Company name: Itec Training Solutions (Holdings) Limited
Publication date: August 2025

Baseline year: 2022
Latest reporting year: 2024

1. Scope

Itec Training Solutions (Holdings) Limited ("Itec") is registered in England and Wales, registration number 06345434. The company's registered address is: Itec Training Solutions Limited, Itec House, Penarth Road, Cardiff, CF11 8TT.

This Carbon Reduction Plan covers all operations under Itec Training Solutions (Holdings) Limited, including all offices and training centres.

2. Commitment to Achieving Net Zero

Itec recognises that climate change poses a significant risk to the economy, nature and society. We are therefore committed to taking immediate and sustained action to reduce our greenhouse gas emissions by:
- Achieving net zero emissions across our operations by 2040, with an interim target to halve emissions by 2030 (relative to the 2022 baseline).
- Setting clear, evidence-based short- and long-term reduction targets.
- Measuring, managing and regularly reporting our total greenhouse gas (GHG) emissions.

To support these commitments, Itec has an Environmental Policy, associated procedures and action plan that set out how we manage and reduce our environmental impacts. Continuous improvement activities are driven by our environmental employee group, with assurance and oversight provided by Senior Managers and Directors.

We believe that sound business management must take full account of environmental impacts, and we are committed to conducting all our activities in an environmentally responsible way.

3. Environmental Impacts

We are committed to proactively identifying and reducing our environmental impacts. Our principal impacts include:
- Use of electricity and gas, some of which is generated from fossil fuels.
- Waste arising from our business activities and its disposal.
- Consumption of natural resources (e.g. paper and plastic).
- Greenhouse gas emissions associated with business travel and vehicle use.
- Emissions arising from our supply chain, including purchased goods and services.

4. Baseline Emissions Footprint

Baseline emissions provide the reference point against which emissions reductions are measured.

Baseline year: 1 January 2022 – 31 December 2022

Emissions by scope (2022)
- **Scope 1:** (Gas, company-owned facilities and vehicles): 56.2 tCO_2e
- **Scope 2:** (Purchased electricity, heating and cooling): 34.3 tCO_2e
- **Scope 3:** (Business travel, employee commuting, purchased goods and services, waste): 250.5 tCO_2e

Total baseline emissions:
- 341.0 tCO_2e

Emissions intensity measures:
- 2.13 tCO_2e per FTE staff member

Scope 3 data limitations (Baseline year)
At present there are limitations in data availability for some upstream and downstream Scope 3 emissions, including rail travel, subcontractor activity and the energy impact of hybrid working. We will continue to improve data collection and ownership, particularly for employee commuting and supply chain impacts, and will adjust our baseline as higher-quality data becomes available.

Year 2 Emissions Footprint 2023

Reporting period: 1 January 2023 – 31 December 2023
Emissions by scope (2023)
- **Scope 1:** (Gas)**:** 60.5 tCO_2e
- **Scope 2:** (Electricity): 68.9 tCO_2e
- **Scope 3:** (Business travel and employee commuting):* 289.6 tCO_2e

*Subcontractor emissions and some other Scope 3 categories were not yet fully reported and will be expanded in future years.

Total emissions 2023:
- 419.0 tCO_2e

Emissions intensity measures:
- 2.1 tCO_2e per FTE staff member

In 2023, significant business expansion and changes in operational delivery led to an overall increase of 78.0 tCO_2e compared with 2022:
- **Scope 1:** Increased by 4.3 tCO_2**e** (from 56.2 to 60.5 tCO_2e).
- **Scope 2:** Increased by 34.6 tCO_2e, driven largely by the opening of four new offices (a 22% increase in sites).
- **Scope 3:** Increased by 39.1 tCO_2e, largely due to a 20% increase in staff numbers, resulting in:
    - A 10.0 tCO_2e rise in employee commuting.
    - A 23.0 tCO_2e increase in business mileage.

Year 3 Emissions Footprint 2024

Reporting period: 1 January 2024 – 31 December 2024
Emissions by scope (2024)
- **Scope 1:** (Gas): 35.3 tCO_2e
- **Scope 2:** (Electricity): 31.5 tCO_2e
- **Scope 3:** (Business travel and employee commuting): 310.0 tCO_2e

Total emissions 2024:
- 376.8 tCO_2e

Emissions intensity measures:
- 1.67 tCO_2e per FTE staff member

Overall emissions reduced by **42.2 tCO_2e** in 2024 compared with 2023 (from 419.0 to 376.8 tCO_2e). This reduction was mainly driven by lower gas and electricity consumption.
Key drivers of change:
- **Scope 1:** Emissions reduced by **25.2 tCO_2e**, primarily due to the installation of a new energy-efficient gas boiler at Itec House in October 2023.
- **Scope 2:** Emissions reduced by **37.4 tCO_2e**, supported by the installation of 90 solar panels at Itec House and 22 panels at Newport Centre in October 2024.
- **Scope 3:** Emissions increased by **20.4 tCO_2e**, largely driven by a 22% increase in the number of employees (from an average of 165 in 2023 to 201 in 2024), resulting in:
    - A **12.0 tCO_2e** rise in employee commuting.
    - A **5.4 tCO_2e** increase in business mileage.

5. Emissions Reduction Targets

In order to achieve Net Zero by 2040 and halve emissions by 2030 (relative to the 2022 baseline), Itec has adopted the following pathway:

- Aim to reduce absolute emissions by an average of at least 11% per annum between 2023 and 2030, subject to refinement as data quality improves and operations evolve.
- From 2030 to 2040, achieve the steeper annual reductions required to reach Net Zero, supported by continued efficiency measures, decarbonisation of energy supply and high-quality carbon removals for residual emissions.

These figures will be kept under regular review and may be updated as we re-baseline our data, expand our Scope 3 coverage and refine our decarbonisation pathway.
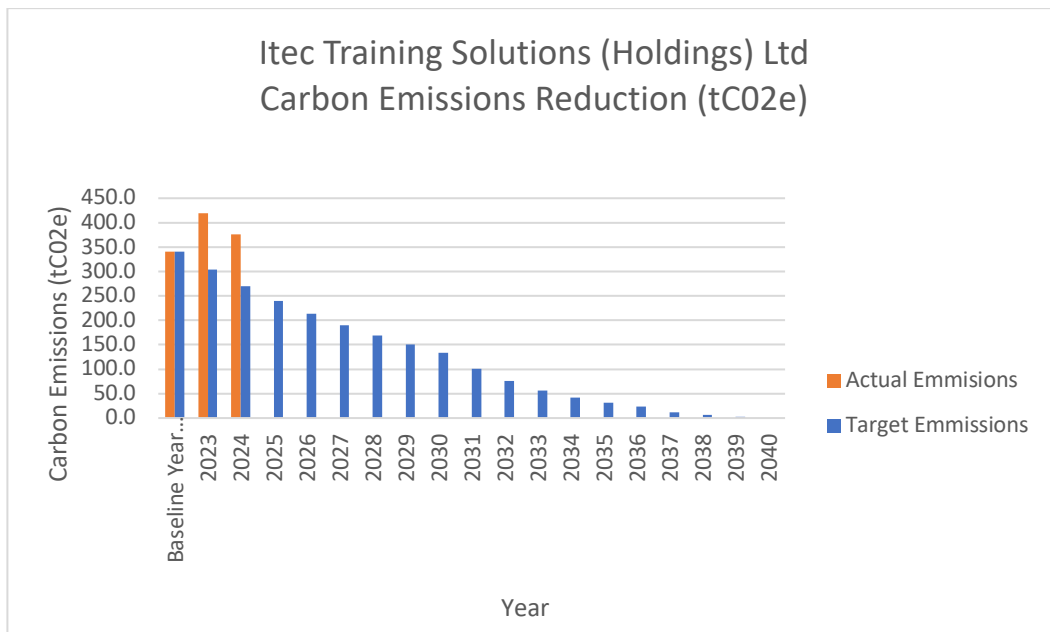
6. Completed Carbon Reduction Projects

Achieving our Net Zero targets requires both behavioural change within our organisation and supply chain, and targeted investment in our estate, operations and technology. Since the 2022 baseline year, Itec has implemented the following environmental management measures and projects.

6.1 Governance and Accountability
- Developed an Environmental Sustainability Action Plan which:
  - Identifies the main environmental impacts of the organisation.
  - Sets annual sustainability targets and actions to reduce carbon emissions.
  - Defines how emissions are monitored and reported.
  - Provides assurance and oversight via Itecs's Senior Managers and Directors.
- Embedded environmental responsibility across all roles, encouraging employees to:
  - Switch off equipment when not in use.
  - Separate and sort waste correctly.
  - Travel as sustainably as possible.
- Established a 2040 Net Zero plan with Board-level sign-off.
- Maintained Green Dragon Level 2 environmental management accreditation.
- Applied for B-Corp Certification (a social value and environmental performance standard).
- Investment in Green Bonds, supporting environmental initiatives such as renewable energy, green transport, sustainable agriculture, and waste management.

6.2 Sustainable Commuting and Business Travel
- Encouraged employees to travel to work using public transport, cycling (via participation in the Government's Cycle to Work Scheme), walking or car-sharing where possible.
- Transitioned employee lease cars and vans to low-emission models, with 100% of all employees leased cars/vans now electric or hybrid.
- Installed electric vehicle charge points at Itec House.
- Promoted the use of video conferencing rather than face-to-face meetings where appropriate, to reduce business travel emissions.

6.3 Energy-Efficient Offices and IT
- Implemented LED lighting at Newport Centre (LED lighting was already in place at Itec House), with LED lighting now a requirement for new office sites.
- Configured printers to default to sleep mode when not in use and deployed movement-sensing lighting where possible.
- Replaced ageing servers and outdated network switches with smaller, more energy-efficient equipment.
- Switched to softphone / digital-based telephony, reducing energy consumption.
- Replaced employee laptops and office TVs with more energy-efficient models.
- Invested in Microsoft 365 and digital meetings to reduce the need for business travel.
- Installed a total of 112 solar panels (90 at Itec House and 22 at Newport Centre) in October 2024 to generate on-site renewable electricity.

6.4 Waste, Recycling and Resource Use
- Provided recycling facilities at all Itec centres, with waste separated in accordance with the Waste Separation Requirements (Wales) Regulations 2023.
- Introduced plumbed-in water filter units to reduce delivery of bottled water where feasible.

7. Future Carbon Reduction Measures

Itec will continue to implement further measures to reduce emissions and improve environmental performance.

7.1 Governance and Supply Chain
- Require Net Zero commitments from current and future supply chain partners, proportionate to their role and emissions impact.
- Develop and implement a Sustainable Procurement Policy that prioritises products, materials and resources that are eco-friendly, sustainable and ethically produced.
- Increase the scope and quality of Scope 3 reporting in line with GHG Protocol, particularly for:
  - Subcontractor activities.
  - Purchased goods and services.
  - Hybrid working impacts.
- Roll out mandatory environmental awareness training across the organisation, encouraging staff to reduce waste and energy consumption (fuel, water and electricity) in both their working and home lives.
- Appointed Environmental Champions across the business to support delivery of our plan and promote positive behaviours towards the environment, to be coordinated and supported by an Itec Director.
- Explore offsetting of residual emissions via verified carbon removal or avoidance projects which also generate social value, once we have reduced emissions as far as reasonably practicable.
- Refurbishment of Itec House to create a workspace that is highly functional, aesthetically pleasing and environmentally responsible.

7.2 Energy-Efficient Offices
- Source electricity from 100% renewable sources by 2025, where Itec is able to choose the supplier.
- Work more closely with landlords to support the implementation of further energy-saving devices within our delivery centres.
- Consider renewal of leases only where premises can meet or demonstrate progress towards Itec's Net Zero expectations.

7.3 Sustainable Commuting and Fleet
- Analyse travel and commuting data to identify further opportunities to reduce emissions, including:
  - Adjustments to hybrid working patterns.
  - An employee salary-sacrifice electric car leasing / ownership scheme.
  - Eco-driving awareness training for frequent drivers.

7.4 Waste and Circular Economy
- Minimise the use of virgin paper by ensuring all paper is 100% recycled and FSC (or equivalent) certified.
- Manage and monitor resources in line with a circular economy approach and a zero waste to landfill ambition, with a particular focus on:
  - Plastics and packaging.
  - Paper and print cartridges.
  - Waste Electrical and Electronic Equipment (WEEE).
- Eliminate unnecessary single-use plastics from our operations wherever feasible Eliminate unnecessary single-use plastics from our operations wherever feasible.

8. 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, the GHG Protocol Corporate Standard, and the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting (SECR) requirements. The required subset of Scope 3 emissions has been reported in line 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 approved by the Board of Directors (or equivalent management body).

Board approval

Signed:

Name: Gareth Matthews

Position: Director

Date: 18th December 2025

Updated on company website: December 2025

Next review date: August 2026