we are ahead of a linear reduction to Net Zero.
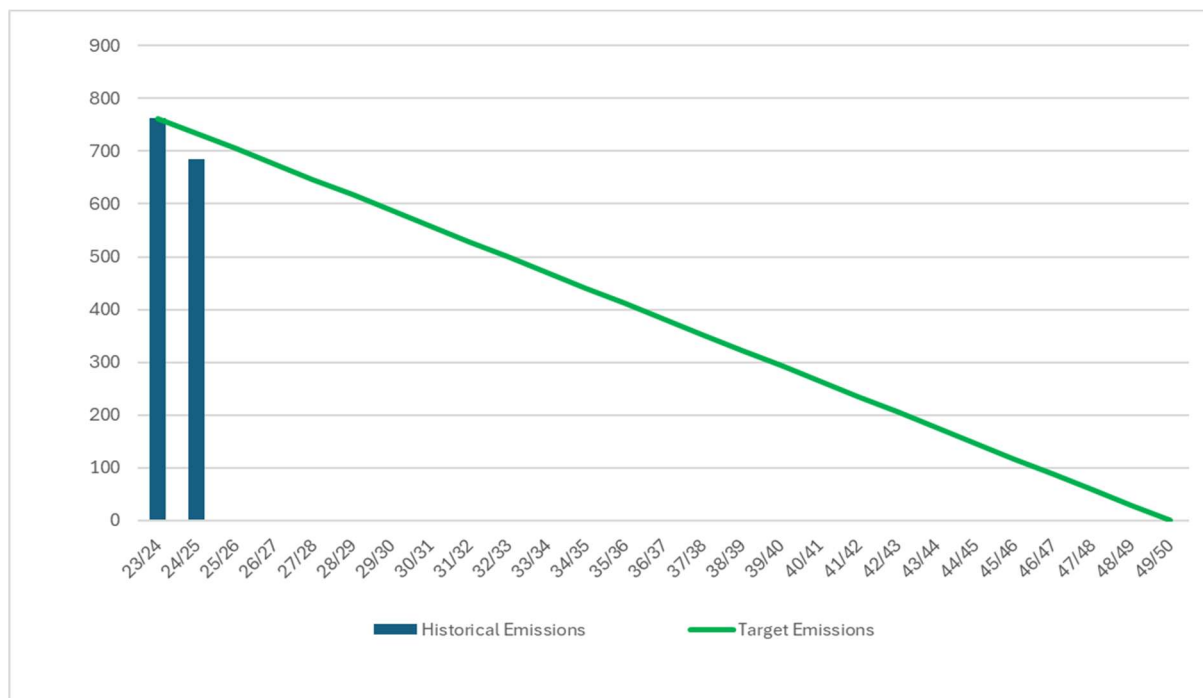
Our FY 2025-26 Objectives:

- To further reduce our scope 1, 2, and 3 carbon emissions and to be aligned with net-zero ambitions.

- Minimise the impact of waste on the environment by promoting and facilitating the consideration of the waste hierarchy 'reduce, reuse, recycle'.

- Comply with applicable legal requirements, accreditations, agreements and other compliance obligations by collaborating with external specialists, to ensure that Ultima can evaluate compliance to our obligations and effectively plan for future changes.

- Engage and encourage staff, to reduce our collective environmental impact and promote 'Giving Back' to society.

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

1.8.1. Our supply chain

We are developing technology-led solutions to aid our customer base to measure and reduce emissions via the application of Cloud based solutions.

1.8.2. Flexible Working

Our flexible working policy and homeworking policies, as well as changed working patterns resulting from Covid, have given staff increased flexibility over where they work.

This has decreased the need for travel and is reducing the demand for office space, driving a reduction in Scope 1 and 2 emissions, as well as those Scope 3 emissions associated with business travel and employee commute.

1.8.3. Our Estate

We source our electricity from renewable sources via our landlord.

Energy efficient equipment is used throughout the building. All office and communal area lighting are controlled by PIR sensors and non-occupancy timers to minimise energy wastage in un-occupied areas.

1.8.4. Net Zero Carbon Travel Commitment

We are mindful in our travel procedures to ensure that digital meetings are prioritised and that lower carbon transport alternatives are selected wherever possible.

We participate in the Cycle2Work scheme, which provides employees with significant savings on the cost of a bicycle, encouraging them to this use mode of transport rather than drive and help reduce the UK's carbon footprint.

1.8.5. Value-Added Carbon Reduction

We've partnered with Ecologi to create a Climate Positive Workforce, working in collaboration with The Eden Reforestation Projects. Ecologi plant millions of trees around the world each month to combat climate change.

In working with Ecologi we are taking immediate action above and beyond our carbon targets to contribute to reaching global net-zero through beyond-value chain mitigation (BVCM) – actions that go beyond our company's value chain.

We plant a tree for every new employee, virtual event registration, and cloud customer. To date we have planted over 5,000 trees planted in Ultima's Virtual Forest.

Total trees funded
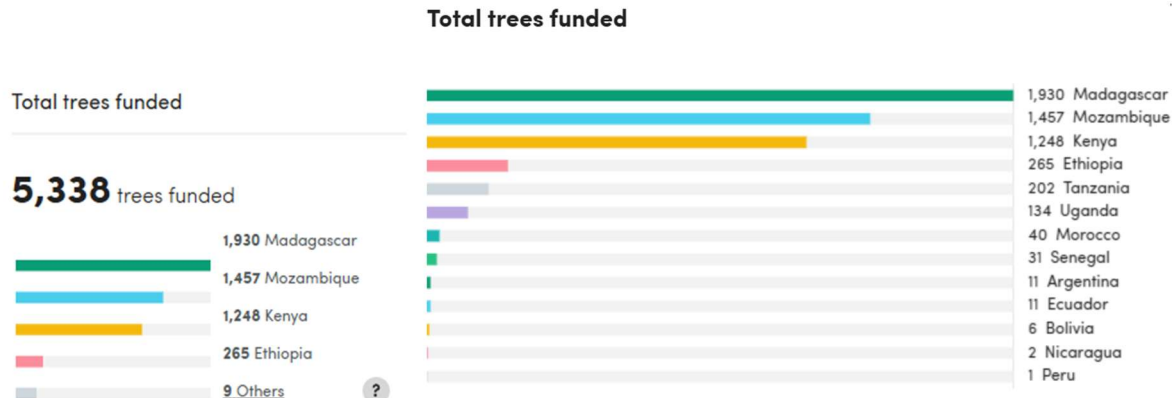
1.8.6.   Carbon Removal

We are preparing our low-carbon transition strategy using the greenhouse gas hierarchy of avoid, reduce, eliminate and compensate. For carbon emissions that we are not able to further reduce, we will be investing in high-quality certified offsetting programmes to offset any residual emissions.

1.9.   Carbon Reduction Projects and Policies

Electric Car Salary Sacrifice

In March 2024, we introduced a salary sacrifice scheme for electric vehicles to support a shift towards lower-emission commuting and business travel. The scheme enables employees to lease electric cars through pre-tax salary deductions, making EVs more financially accessible. By encouraging the replacement of fossil fuel vehicles with electric alternatives, the initiative helps reduce emissions from both commuting and work-related travel.

Additionally, emissions from personal journeys made in these electric vehicles are also indirectly reduced. 2 employees are expected to adopt the scheme. In line with ESOS reporting, we estimate an annual energy saving of 2,619 kWh from this project and a 1 tCO2e emissions saving.

Flexible Working

Our strong flexible working policy and homeworking policies, as well as changed working patterns resulting from Covid, have given staff increased flexibility over where they work. This in turn decreases the need for travel and is reducing the demand for office space, driving a reduction in Scope 1 and 2 emissions, as well as those Scope 3 emissions associated with business travel and employee commute.

Behavioural Change: Staff Training, Awareness & Community Involvement

We will run ongoing programmes of behavioural change to support changes to business travel and to reduce demand for energy consumption. By promoting an environmental culture, creating awareness, educating and providing employees with the tools to allow them to take into consideration, the environment in all decision-making processes and through employee empowerment to further decarbonise our business.

Our goals and targets for this initiative include:

• 	Annual mandatory ESG training to all staff - annual minimum completion rate shall be >95%.

- Provision of resource to Social Value Initiatives, in support of our Public Sector clients (UK): >80 hours for FY 2025-26.

- Provision of resource to Social Value initiatives, in support of local good causes (Cape Town): >40 hours for FY 2025-26.

- Two ESG awareness campaigns (e.g. Earth Day, Recycling Week), by end of Q4 FY 2026-27.

Waste Management

As part of our key ESG objectives for FY 2025-26, we aim to minimise the impact of our waste on the environment by promoting and facilitating the consideration of the waste hierarchy 'reduce, reuse, recycle'.

To support this objective, we are implementing the following activities:

- Produce and implement an annual cardboard recycling report.

- Produce and implement an annual cardboard reuse report.

- Increase cardboard reuse to 90% by end of FY 2025-26.

- Train warehouse staff on correct segregation and reuse protocols, by end of Q2 FY 2025-26.

- Maintain overall cardboard reuse rate at or above 90%, from FY 2026-27 onwards.

Legal Compliance

Ultima shall work with external specialists, to implement and maintain Environmental Legal Registers. As part of this compliance, Ultima will create and continually maintain a UK Environmental Legal Register and a South African Environmental Legal Register (for its Cape Town operations). Evaluation of compliance shall be recorded annually Ultima's Environmental Management System (EMS) shall be subject to external audit and the certification published on our website.

Gap Analysis

We will be undertaking a materiality assessment to better understand how Ultima can achieve our low carbon transition in line with our material impacts. In 2025 we commit to implementing a certified Environmental management System (ISO 14001), in order to continually improve our governance posture, with regards to environmental management.

1.10. 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 and uses the appropriate Government emission conversion factors 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) Standard.

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

Signed:

Scott Dodds, CEO Ultima   **Date: 12/08/2025**