

Carbon Reduction Plan Template.

Supplier name: Insight Direct (UK) Limited

Publication date: 28th June 2024

Commitment to achieving Net Zero

In the context of UK Government Procurement Policy, Insight Direct (UK) Limited is setting an ambition to achieve Net Zero emissions in the UK by 2050.

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.

Baseline Year: 2019	
Additional Details relating to the Baseline Emissions calculations.	
<i>Base Year: We have a fixed base year of January 2019 to December 2019. Although data has been collected since 2014 We chose this year as it was the first year for which we considered that we had reliable data and it was typical in respect of our operations.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	82.67 tCO ₂ e
Scope 2	440.81 tCO ₂ e
Scope 3 (Included Sources)	1254.19 tCO ₂ e Company Fuel Cards Business travel Flight Business travel Rail Business travel Flight Business travel Taxi Business travel Mileage
Total Emissions	1777.67 tCO₂e

Reporting Year: 2020	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	95.47 tCO ₂ e
Scope 2	489.21 tCO ₂ e
Scope 3 (Included Sources)	267.43 tCO ₂ e Company Fuel Cards Business travel Flight Business travel Rail Business travel Flight Business travel Taxi Business travel Mileage
Total Emissions	852.11 tCO₂e

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	23.387 tCO₂e
Scope 2	136.511 tCO₂e
Scope 3 (Included Sources)	574.484 tCO₂e Company Fuel Cards Business travel Flight Business travel Rail Business travel Flight Business travel Taxi Business travel Mileage Home working {Added 2021}
Total Emissions	734.382 tCO₂e

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	6.083 tCO₂e
Scope 2	405.46 tCO₂e
Scope 3 (Included Sources)	631.93 tCO₂e Transmission and Distribution Company Fuel Cards Business Mileage Business Taxi Travel Business Flights Homeworking Commuting {Added 2022} Hybrid Working {Added 2022} Waste Disposal {Added 2022}
Total Emissions	1043.473 tCO₂e

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	88.75 tCO₂e
Scope 2	279.73 tCO₂e
Scope 3 (Included Sources)	879.35 tCO₂e / Transmission and Distribution Company Fuel Cards Business Mileage Business Taxi Travel Business Flights Homeworking Commuting Hybrid Working Waste Disposal
Total Emissions	1247.83 tCO₂e

Emissions reduction targets

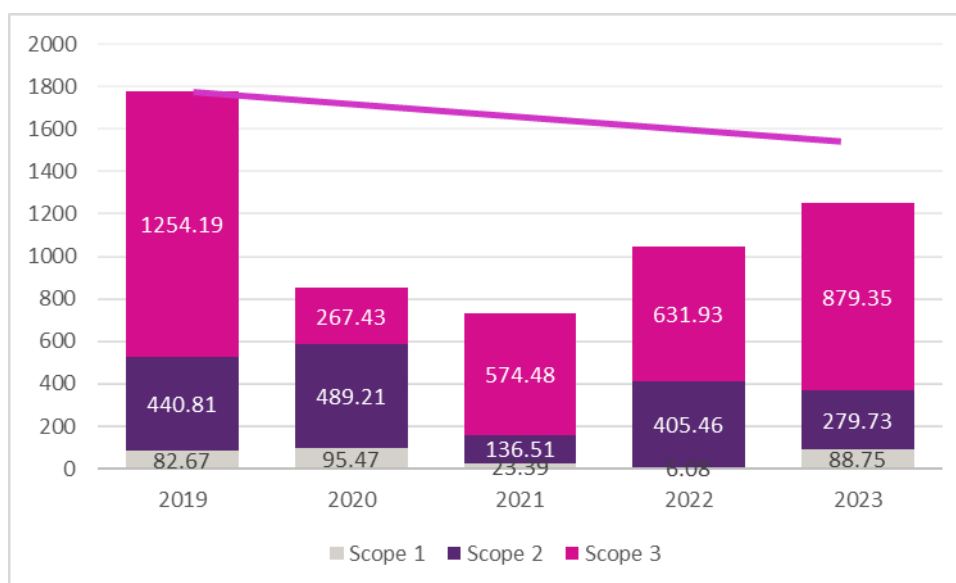
In order to continue our progress towards achieving Net Zero, we have adopted the following carbon reduction targets from our base year of 2019.

We projected that carbon emissions would decrease over the four years to 1616 tCO₂e by 2024. This was a reduction of 10%. Disappointingly we have seen an increase YoY between 2022 and 2023 figures, which has also highlighted a potential error in our 2022 reporting figures for Scope 1 – this is currently being investigated.

Our target reduction will continue, with a further 10% reduction from our 2023 figure of 1247.83 tCO₂e. Therefore, we project that carbon emissions will decrease over the next five years to 1123.05 tCO₂e by 2029.

Progress against these targets can be seen in the graph below:

Protracted Target Line 



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline.

- Rightsizing of our three main UK Offices, Sheffield/ Uxbridge and Manchester.
 - UK Head Office move in Sheffield took place in May 2024 and we expect to see an impact in our emissions reporting for FY24 due to this.
 - Waste to Wonder partnership resulting in zero waste of office furniture and fixtures during office relocations.
 - Total carbon saving of 113889.62 kilograms and donation of office equipment with a fair market value of £105,885.00 for the recent Sheffield project.
- Reduction in office energy usage through LED and motion-controlled lighting.
- Removal of plastic cups across all UK offices.
- Secure internal and client WEEE/Recycling under ISO 14001 best practices
 - Insight partners with Tier 1 for the ethical reuse or disposal of internal IT equipment. This partnership has spanned more than a decade and is

particularly pertinent as they have a zero-landfill policy and use the UK prison system to dismantle equipment for re-purposing where reuse is not achievable.

- ISO 14001 Environmental Management System Certification
 - Within which we operate a waste management system (segregation) which is achieved through separate waste bins within our offices for general, aluminum, plastics and paper (confidential waste).
- We use the ISO 26000 standard to integrate socially responsible behaviour into our organisation.
- Insight Carbon Data Reporting Standard delivered.
- 0% single use plastic at Insight's UK Distribution Centre.
- Ongoing work across our business functions has resulted in significant reductions in the amount of paper and printing being used both internally and externally.
- Over 14000 trees were planted in Europe with our partnership with Tree-Nation (01 July 2020 – 24 June 2024).
- Independent validation of Insight UK's Carbon Data Footprint calculations since 2020:
 - To date Insight EMEA (including UK) has offset over 11,000 tonnes of CO₂e by supporting efficient cookstoves, solar power, biogas, wind power and clean drinking water.
 - In December 2021 Insight UK offset 2775 tCO₂e against our verified carbon footprint for 2020 of 925 tCO₂e. By tripling our offset contribution, we were able to invest in multiple projects - Promoting improved cooking practices, with household cookstoves in Nigeria: A Solar Power project in India and Vp Biosupply Wastewater Treatment project in Thailand.
 - In December 2022 Insight UK offset 2280 tCO₂e against our verified carbon footprint for 2021 of 760 tCO₂e. By tripling our offset contribution, we were able to invest in multiple projects - Longyuan Mulilo De Aar 2 North Wind Energy Facility, Energy Efficient Cookstove Implementation in India and 5 MW Solar Power Plant in Rajasthan by Essel Mining & Refex Refrigerants Ltd
 - In December 2023 Insight UK offset 2088 tCO₂e against our verified carbon footprint for 2022 of 1044 tCO₂e. By doubling our offset contribution, we were able to continue investing in the Distribution of Improved Cookstoves in India and the Zambia Western Province Safe Water Project.
 - In June 2024, our 2023 UK carbon footprint was externally verified at a total of 1247.83 tCO₂e – we are currently awaiting offset options in order to make a decision on where to invest.
- Carbon Management Plan in place to support continued reduction of emissions in UK and across EMEA.
- Global investment in a partnership with Watershed to produce our carbon emissions reporting for Scope 1 and Scope 2 in all global regions for 2023; these are available via our [Corporate Citizenship Report](#) or our [Notice of 2024 Annual Meeting of Stockholders and Proxy Statement](#).
- Appointment of dedicated CSR Specialist within Public Sector Sales division.

In the future we are looking to implement further measures such as:

- Purpose built new Client Fulfillment Centre in Sheffield, due to move in early 2025.
 - Targeting BREEAM certification across base build and fit out
 - Solar panels installed
 - Using local manufacturers where possible to reduce carbon emissions through shipping etc.
- Continued efforts to influence choice of energy suppliers at all shared office locations to select providers who meet our environmental ambitions.
- Continued evaluation of fuel cards across the organisation, ensuring that this is

targeted at appropriate users and focused on essential business travel. We are also considering the overall impact fuel cards have on the wider environment considering both business and personal usage.

- Implementation of an EV car lease scheme for teammates.
- Global investment with Watershed, to support Insight's sustainability work through Climate Advisory sessions. Helping Insight EMEA (including UK) be competitive and adhere to customer requests, and performing a regulatory check to ensure we are compliant with major UK, EU & US regulatory requirements.
- Recruitment of a dedicated EMEA (including UK) Environmental Head to own emission reporting and drive Carbon Management Plan.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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

Signed on behalf of the Supplier:



A handwritten signature in black ink, appearing to read 'N. Keelby', is written above a horizontal dotted line.

Date:28th June 2024.....

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>