



Cabinet Office

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 supplier¹ 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 Standard² and Guidance³, 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 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.

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

²Technical 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

³Guidance 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

Carbon Reduction Plan Template

Supplier name: Insight Direct (UK) Limited

Publication date: 31st October 2024

Commitment to achieving Net Zero

Insight Direct (UK) Limited is committed to achieving Net Zero emissions by 2050, or 2045 if possible.

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: 2019	
Additional Details relating to the Baseline Emissions calculations.	
The organisation's benchmark year is 2019 and was the first year Insight Direct measured our carbon emissions.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	82.7 <ul style="list-style-type: none">• Gas
Scope 2	440.8 <ul style="list-style-type: none">• Electricity
Scope 3 (Included Sources)	1,307.8 <ul style="list-style-type: none">• Business travel• Employee commuting, including home and hybrid working• Waste• Transmission and distribution of electricity• Upstream and downstream transportation and distribution

Total Emissions	1,831.1
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Current Emissions Reporting

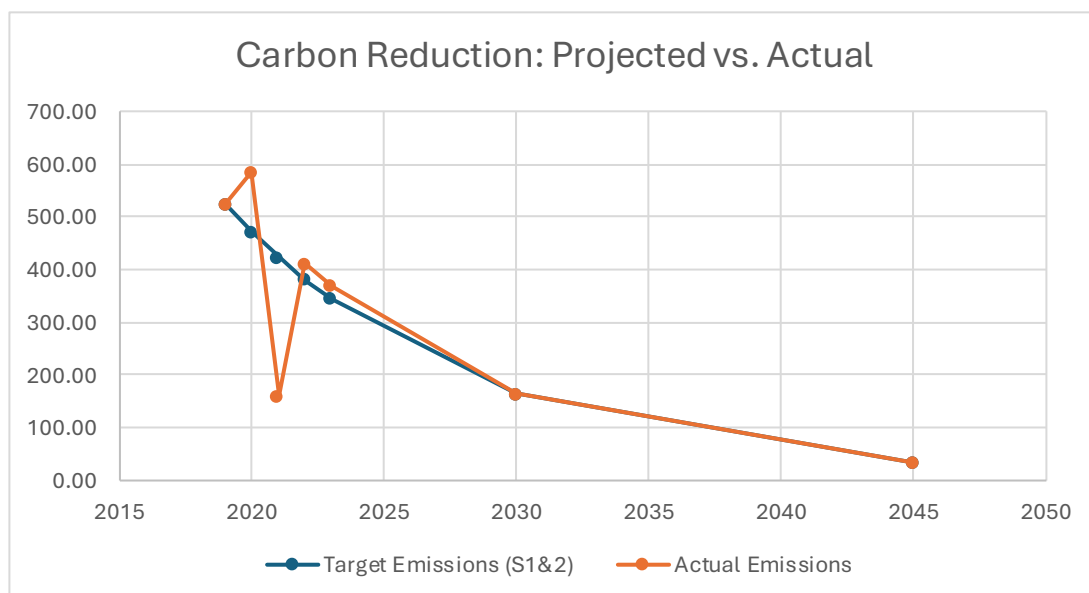
Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	88.7
Scope 2	279.7
Scope 3 (Included Sources)	1,656.7
Total Emissions	2,052.1

Emissions reduction targets

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

We will seek to reduce Scope 1 and Scope 2 emissions by 10% per year, therefore we estimate that net carbon emissions will decrease to 164.28 tCO₂e by 2030 if this ambition is achieved.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes reduced emissions to 1,101.2 tCO₂e in 2022.

Scope 1 and 2 emissions have reduced from 523.5 tCO₂e in the baseline year of 2019 to 432.8 tCO₂e in 2023.

There is an increase to 2,025.1 tCO₂e in 2023 in overall emissions due to measuring new categories of employee commuting, waste and upstream and downstream transportation and distribution of goods.

Insight has been delivering initiatives since 2019 that will support the organisation's strategies to meet Science Based Targets, such as the following:

- Rightsizing of the three main UK Offices in Sheffield, Uxbridge and Manchester
- Reduction in office energy usage through LED and motion-controlled lighting
- ISO 14001 Environmental Management certification
 - Within which we operate a waste management system (segregation) which is achieved through separate waste bins within our offices for general, aluminium, plastics and paper (confidential waste)
- Secure internal and client WEEE recycling under ISO 14001 best practice
- We partner with Tier 1 suppliers for the ethical reuse or disposal of Internal IT equipment. This partnership has spanned more than a decade and is particularly pertinent and use the UK prison system to dismantle for re-purposing where reuse is not achievable
- Using the ISO 26000 standard to integrate socially responsible behaviour into our organisation
- Insight Carbon Data Reporting Standard delivered
- 0% single use plastic at Insight's UK Distribution Centre
- Ongoing work across our business functions has resulted in significant reductions in the amount of paper and printing being used both internally and externally
- Carbon Management Plan in place to support continued reduction of emissions in UK and across EMEA
- Global investment in a partnership with Watershed to produce our carbon emissions reporting for Scope 1 and Scope 2 in all global regions for 2023; these are available via our Corporate Citizenship Report or our Notice of 2024 Annual Meeting of Stockholders and Proxy Statement

Insight Direct (UK) Limited have undertaken several initiatives both prior and during the reporting year which we hope to see the benefit in reducing carbon emissions in future reporting years. Some of these include but are not restricted to:

- Waste to Wonder partnership resulting in zero waste of office furniture and fixtures during office relocations

- Removal of plastic cups across all UK offices

Future Plans

- UK Head Office in Sheffield move took place in May 2024 and this will impact emissions from 2024 onwards
 - 400 seats to 150
 - 10 site printers reduced to 2
 - No canteen
 - Removed data centre to third party
- Moving to a purpose-built new Client Fulfilment Centre in Sheffield due in early 2025 with the following specifications
 - Targeting BREEAM certification across base build and fit out
 - Installing solar panels
 - Using local manufacturers where possible to reduce transportation carbon emissions
- Continued efforts to influence choice of energy suppliers at all shared office locations to select providers who meet our environmental ambitions
- Continued evaluation of fuel cards across the organisation, ensuring that this is focused on essential business travel. We are considering the overall impact fuel cards have on the wider environment considering both business and personal usage
- Implementation of an EV car lease scheme for teammates
- Global investment with Watershed, to support Insight's sustainability work through Climate
- Advisory sessions. Helping Insight EMEA (including UK) be competitive and adhere to customer requests and performing a regulatory check to ensure we are compliant with major global regulatory requirements
- Recruitment of a dedicated EMEA (including UK) Environmental Head to own emissions reporting and drive Carbon Management Plan

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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

⁴<https://ghgprotocol.org/corporate-standard>

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

accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁶.

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:

A handwritten signature in black ink, appearing to read 'Darren Hedley', with a large, sweeping underline.

Darren Hedley

Managing Director

Date: 31st October 2024

⁶<https://ghgprotocol.org/standards/scope-3-standard>