Carbon Reduction Plan 2023

Instant Impact

REPORTING PERIOD:
2023
01/01/2023 - 31/12/2023

FOR ISSUE JULY 2024

Produced & Verified By
Furthr.

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 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

[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

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.

Contents

Carbon Reduction Plan

Supplier name: Instant Impact Limited

Publication date:

Commitment to Achieving Net Zero

Instant Impact is committed to achieving Net Zero emissions by 2050.

2022 Emissions Reporting

Instant Impact's emissions were first quantified in the reporting year of 2022 by RSK.

Reporting Year: 2022 (Jan-Dec)	
EMISSIONS	TOTAL (tCO_2e)
Scope 1	0.8
Scope 2	0.0
Scope 3	55.0

2023 Baseline Emissions Reporting (Current Year)

Reporting Year: 2023 (Jan-Dec)
Additional Details relating to the Baseline Emissions calculations.
Instant Impact's emissions were first quantified in the reporting year of 2022, however, this reporting year (2023), has been selected as the baseline year for the carbon reduction strategy due to the more complete scope of measurement, covering all Purchased Goods and Services and Capital Goods.

Baseline Year Emissions:				
EMISSIONS	TOTAL (tCO_2e)			
Scope 1	1.48			
Scope 2	0.0			
Scope 3 (Included Sources)	267.63			
	Emissions Category	Emissions (tCO2e)	Included in CRP?	Explanation
	Purchased Goods and Services	164.68	Yes	Emissions associated with the purchase of all business services including events, software and water consumption.
	Capital Goods	35.33	Yes	Emissions associated with the purchase of furniture and IT hardware, using the latest unit-based emission factors.
	Well to Tank	0.08	Yes	Emissions associated from sources not owned or controlled by Instant Impact.
	Transportation and distribution (upstream / downstream)	0.37	Yes	This category (upstream transportation) is in scope but emissions from this category are classed as not applicable or *de minimus*.
	Waste Generated from Operations	1.19	Yes	Associated emissions from waste generation, including municipal waste.
	Business Travel: Transport	13.06	Yes	Instant Impact regularly engages with employee business travel.
	Business Travel: Hotel Stays	5.72	Yes	Instant Impact regularly engages with employee business travel requiring overnight stays.

	Employee Commuting	11.43	Yes	Instant Impact has permanent employees that commute to Instant Impact office locations.
	Employee Home Working	35.78	Yes	Instant Impact has permanent employees that spend certain periods working from home.
	Leased assets (upstream / downstream)	-	N/A	Instant Impact does not hold any upstream or downstream leased assets.
	Processing, use of, and end-of-life treatment of sold products.	-	No	Negligible for Instant Impact.
	Franchises	-	N/A	Instant Impact is neither a franchisee nor a franchisor with relation to business operations.
	Investments	-	No	Investment Activities were excluded from the operational boundary.
Total Emissions	269.11			

Operational Boundaries

Locations

Instant Impact operates out of The Leather Market office space in London (as of September 2023) with several employees working remotely in South Africa, the USA and Malaysia as well as employees working from home in the UK. During the reporting year, Instant Impact occupied an office in Scott House, London (until May 2023), the emissions from which have been measured as part of this reporting year.

Time Period

This report covers emissions for the period of 1st of January 2023 to 31st of December 2023.

GHG Emission Conversion Factors

GHG Emission Conversion factors are value coefficients that describe the rate at which a given human activity releases greenhouse gases into the atmosphere. Furthr's carbon accounting platform and database was used to streamline data collection, analysis and reporting of Instant Impact's GHG emissions. Furthr offers end-to-end carbon reporting functionality, with direct/indirect activities automatically categorised, meaning Scope 1, 2 and 3 conversion factors are automatically assigned to respective Activity Data. Emissions are measured in metric tonnes of carbon dioxide equivalent (tCO_2e). Where tonnage for the measurement of category weight is specified, Furthr refers to metric tonnes. For intensity metric calculations, Employees ("staff") are all full-time equivalent employees, including payroll as well as contractors.

Furthr's carbon accounting platform is compliant with ISO 14064-1:2018[4] and is aligned to the GHG Protocol Corporate Accounting and Reporting Standard. It is also compliant with the accounting principles detailed in the IPCC 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories and its accompanying database of GHG emissions factors and other related environmental metrics EFDB.

Emission factor databases used to calculate the emissions stated in this report include:

[4] We note that, should Instant Impact choose to independently audit this measurement against ISO 14064-1:2018, certain additions to this report will be inputted before independent audit takes place, notably:

- Disaggregation of GHG Categories across CO_2, CH_4, N_2O, NF_3, SF_6 and other appropriate GHG groups.
- A description of how biogenic CO_2 emissions are treated in the GHG inventory and the relevant biogenic CO_2 emissions quantified separately in tonnes of CO_2e.
- The historical base year selected by Instant Impact and the base-year GHG inventory.
- Explanation of any change to quantification approaches.
- Standalone uncertainty assessment description and results.
- The GWP values used in the calculation, as well as their source.

- Ember 2022
- DEFRA 2023
- EPA 2022
- World EEIO, adjusted for CPI
- Exiobase 2023

Activity Data

Activity Data can be captured using a variety of different metrics for each resource type; however, it is best practice to minimise the number of calculations required to arrive at the overall emissions attributed to the specific activity. As such, the best quality Activity Data was used, which, where possible, required only a single, One-step Conversion to arrive at total emissions[5]. Wherever possible, one-step conversion data was obtained throughout the measurement program, with any exceptions listed within the 'Estimates' section of the relative result.

Estimations and Limitations

Instant Impact recognises that there are certain elements of this report which have been estimated, based on the best available data provided during the measurement program. These figures will be updated and disclosed in subsequent reports, should more accurate data become available. In some cases, estimations have been made in order to calculate the carbon footprint for specific resource types at select facilities.

Scope 1:

No detail of air conditioning units was provided for any location so for fugitive emissions, estimates were made for the number and size of air conditioning units required for facilities. A 5% leakage rate was assumed for all units. No energy data was available for Scott House so estimates of consumption were made based on the size of workspace, although it was known that heating was provided by natural gas.

[5] An example of Activity Data that enables a One-Step Conversion to emissions relates to processing direct kWh consumption of electricity, and converting this kWh consumption directly into CO_2e via listed and accredited data sources.

Scope 2:

Sources of GHGs were quantified by activity data provided by Instant Impact’s facility teams. Where no consumption data was available for Scott House, consumption was estimated based on area. It was known that Scott House had a renewable electricity tariff.

Scope 3:

Activity data was used to determine emissions from purchased IT equipment (30% of Capital Goods expenditure) and water consumption of the Leather Market. Water consumption was estimated for Scott House based on the average number of employees in the office.

Furniture purchased (70% of Capital Goods expenditure) and emissions from Purchased Goods and Services were calculated using spend-based data provided by the Instant Impact team.

Travel emissions were calculated using spend-based data for aeroplane, train, taxi and boat journeys as well as hotel stays.

Upstream Transport and Distribution emissions were calculated using spend based data provided by suppliers for deliveries to Instant Impact facilities.

A staff survey was conducted to inform employee commuting patterns and the EcoAct guidance was used to calculate emissions from Home Working, with an additional consideration for the energy tariffs of employees. Estimates for energy and heat consumption for time working from home were used. The number of days that staff worked from home were based on Instant Impact's average office attendance gathered from the survey.

Location and Market-based emissions were reported for home working and residual emission factors were applied for Market-based emissions where such factors were publicly established.

There was no disclosure of Activity Data for waste generation from facilities hence estimation for waste generation was calculated using EPA guidelines.

Scope 3 emissions in this report also consider Well-To-Tank (WTT) emissions.

Methodology for Baseline Year Selection

In 2022, Instant Impact first measured their carbon emissions. However, following Furthr's measurement in 2023, it has been decided that 2023 is the appropriate baseline year for a carbon reduction plan for the following reasons:

- Purchased Goods and Services - in 2022, only emissions from paper and water consumption were considered in the measurement. In 2023, complete expenditure data was provided enabling measurement of all procurement by Instant Impact including business services, events, software and water consumption.
- Capital Goods - in 2022, only laptops and monitors were included, whereas in 2023, purchase of all IT hardware as well as spend on furniture was accounted for.
- Employee Commuting - in 2023, 80% of employees completed the staff survey compared to only 56% in 2022.

Emissions Reduction Targets

Instant Impact is committed to achieving a long term target of Net Zero by 2050 and near term target of 2030, using 2023 as the baseline year, in alignment with the SBTi's guidance.

To progress towards Net Zero, this plan sets near-term carbon reduction targets for the 7-year period to 2030, achieving a reduction of 95% Scope 1 and 2 emissions, and 45% Scope 3 emissions from the baseline year. A wider Net Zero Strategy and implementation plan will be developed to ensure Net Zero will be achieved by 2050, a reduction of 90% from the baseline year.

As of 2023, Instant Impact's total reported carbon emissions accounted for 269.11. metric tonnes of carbon dioxide equivalent (CO_2e), with scope 3 accounting for 99.4% of emissions. This, together with baseline emission trends, emphasises a need to address indirect emissions alongside direct emissions from Instant Impact's operations.

Emissions Hotspots

Emission hotspots from Instant Impact's 2023 Emissions Accounting report were identified as the following categories (in descending order of total emissions):

1. Purchased Goods and Services (Scope 3)

Procurement-related emissions have a high impact on Instant Impact's overall carbon footprint, with several areas for emission reduction and data quality improvements identified. A key mitigation measure for Instant Impact will be establishing green procurement policies to identify and engage with low-carbon suppliers of products and services. Where suppliers are not yet focused on implementing measures to reduce emissions, engaging their key stakeholders to support the development of emission reduction strategies is crucial.

2. Employee Home Working (Scope 3)

For four months, Instant Impact UK employees worked full-time from home during the office relocation, hence an increase in emissions from homeworking was observed. Instant Impact recognises that this does not reflect the normal homeworking patterns of UK employees. However, only 15% of UK staff survey respondents declared that they are on a renewable electricity tariff at home, therefore, continued educational efforts to get staff to switch to green energy suppliers should be encouraged.

3. Capital Goods (Scope 3)

In 2023, Instant Impact procured significant IT hardware and furniture due to the office relocation therefore, it is anticipated that the emissions from Capital Goods will not be as significant in following years. In future, Instant Impact should aim to capture Activity Data on furniture purchased (e.g. weight and material) to improve accuracy of measurement over using spend-based data.

Reduction Opportunities

We have identified a number of initiatives which will support the reduction of emissions, in line with the required levels of abatement recommended by the Science Based Targets initiative (SBTi).

1. Source of Energy (Scope 1)

Instant Impact occupied the Scott House office until May of the 2023 reporting period, during which time emissions from natural gas consumption were estimated to total 0.321 tCO2e. Instant Impact's new office in The Leather Market uses electricity only, hence emissions from natural gas will be negated in subsequent years, provided Instant Impact continue to occupy office spaces with no gas heating.

2. Fugitive Emissions (Scope 1)

Fugitive emissions resulting from refrigerant gas usage in air conditioning (HVAC) units was assumed in 2023, based on estimates of the units required for the size of offices occupied and an average leakage rate of 5% of the refrigerant gas R410A. However, with increased information availability on the models and conditions of HVAC units used by Instant Impact, fugitive emissions can be more accurately calculated. There is an opportunity to reduce emissions from HVAC with the following measures:

- Optimise use of HVAC units by prioritising natural ventilation methods.
- Ensure facilities management teams use energy management systems to optimise energy distribution and consumption.
- Use of energy efficient HVAC equipment.
- Explore the possibility of alternative refrigerants which have a lower global warming potential
- Conduct regular audits of HVAC units to check valves for leaks and replace filters frequently.

Capturing better data on use, make and condition of units is key to managing emissions in this category.

3. Purchased Goods and Services (Scope 3)

PG&S accounted for 61% of all of Instant Impact's emissions.

No.	**Category**	**% of overall PG&S emissions**
1	Food and Drink	44%
2	Business Services	36%
3	Software & Hosting	20%

In 2023, based on data available, spend-based calculation methods were used to estimate emissions, based on spend on different services. Instant Impact should seek to more accurately record spend with individual suppliers so that investigation into the net zero maturity of high-spend suppliers can be completed. Approximately 18% of all PG&S spend was with American Express, rather than detailing the actual supplier of the service. If Instant Impact can gain access to more granular data, supplier-specific calculation methods can be used.

Recommended carbon reduction measures for consideration:

a) Significant spend on 'Team Socials' contributed to high emissions from food and drink, however the primary recommendation to reduce emissions here is to more accurately record the spend activity so the most appropriate emission factors can be applied. Although exact detail of the services purchased was not known, there are several ways that Instant Impact can reduce emissions from food consumption:
    - Encourage consumption of meat alternatives: meat-based meals generally have 14 times higher environmental impact than vegan meals. Meals made with beef can be up to 32 times higher than vegan meals, as compared to chicken meals which can be up to 6 times higher. The average emissions generated in preparing a vegetarian meal is 0.68 kg CO2e, compared to meat-based meals with 3.07 kgCO2e.[6]

b) Establish a Sustainable Procurement Policy that requires suppliers to prioritise sustainable action in their ways of working and in the products and services that they provide.
    - This could include requiring an emission measurement and reduction criteria in the supplier selection process.
    - Request that a supplier assessment/questionnaire is completed for all new and renewed contracts with suppliers.

[6] Berill Takacs, Julia A. Stegemann, Anastasia Z. Kalea, Aiduan Borrion, "Comparison of environmental impacts of individual meals - Does it really make a difference to choose plant-based meals instead of meat-based ones?",Journal of Cleaner Production,Volume 379, Part 2, 2022, 134782,ISSN 0959-6526, https://doi.org/10.1016/j.jclepro.2022.134782.

- Utilise suppliers that prioritise environmental sustainability, such as those who measure emissions, set emission reduction goals and share best practices.
- Where relevant, request suppliers use minimal and recyclable packaging.
- Review how suppliers are implementing energy-efficient practices within their company, such as using renewable energy sources and energy-efficient appliances.

c) Instant Impact utilises various software platforms which have associated emissions for hosting and computing. Supplier-specific calculation methods should be used with Activity Data where possible, rather than using spend data. To reduce emissions from software use, we recommend that Instant Impact:
   - Utilise hosting services which host software on energy-efficient data centres, offices and equipment powered by renewable energy sources. This will minimise the carbon footprint associated with server infrastructure.
   - Review suppliers with significant spend and their plans for Net Zero. For example, Instant Impact has high spend with LinkedIn who have plans as part of Microsoft to reduce their overall emissions by 50% by 2030.

4. Capital Goods (Scope 3)

Due to the office relocation, emissions from Capital Goods were significant in 2023, contributing to 13% of Instant Impact's total emissions.

Good	**% Spend**
Furniture & Fixtures	70
IT Goods	30

Emissions from IT Hardware were calculated from the number of units purchased with product specific emission factors applied. As the Instant Impact FTE team continues to grow, we recommend the following ways to reduce emissions:

- Seek to procure refurbished products or have faulty products refurbished. Refurbishing IT equipment doubles, or even triples, its lifespan, reducing e-waste and supporting zero carbon initiatives. Each refurbished laptop that remains in use for longer reduces the need to manufacture a new laptop, which takes approximately 190,000 litres of water and produces over a third of a tonne of CO_2e on average in the manufacturing process[7].

- Assess the necessity of the expenditure before making a new purchase.. Concentrate on exploring options to negate the need for the purchase, such as reusing or repurposing existing goods. If purchase is essential, reconsider the possibility of obtaining repurposed or refurbished goods from reputable suppliers.

In future if feasible, obtaining Activity Data on furniture purchased (including weight and material of product) , rather than solely relying on spend data, will improve the accuracy of emission calculations. To reduce emissions from furniture purchases, Instant Impact should:

- Regularly horizon scan the market to identify suitable low carbon products for use in refurbishment, maintenance and new build projects.
- Consider purchasing refurbished rather than new pieces. It is estimated that for every tonne of furniture that is refurbished instead of discarded, approximately 1 tonne of waste is diverted from landfills.

5. Business Travel (Scope 3)

Appropriate travel by Instant Impact employees is valuable for Instant Impact to conduct business effectively and consequently, travel (including hotel stays) is a source of emissions for the company. In 2023, 5.5% of total emissions related to business travel. Of this, 77% of business travel emissions were generated from air travel. In 2023, all business travel was calculated using spend.

We recommend that Instant Impact record business travel using Activity Data (e.g. km travelled, fare class, fuel type, number of nights stayed in hotels) for future reporting so that emissions in this category can be more accurately calculated. This includes requesting more detailed information when employees are reimbursed for travel expenses.

[7] Vaute, Micheline. "New vs. Refurbished: The Environmental Impact of the Tech Industry." Back Market, 30 March 2023, https://www.backmarket.com/en-us/c/news/used-vs-refurbished-smartphone. Accessed 26 March 2024.

As data on the distance travelled and fare class of travel was not indicated, all flights were calculated using average emission factors. However, it is generally common to see higher travel classes for longer journeys (e.g. Long-haul and International). It is critical to be aware of the implications that higher travel classes have on overall emissions. The average First-Class long-haul flight emits 1.4 times more emissions than business and 4 times more than economy. Similarly, the average business class flight emits 1.8 times more emissions than Premium Economy and 3 times more than Economy.[8] To reduce emissions from flights, Instant Impact should:

- Ensure business travel is essential and the aims cannot be met as effectively with a teleconference.
- Monitor adherence to travel policy to the travel policy which states that upgrades on travel will not be covered. Furthermore, flights in business and first class could be disallowed.
- Encourage employees to travel with reusable water bottles and choose vegetarian meals on the plane. Flight travel is also associated with high amounts of single-use plastics for meals and snacks provided, which increases with the higher-class of ticket selected.

It is difficult to calculate potential emissions savings had the flights all been booked in economy class due to lack of data availability, however, encouraging behaviour change and raising awareness of the impact which travel class choices have on emissions is recommended to help steer employees towards booking Economy flights.

30% of business travel emissions from business travel were for hotel stays, which can be more accurately calculated in future by recording the location and number of nights stayed in each hotel room. To reduce emissions from hotel stays, Instant Impact could:

- Use a booking platform which displays third-party sustainability certificated hotels as priority when choosing where to stay.
- Encourage employees to share rooms where appropriate. when a group is travelling together.

[8] "Small emitters tool (SET) | EUROCONTROL." Eurocontrol, https://www.eurocontrol.int/tool/small-emitters-tool. Accessed 28 March 2024.; "2023 Government greenhouse gas conversion factors for company reporting: Methodology paper." GOV.UK, 1 June 2023, https://assets.publishing.service.gov.uk/media/647f50dd103ca60013039a8a/2023-ghg-cf-methodology-paper.pdf. Accessed 28 March 2024.

- Encourage the booking of hotels with a lower rating. A room in a 3 star hotel has a 43% lower carbon footprint than the same sized room in a 4 star hotel[9].
- Offer incentives for staying with friends and family such as the opportunity to buy them a small gift or a meal.

Video conferencing and online collaboration tools are effective alternatives to travel and represent an opportunity to significantly reduce travel cost and environmental impact. Every employee should consider if the business objective can be accomplished with these tools, especially if the reason for travel is to attend an internal meeting. Where business travel via air is required, require employees to seek approval in cases where teleconferencing is not possible.

6. Employee Commuting and Home Working (Scope 3)

To address the carbon emissions from commuting, Instant Impact should raise awareness among employees about the environmental impact of their travel choices. By promoting alternative, greener commuting methods and incentivising more efficient practices for travelling to the office, Instant Impact aims to lower its Category 7 transport-related emissions. Instant Impact could:

- Offer to purchase a bus or rail pass for employees which they would also be able to use for personal travel.
- Participate in electric vehicle salary sacrifice schemes to encourage uptake of electric vehicles. By 2030, 80% of new cars sold in the UK should be zero emissions[10]. In 2023, zero employees reported travelling to work in an electric vehicle. If the same commuting patterns were observed but 80% of the distance was driven in electric cars rather than petrol or diesel, 5tCO2e would be saved.

For home working emissions, only 15% of UK employees declared that they had a renewable electricity tariff. Instant Impact should:

- Identify opportunities to promote energy efficiency and reduce emissions while working from home.
- Encourage UK employees to participate in government schemes that support decarbonisation of homes, such as the Boiler Upgrade Scheme.

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[9] "Hotel Footprinting Tool, Cornell Hotel Sustainability Benchmarking (CSHB) Index 2023, https://www.hotelfootprints.org/. Accessed 25 June 2024.

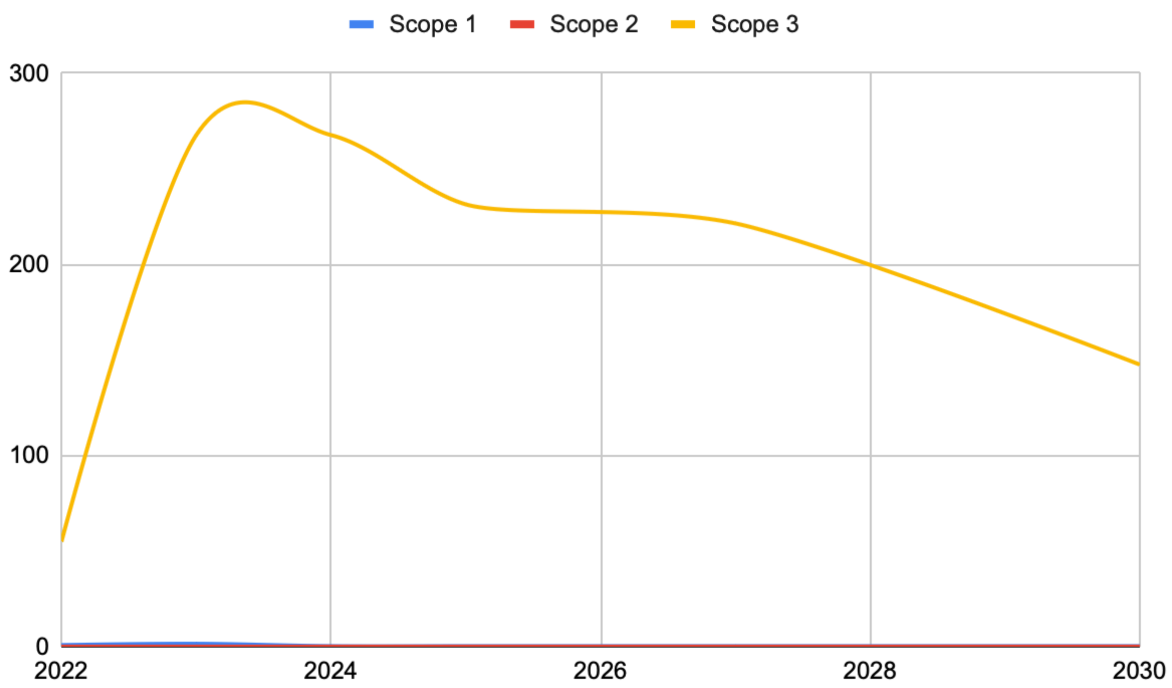
[10] Government sets out path to zero emission vehicles by 2035, Department for Transport and the RT Hon Marker Harper, https://www.gov.uk/government/news/government-sets-out-path-to-zero-emission-vehicles-by-2035. Accessed 27 June 2024.

- Encourage employees to switch to renewable electricity tariffs. If all UK employees had a renewable electricity tariff in 2023, 10tCO2e would have been saved.

Reduction Pathway

Mitigation pathways play a key role in setting science-based targets (SBTs). For near-term SBTs covering a 5-10 year timeframe, mitigation pathways inform the rate of emissions reductions or emissions intensity reductions that are needed. For long-term SBTs with a target year as late as 2050, they inform the overall emissions reduction or convergence intensity that must be reached to be consistent with net-zero at the global or sector level. SBTs are emissions targets that do not include carbon dioxide (CO_2) removal. The SBTi recommends absolute targets are set using the cross-sector pathway, to limit global warming to 1.5ºC.

In this carbon reduction plan, we focus on near-term targets. Below we have provided the trajectory of the near-term targets set:



Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since 2022. Overall in 2023, scope 1 saw an increase in emissions by 85% compared to 2022, due to data limitations for facilities that meant gas consumption and refrigerant gas emissions had to be estimated. There was no change in scope 2 emissions as Instant Impact use 100% renewable electricity at their London office.

Instant Impact recognises that additional near-and long-term initiatives are required to ensure Net Zero targets will be met.

ACTIVITY	**COMPLETION DATE**	**SCOPE(s)**
Commit to measuring carbon footprint of business activities year on year to gain an understanding of hotspots and regularly be making efficient and direct improvements to reduce these emissions. Year 1 appointed RSK to support with calculating baseline carbon footprint and reduction recommendations.	2023	1,2,3
Instant Impact moved to a new office location that uses renewable electricity only and no natural gas is used. This will reflect in scope 1 reporting when the 2024 measurement is completed.	2023	1
Instant Impact launch a cycle to work scheme and EV salary sacrifice scheme to encourage the emissions reduction from commuting.	2024	3

Near-term Reduction Initiatives

We propose the following reduction initiatives for Instant Impact:

Scope and category	Activity	Target Date	Reduction (tCO2e)	Reduction from 2023 baseline
1 - Natural	Eliminate all natural gas	2024	0.3	0.1%

Gas	usage at Instant Impact offices. As the new office does not use natural gas, this will be achieved provided Instant Impact do not move into a new office with gas.			
1 - Fugitive Emissions	Improve data collection on refrigerant gases to more accurately calculate fugitive emissions.	2024	1.1	0.4%
3 - Purchased Goods and Services, Staff Events	Record higher quality Activity Data on staff entertainment and the services purchased.	2025	36.3	13.5%
Employee Commuting - Homeworking	Encourage employees to procure low carbon energy at home wherever possible, including use of renewable energy and reduced reliance on fuel-based heating methods. Provide guidance on how to improve energy efficiency at home, including choice of appliances, building fabric and behaviour.	2027	10.0	3.7%
3 - Business Travel	Record Activity Data for business travel journeys.	2030	4.0	1.5%

	Update travel policies to control the class of travel for flights, as well as encouraging alternative methods of transport.			
3 - Business Travel	Record Activity Data for hotel stays. Prioritise low impact hotels when booking and incentivise room sharing and staying with friends and family.	2030	1.4	0.5%
3 - Capital Goods, Furniture	Record Activity Data (count and materials) of items purchased for more accurate emissions factors. Reduce spend on furniture by 90%. Review procurement strategies to prioritise reused and recycled furniture purchases.	2030	20.9	8%
3 - Capital Goods, IT	Reduce emissions from IT Hardware through reduced procurement, and purchase of reused and recycled equipment.	2030	6.0	2.3%
3 - Purchased Goods and Services, Business	Review supply chain emission hotspots as a primary step, to identify key areas of focus for reduction.	2030	23.6	8.8%

Services	Secondarily, engage with key suppliers in a phased approach: Phase 1 - Survey long standing suppliers and gain granular information with regards to their targets and commitments, including emissions measurement, Net Zero targets and strategies, and reporting. Phase 2 - Create a procurement policy to guide spend towards preferred suppliers who meet sustainability requirements, including those related to carbon reduction. Encourage suppliers who are not yet able to meet requirements to develop a strategy.			
3 - Purchased Goods and Services, Software	Engagement with key suppliers to identify reduction strategies and prioritise procurement with suppliers who meet sustainability requirements, including those related to carbon reduction.	2030	12.9	4.8%
3 - Employee Commuting	Encourage employees to commute with more sustainable methods of	2030	5.0	1.9%

	transport such as electric vehicles and public transport.			
1, 2,3 - All	Training Carbon literacy and reduction training led Instant Impact's Governance, Risk and Compliance Team, to ensure awareness of objectives, targets and responsibilities for performance improvement. Engagement: Internal and external communication with key stakeholders to promote engagement with initiatives and performance.	Ongoing		N/A
Total Reduction from 2023 Baseline			**121.5tCO2e**	**45%**

Additional Requirements and Notes on the Near-term Reduction Initiatives

In alignment with the SBTi, near term targets for scope 2 require 80% renewable electricity procurement by 2025 and 100% by 2030. Instant Impact already procure 100% renewable electricity, which they should continue beyond 2030.

Near term requirements for scope 3 are that reduction targets cover 67% of scope 3 emissions. The near term reduction initiatives outlined above cover 88% of Instant Impact's scope 3 measurement for 2023.

For Capital Goods, it was expected that emissions would be higher in 2023 than in subsequent years due to the office relocation requiring significant new equipment. Therefore, reduction targets for Category 2 are estimated to deliver a high percentage decrease in emissions, with the assumption that less procurement of furniture and IT hardware will be required in subsequent years. For furniture, a direct reduction of 90% of emissions has been targeted. For IT hardware, a direct reduction of 50% has been targeted, which factors in the anticipated growth of Instant Impact as new starters will require equipment.

For targeted reduction for emissions from Software within Purchased Goods and Services, this target takes into account the Net Zero plans of Instant Impact’s high spend suppliers, such as LinkedIn and assumes that by 2030, such suppliers will have reduced their own emissions.

It is key that Instant Impact aim to record higher quality data, specifically around Purchased Goods and Services. Collecting specific data on employee expense reimbursements as well as Activity Data from suppliers will enable product and supplier specific methodologies to be used rather than spend, increasing the accuracy of measurement in subsequent years.

Instant Impact is aligned with the UK government's requirement to include Scope 3 emissions in its carbon reduction plan and focuses on addressing indirect emissions associated with the supply chain and customer use of its products and services. Thus far, Instant Impact has quantified and reported Scope 3 emissions, whilst working to set reduction targets and implement strategies to mitigate these emissions collaboratively with suppliers and customers.

Conclusion

By outlining a comprehensive plan to reduce Instant Impact’s carbon footprint, Instant Impact is taking proactive steps to mitigate the company’s environmental impact, contribute to global efforts to combat climate change, and build a more sustainable future for all.

Within this plan, key emission sources have been identified, ambitious targets recommended, and specific actions and initiatives to achieve carbon reduction goals outlined. Instant Impact recognise that achieving these targets will require dedication, collaboration, and innovation across all levels of the organisation.

As Instant Impact continue their journey towards a low-carbon future, the company reaffirms the commitment to environmental stewardship and social responsibility.

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[11] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[12].

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[13].

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: ....

[11] https://ghgprotocol.org/corporate-standard
[12] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[13] https://ghgprotocol.org/standards/scope-3-standard

Signed on behalf of Furthr Ltd

Henry Bishop, Director

Date: 27/06/2024