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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) 06/21¹
- Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard² and use the appropriate Government emission conversion factors for greenhouse gas company reporting³.
- 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.

¹ <https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts>

² <https://ghgprotocol.org/corporate-standard>

³ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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 5,646.6 tonnes of CO₂e, which equates to 5.848 tonnes of CO₂e per employee.

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

SCOPE 1 CO ₂ e (tonnes)	% estimated	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 ₂ e (tonnes)	% estimated	Exclusions	Apr 19 - Mar 20
Purchased Electricity	0	None	262.3
Total Scope 2	0		262.3
SCOPE 3 CO ₂ e (tonnes)	% estimated	Exclusions	Apr 19 - Mar 20
3. Fuel- and energy-related activities (Electricity T&D losses)	0	None	22.3
4. Upstream Transportation & Distribution	30%	None	957.2
5. Waste generated in operations	0	None	44.6
6. Business travel	0	None	1,724.6
7. Employee Commuting	100%	None	1,305.0
9. Downstream transportation and distribution	0	None	10.7
Total Scope 3			4,064.5
TOTAL CO₂e Scope 1, 2, 3 Gross emissions (tonnes)			5,908.9
Intensity Metric Measure (number of employees)			965.5
Intensity Metric (Gross emissions) tCO₂e/employee			6.120
Energy Consumption		Exclusions	Apr 19 - Mar 20
Carbon offsets			262.26
TOTAL CO₂e Scope 1, 2, 3 Net emissions (tonnes)			5,646.6
Intensity Metric (Net emissions) tCO₂e/employee			5.848

Carbon Offsetting

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

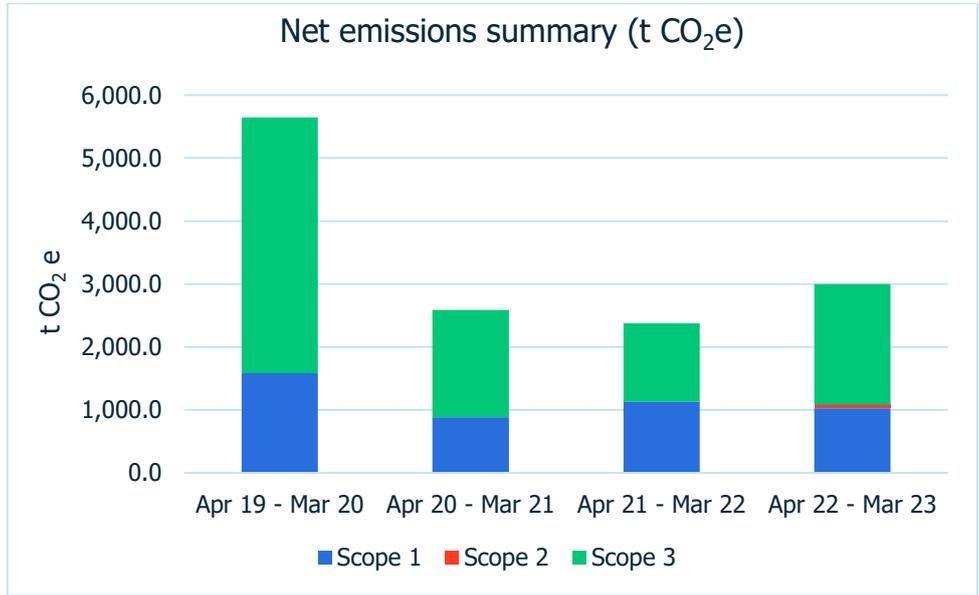
3 Current Emissions Reporting

The emissions registered for the current period (April 2022 – March 2023) are detailed below. It includes all the mandatory measurements for scopes 1, 2 and 3.

SCOPE 1 CO ₂ e (tonnes)	% estimated	Specific exclusions (%)	Apr 22 - Mar 23
Natural Gas	0	None	94.1
Company-owned transport	0	None	929.4
Refrigerant gases	0	None	4.8
Total Scope 1	0		1,028.3
SCOPE 2 CO ₂ e (tonnes)	% estimated	Exclusions	Apr 22 - Mar 23
Purchased Electricity	0	None	109.7
Total Scope 2	0		109.7
SCOPE 3 CO ₂ e (tonnes)	% estimated	Exclusions	Apr 22 - Mar 23
3. Fuel- and energy-related activities (Electricity T&D losses)	0	None	10.0
4. Upstream Transportation & Distribution	0	None	963.1
5. Waste generated in operations	13%	None	21.1
6. Business travel	0	None	748.7
7. Employee Commuting	100%	None	161.6
9. Downstream transportation and distribution	0	None	10.0
Total Scope 3			1,914.5
TOTAL CO₂e Scope 1, 2, 3 Gross emissions (tonnes)			3,052.7
Intensity Metric Measure (number of employees)			629
Intensity Metric (Gross emissions) tCO₂e/employee			4.853
Energy Consumption		Exclusions	Apr 22 - Mar 23
Carbon offsets (Green contract from April 22 to September 22)			54.9
TOTAL CO₂e Scope 1, 2, 3 Net emissions (tonnes)			2,997.7
Intensity Metric (Net emissions) tCO₂e/employee			4.766

The net emissions registered for the current period are 2,997.7 tonnes of CO₂e, which equates to 4.766 tonnes of CO₂e per employee.

There is a significant reduction in net emissions, as well as in the intensity ratio (tCO₂e per employee) for the current period regarding the benchmark. 47% reduction in net carbon emissions and 19% in the intensity metric. The main factors causing this reduction are associated with the reduction in the mileage from company-owned cars, as well as the electricity and natural gas consumption due to the shutdown of the two sites. Employee commuting and business travelling emissions have reduced significantly as well, due to the implementation of agile working in the company.



4 Emissions Reduction Target

In order to continue our progress toward 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 CO₂e 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 47%. The main factors causing this reduction are associated with the reduction in the mileage from company-owned cars, as well as the electricity and natural gas consumption due to the shutdown of the two sites. Employee commuting and business travelling emissions have reduced significantly as well, due to the implementation of agile working in the company.

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.

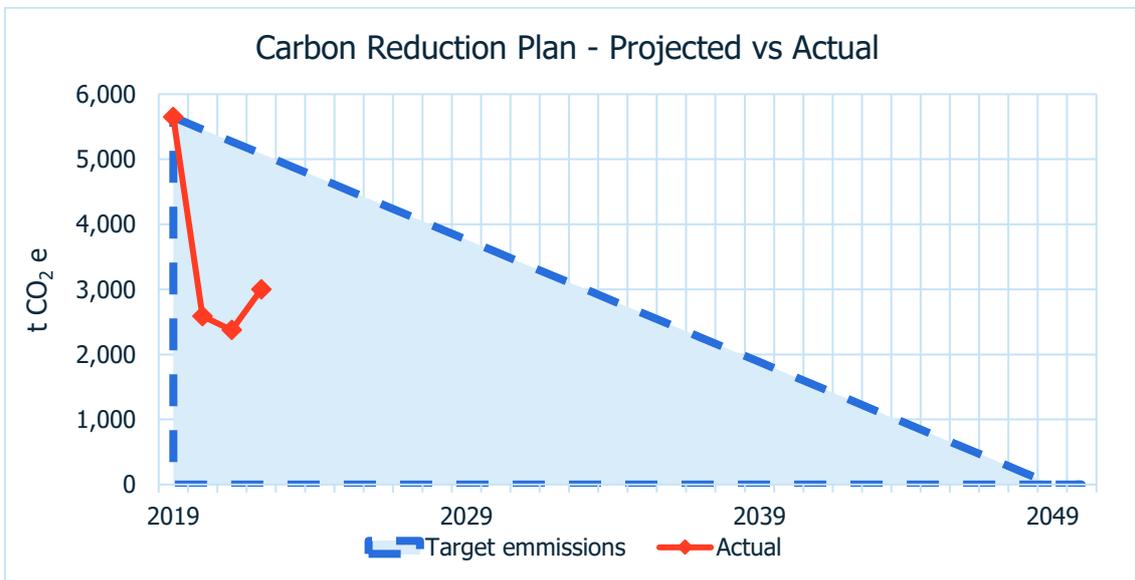


Figure 1: Carbon Reduction Plan

5 Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 – 2020 baseline. The carbon emission reduction achieved by these schemes equates to 2,648.9 tonnes of CO₂e, a 47% reduction against the 2019 – 2020 baseline and the measures will be in effect when performing the contract.

In the financial periods, April 2020 to March 2021 and April 2022 to March 2023 Konica Minolta Business Solutions (UK) Ltd has helped to reduce carbon emissions 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 commuting-associated emissions.
- Implementing maintenance policies to replace light fittings, with more efficient technologies, such as LEDs.
- Maintaining an Environmental Management System complying with the ISO 14001 standard.
- Investing in a dedicated double-decker trailer for the Iver to Basildon route, which runs on hydro-treated vegetable oil.
- Refurbishing the Air Conditioning unit at the Basildon Operations hub
- Testing and approval of electric cars for their engineering fleet
- Delivering an “Enabling Climate Compensation” programme to customers.
- Sharing best practice guidance with customers on ways to save energy through their devices.
- Following the completion of our ESOS Phase 3 audit report, we will be reviewing the proposed projects highlighted in the report that contribute directly to reduce Scope 1, 2 and 3 emissions.

6 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	Green	Monthly supplier invoices.
	Electricity purchased	Billing	kWh	Green	Monthly supplier invoices.
	Refrigerant gases	F-Gas register	kg refrigerant	Green	F-Gas register. kg of refrigerant top-ups is estimated according to annual leak rates.
Company vehicles	Company-owned and leased vehicles	Mileage claims	Miles	Yellow	Total mileage claims.
Private vehicles used for business	Vehicles don't own by the company	Mileage claims	Miles	Yellow	Total mileage claims.
Employee Commuting	Vehicles don't own by the company	Average distance travelled per employee to the office	Miles	Red	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	Yellow	Total miles travelled in flights and rail journeys. Total expenses claimed on taxi journeys.
Upstream Transportation & Distribution	Vehicles don't own by the company	Mileage and kgCO ₂ summary per transport provider	Miles and kg C O ₂	Yellow	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	Green	Summary of CO ₂ emissions
Waste disposal	Waste treatment	Tonnes of waste generated per office	tonnes	Yellow	For those offices located in shared business buildings, estimations using surface rate have been used to quantify total waste

Figure 5: Data quality summary

7 Declaration and Sign Off

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

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁴ and use the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁶.

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

Signed for and on behalf of the Client

Signature	Name
DocuSigned by:  A1D68DCF2CF74E8...	
Date	Title

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

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

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