Carbon Reduction Plan

Supplier Name:
Sword IT Solutions Ltd
Publication Date:
25th March 2024

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Commitment to achieving Net Zero

Sword IT Solutions Limited is committed to achieving Net Zero emissions by 2050 through the continuous implementation of carbon reduction targets and initiatives.

As a signatory to the United Nations Global Compact since 2011, Sword Group is committed to upholding the 10 principles relating to human rights and labour, the environment and corruption. Accordingly, as part of Sword Group, we use the Sustainable Development Goals to guide our CSR strategy in order to better respond to the challenges of today's world.

Sword IT Solutions have a longstanding commitment to tackling climate change and are formalising this by annually reviewing our greenhouse gas emissions (GHG) and by setting future targets to reduce our carbon footprint year on year.

Baseline Emissions Footprint

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

Baseline Year: 2023	
Additional Details relating to the Baseline Emissions calculations.	
Our carbon emissions in 2023 were calculated in line with the Greenhouse Gas Protocol (GHG). We are engaged in identifying our GHG sources and boundaries, aimed at reducing our energy and greenhouse emissions. Sword IT Solutions commenced an ESG program in 2023. The program commenced with an ESG gap analysis and identification of key actions required to reach net zero ambitions. It has been determined that Sword will undertake a baselining exercise of data capture and recording in both 2023 and 2024 to provide an accurate platform for realistic reduction plans. We work with the wider Sword Group ESG Steering Group to ensure we collectively meet our obligations and desire in achieving Net Zero by 2050.	
Baseline year emissions: 2023	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	**13.72**
Scope 2	**49.49**

Scope 3 (Included Sources)	520.65 Business Travel Employee Commuting
Total Emissions	583.86

Current Emissions Reporting

We will be using the baselining activities undertaken in 2023 and 2024 to determine realistic goals for reduction in subsequent years.

Our carbon emissions in 2024 will be measured in line with GHG Protocol and will allow us to identify our key actions required to reach net zero ambitions. There are no changes to the organisational boundaries anticipated during the reporting period and emissions calculated will be using the same methodology as our 2023 baseline year.

Emissions reduction targets

Sword are in the process of baselining emissions in 2023 and 2024. This data will be gathered and analysed as part of the ESG strategy. The strategy will review the baseline emissions over two years to identify realistic targets for reduction in line with Net Zero commitments. In order to continue our progress to achieving Net Zero, we have however adopted the following carbon reduction targets to date.

Carbon Reduction Projects

Sword IT Solutions have devised a strategy to reduce our carbon footprint significantly including the following completed initiatives:

Completed Carbon Reduction Initiatives

- Support a precautionary approach to environmental challenges
- Undertake initiatives to promote greater environmental responsibility
- Encourage the development and diffusion of environmentally friendly technologies
- Encourage employees to purchase renewable technology cars i.e., hybrid vehicles
- Purchase energy efficient equipment where appropriate in our offices
- Replace heating, ventilation and air conditioning systems with energy-efficient equipment where possible
- Adopt behavioural change measures where possible

Efficiency Measures Taken (2023)

- Managing electrical and electronic equipment waste. New life for phones and laptops - where laptops are no longer needed for business use but are in good condition, these are donated to charity
- Maximising the use of digital tools, especially for communication, in order to reduce paper use and improve efficiency
- Review of energy contracts with one premises changing energy contract to a renewable energy supplier
- Review provision of office space in line with expiring leases, with emphasis on more energy efficient premises that accelerate our emissions reduction
- Continue to replace aging office equipment with energy-efficient products
- Expanded video conferencing, home-working and online meetings (as opposed to F2F meetings).
- Replacing inefficient lamps with low-energy LED's
- Putting forward proposals for installing electric vehicle charging points at its various premises where possible
- Continue to replace aging office equipment with energy-efficient products

Objectives for 2024

In the future we hope to implement further measures such as:

- Reduce our baseline electricity consumption and set targets for 2025 following our 2 year baseline energy consumption analysis
- Lighting: Continue to evolve and install low energy lighting across our building stock
- Track and monitor our Workplace Pension provider to ensure they have a clear investment policy and a default fund with actionable targets and an improved exposure to ESG in excess of 65%.
- Continual review and develop existing processes
- Reviewing supply contracts to determine feasibility of renewable energy. This includes working with landlords of our existing serviced offices to request that they move to renewable energy
- Commit to the SBTi
- Conduct employee survey to refine Scope 3 impact and recommendations for improvement
- Raise awareness across the business and consider changes to company policies to lead to additional reduction in emissions

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 Sword Executive Team.

Signed on behalf of the Supplier:

Name: *KMoreton*

Position: Chief Executive Officer

Date: 25th March 2024

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[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

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