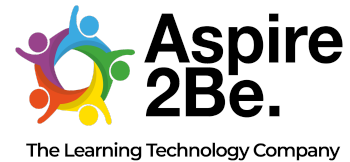


## Educ8 Training ETG of Companies

### Carbon Reduction Plan

#### Document version control

|                         |                       |
|-------------------------|-----------------------|
| <b>Document title:</b>  | Carbon reduction plan |
| <b>Document status:</b> | Final                 |
| <b>Version number:</b>  | 1                     |
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| <b>Author:</b>          | Board                 |
| <b>Approved by:</b>     | SMT                   |
| <b>Classification:</b>  | Unclassified          |
| <b>Review date:</b>     | January 2027          |



## Introduction

Educ8 Training Group will promote the conservation and sustainable use of natural resources, to minimise environmental pollution in all of its activities, and through its influence over others. The organisation will review each of its policies, programmes and services, and act wherever necessary to meet the standards set out in its plan.

The Board of Directors have committed the organisation to the effective implementation and operation of the Environmental Management System (EMS) and as such have committed the necessary resources to support this. Moreover, Educ8 Training Group Board of Directors commit to a full annual review of the environmental management system which forms part of a Green Dragon Level 3 annual audit.

The main environmental impacts of the business include energy usage, waste disposal and transport impacts. In recognising these impacts, we have made a commitment to continual environmental improvements and protection of the environment, including pollution prevention. We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We are committed to meeting our compliance obligations including legislative and voluntary commitments made. We will operate in compliance with all relevant environmental legislation, and we will strive to use pollution prevention guidance and environmental best practices in all we do.

In recognising these impacts, through demonstrating continual environmental improvements and protection of the environment, including pollution prevention, Educ8 Training Group will:

Integrate environmental management into all organisational activities.

- Guarantee compliance with all relevant local, national and international legislation and regulations.
- Ensure all learners, employers and staff, including contractors, actively support our environmental programmes.
- Communicate our environmental policy and plan effectively to all interested, both internal and external parties.
- A commitment to achieving continual environmental improvement and protection of the environment, including pollution prevention. This will be captured through our action plan, objectives and targets.
- The minimisation of materials and energy usage in all operations.
- The safe disposal of waste where reuse or recycling is not economically viable.
- The provision of appropriate resources and the necessary training for staff, to ensure that they are able to fulfil the commitment given in this plan.
- Review modes of transport and promote alternative sustainable forms of transport where practical including electric vehicles.
- Include environmental awareness in our staff induction programmes, meetings and learning delivery. Also engaging with the community and raising awareness of sustainable activities.

We aim to support the UK, Department for Education and Welsh Governments's commitment to achieving net zero greenhouse gas emissions by 2050. To achieve this ambitious aim, we will make reducing carbon emissions integral to all business planning and decision-making processes.

This Carbon Reduction Plan details the key initiatives we will put in place as our business grows to support this UK wide commitment.

### **Legislative & Policy Context**

The climate crisis is one of the biggest challenges of our time.

This Carbon Reduction Plan supports:

- The 17 UN Sustainability Development Goals (SDG), which cover global issues such as poverty, inequality, and climate change and which the private sector is expected to contribute towards.
- The Well-being of Future Generations (Wales) Act (2015), which provides a framework for sustainable development in Wales and aims to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- The Environment (Wales) Act 2016, which requires Wales to reduce greenhouse gas emissions to net zero for the year 2050 and introduces several measures to improve and protect the environment in Wales.
- Prosperity for All: A Low Carbon Wales and Net Zero Wales Carbon Budget 2, which set out the different commitments and actions needed from Welsh individuals, businesses, and the public sector in order to reach net zero emissions by 2050.
- The Towards Zero Waste and Beyond Recycling strategies which set out the actions needed for Wales to become a zero-waste nation by 2050 while maximising on the economic potential from the circular economy.

### **Assumptions / Limitations of the assessment**

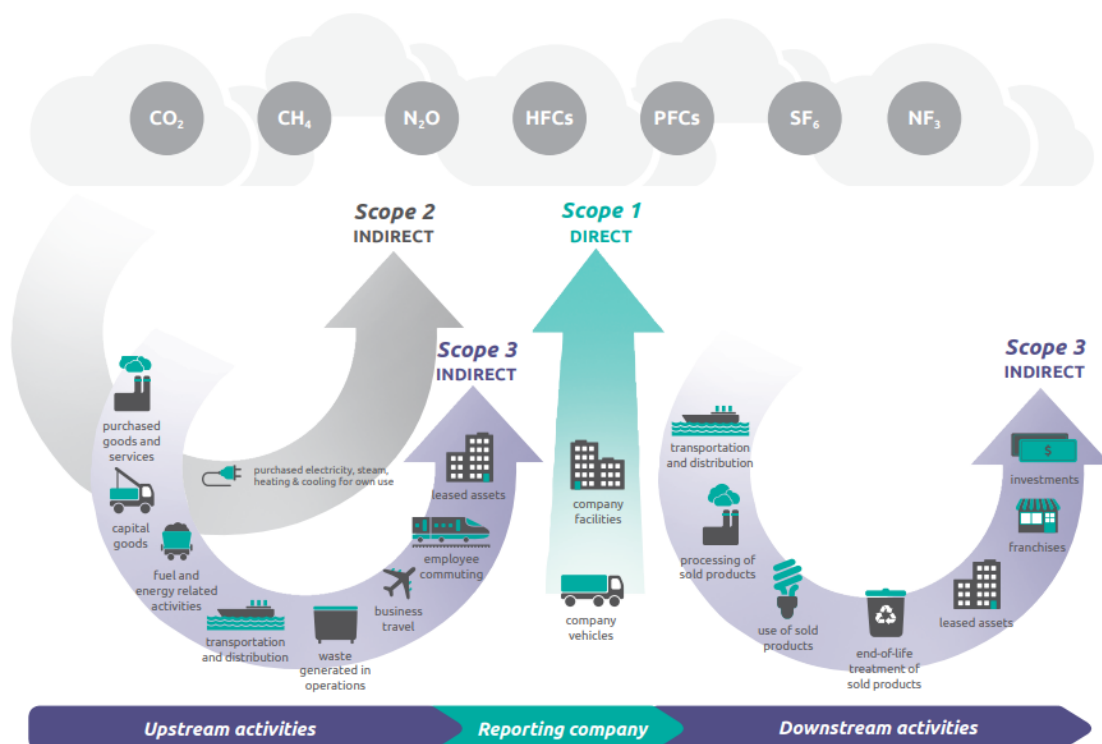
The carbon emissions reported in this carbon reduction plan have been calculated with the following assumptions or limitations:

1. After calculating total carbon emissions for the reporting period 24/25, due to an increase in carbon emissions compared to the previously set baseline for the reporting period 23/24, the baseline was re established to the reporting period 24/25. Historic carbon emissions are reported within section 3 alongside corresponding carbon intensity emissions.
2. Usage data for heating and electricity was not available at the time of completing this carbon reduction plan. Therefore, carbon emissions for heating and electricity has been estimated based on the floor area of the office space used by the business. The business will seek to gather usage data for future carbon emissions calculated and reported in this carbon reduction plan.
3. Usage data for water was not available at the time of completing this carbon reduction plan. Therefore, carbon emissions for water has been estimated based on the number of Full Time Equivalent (FTE) working for the business and using the office. The business will seek to gather usage data for future carbon emissions calculated and reported in this carbon reduction plan.

- Carbon emissions relating to the goods and services procured by the business have been estimated based on expenditure on goods and services. The business will seek to gather carbon emission data from their suppliers direct to report in this carbon reduction plan in the future.

## Baseline and Current Emissions

Baseline emissions are the reference point against which emissions reduction can be measured. They are a record of the greenhouse gases that have been emitted in the past prior to the introduction of any strategies to reduce emissions.



### Baseline Year: August 2024 to August 2025

#### Additional Details relating to the Baseline Emissions calculations.

- Calculated using the Business Wales Carbon Calculator, a new baseline for 2024/25 has been provided.
- We do not have actual consumption data for gas/water/electricity consumption and so have estimated this based on the size of office space.
- Research was conducted via a staff survey to obtain data on business travel and commuting to the office. Employees contractual place of work is either the office or home based. Effective hybrid working practices are in place and the majority of employees travel visiting employers and learners at their workplace.
- We have included working from home emissions under the "Commuting" category and all other travel emissions under the "Other Business Travel" category.

#### Current year emissions:

|         |                         |
|---------|-------------------------|
| Scope 1 | 17.1 tCO <sub>2</sub> e |
| Scope 2 | 7.8 tCO <sub>2</sub> e  |

|                                           |                               |
|-------------------------------------------|-------------------------------|
| <b>Scope 3</b>                            | <b>415.7 tCO<sub>2</sub>e</b> |
| <b>Total Emissions (tCO<sub>2</sub>e)</b> | <b>440.6 tCO<sub>2</sub>e</b> |

**Scope 1:** Gas used to heat our offices and diesel consumption from company owned van.

**Scope 2:** Electricity consumption at our offices.

**Scope 3:** The Scope 3 emissions relevant to our business include waste generated by the business, the purchase of goods services, employee commuting, other business travel and upstream transportation and distribution. We have not included emissions from upstream transportation and distribution as we do not currently have the required data for these categories. We will work towards collecting this data for the next reporting period.

#### Historic carbon emissions

| <b>Reporting Year</b> | <b>Total Carbon Emissions (tCO<sub>2</sub>e)</b> | <b>Survey Headcount of Employees</b> | <b>Total Carbon Emissions / Headcount (tCO<sub>2</sub>e)</b> |
|-----------------------|--------------------------------------------------|--------------------------------------|--------------------------------------------------------------|
| <b>2023/2024</b>      | 377.2                                            | 165.0                                | 2.3                                                          |
| <b>2024/2025</b>      | 440.6                                            | 193.0                                | 2.3                                                          |

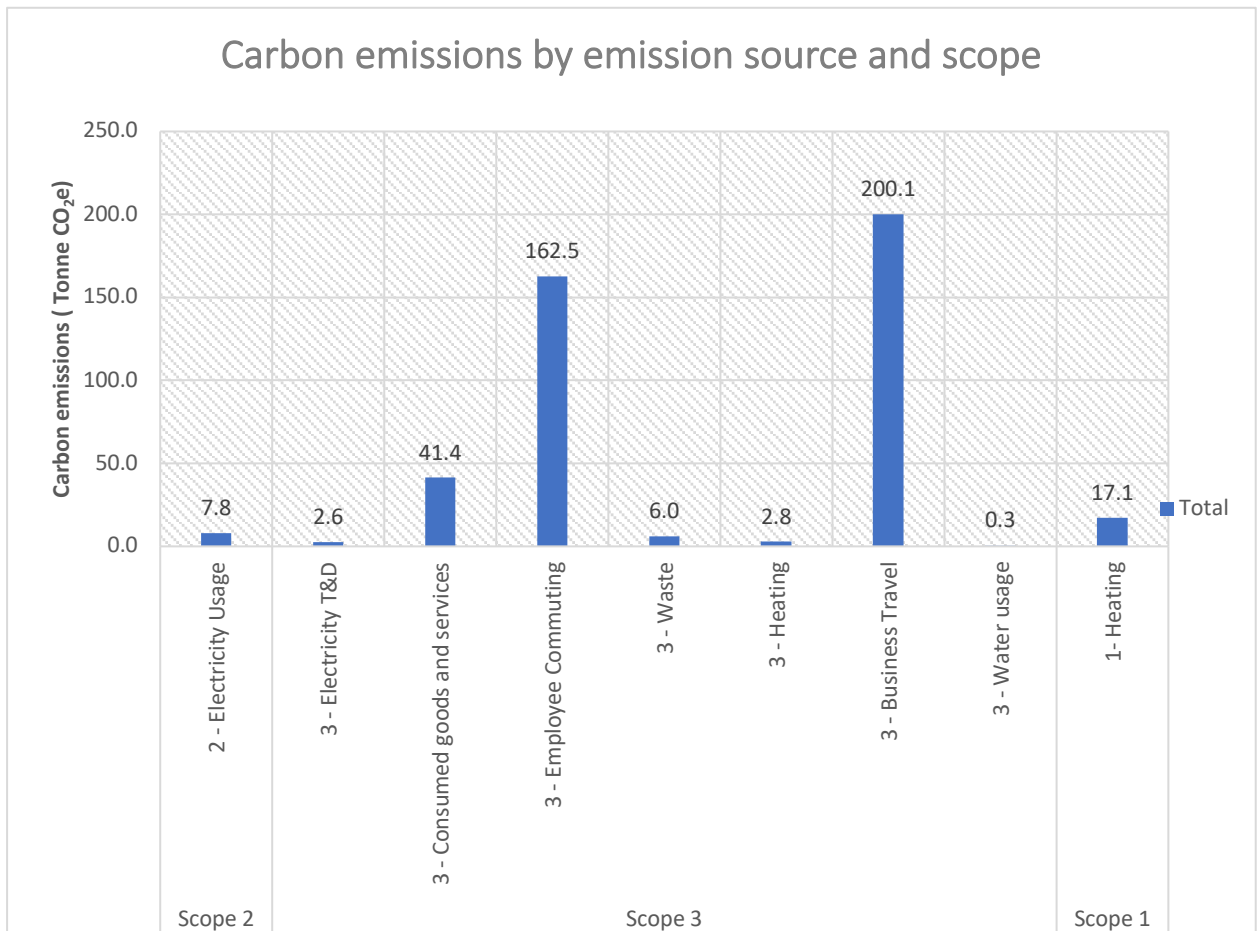
#### Summary of Current Carbon Emissions

| <b>Emission Scope</b> | <b>Scope Category</b> | <b>Description</b> | <b>Location based Carbon Emissions (tCO<sub>2</sub>e)</b> | <b>% of Total</b> |
|-----------------------|-----------------------|--------------------|-----------------------------------------------------------|-------------------|
| <b>Scope 1</b>        | Heating               | Gas usage          | <b>17.1</b>                                               | 3.9               |
| <b>Scope 2</b>        | Electricity           | Electricity usage  | <b>7.8</b>                                                | 1.8               |

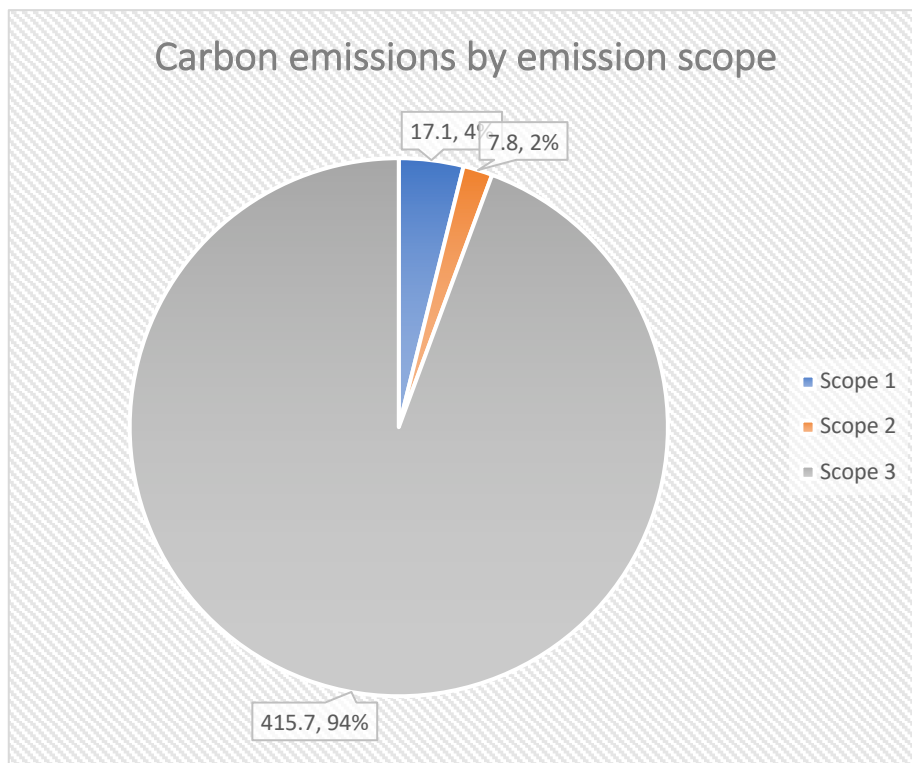
| <b>Emission Scope</b> | <b>Scope 3 Category</b>    | <b>Current Carbon Emissions (tCO<sub>2</sub>e)</b> | <b>% of Total</b> |
|-----------------------|----------------------------|----------------------------------------------------|-------------------|
| Scope 3               | Purchased Goods & Services | <b>41.4</b>                                        | 9.4               |
|                       | Capital Goods              | -                                                  | -                 |

|  |                                                                           |              |      |
|--|---------------------------------------------------------------------------|--------------|------|
|  | Fuel & Energy-Related Activities<br>Not included in Scope 1 or<br>Scope 2 | <b>16.6</b>  | 3.8  |
|  | Upstream<br>Transportation & Distribution                                 | -            | -    |
|  | Waste Generated in<br>Operations                                          | <b>165.1</b> | 37.5 |
|  | Business Travel                                                           | <b>200.1</b> | 45.4 |
|  | Employee Commuting                                                        | <b>162.5</b> | 36.9 |
|  | Downstream<br>Transportation & Distribution                               | -            | -    |

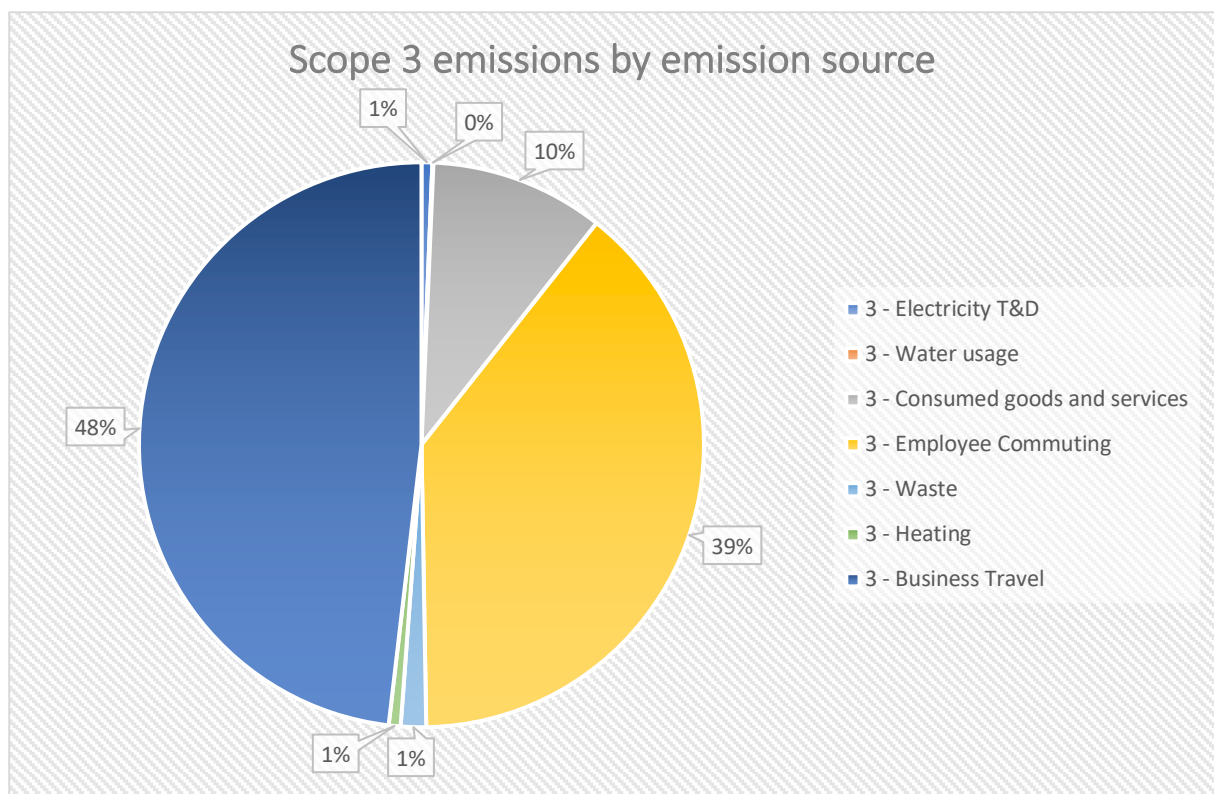
Total carbon emissions by emission source



## Carbon emissions by emission scope



## Scope 3 carbon emissions by emission source



## **Net Zero Target**

### **Methodology and governance**

The remainder of this action report sets out the carbon reduction projects required to meet our carbon reduction targets and progress towards Net Zero.

Our Head of Human Resource & HR and Health and Safety Lead will monitor our progress against the projects set out in this Action Plan and ensure that we meet the targets set. The Head of Human Resource & HR and Health and Safety Lead will review our progress annually and publish the findings in an annual sustainability report and carbon reduction plan.

In order to be Net Zero, we need to first make significant emissions carbon emissions and then offsetting as a last resort. Any offsetting will be used to counteract the essential emissions that remain after all available reduction initiatives have been implemented.

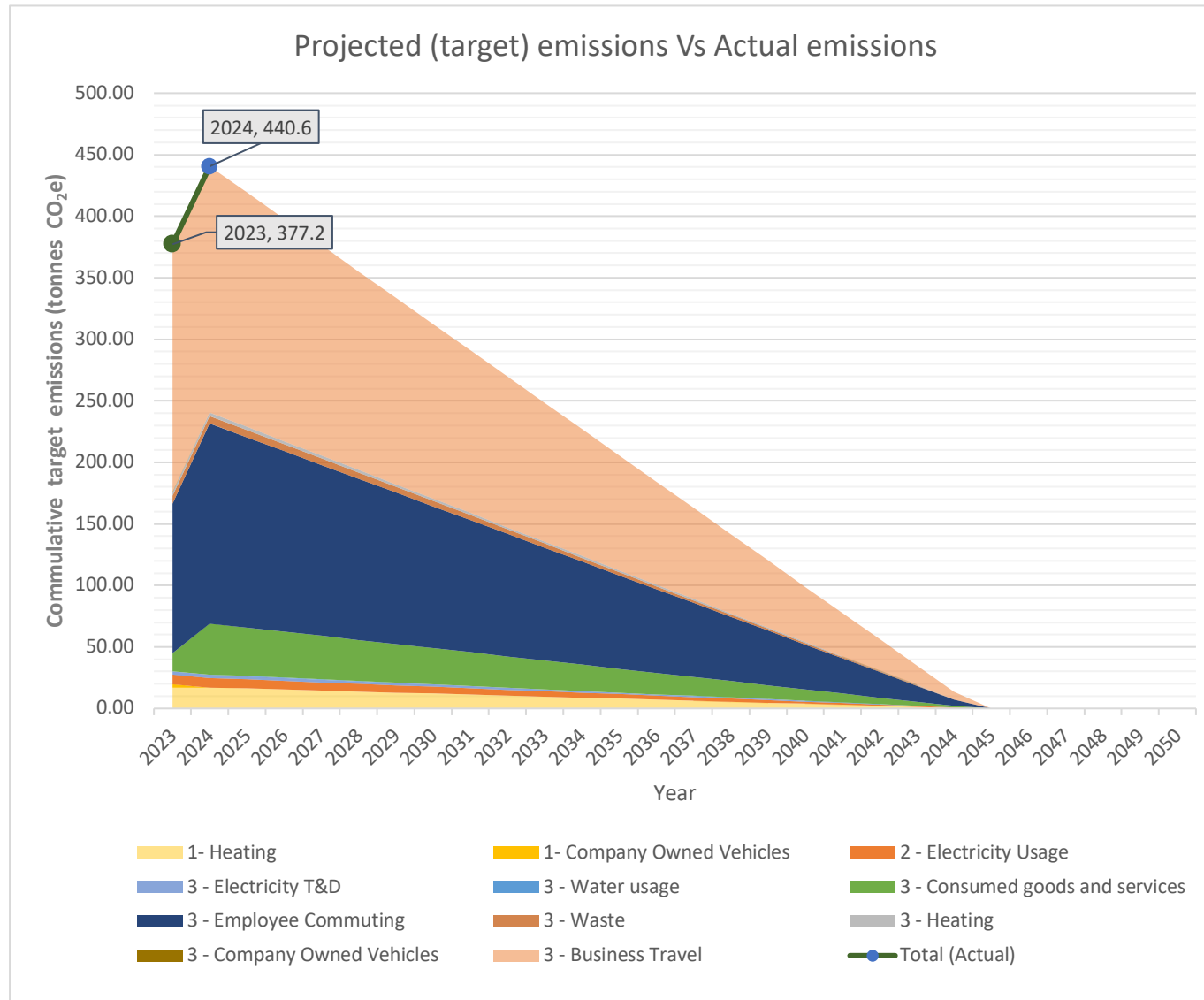
In order to support becoming Net Zero, we have adopted the following carbon reduction target:

**We project that carbon emissions will decrease to 333.8 tCO<sub>2</sub>e by 2029.**

**This is a reduction of 20%** and will primarily be achieved by focussing energy efficiency measures at the office, continued waste reduction and improve recycling, introduce the use of an Electric Car Scheme and encouraging the use of public transport.



The progress of our Net Zero and carbon reduction targets are shown in the graph below, demonstrating our actual carbon emissions to date against our projected carbon emissions.



In order for us to achieve the 20% reduction target by 2029, we will be implementing the following reduction actions on the business' top 5 highest emitting areas over the next Five Years:

| Rank | Emissions Source            | Current Carbon Emissions (tCO <sub>2</sub> e) | % of Total | Suggested Actions                                                                                                                                                                                                                     |
|------|-----------------------------|-----------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Business Travel             | 200.15                                        | 45.4%      | <ul style="list-style-type: none"> <li>Switch travel mode</li> </ul>                                                                                                                                                                  |
| 2    | Employee Commuting          | 162.50                                        | 36.9%      | <ul style="list-style-type: none"> <li>Incentivise active transport</li> <li>Encourage public transport or group travel</li> <li>Increase homeworking</li> </ul>                                                                      |
| 3    | Consumed Goods and Services | 41.43                                         | 9.4%       | <ul style="list-style-type: none"> <li>Reduce unnecessary purchases</li> <li>Reuse and repair</li> <li>Use products and suppliers who focus on sustainable materials and processes</li> </ul>                                         |
| 4    | Heating                     | 19.89                                         | 3.9%       | <ul style="list-style-type: none"> <li>Occupant behaviour change</li> </ul>                                                                                                                                                           |
| 5    | Electricity                 | 10.33                                         | 1.8%       | <ul style="list-style-type: none"> <li>Occupant behaviour change, options such as <i>Install solar PV and battery storage/green energy tariff would be out of the Groups control due to occupying a serviced building.</i></li> </ul> |

## Carbon Reduction Projects

### 1. Completed Initiatives

The following carbon reduction measures and projects have been completed prior to creating this action plan:

- Achieved Level 3 Green Dragon.
- Six monthly reviews on emissions.
- Identify our total for Scope 1,2 and 3.
- Annual procurement review.
- Annual staff survey to identify barriers on commuting, working from home and use of public transport and active travel.
- Secure cycle storage and onsite shower facilities.
- Electric and Hybrid Car Scheme introduced in June 2025.
- Installation of electric charging points.
- Collabor8 with local Charities to recycle office furniture.
- Re-use, Recycle approach to furniture and IT equipment.

### 2. Calculate Our Emissions

To manage our emissions, we will regularly monitor and record our emissions. This data capture plan is how we plan to measure and record this data. The HR/Health and Safety Lead is responsible for collecting and recording the data as well as publishing the annual emissions report.

### 3. Transport

A large source of GHG emissions comes via transport, petrol and diesel consumption from employee commuting. Therefore, we will focus our reduction efforts in this source area.

| Action                                                                                                 | Key Performance Indicators                | Timeframe                                           | Responsible                     |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------|---------------------------------|
| Encourage staff to use public transport such as bus or rail where possible.                            | Number of staff travelling by rail or bus | To be communicate at Gr8 days                       | HR                              |
| Identify when office leases are due for renewal and work with procurement team with relation to nearby | Number of public/active transport options | Long term – No plans to move in the next few years. | HR, Directors, procurement team |

|                                                                                                                                                                                                               |                                    |                                                        |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------|------------------|
| provision for electric vehicle charging points, bike storage, cycle lanes, access via public transport etc.                                                                                                   | and EV chargers available to staff |                                                        |                  |
| Encourage car sharing by encouraging communication between employees travelling to the same destination.                                                                                                      | Number of staff who car pool       | Short term – ongoing promotion via policy and Gr8 Days | HR               |
| Raise employee awareness around transitioning away from fossil fuels to electric and low emission vehicles. If company vehicles are purchased in the future source the most environmentally friendly vehicle. | To be reviewed as and when         | Medium - Long term                                     | HR, Directors    |
| Continuously monitor vehicles for MOT and TAX.                                                                                                                                                                | Annual checks                      | On-going                                               | HR Administrator |

#### 4. Energy & Water Efficiency

Group offices are based in multi tenanted buildings. Gas and electric consumption will be average based on a square footage calculation.

We will encourage staff to be energy efficient by following these energy saving practices.

| Action                                                                                                                                                                                                                                | Key Performance Indicators                                                            | Timeframe          | Responsible |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------|-------------|
| Identify if LA aim to invest in renewable energy such as solar panels, and low-carbon equipment/heating options, green electricity tariffs, use of heat pumps, tracking of water usage and utilise recycled water where possible.     | Discuss with Landlord % of total energy consumption that comes from renewable sources | Medium - Long term | HR, LA      |
| Discuss with landlord their decarbonisation commitments and obligations.                                                                                                                                                              | Discuss with Landlord                                                                 | Short term         | HR          |
| Discuss with landlord automatic LED lighting with motion detectors to reduce the amount of energy wasted lighting empty rooms.                                                                                                        | % Lighting that is LED/automatic                                                      | Short term         | HR, LA      |
| Promote behaviours which can assist in reducing energy use, both at home and office buildings. Signposting employees to relevant resources and Government support available to improve home energy efficiency when working from home. | Awareness posters                                                                     | Short term         | HR          |

## 5. Waste

Continued focused efforts on reducing waste generated at office buildings and increase recycling.

| Action                                                                                                                                                 | Key Performance Indicators                       | Timeframe            | Responsible     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------|-----------------|
| To improve environmental performance regarding waste management.                                                                                       | Monitor waste and recycling                      | Short – Medium term  | HR              |
| Raise awareness with employees on best practice to improve recycling/reduced waste, reduce paper, use of single-use plastics, recycling appropriately. | Raise awareness via Sharepoint                   | Short term           | HR              |
| Only order quantities of materials and products that we know we will use to avoid unnecessary waste                                                    | Reduction in surplus stock and disposal costs    | Short – Medium term  | HR, Facilities  |
| Avoid single-use plastic, and reuse and recycle materials/products as much as possible to minimise waste sent to landfill.                             | % reduction in single-use plastic purchases      | Short term – ongoing | HR, All staff   |
| Become a paperless business, utilising digital services to reduce the amount of paper we use.                                                          | Reduction in paper usage and printer consumables | Medium term          | HR, IT          |
| Avoid using products with excess packaging and wherever possible, make sure packaging is recyclable and/or can be reused.                              | % of packaging that is recyclable or reused      | Medium term          | HR, Procurement |

## 6. Procurement

We will increase the sustainability of our supply chain using the following practices and policies.

| Action                                                                                            | Key Performance Indicators                                 | Timeframe  | Responsible |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------|-------------|
| Create a 'black list' of environmental incidents when required.                                   | Capture incidents as appropriate                           | Short term | HR          |
| Continue to procure through sustainable sources and review sustainable practices of new projects. | Collaborate with external stakeholders and raise awareness | Short term | ??          |

|                                                                                                                                                     |                                                         |                     |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------|-------------------------|
|                                                                                                                                                     | of sustainable practices                                |                     |                         |
| Ask new/existing suppliers to provide evidence of their sustainability practices and policies to ensure they match our decarbonisation aspirations. | % of suppliers with verified sustainability credentials | Medium term         | Procurement, HR         |
| Continue to use local suppliers wherever possible.                                                                                                  | % of spend with local suppliers                         | Short – Medium term | Procurement             |
| Reduce unnecessary purchases and avoid purchasing products that contain raw and/or hazardous materials as much as possible.                         | Reduction in hazardous material purchases               | Medium – Long term  | Procurement, Facilities |

## 7. Employees

We do our best to provide our staff with support on matters such as upskilling, mental health and emotional wellbeing.

| Action                                                                                       | Key Performance Indicators                 | Timeframe | Responsible            |
|----------------------------------------------------------------------------------------------|--------------------------------------------|-----------|------------------------|
| Provide training opportunities for employees to allow for growth and upskilling.             | Number of CPD hours completed per employee | Ongoing   | HR, Line Managers      |
| Provide ongoing support to improve our team's physical health, mental health and well-being. | Staff survey results, EAP usage rates      | Ongoing   | HR, Wellbeing Champion |

## 8. Community

We will continue to work with our local community to help where we can and support charities

| Action                                                                                        | Key Performance Indicators                               | Timeframe | Responsible   |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------|---------------|
| Continue to support local charities/organisations to help develop the local circular economy. | Number of partnerships or initiatives supported annually | Ongoing   | HR, Directors |

**Declaration & 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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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 .

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

Name: [[Company Director/ Manager]]

Position: [[Position]]

Date: [[Today's Date]]

Next review date: [[Today's Date + 12 months]]