EBSCO

PPN 006 Carbon Reduction Plan

Produced with Carbonology® Ltd. in line with Procurement Policy Note 006: Taking account of Carbon Reduction Plans in the procurement of major government contracts

Version: 7.0

Contents

Supplier name: EBSCO International Inc. UK

Publication date: 05/06/2025

Document Control

Version	Date	Details of Changes	Person(s) Responsible
V.1.0	12/10/2022	First publication of document.	D.Cox
V.2.0	29/11/2023	Figures for 2022 reporting period added. Carbon Reduction targets and initiatives updated. 2022 set as base year. Reporting boundaries updated. Minor formatting updates.	D.Algar
V.2.1	01/12/2023	Formatting updates. Additional details provided on changes to methodologies.	D.Algar
V.2.2	06/12/2023	Intensity ratios for energy and carbon relative to turnover and headcount added. Formatting updates.	D.Algar
V.2.3	19/12/2023	Added reference to solar PV at Enfield. Removed reference to Solar Grant programme as this is not a UK led initiative.	D.Algar
V.3.0	20/08/2024	Figures for 2023 reporting period added. Carbon reduction targets and forecasts updated. Methods updated.	D.Algar
V.4.0	30/08/2024	Minor wording updates for WFH methodologies.	D.Algar
V.5.0	06/05/2025	Figures for 2024 reporting period added. Methodologies updated. Previous years figures updated	F.Zaborski
V.6.0	09/05/2025	Carbon reduction targets and forecasts updated.	F.Zaborski
V.7.0	29/05/2025	Minor adjustments made to wording and formatting	F.Zaborski

Executive Summary

This Carbon Reduction Plan has been produced in response to Procurement Policy Note (PPN) 006 (Formerly referred to as PPN 06/21) This outlines the requirement for EBSCO to establish a strategy for managing greenhouse gas (GHG) emissions and to demonstrate a commitment to achieving Net Zero emissions by 2050 as a prerequisite for bidding on Government contracts.

EBSCO is committed to supporting the Government's Net Zero objectives and is actively taking all reasonable measures to contribute to this goal. The company is dedicated to implementing its Carbon Reduction Plan and integrating a broad range of carbon reduction initiatives into contract delivery. Additionally, EBSCO is exploring pathways to achieve carbon neutrality in alignment with the ISO 14068-1 standard.

Emissions have been quantified following PPN 006 Technical Standard and ISO 14064-1:2019. Below is a summary of emission for 2021, 2022, 2023 and 2024. 2022 has been established as the base year to reflect a more accurate depiction of operations as they return to normal following the peak of COVID-19.

	2021	2022	2023	2024	Change from base year (%)
Scope 1	16.26	16.21	33.96	29.33	80.96
Scope 2 (location)	83.58	101.97	116.13	132.12	19.85
Scope 2 (market)	73.25	91.99	105.17	120.91	20.86
Scope 3	1,004.11	937.92	645.36	374.87	-60.03
Total Emissions (location)	**1,087.69**	**1,039.88**	**761.49**	**506.99**	-51.25
Total Emissions (market)	**1,077.36**	**1,029.90**	**750.54**	**495.78**	-51.86

Dual reporting has been used for Scope 2 electricity generation to reflect the renewables tariff used at the Didcot site. The primary source of material emissions are located in Scope 3 business travel- air which includes air travel and flights.

Key reduction initiatives that are currently in effect focus on providing staff with the necessary infrastructure to charge EVs, a hybrid working model to reduce the need for commuting and embracing virtual meetings to reduce business travel. Staff are also offered the option of funded public transport to reduce reliance on personal vehicles. The sales teams have also been restructured to be more region-specific, thus reducing the need for long distance travel. Energy saving measures have been implemented at offices, including energy efficient, motion sensitive lighting and upgraded insultation at EBSCO's warehouse. EBSCO places a strong emphasis on responsible waste management, prioritising recycling and maintaining a zero-landfill policy. No fugitive emissions of f-gases have occurred in HVAC systems.

EBSCO operate a certified ISO 14001:2015 Environmental Management System. This is used to continually monitor and improve environmental performance. Carbon reduction targets will be integrated into the EMS and its associated policies.

Introduction

This Carbon Reduction Plan has been prepared in line with Procurement Policy Note (PPN) 006 guidance to support the UK Government's commitment to a 100% reduction of greenhouse gas (GHG) emissions (compared to 1990 levels) in the UK by 2050. Also referred to as the 'Net Zero' target.

In line with PPN 006 guidance EBSCO has taken steps to understand its environmental impact and carbon footprint relevant to the delivery of contracts as specified in the Public Contracts Regulations 2015.

EBSCO are committed to the following initiatives:

- Making an organisational commitment to reducing emissions over time to achieve Net Zero before 2050
- Annually quantifying and declaring emissions of GHGs defined within the Kyoto protocol; carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons (HFC), perfluorocarbons (PFC), sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3), where relevant
- Developing a Carbon Reduction Plan in line with PPN 006 Technical Standard for Completion of Carbon Reduction Plans outlining environmental management measures that will be applied in the performance of relevant contracts and wider business operations
- The Carbon Reduction Plan will be supported and signed off by top management (or equivalent) within the organisation.

Carbon reduction initiatives detailed in this report will be in effect during the delivery of relevant contracts unless states otherwise. This document will be continually updated to reflect the progress of carbon reduction initiatives. Data collection is completed for 2024.

This Carbon Reduction Plan has been prepared in collaboration with sustainability Carbonology®, and is based on the UK Government Template. EBSCO and Carbonology® will be working together closely to support carbon reduction goals.

This is the fourth iteration of EBSCO's Carbon Reduction Plan. EBSCO will review this Carbon Reduction Plan, including re-quantifying its emissions every 12 months to meet requirements of the reporting period of a Carbon Reduction Plan being less than 12 months from the date of commencement of the procurement of a contract. If reporting period is more than 12 months from date of commencement of the procurement EBSCO will provide a justifiable reason why this has occurred.

Full details of how this Carbon Reduction Plan meets the requirements specified in Guidance on adopting and applying the PPN 006 – Selection Criteria can be found in the Annex.

Background to EBSCO

EBSCO is the leading provider of research databases, e-journal and e-package subscription management, book collection development and acquisition management, and a major provider of library technology, e-books and clinical decision solutions for universities, colleges, hospitals, corporations, government, K12 schools and public libraries worldwide.

For more than 80 years, we have partnered with our customers and other industry-leading organizations to improve research and outcomes through quality content and technology. As an international company, EBSCO are able to collaborate with its overseas partners to identify opportunities to improve environmental

performance and reduce emissions. All reduction initiatives outlined in this document refer to UK operations, but sustainability is a core part of how the business operates on an international scale.

We have well-documented environmental sustainability initiatives and policies in place and have forged a strong directive to elevate the company's level of environmental responsibility. EBSCO maintains environmentally sound business practices while responsibly managing consumption and waste during daily operations. Several key infrastructure changes have been implemented to this effect and encourages individual employee responsibility through ongoing company-sponsored events, promotion, and education.

We operate a certified ISO 14001:2015 Environmental Management System and are working towards carbon neutrality with the objective to achieve Net Zero well ahead of the UK target of 2050. As part of these initiatives, we are also committed to driving awareness of this important issue among our employees and communities, as well as on a global scale.

Our implemented Supplier Code of Conduct (EBSCO Supplier Code of Conduct) clearly reiterates our expectation that all suppliers we work with, including courier services, follow our approach to responsible sourcing and integrity, and comply with all applicable laws and environmental regulations. Throughout the supply chain we encourage that our suppliers have the relevant environmental credentials.

Commitment to Achieving Net Zero

EBSCO is committed to achieving Net Zero emissions before 2050 and is taking pro-active measures to achieve this goal as early as practically possible.

EBSCO is committed to reviewing its emissions annually and maintaining its commitment to Net Zero. This commitment will be supported by the quantification of 100% of Scope 1 and 2 emissions and relevant Scope 3 emissions.

EBSCO aim to be net zero by 2050 (with some residual non-material indirect emissions) which will be achieved via the implementation of Carbon Reduction Plan to reduce emissions relative to the baseline period (1st January 2022 – 31st December 2022).

Emissions have been quantified following ISO14064-1:2019 and compiled in a GHG Inventory which sub-divides emissions sources into Scope 1, 2 and 3 as defined in the GHG Protocol. UK emission conversion factors from DEFRA have been used to calculate and convert emissions to tCO_2e. EBSCO are currently reviewing options for having GHG results externally verified.

Boundaries

Organisational and reporting boundaries have been defined following ISO 14064-1:2019. This document will be updated accordingly if there are changes to EBSCO's organisational or reporting boundaries.

Organisational Boundaries

This Carbon Reduction Plan is intended to cover all facilities that EBSCO operate out of. In line with ISO 14064-1:2019 the operational control approach has been taken. This covers all facilities and activities that EBSCO has operational control over.

Emissions are categorised at the facility level and subdivided where data allows. Below are the specific sites covered by this Carbon Reduction Plan:

Site:	Address:	Activities
Enfield	6th Floor, Civic Centre, Silver Street, Enfield, EN1 3XA, United Kingdom	Main UK office. Primarily used for traditional desk based administrative tasks.
Didcot	Unit C, Park 34, Collett Way, Didcot, Oxfordshire, OX11 7WB	Distribution centre for goods outwards to customers. Small administrative office also on site.
Folkstone	Folkestone, 5th Floor, Civic Centre Castle Hill Avenue Folkestone Kent CT20 2QY	I.T service and data centre
Bunker	Bunker - Cyberfort Ltd Ash Radar Station Marshborough Road Sandwich Kent CT13 0PL	I.T service and data centre

No sites have been excluded. Organisational boundaries refer solely to UK operations and do not refer to international sites that will have limited involvement in the delivery of UK contracts.

Reporting Boundaries

EBSCO are pro-actively collecting data to enable accurate and comprehensive GHG quantification to meet PPN 006 requirements.

Reporting boundaries have been designed to meet PPN 006 reporting requirements, plus some additional emission sources deemed to be significant and relevant in the delivery of contracts.

No attempts have been made to intentionally exclude significant sources of emissions but where exclusions have been made details of this can be found in the Annex. EBSCO take sustainability seriously so are dedicating significant resources to gather the required activity data to accurately quantify its organisational emissions.

Reporting boundaries refer to solely UK operations with the exemption of downstream transportation which covers the international supply chain to customers.

Direct and indirect GHG emissions categorisation Summary (From ISO14064-1 Annex B)	Scope	Included / Excluded
Category 1: Direct GHG emissions and removals	1	**Included** ■ Stationary combustion
Category 2: Indirect GHG emissions from imported energy	2	**Included** ■ Purchased electricity generation

Category 3: Indirect GHG emissions from transportation	3	**Included** ■ Downstream transportation ■ Business travel (road, rail, air) ■ Commuting
Category 4: Indirect GHG emissions from services used by the organisation	3	**Included** ■ Purchased goods & services ■ Capital goods ■ Fuel and energy related activities (T&D/WTT) ■ Waste generated from operations ■ Water supply
Category 6: Indirect GHG emissions from other sources	3	**Included** ■ Homeworking

No fugitive emissions have been identified within the boundaries. EBSCO monitor all relevant HVAC systems and ensure maintenance is documented as part of its ISO 14001:2015 EMS. EBSCO do not own any vehicles.

Transmission and distribution (T&D) refers to Scope 3 emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it). This is proportional to kWh consumption.

Well-to-tank (WTT) has been applied to gas, electricity generation, electricity T&D and business travel.

Capital goods refers to I.T equipment and a small about of office furniture

All Scope 3 sources as specified in PPN 006 Technical Guidance have been included apart from upstream transportation. Additional data is being collected for this category but is likely to be significantly lower emissions than downstream transportation.

Significance Policy

EBSCO consider its significant emission for inclusion within the GHG Inventory as those:

- Those with the largest contribution to organisational emissions
- Those required under mandatory reporting such as PPN 006 and SECR
- Those where data are practically obtainable to allow quantification to be completed within a reasonable margin of uncertainty
- Those with the best opportunity to achieve reductions

GHG Emissions

Quantification Methodology

Emissions have been quantified in alignment with the following standards:

- ISO 14064-1:2019 Specification with guidance at the organisational level for the quantification and reporting of greenhouse gas emissions

- PPN 006 Technical Standard for the completion of Carbon Reduction Plans
- UK Environmental Reporting Guidelines for SECR

Emissions have been quantified for Scope 1, 2 and 3 sources as defined in the GHG Protocol.

Emissions were calculated using UK Government GHG conversion factors for relevant reporting periods. For calculating emissions within out supply chain, international conversion factors were used from Government bodies (e.g., US Environmental Protection Agency). All emission were quantified in a manner than precludes under-estimation.

EBSCO UK have assessed and reported emissions annually since 2021. EBSCO are committed to quantifying emissions levels from Scope 1, Scope 2 and relevant Scope 3 sources as defined in the GHG Protocol.

GHG emissions have been calculated in-line with ISO 14064-1 methodology and presented in a GHG Inventory displaying specific sources of emissions. Conversion factors from DEFRA have been used to convert activity data into kilograms of carbon dioxide equivalent ($kgCO_2e$) as well as directly into kg of carbon dioxide (CO_2), methane (CH_4) and nitrous oxide (N_2O) where appropriate. Emissions are calculated by multiplying the metric (e.g., kWh or miles driven) by the appropriate conversion factor. Conversion factors are based on the global warming potential of these gases.

$$tCO_2e = \frac{activity\ data\ x\ emission\ factor}{1000}$$

The quantification of emissions also employs the latest emission factors published by the UK Office for National Statistics (ONS) to quantify predominantly spend-based activity data such as scope 3, purchased goods and services and scope 3, capital goods. The updated methodology reflects recent changes in ONS guidance, which standardises the calculation of emissions across different industries and improves the accuracy of the reported figures.

Previous emissions data were recalibrated to align with the updated ONS factors to calculate spend-based data from industry averages emissions factors. This involved adjusting historical figures using conversion ratios derived from the differences between historical and updated emission factors. The recalibration ensures consistency and comparability across reporting periods, enhancing the reliability of trend analysis and policy evaluation. The most recent revised figures are from 2022, and subsequent calculations have been adjusted to account for inflation.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases (GHGs) 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.

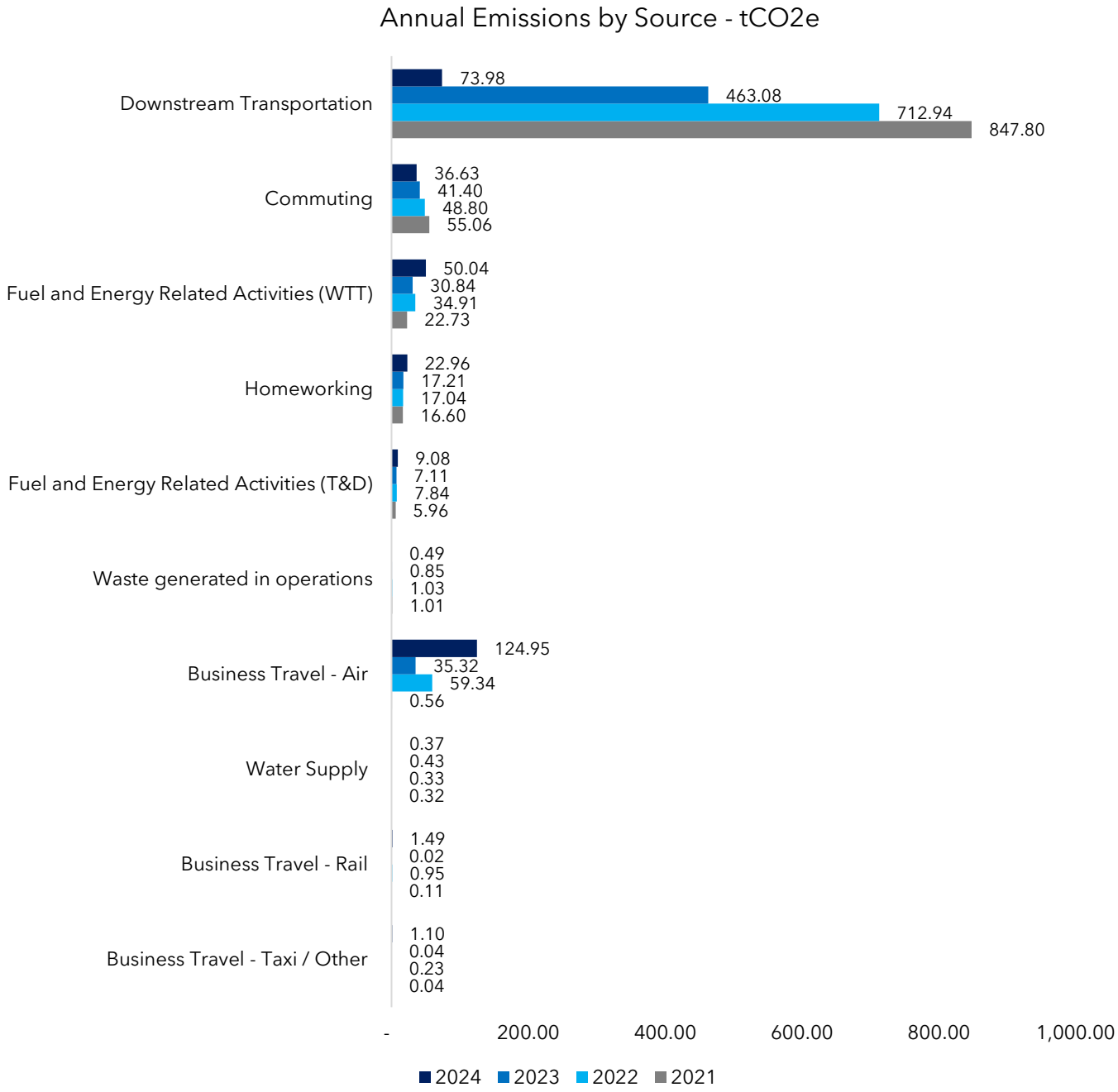
The baseline period for quantification of GHG emissions is 1st January 2022 to 31st of December 2022. All reporting periods are in calendar year format. Full details of calculations and assumptions associated with specific emission sources can be viewed in the following sections.

The previous baseline was 2021. This was updated to provide a more representative depiction of operations returning to pre-COVID-19 levels. 2022 saw higher office attendance, more travel, and a higher number of goods being shipped out to customers.

The following section gives an overview of organisational emissions. Tables are presented for individual years as outlined in the PPN 006 template.

A summary table can be found below for all reporting periods. EBSCO does not own any vehicles, and no fugitive emissions were detected.

Scope	Source	2021	2022	2023	2024
Scope 1	Gas	16.26	16.21	33.96	29.33
	Fugitive Emissions	0	0	0	0
Total Scope 1		**16.26**	**16.21**	**33.96**	**29.33**
Scope 2 (location)	Electricity Generation	67.32	85.76	82.17	102.78
Scope 2 (market)	Electricity Generation	56.99	75.78	71.21	91.58
Total Scope 1 & 2 (location)		**83.58**	**101.97**	**116.13**	**132.12**
Total Scope 1 & 2 (market)		**73.25**	**91.99**	**105.17**	**120.91**
Scope 3	Purchased goods & services	43.74	33.64	38.01	31.44
	Capital goods	7.30	9.69	6.90	5.45
	Business travel - grey fleet	2.88	11.18	4.17	16.88
	Business travel - rail	0.11	0.95	0.02	1.49
	Business travel - air	0.56	59.34	35.32	124.95
	Business travel - taxi / other	0.04	0.23	0.04	1.10
	Staff commuting	55.06	48.80	41.40	36.63
	Fuel and energy related activities - T&D	5.96	7.84	7.11	9.08
	Fuel and energy related activities - WTT	22.73	34.91	30.84	50.04
	Water supply	0.32	0.33	0.43	0.37
	Waste generated in operations	1.01	1.03	0.85	0.49
	Downstream transportation	847.80	712.94	463.08	73.98
	Homeworking	16.60	17.04	17.21	22.96
Total Scope 3		**1,004.11**	**937.92**	**645.36**	**374.87**
Total Emissions (location)		**1,087.69**	**1,039.88**	**761.49**	**506.99**
Total Emissions (market)		**1,077.36**	**1,029.90**	**750.54**	**495.78**



Changes Between Reporting Periods

Market-based emission increased by 28.61% from 2023 to 2024. As there was no direct data available for electricity or water usage at the Bunker, estimates were carried forward from the figures used in 2021, 2022, and 2023. From 2023, all scope 3 emission sources decreased with the exception of all business travel types, emissions associated with well to tank and transmission and homeworking. It should be noted that gas consumption has been estimated and is associated with a higher degree of uncertainty.

Downstream transportation has fallen significantly since 2021, with the associated emissions decreasing every year illustrating a 91% decrease between 2021 and 2024. This is due to the cumulative weight of goods, and the distance they travel, decreasing each year. A decrease in the use of air freight has contributed to lower emissions. This fall has been discussed internally with the warehouse management team and has been

confirmed that efforts have been made to consolidate deliveries where possible and that there was a significant decrease in shipments to Italy in 2024 leading to the decline in emissions.

Energy and Carbon Intensity

Intensity ratios calculated for energy and carbon relative to headcount and turnover (£M). Intensity ratios referenced below are for all emission sources referenced in this document and will differ from those referenced in our SECR Energy and Carbon Report which only covers sources specified under SECR requirements.

Carbon Intensity

tCO2e intensity reported separately for location and market-based emissions. % change has been calculated for the years between 2023 and 2024.

tCO2e per Staff					
	2021	**2022**	**2023**	**2024**	**Change (%)**
Location	8.37	7.54	5.64	3.81	-32.42
Market	8.29	7.46	5.56	3.73	-32.95

tCO2e per £M Turnover					
	2021	**2022**	**2023**	**2024**	**Change (%)**
Location	11.85	11.56	8.27	5.31	-38.80
Market	11.73	11.45	8.15	5.19	-36.30

Energy Intensity

Energy intensity refers to energy consumption from gas, electricity, and grey fleet use for business travel. Calculating following SECR guidance.

Energy Intensity					
	2021	**2022**	**2023**	**2024**	**Change (%)**
kWh/Staff	3,212.29	4,183.24	4,441.23	5,456.87	22.87
kWh/£M Turnover	4,547.99	6,416.16	6,513.04	7,602.03	16.72

Categories referenced below are from GHG Protocol as referenced in PPN 006 guidance.

Previous Reporting Year: 2021

Previous Reporting Year: 2021 (1st January – 31st December)	
Previous base year. Realigned to 2022 to provide a more relevant depiction of operations following the peak of COVID-19 restrictions that limited travel and site attendance.	
2021 emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**16.26**

Scope 2	**67.32 (location)** **56.99 (market)**
Scope 3 **(Included Sources)**	**1,004.11** ■ Category 1. Purchased goods and services (water supply): 0.32 ■ Category 1. Purchased goods and services: 43.74 ■ Category 2. Capital goods: 7.30 ■ Category 3. Fuel and energy related activities (T&D/WTT): 28.69 ■ Category 5. Waste generated in operations: 1.01 ■ Category 6. Business travel: 3.59 ■ Category 7. Employee commuting: 55.06 ■ Category 7. Employee homeworking: 16.60 ■ Category 9. Downstream transportation and distribution: 847.8
Total Emissions	**1,087.69 tCO_2e (location)** **1,077.36 tCO_2e (market)**

Baseline Year: 2022

Base year: 2022 (1st January – 31st December)	
Additional details relating to the baseline emission calculations:	
Base year re-assigned to 2022. 2021 deemed an unrepresentative year for EBSCO's operations.	
Baseline year emissions: 1,039.88 tCO_2e (location) **1,029.90 tCO_2e (market)**	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**16.21**
Scope 2	**85.76 (location)** **75.78 (market)**
Scope 3 **(Included Sources)**	**937.92** ■ Category 1. Purchased goods and services (water supply): 0.33 ■ Category 1. Purchased goods and services: 33.64 ■ Category 2. Capital goods: 9.69 ■ Category 3. Fuel and energy related activities (T&D/WTT): 42.76 ■ Category 5. Waste generated in operations: 1.03 ■ Category 6. Business travel: 71.7 ■ Category 7. Employee commuting: 48.8 ■ Category 7. Employee homeworking: 17.04 ■ Category 9. Downstream transportation and distribution: 712.94
Total Emissions	**1,039.88 tCO_2e (location)** **1,029.90 tCO_2e (market)**

Previous Reporting Year: 2023

Base year: 2023 (1st January – 31st December)	
Additional details relating to the baseline emission calculations:	
Base year re-assigned to 2022. 2021 deemed an unrepresentative year for EBSCO's operations.	
Baseline year emissions: 1,039.88 tCO_2e (location) 1,029.90 tCO_2e (market)	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**33.96**
Scope 2	**82.17 (location) 71.21 (market)**
Scope 3 (Included Sources)	**645.36** ■ Category 1. Purchased goods and services (water supply): 0.43 ■ Category 1. Purchased goods and services: 38.01 ■ Category 2. Capital goods: 6.9 ■ Category 3. Fuel and energy related activities (T&D/WTT): 37.95 ■ Category 5. Waste generated in operations: 0.85 ■ Category 6. Business Travel: 39.54 ■ Category 7. Employee commuting: 41.4 ■ Category 7. Employee homeworking: 17.21 ■ Category 9. Downstream transportation and distribution: 463.08
Total Emissions	**761.49 tCO_2e (location) 750.54 tCO_2e (market)**

Current Reporting Year: 2024

Base year: 2024 (1st January – 31st December)	
Baseline year emissions: 1,039.88 tCO_2e (location) 1,029.90 tCO_2e (market)	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**29.33**
Scope 2	**102.78 (location) 91.58 (market)**
Scope 3 (Included Sources)	**374.87** ■ Category 1. Purchased goods and services (water supply): 0.37 ■ Category 1. Purchased goods and services: 31.44 ■ Category 2. Capital goods: 5.45

	■ Category 3. Fuel and energy related activities (T&D/WTT): 59.12 ■ Category 5. Waste generated in operations: 0.49 ■ Category 6. Business Travel: 144.42 ■ Category 7. Employee commuting: 36.63 ■ Category 7. Employee homeworking: 22.96 ■ Category 9. Downstream transportation and distribution: 73.98
Total Emissions	**506.99 tCO_2e (location)** **495.78 tCO_2e (market)**

Assumptions and Estimates

Changes in Methodologies from Previous Reporting

Commuting
Methodology updated to account for annual leave more accurately. This is now calculated based on equivalent weeks of annual leave, rather than total days over the year. The methodology used is the same as 2023.

Purchased Goods & Services
New ONS factors used across all reporting periods. See adjustments to methodology below for more details.

Purchased Goods and Services

A spend based approach was used to quantify emissions from suppliers based on total spend. Office of National Statistics (ONS) 2022 conversion factors for tCO_2e/£ per sector were used. Suppliers were categorised into the most relevant SIC 07 code which were confirmed on companies house and the suppliers website.

Historical emissions data for the years 2021, 2022, and 2023 has been recalibrated to incorporate the latest emission factors and methodological guidance issued by the Office for National Statistics (ONS). The figures have also been adjusted to facilitate for inflation to support reliable trend analysis - highlights EBSCOs consistent continuation of improvement. Consequently, the application of the updated emissions factors has resulted in revisions to historical Scope 3 data for the years 2021, 2022, and 2023.

Spend was converted from USD to GBP.

Spend in areas that have already been accounted for with activity data, such as electricity or downstream transportation, were excluded from reported figures.

Capital Goods

Includes I.T. equipment such as phones and laptops and related electrical equipment. Data from life cycle assessments (LCAs) / product declarations used where possible to estimate emissions.

For I.T goods LCAs were available in all cases for the 2024 reporting periods, however for some items the closest equivalent was selected based on the model number and description. Use stage was removed from the calculations as this has been accounted for under Scope 2 purchased electricity or Scope 3 homeworking.

Utilities

Due to a lack of access to the necessary data, utilities consumption is largely estimated based on spend and available historic data.

Consumption of electricity at Didcot available from meter readings. Folkestone gas and electricity consumption only available for the whole building. EBSCO's proportion of gas and electricity in apportioned based on floor space.

Gas is only present at Folkestone and Didcot. Folkestone gas consumption is an estimate based on historic consumption as new data are not available. Due to the low consumption this has not had a significant impact on overall emissions. Gas consumption at Didcot estimated based on spend. No data available for gas consumption at Didcot over 2021 so 2022 figures used as a proxy. This has likely led to an overestimation of emissions as consumption would have likely been lower over 2021 due to lower site attendance.

Estimates were performed for Bunker's electricity consumption based on average usage over the year; power usage was averaging 18.5 Amp which would be 4.255 KW with a consistent draw, annual consumption would be around 37,273.8 kWh (4.255KW x 24hours x 365 days))

Limited information has been accessible for Enfield. Only spend data could be acquired. This has been used to estimate consumption at the site based on relevant tariffs for electricity and water. Assumption that 100% of supplied water is disposed of via drains. This has been used to avoid under reporting of emissions from wastewater treatment.

T&D, WTT and T&D WTT reported under Scope 3.

Waste

Waste data collected at regular intervals from Waste Transfer Notes / Waste Consignment Notes for Didcot. No waste data available for other sites. Estimates not performed due to estimated low contribution to emissions and high degree of uncertainty. Appropriate conversion factors used based on weight description and disposal methods for general and recycling.

Business Travel

Mileage data collected from expense claims for each mode of transport. All mileage claims converted to km to maintain consistency with reporting on passenger.km for air and rail travel and tonne.km for downstream transportation.

For grey fleet, where a specific fuel type was not recorded, the unknown fuel conversion factor was used. As exact makes and models of cars are not recorded, the average sized car conversion factor has been used. Specific fuel/engine size factors used where possible.

Based on the average flight distance, it has been assumed that the majority of flights are short haul, economy class, with RF factor used.

No assumptions or estimates made for rail travel. Distances collected form expense claims. WTT reported separately.

Commuting and Homeworking

Detailed information of staffs' commuting habits were collected by EBSCO. This included the number of days staff commute or work from home each week, the mode of transport, and the distance they travel each day to get to work.

Commuting calculated by multiplying one-way distance by two to calculate the daily distance. To avoid over-reporting of emissions, corrections for annual leave and bank holidays were applied. Total number of commuting days per year multiplied by total daily distance for each mode of transport.

For homeworking, the number of indicated homeworking days per week was multiplied by 52 to calculate the total number of homeworking days per year. This was then multiplied by 8 to identify the total hours spent working from home. DEFRA conversion factors for hour for office equipment and heating used. It was assumed that heating is used 20 weeks of the year over winter months.

As detailed information was collected by EBSCO, relatively few estimates and assumptions had to be made other than assuming staff drive an average car with unknown fuel. Other options for commuting were train, bus, walking and cycling.

Downstream Transportation

Emissions calculated on a tonne.km basis. Journeys were manually mapped out using as much detail as possible based on available information. Online tools, including Google Maps, were used to calculate the distance of each stage of goods' journeys.

Total weight in tonnes of goods shipped for each route multiplied by distanced travelled at each stage of a journey to calculate tonne.km. Tonne.km multiplied by the corresponding conversation factor for the relevant mode of transport at each stage (e.g., HGV, freight flight, diesel van, etc).

As the exact destination for freight flights is not known in all cases, it has been assumed that flights go to the corresponding airport for each country's capital city. Location of lay-over points has also been assumed based on best judgement.

Routes have been mapped out in as much detail as possible but has not been possible to map out the final stage from airports/DCs to customers' locations. Mapping out the route of each induvial good to a specific customer is not practical at this stage.

2024 saw a significant fall in total downstream journeys.

Emission Reduction Targets

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

- **Working towards removing gas heating from premises by 2036**
    - Achieved via avoiding opening new sites that utilise gas, and existing heating infrastructure to be replaced with electric alternatives where feasible.
- **Reduce emissions from electricity consumption by 12% each year, with all sites supplied by renewable electricity by 2030**

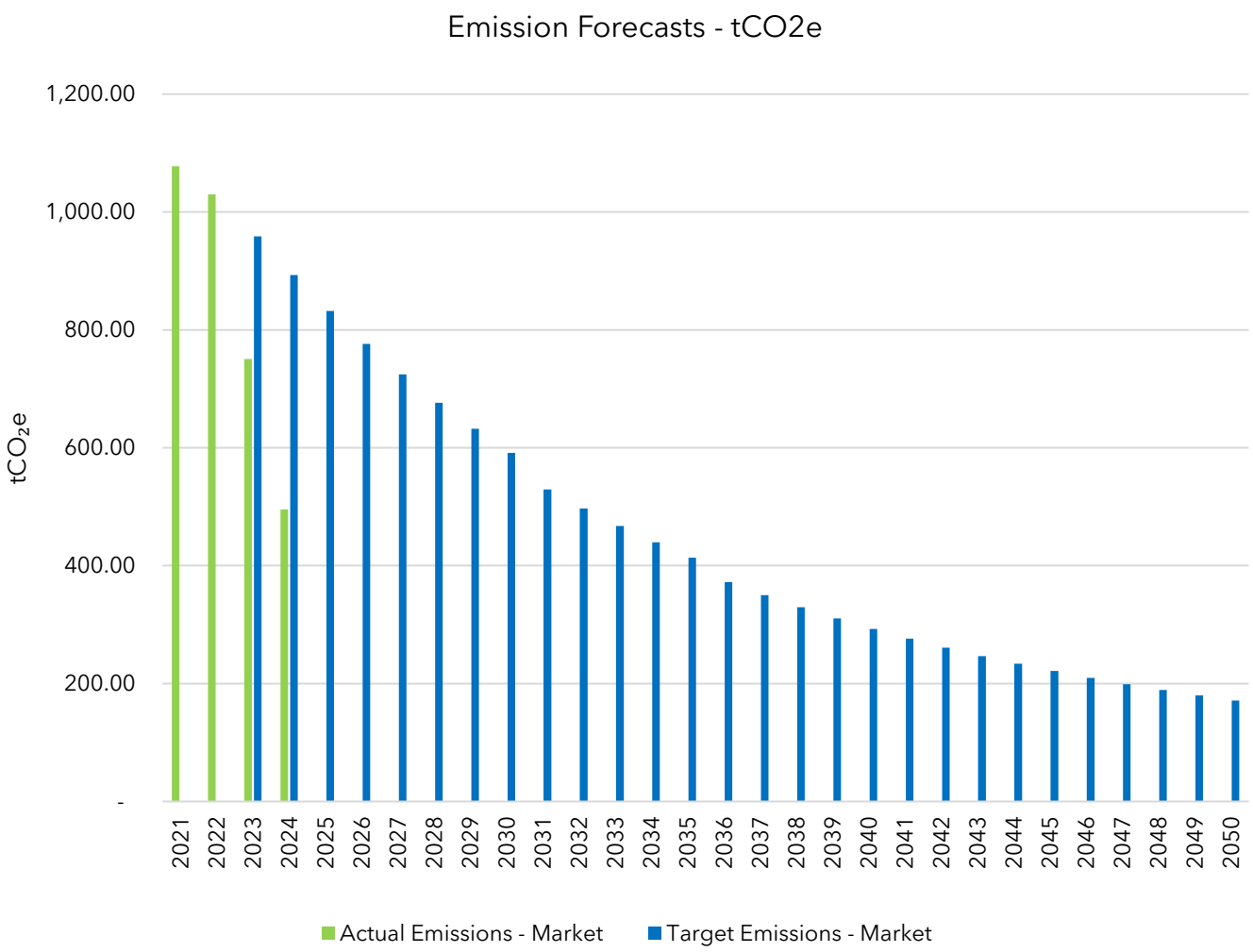
- The primary aim for electricity is to increase the visibility of consumption data at sites where we have limited control. We will also be investigating the feasibility of acquiring 100% renewable electricity for sites.

- **Reduce emission from grey fleet and commuting by 8% each year, with all grey fleet EV by the end of 2036**
  - Support and encourage staff to transition to EVs with additional charging infrastructure at sites. Minimise business travel and utilise public transport following our Sustainability Policy.
- **Reduce emissions from downstream transportation by 7% each year**
  - Work with suppliers and monitor their decarbonisation efforts to help forecast our reductions. Continually look for new options to reduce the size and weight of the goods we send out.

We estimate that location-based carbon emissions will total approximately 636.39 tCO_2e by the year 2029, based on projections over the next five years. This is a reduction of 38.80% against the 2022 base year.

Below is our pathway to Net Zero based on our initial set of reduction targets. We are still collecting activity data to better understand our emissions but are committed to going beyond any passive reductions that the market presents.

Progress against these targets are highlighted in the graph below and display the projected reduction targets since 2021 and the 2022 base year alongside the actual market-based emissions quantified in 2023 and 2024.



Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since 2021. 2022 has now been established as our base year. Measures will be in effect in the delivery of contracts unless stated otherwise.

Collaboration is a key part of EBSCOs Carbon Reduction Plan. This involves working with suppliers and our international offices to ensure sustainability initiatives are effectively communicated. Internally, EBSCO work to ensure staff at all levels of the hierarchy and involved and committed to carbon reduction initiatives. EBSCO have also partnered with Carbonology® to assist with monitoring of GHG emissions. Carbonology® have been engaged to support with the quantification of GHG emissions and to align reporting with ISO 14064-1. EBSCO are exploring options to have emission verified against ISO 14064-3 by a third-party.

EBSCO operate an ISO 14001:2015 Environmental Management System. This is used to monitor and continually improve environmental performance. The outputs of this Carbon Reduction Plan will be implemented to the EMS and associated policies. As part of this PPN 006 project, an Emissions Monitoring System has been developed. This will allow continual visibility of activity data and associated emissions moving forward.

Among other efforts, EBSCO provides onsite sustainability options for employees including electric car charging stations, hybrid company cars, recycled paper products, facilities powered by solar energy, semi-annual electronics recycling days, our home office working policy implemented in 2020, which is limiting commuting to only 2 days in the office per week for our employees, and various energy reduction efforts with lighting and use of motion-activation sensors

Energy

Double glass windows and special insulation underground floors are used at warehouses to retain heat and reduce energy consumption in winter months. Doors are kept closed throughout the day and only opened when required for pallets are moved for courier collections.

Didcot is on a 100% renewables-based tariff. This allows for market-based emission to reported as 0 tCO_2e. EBSCO have limited control over the energy supply at other sites but are working closely with them to achieve the same. The current priority is collecting the necessary consumption data (gas and electricity) from sites in order to accurately track consumption on a monthly basis and set more accurate reduction targets.

EBSCO recognise that simply switching to renewable tariffs is not a solution alone. Measures are in place to reduce overall consumption, such as motion sensitive, energy saving lighting on sites. Staff are also encouraged to power-down non-essential equipment at the end of each day, as well as other energy saving measures as part of our EMS.

In 2024, the estimated tonnes of emissions saved as a result of EBSCO choosing a renewable tariff was 11.2 tco2e, illustrating the tangible impact that switching energy providers can have in reducing EBSCO's footprint and supporting their broader climate goals.

Travel and Hybrid Working

EBSCO have also embraced a hybrid working model for applicable job roles. This means staff can work remotely, avoiding the need to commute to and from work each day. On average staff now work from home

approximately 3 days per week. As an international company, there is a need to collaborate with offices all over the world. To reduce the need for flights, virtual meetings are prioritised where possible.

Our Supply Chain

As the single largest contributor to emissions is downstream transportation (goods outwards to customers), a key area of focus will be collaborating with suppliers to promote the use of electric vehicles where practical. As EBSCO rely on freight flights to operate, these emissions are unlikely to reduce significantly in the next decade. EBSCO's Supplier Code of Conduct is used to verify the sustainability credentials of suppliers and ensure their attitude towards environmental protection mirrors that of EBSCO's.

Here at EBSCO, it is extremely important to us to reduce our carbon footprint and we are continually looking at ways to improve. Selecting suppliers based not only on cost but also on their plans to ensure we are jointly doing all we can as a team to reduce the negative effect on the environment. Examples of measurements we use are the number of electric vehicles in use and capability for shipping in bulk to reduce the usage of vehicles on the roads in addition to many other factors.

To reduce the need for transportation, we are focusing on the digitisation of our products to avoid shipping physical goods around the world. We have also moved much of our internal documentation online, saving the need to send physical documents, such as contracts, to stakeholders.

Waste and Packaging

One area we have been looking at is packing material, again not only the cost but more importantly, is the material responsibly sourced and sustainable. I am pleased to announce that we have found paper packaging that offers the same protection to our product but comprises 80% recycled paper and is 100% recyclable. Our supplier will plant a tree for every order we make, and this is their promise to help reduce their carbon footprint. It also shows that they are building a future for the products they offer.

In the interim period to achieving Net Zero EBSCO are working towards achieving carbon neutrality with ISO 14068, the world's leading standard for demonstrating carbon neutrality credentials. The standard places strict limitations on offset credits that can be purchased to achieve carbon neutrality. This will give customers confidence that they are helping to support credible and independently verified projects around the world.

Summary Of Completed Carbon Reduction Initiatives

Below is a summary of carbon reduction initiatives that have been completed and will be in effect during the delivery of contracts:

- ISO 14001:2015 Environmental Management System
- Supplier Code of Conduct to verify suppliers' sustainability credentials
- Fully maintained HVAC systems to ensure zero leaks of F-gases
- 100% renewables tariff for Didcot
- Solar PVs installed at Enfield
- Energy saving, motion sensor lightbulbs at offices
- Use of electric fork-lift trucks to minimise gas combustion at sites
- Investment in insulation and behavioural changes at warehouses to reduce energy
- Electric car charging stations offered at main Enfield site
- Implemented home office working policy reducing employee commuting to two days per week
- Virtual meetings utilised to reduce the need for international and domestic travel

- Smaller, region specific, sales teams used to minimise long distance travel
- Semi-annual electronics recycling days, with some retired equipment repurposed
- Bike storage facilities and showers installed to encourage cycling to work
- Circular economy practices utilised to re-use packaging
- No plastic used for general packaging
- Zero waste to landfill and recycling encouraged at all offices through training and signage

Summary of Planned Carbon Reduction Initiatives

Below is a summary of proposed projects EBSCO are planning to implement:

- Phase out the use of gas for heating across the company by end of 2036. Avoid opening any new sites that use gas
- Considering introducing salary sacrifice scheme for staff to support EV transition
- Any company vehicles purchased after 2028 to be EV
- 100% of electricity supply to come from renewable energy
- Increased charging points at all offices to ensure all staff can transition to EVs by 2036
- Liaise with landlords to ensure all relevant activity data is provided to EBSCO
- Encourage landlords to digitise data collection to enable constant visibility of energy use
- Liaise with suppliers to collect necessary activity data, promote sustainable transport alternatives, and encourage the use of the PPN 006 framework for carbon reporting
- Considerations for subsidising transport costs for staff, with potential reimbursement program for employee use of public transportation

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans (formerly known as PPN 06/21)

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[i] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[ii].

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[iii].

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:

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Cary Bruce, General Manager and SVP

Date: 02/06/2025

Annex

Table 1. Features a Carbon Reduction Plan must contain as specified in Guidance on adopting and applying the PPN 006 – Selection Criteria

	Requirement	EBSCO Response
1	Carbon Reduction Plan submitted which; confirms the supplier's commitment to achieving Net Zero by 2050	EBSCO is committed to achieving Net Zero by 2050. EBSCO is committed to implementing this Carbon Reduction Plan as part of its business operations and quantifying emissions annually to gauge its success. This will also form part of EBSCO's ISO 14001:2015 EMS. Prior to achieving Net Zero emissions, EBSCO are committed to achieving carbon neutrality in alignment with ISO 14064-1:2019 and ISO 14068-1:2023.
2	Carbon Reduction Plan submitted which contains emissions reported for all required Scopes (in accordance with the required methodology),	EBSCO has quantified and reported on 100% of Scope 1 and 2 emissions where data allows. Some estimates have been performed where activity data for sites are missing. Once data is obtained this CRP will be updated accordingly. All estimations carried out in a manner to avoid under-estimating emissions. All required Scope 3 categories as specified in PPN 006 requirements have been quantified and reported on with the exception of upstream transportation. This is likely to be relatively low, but EBSCO are still collecting activity data to enable this (goods purchased in the reporting period and location of suppliers to calculate emission from the fabrication of productions and their associated transportation to EBSCO premises).
3	Carbon Reduction Plan submitted which details environmental management and carbon reduction measures in effect during the delivery of the contract and	This Carbon Reduction Plan outlines numerous environmental management and carbon reduction measures. Quantitative targets have been set for specific GHG sources. All reduction initiatives referred to in the Completed Carbon Reduction Initiatives will be in effect during the delivery of contracts unless specified otherwise.
4	Reporting period falls no more than 12 months prior to the date of commencement of the procurement	The reporting period of this Carbon Reduction plan is 1st January 2024 to 31st December 2024. Emissions for 2025 and beyond will be quantified and included within this Carbon Reduction Plan. Necessary updates will be made prior to it being applied to contacts starting 12 months after the referenced reporting periods.
5	Carbon Reduction Plan not submitted	Carbon Reduction Plan will be submitted upon request for relevant contracts. If Carbon Reduction Plan requires updates or amendments as a result of feedback from tendering process, they will be made in time for submission deadlines.
6	Carbon Reduction Plan fails to confirm supplier's	See row 1.

	commitment to achieving Net Zero by 2050	
7	Emissions in the Carbon Reduction Plan are not reported for any Scopes or only for some Scopes without explanation why	100% of Scope 1 and Scope 2 emissions quantified and reported. Where quantification has been possible, no emissions have been intentionally excluded. Conservative estimates have been performed in some cases to ensure a reasonable figure can be included within this CRP. It should be noted that due to a lack of data, results are largely based on estimates. EBSCO are working to improve the availability of data for PPN 006 reporting. We are working to obtain necessary activity data to facility upstream transportation calculations.
8	Emissions in the Carbon Reduction Plan not reported for any Scopes or only for some Scopes, but supplier provides an acceptable explanation why	See row 7
9	Reporting period is more than 12 months from the date of commencement of the procurement	See row 5
10	Reporting period is more than 12 months from the date of commencement of the procurement, **but provides an acceptable explanation why**	See row 5 If reporting period for contracts exceeds allowable time period, an acceptable explanation will be provided. It is now policy at EBSCO to continually update the Emissions Monitoring System with new activity data.
11	Supplier **fails to detail the environmental management measures in effect**, including certification schemes or specific carbon reduction measures that will be in effect during the performance of the contract	Environmental management measures are detailed in the main body of this Carbon Reduction Plan, including those that have been completed and will be in effect in the delivery of contacts, and those that are planned for the near future.

Table 2. Scope 3 emissions. Table adapted from Technical standard for Completion of Carbon Reduction Plans . Full details of category descriptions can be found within this link. Scope 3 emissions are defined in the GHG Protocol.

Scope 3 Category	Minimum Boundary	Justification for Inclusion/Exclusion
4. Upstream transportation and distribution	The scope 1 and scope 2 emissions of transportation and distribution providers that occur during use of vehicles and	**Excluded** EBSCO are working to collect activity data for this emission source. EBSCO are

	facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	committed to gathering the necessary activity data to support quantification and reporting.
5. Waste generated in operations	The scope 1 and scope 2 emissions of waste management suppliers that occur during disposal or treatment Optional: Emissions from transportation of waste.	**Included** General waste and recycling included.
6. Business travel	The scope 1 and scope 2 emissions of transportation carriers that occur during use of vehicles (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles or infrastructure	**Included** All business travel logged as part of expense claims. This includes grey fleet, air and rail
7. Employee commuting	The scope 1 and scope 2 emissions of employees and transportation providers that occur during use of vehicles (e.g., from energy use) Optional: Emissions from employee teleworking	**Included** Detailed data in staffs' commuting and homeworking habits were collected across the reporting period A series of corrections for annual leave and bank holidays were performed to ensure accuracy. Methods were chosen to avoid underestimating emissions, such as using an 'unknown fuel' emissions factor.
9. Downstream transportation and distribution	The scope 1 and scope 2 emissions of transportation providers, distributors, and retailers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	**Included** A highly detailed and manual process was performed for each stage in the supply chain, for each route. Emissions calculated on a tonne.km basis. This involved looking the most plausible routes that goods took on their journey to customers. Journeys were broken down into stages and the corresponding conversion factor (e.g. freight flights) was applied to the mode of transport used at each stage. It is not practical at this stage to report on the final stage of the journey where goods are delivered to customers. EBSCO have gone into the supply route as practically possible.

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