Carbon Reduction Plan

Konica Minolta Business Solutions (UK) Ltd

Company Number: 01132885

Konica House, Miles Gray Road, Basildon, Essex., SS14 3AR

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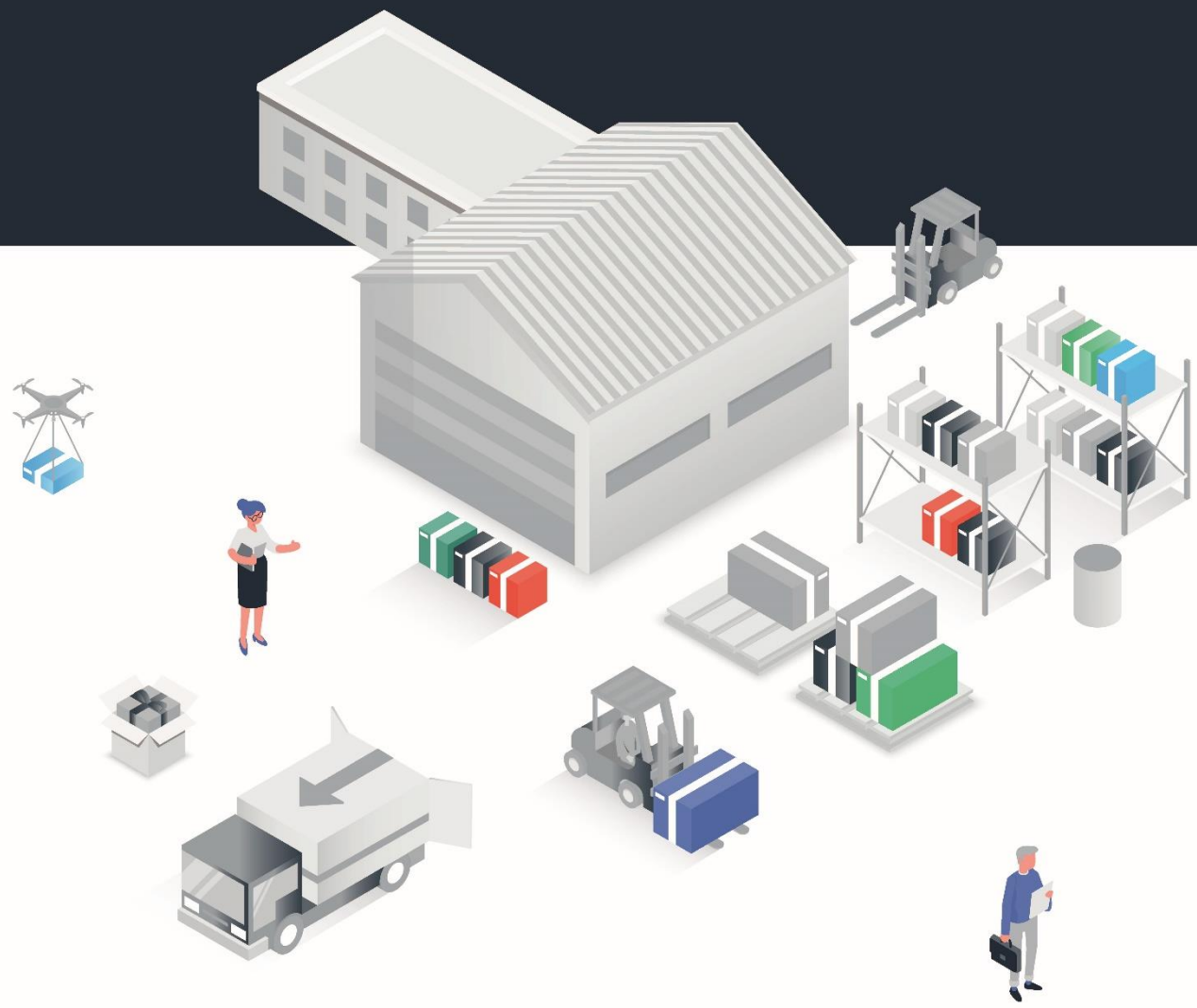

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Contents

Verification and assurance

The contents of this report have been assurance checked for accuracy, completeness, and consistency of energy use, emissions data, and energy efficiency actions by a qualified energy professional, independent of the author.

This report:

- Has a reporting period consistent with the financial statement.
- Has been prepared in line with the Procurement Policy Note (PPN) 06/21
- Is based on information received from various sources, both internally and externally of the business, and contains as far as practically possible, no material misstatements.

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1 Commitment to achieving Net Zero

Konica Minolta Business Solutions (UK) Ltd. (C.N.:01132885) is committed to achieving Net Zero emissions by 2050.

2 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.

Base Year
The base year is April 2019 – March 2020. Measurements include mandatory scope 1, 2, and 3 emissions. Estimates have been made with the collation of data.

The total net emissions for the base year were 5,646.63 tonnes of CO_2e, which equates to 5.848 tonnes of CO_2e per employee.

A summary of the gross and net carbon emissions is detailed below.

SCOPE 1 CO_2e (tonnes)	% Estimated	Specific exclusions (%)	Apr 19 - Mar 20
Natural Gas	0	None	129.2
Company owned transport	0	None	1,447.0
Refrigerant gases	0	None	5.9
Total Scope 1	**0**		**1,582.2**
SCOPE 2 CO_2e (tonnes)	% estimated	Exclusions	Apr 19 - Mar 20
Electricity	0	None	262.3
Total Scope 2	**0**		**262.3**
SCOPE 3 CO_2e (tonnes)	% estimated	Exclusions	Apr 19 - Mar 20
Electricity T & D Losses	0	None	22.3
Private transport for business purposes	0	None	900.9
Employee Commuting	100%	None	1,305.0
Rail	0	None	52.6
Plane	0	None	766.4
Taxi	0	None	4.7
Downstream transportation and distribution	0	None	10.7
Upstream Transportation & Distribution	30%	None	957.2
Waste Disposal	0	None	44.6
Total Scope 3 CO2e (tonnes)			**4,064.5**
TOTAL CO_2e Scope 1, 2, 3 Gross emissions (tonnes)			**5,908.89**
Intensity Metric Measure (number of employee)			965.50
Intensity Metric (Gross emissions) tCO_2e/employee			**6.120**
Energy Consumption		Exclusions	Apr 19 - Mar 20
Carbon offsets			262.26
TOTAL CO_2e Scope 1, 2, 3 Net emissions (tonnes)			**5,646.63**
Intensity Metric (Net emissions) tCO_2e/employee			**5.848**

Carbon Offsetting
Carbon offsetting from electricity purchased under green supply contracts has been considered in this report.

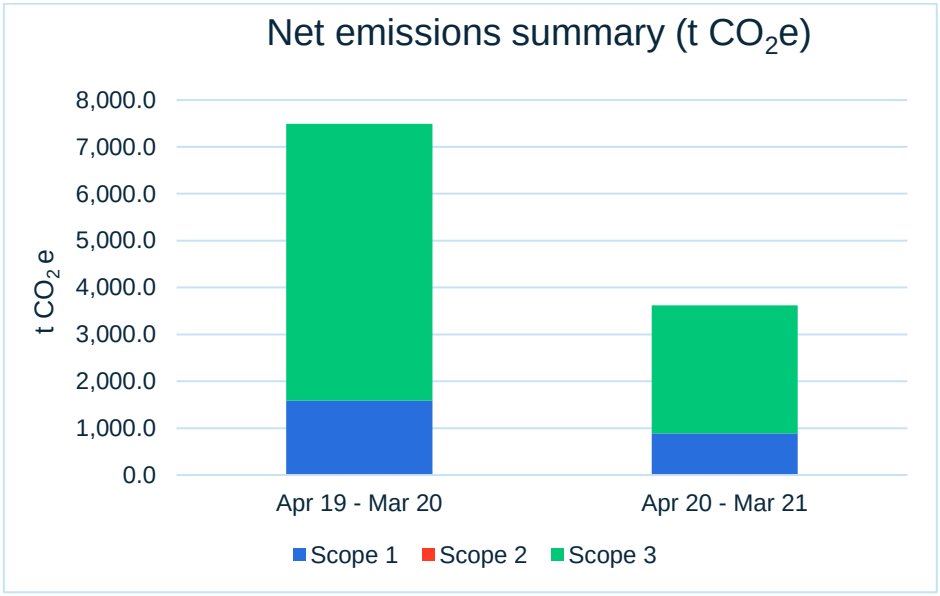
3 Current Emissions Reporting

The emissions registered for the current period (April 2020 – March 2021) are detailed below. It includes all the mandatory measurements for scope 1, 2 and 3.

SCOPE 1 CO_2e (tonnes)	% estimated	Specific exclusions (%)	Apr 20 - Mar 21
Natural Gas	0	None	141.0
Company owned transport	0	None	740.1
Refrigerant gases	0	None	4.8
Total Scope 1	**0**		**885.9**
SCOPE 2 CO_2e (tonnes)	% estimated	Exclusions	Apr 20 - Mar 21
Electricity	0	None	145.6
Total Scope 2	**0**		**145.6**
SCOPE 3 CO_2e (tonnes)	% estimated	Exclusions	Apr 20 - Mar 21
Electricity T & D Losses	0	None	12.5
Private transport for business purposes	0	None	2.8
Employee Commuting	100%	None	753.1
Rail	0	None	0.6
Plane	0	None	23.8
Taxi	0	None	0.2
Downstream transportation and distribution	0	None	5.6
Upstream Transportation & Distribution	30%	None	793.4
Waste Disposal	0	None	109.7
Total Scope 3 CO2e (tonnes)			**1,701.7**
TOTAL CO_2e Scope 1, 2, 3 Gross emissions (tonnes)			**2,733.29**
Intensity Metric Measure (number of employee)			745.00
Intensity Metric (Gross emissions) tCO_2e/employee			**3.669**
Energy Consumption		Exclusions	Apr 20 - Mar 21
Carbon offsets			145.63
TOTAL CO_2e Scope 1, 2, 3 Net emissions (tonnes)			**2,587.66**
Intensity Metric (Net emissions) tCO_2e/employee			**3.473**

The net emissions registered for the current period are 2,587.66 tonnes of CO_2e, which equates to 3.473 tonnes of CO_2e per employee.

There is a significant reduction in net emissions, as well as in the intensity ratio (tCO_2e per employee) for the current period regarding the benchmark. 54% reduction in net carbon emissions and 41% in the intensity metric. The main reason for these reductions is the COVID-19 restrictions during 2020/21. Mobility restrictions and the closure of some offices contributed to a significant reduction of the total energy consumption.



4 Emissions Reduction Target

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

The target is to reduce net scope 1, 2, and scope 3 emissions in tonnes of CO_2e by 3.33% every year, to achieve Net Zero emissions by 2050.

The reduction of the net emissions of the current period against the benchmark was 54%. This reduction is considerably higher than the projected target for the current period, but the restrictions carried out during 2020/21 due to the COVID-19 global pandemic contributed significantly to this reduction.

It would be difficult to maintain that reduction rate for the following years, but the company is committed to keeping implementing energy reduction measures in order to achieve the target for 2050.

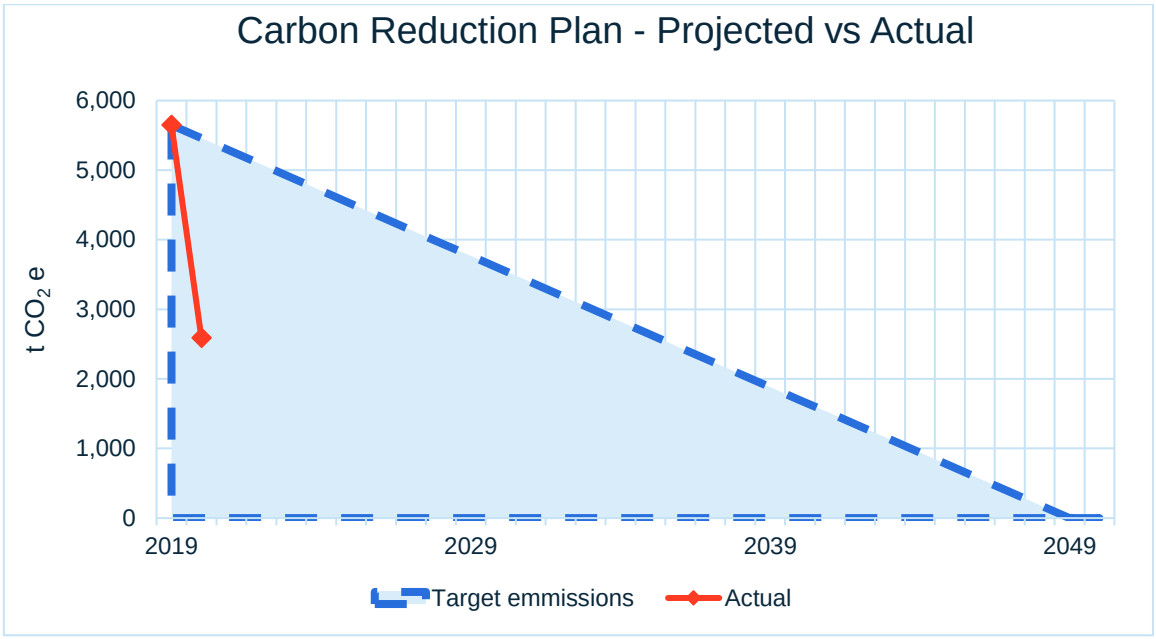


Figure 1: Carbon Reduction Plan

5 Energy Efficiency Actions

In the financial period, April 2020 to March 2021 Konica Minolta Business Solutions (UK) Ltd has helped to minimise energy consumption by:

- Increasing the infrastructure to facilitate remote support to customers, which is contributing to significantly reduced fuel consumption on company cars used by engineers.
- Implementing an agile working and remote-working infrastructure to reduce electricity and gas consumption from offices, as well as employee's commuting associated emissions.
- Implementing maintenance policies to replace light fittings, with more efficient technologies, such as LEDs.
- Maintaining an Environmental Management System complying to the ISO 14001 standard.
- Investing in a dedicated double-decker trailer for the Iver to Basildon route, which runs on hydro-treated vegetable oil.

6 Organisational Boundary

Reporting is carried out at the 'group of companies' level, with all subsidiaries being included in the emissions calculations.

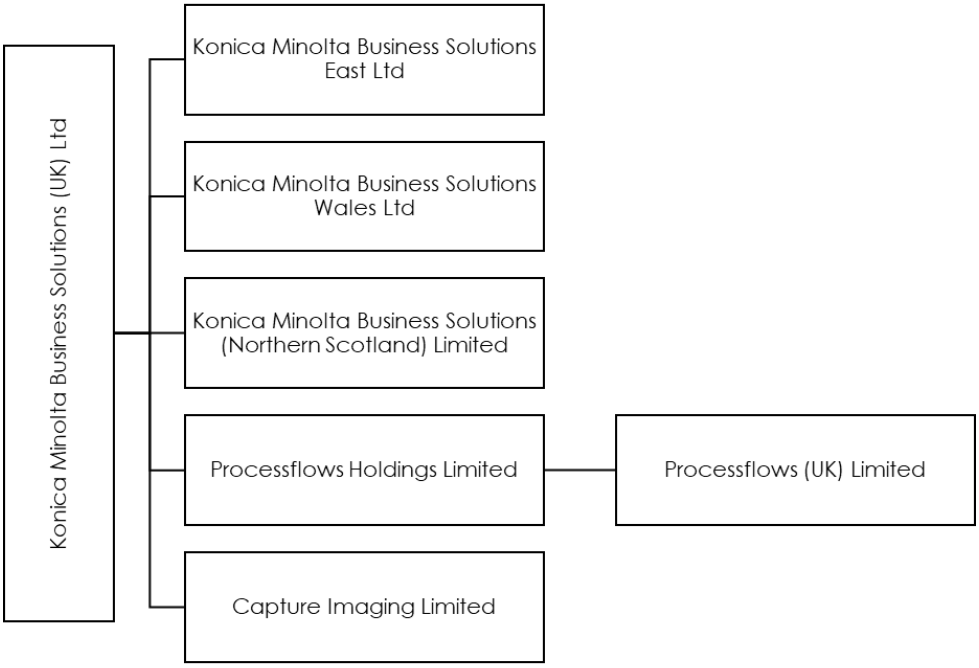


Figure 2: Corporate Organogram

7 Reporting scopes

According to the PPN 06/21, the Carbon Reduction Plan must provide the supplier's current emissions for the sources included in Scope 1 and 2 of the GHG Protocol and a defined subset of Scope 3 emissions.

A summary of the emissions included in each scope is detailed below.

	In Scope	Out of scope
Emissions	**Scope 1 –** Direct emissions: Combustible gases, kerosene heating oil, Owned vehicles F gas emissions?	None
	Scope 2 – Indirect emissions: purchased electricity	None
	Scope 3 – Other indirect emissions relating to electricity transmission and distribution losses, private vehicles used for work purposes, employee commuting, business travel (air, train, taxi), waste disposal, upstream and downstream transportation of distribution.	Purchased good and services, capital goods, leased assets, etc.

Figure 3: Report scope summary

8 Calculation Approach

Data quality is an important part of the emission calculation process. The higher the data quality submitted, the more accurate and meaningful the calculated emission values become. Resource use that cannot accurately be measured cannot accurately be managed, so robust data collection methodologies are vital. While this appears to be a fundamental statement, many organisations do not currently collect or monitor their energy and resource consumption.

There are three important aspects of data quality to consider when calculating emissions values.

Source

The consumption figures supplied and the sources of data (e.g. kWh consumption of electricity from meter readings or spend on fuel from receipts for a company car).

Completeness

The period the data considers and the coverage within the business. This report rates each piece of information provided for the calculation of the emission values following a three-tier traffic light system. All pieces of data will be categorised by source (as primary, secondary, or spend) and by completeness, as per the definitions below:

Primary: Actual consumption of fuel/energy / or product with the appropriate units

Secondary: Data which can be converted into fuel/energy/product consumption simply i.e. mileage, bags of waste, etc

Spend: Data that can be approximated to consumption through a series of assumptions which include several other factors i.e. VAT, levies, and other taxes.

Quality

The quality of data is very important and should be based on actual readings rather than estimated data. The table below explains data quality:

	Good quality data Primary data sources have been used. Data completeness and accuracy is high
	Average data quality Mixed primary and secondary data sources. Limited extrapolation with average completeness and accuracy
	Poor data quality High levels of estimation and benchmarking. Poor completeness and accuracy

Figure 4: Data quality definition

9 Data Quality

Figure 5 presents the raw data sources used to calculate emissions and the corresponding data quality rating for the information received.

Operational area	Emissions source	Raw data supplied	Unit	Data status	Notes
Premises	Natural gas	Billing	kWh		Monthly supplier invoices.
	Electricity purchased	Billing	kWh		Monthly supplier invoices.
	Refrigerant gases	F-Gas register	kg refrigerant		F-Gas register. kg of refrigerant top-ups estimated according to annual leak rates.
Company vehicles	Company-owned and leased vehicles	Mileage claims	Miles		Total mileage claims.
Private vehicles used for business	Vehicles don't own by the company	Mileage claims	Miles		Total mileage claims.
Employee Commuting	Vehicles don't own by the company	Average distance travelled per employee to the office	Miles		Estimation of the commuting distance per office and employee per month
Business travel	Rail, planes, and taxis	Accounts' summary of mileage and expenses	Miles and Pounds		Total miles travelled in flights and rail journeys. Total expenses claimed on taxis journeys.
Upstream Transportation & Distribution	Vehicles don't own by the company	Mileage and $kgCO_2$ summary per transport provider	Miles and kg CO_2		Mileage summary for four of the transport providers. Summary of CO_2 emissions for one of the providers (Relay)
Downstream transportation and distribution	Vehicles don't own by the company	$kgCO_2$ summary provided by EOS Solutions	kg CO_2		Summary of CO_2 emissions
Waste disposal	Waste treatment	Tonnes of waste generated per office	tonnes		For those offices located in shared business buildings, estimations using surface rate has been used to quantify total waste

Figure 5: Data quality summary

10 Declaration and Sign Off

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

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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

Signed for and on behalf of the Client

Signature	Name
DocuSigned by: Rob Ferris A1D68DCF2CF74E8...	Rob Ferris
Date	**Title**
11-01-2022	CEO

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