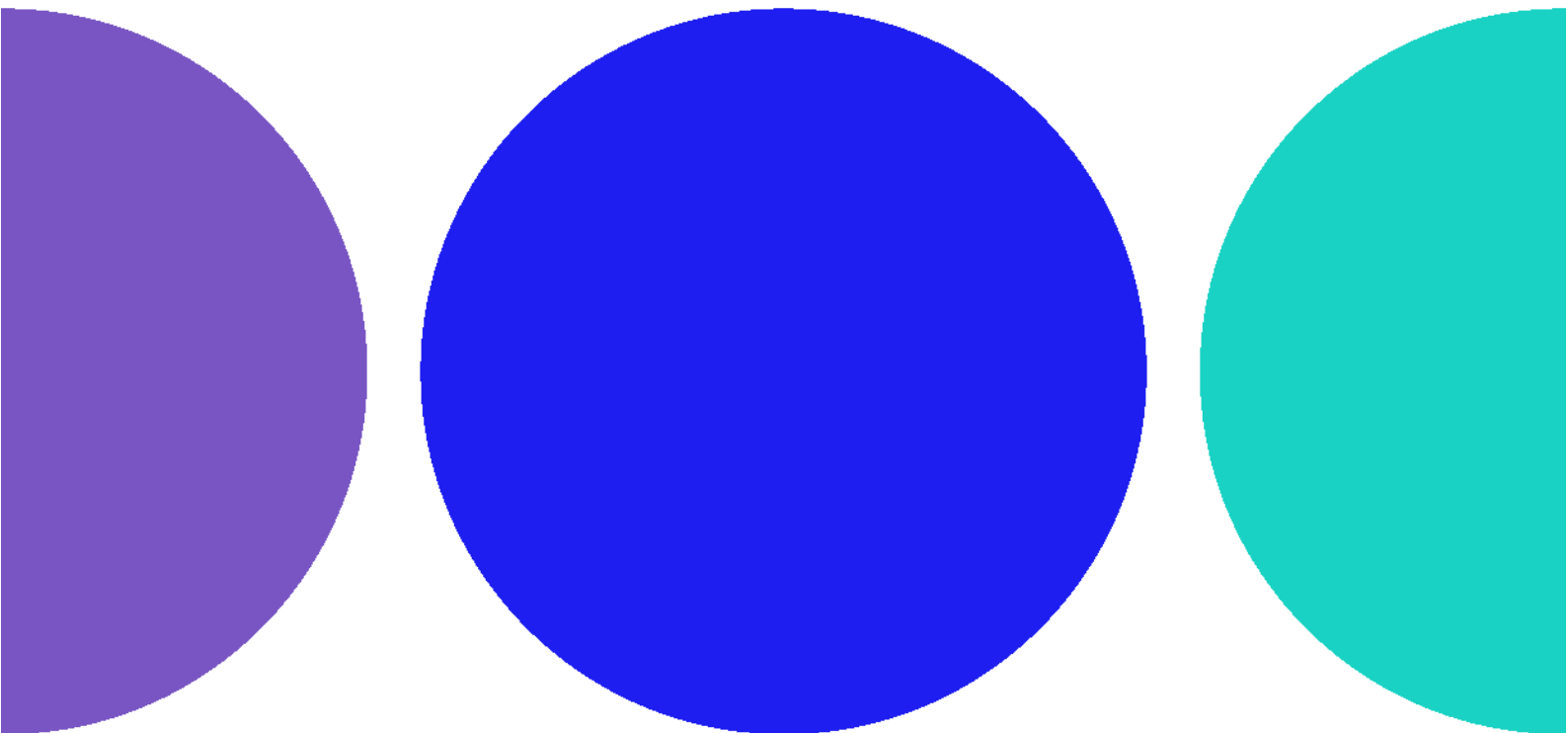




# Carbon Reduction Plan

**December 2021**





## Commitment to achieving Net Zero

Reed Global Limited is committed to achieving Net Zero emissions by 2050 and has been carbon neutral since 2005.

## 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.

<b>Baseline Year: July 2018 – June 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
From 2018/19 onward Reed Global Limited conducted their greenhouse gas (GHG) assessment using a July/June assessment period to better align with our financial year. Previous GHG assessments used a September/August assessment period. Our assessment has been carried out in accordance with the World Business Council for Sustainable Development and World Resources Institute's (WBCSD/WRI) Greenhouse Gas Protocol, which is considered current best practice for corporate or organisational greenhouse gas emissions reporting. GHG emissions have been reported by the three WBCSD/WRI Scopes.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	335
<b>Scope 2</b>	1,025
<b>Scope 3</b>	1,424
<b>Total Emissions</b>	2,784



## Current Emissions Reporting

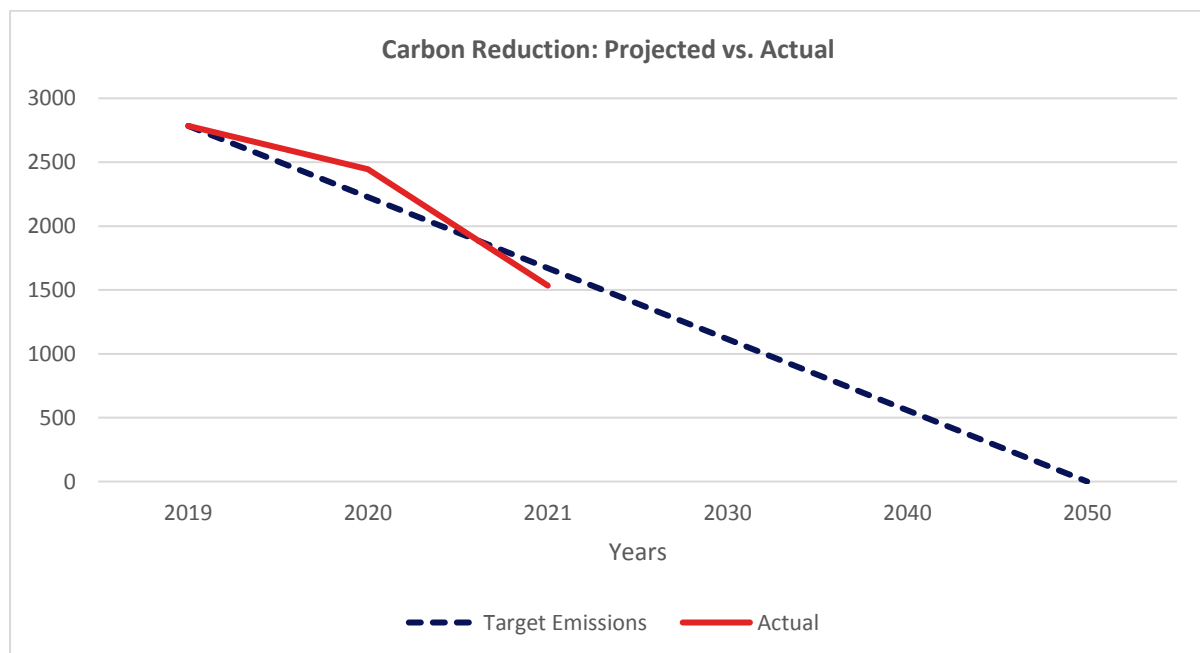
Baseline Year: July 2020 – June 2021	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	258
Scope 2	1,084
Scope 3	193
<b>Total Emissions</b>	<b>1,534</b>

## Emissions reduction targets

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

- Reduce transport related emissions by 10% year on year.
- Reduce landfill waste by 10% year on year.
- Ensure 100% of all energy contracts in Reed managed properties are from verified, renewable sources

Progress against these targets can be seen in the graph below:





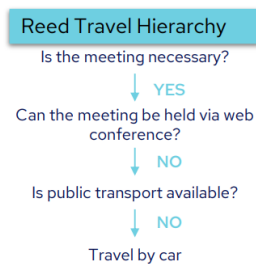
## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018/19 baseline. The carbon emission reduction achieved by these schemes equate to 1250 tCO<sub>2</sub>e, a 45%ge reduction against the 2018/19 baseline however, while we continued to reduce the intensity of our business travel, these reductions were mainly driven by the shift to working remotely and the associated sharp reduction in office usage and travel as a result of the global COVID-19 pandemic. These measures will be in effect when performing the contract

### Reducing unnecessary travel

We encourage co-members to refer to the Reed travel hierarchy when considering travelling to a meeting in a car [see below]. The Digital Workplace initiative has increased co-members' capacity to use the web as an alternative to face-to-face meetings and reduce travel.



### Encouraged sustainable commuting

We participate in the Government's Cycle to work scheme that subsidises the purchase of new bikes for work.

### Energy efficient offices

We ensure printers are defaulted to sleep mode when not in use, that air conditioning units (where required) are activated via timers or motion sensors, and that LED lighting is used in new office sites.

### Introducing Environmental Champions

We appointed Environmental Champions across the business during 2021. Our Champions help us to reach our targets and implement positive behaviours towards the environment. All Environmental Champions are part of a network that is coordinated and supported by the Chairman's office.

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

### Energy contracts

We will conduct an audit to ensure that all utilities managed centrally (as opposed to landlord-managed) are moved to verified renewable tariffs recommended by our energy broker and encourage landlord-managed buildings to consider renewable tariffs.

### Carbon offsetting



We will continue to annually measure our carbon emissions and offset our carbon emissions through The CarbonNeutral® Company.

### **Reforestation**

At COP26 leaders from more than 100 world countries promised to stop deforestation by 2030. At Reed we want to support reforestation and we are proud to be planting 70,000 native trees in England in celebration of The Queen's Platinum Jubilee.

## **Declaration and Sign Off**

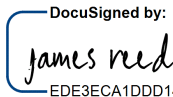
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

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) Standard9.

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

### **Signed on behalf of Reed Global Limited**

DocuSigned by:  
  
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### **Date**

December 2021