

Carbon Reduction Plan

Supplier name: Ultima Business Solutions Limited (“Ultima”)

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1. Commitment to achieving Net Zero

The most recent report from the Intergovernmental Panel on Climate Change (IPCC), AR6, described the severe consequences of a failure to prevent global temperature rise below 1.5°C. The recently concluded COP26 made clear that to limit global warming at 1.5°C, carbon emissions need to halve by 2030 and drop to net zero by the middle of the century for the best chance to avoid the worst impacts of climate change.

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. 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.

1.2. Additional Details relating to the Baseline Emissions calculations.

Baseline year emissions cover the consumption and emissions arising for Ultima and related business activities. Emissions data have not been officially published prior to 2019, therefore we have selected Ultima’s Financial Year 2019/20 as the baseline in line with Streamline Energy and Carbon Reporting (SECR).

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

Baseline year emissions: April 2019 to March 2020

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	6.39
Scope 2	280.08
Scope 3	191.21
TOTAL EMISSIONS:	477.68

1.3. Current Emissions Reporting

Reporting Year: April 2023 - March 2024, 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. It should be noted that emissions associated with employee commuting and supplier deliveries have not been included in the current reporting period due lack of available data. Moving forward, we aim to improve our reporting methods and widen our scope.

EMISSIONS	TOTAL (tCO ₂ e)	% Change from baseline period (APR19-MAR20)
Scope 1	1.5	-76.5%
Scope 2	9.5	-96.6%
Scope 3	760	297.5%
TOTAL EMISSIONS:	771	60.4%

1.4. Emissions breakdown

Scope 1	TOTAL (tCO ₂ e) for reporting period
Company Vehicles	1.5
TOTAL EMISSIONS SCOPE 1	1.5

Scope 2	TOTAL (tCO ₂ e) for reporting period
Energy - Green Electricity	9.5
TOTAL EMISSIONS SCOPE 2	9.5

Scope 3	TOTAL (tCO ₂ e) for reporting period
Water Purchased	0.6
WEEE - Recycling	20.3
Hotel Stays	2.5
Private Vehicles	88.5
Waste	0.1
Working from home	211
Customer deliveries (Downstream)	437
Well-to-tank (WTT)	0.4
TOTAL EMISSIONS SCOPE 3	760

1.5. Intensity ratio

Intensity Ratio Metric	TOTAL (tCO ₂ e)	Total Metric	Intensity Ratio
Total emissions tCO ₂ e/1000 sqft	771	41,996	18.4

1.6. 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

1.7. Our Corporate Carbon Footprint

- Ultima has halved the Scope 1 and 2 emissions since 2019—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 almost 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.
- Since 2019 we have halved our employee commuting impact.
- Ultima's LABS software services are estimated to reduce our customers' carbon impacts by over 50%.

1.8. Ultima's emissions reduction targets

We pledge by 2030:

- To further reduce our scope 1, 2, and 3 carbon emissions and to be aligned with net-zero ambitions.
- 70% of the Ultima Services to our customers will reduce their carbon impact in our scope 3 value chain.
- We will support our customers to reduce the impact of emissions due to unavoidable business travel through a verified Carbon Offset provider.
- We will aim to partner with our suppliers to provide energy-efficient products and source materials within a circular economy enabling our customers to meet their own net zero ambitions.
- As downstream deliveries constitute a significant portion of our Scope 3 emissions, we will encourage our delivery agent, to convert their company fleet to fully electric vehicles or hybrid vehicles.
- We will aim to implement energy-efficient technologies across all of our offices, including upgrading to LED lighting and optimising heating and cooling systems.

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. Net Zero Culture

We have embedded a net-zero focussed culture throughout our organization, by aligning the interests of our employees, customers, community and the environment.

We have an Ultima Eco Pledge behavioural change initiative, targeted at actions individuals can take to help drive a reduction in our corporate carbon footprint in relation to topics such as waste, energy use and business travel, as well as looking at their own personal carbon footprint and lifestyle impacts.

We hold an annual ESG month to inform and encourage all our staff on our low carbon ambitions. This is coupled with an Intranet site covering all of our sustainability and ESG projects and initiatives.

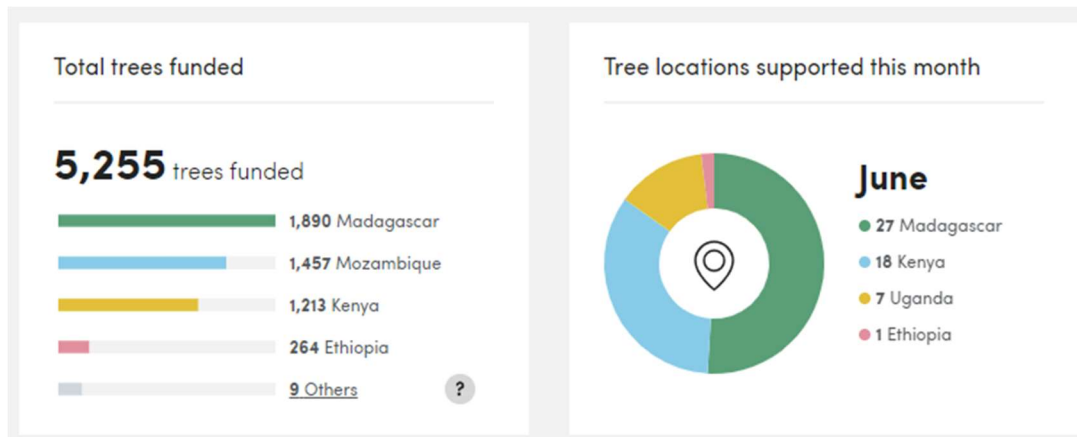
We provide ESG and low carbon training via our E-learning platform EdApp.

1.8.6. 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.



1.8.7. 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. Future Carbon Reduction Initiatives

Behavioural Change:

We will run ongoing programmes of behavioural change to support continued 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.

1.9.1. Scope 3

We are reviewing our Scope 3 emissions to identify further carbon reduction opportunities, refine and improve data quality and capture. We are collecting data and will drive a carbon reduction strategy in relation to:

- Purchased goods and services
- Waste generation
- Employee commuting
- Business travel
- Use of sold products
- End of life of sold products

1.9.2. Decarbonise our supply chain

We will engage with key suppliers and encourage them to decarbonise and set emissions reduction targets. Carbon emission reduction priorities will be integrated into our contracts.

1.9.3. 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 2024 we commit to implementing a certified Environmental management System (ISO 14001), in order to support our goal 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: 09/07/2024
