

Carbon Reduction Plan

Supplier name: **turn IT on Ltd**

Reporting Year: April 2024 – March 2025.

Commitment to achieving Net Zero

Turn IT on is committed to achieving Net Zero emissions by 2050.

Year April 2023 to March 2024 turn IT on reported on employee commuting. Carbon reduction plan and results will be published.

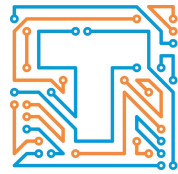
Year April 2024 to March 2025 turn IT on became part of Transforming Learning Group and started more in depth ESG reporting (internally).

Baseline Emissions Footprint

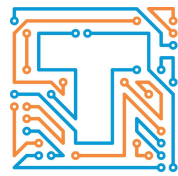
Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any new strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured. See baseline year 2021-22 in Annexe A.

From 2024 we began to review the 15 scope 3 categories annually to see if these are relevant and should be added to the Carbon Reduction Pan.

Current Reporting Year: April 2024 – March 2025	
EMISSIONS	TOTAL (tCO₂e) using UK government GHG conversion factors 2025
Scope 1	Passenger vehicles leased by the company 95,257 kgCO ₂ e <u>Total scope 1 – 95,257 kgCO₂e = 95.26 tonnes</u>
Scope 2	UK Electricity at PR and Witney offices - provided through green energy suppliers – 10,727 kgCO ₂ e (green energy) UK Electricity for EVs – 5,676 kgCO ₂ e <u>Total scope 2 – 16,403 kgCO₂e = 16.4 tonnes (10.72 tonnes green energy)</u>



Scope 3 (Included Sources)	<p>Please note the following with regards to Scope 3 categories:</p> <p>Upstream</p> <p><u>Applicable:</u></p> <ul style="list-style-type: none">- Fuel and energy related activities- Waste generated in operations- Business travel- Employee commuting <p>Employee commuting –123,055 kgCO₂e (we are investigating a possible overreporting in our systems which we will add to the actions for this year)</p> <p>Water supply to company owned/managed buildings 16.1 kgCO₂e</p> <p>Wastewater for company owned/managed buildings 12.8 kgCO₂e</p> <p>Waste disposal in offices 1,619 kgCO₂e</p> <p>Business travel land - with non-owned/leased cars 85,669 kgCO₂e</p> <p>Business travel land – using public transport 9,502 kgCO₂e</p> <p>Hotel stays 2,009 kgCO₂e</p> <p>Purchased goods and services – these are understood to be negligible and not currently reported but work will be carried out to assess and review the data available</p> <p><u>Not applicable:</u></p> <ul style="list-style-type: none">- Capital Goods- Upstream leased assets- Upstream transportation and distribution – this is a negligible part of our operations and will be considered for future reporting – the data is not currently available <p>Downstream</p> <p><u>Not applicable:</u></p> <ul style="list-style-type: none">- Processing of sold products- Use of sold products- End of life treatment of sold products- Downstream leased Assets- Franchises- Investments
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	<ul style="list-style-type: none">- Downstream transportation and distribution - this is a negligible part of our operations and will be considered for future reporting – the data is not currently available <p><u>Total scope 3 – 221,883 kgCO₂e = 221.88 tonnes</u></p>
Total Emissions	<p><u>333.54 tonnes</u></p> <p>Turn IT on revenue grew by 7% in 2024-25 compared to 2023-24</p> <p>Previous year 304.10 tonnes which is a 9% increase. There is a suspected issue with the commuting data which is being investigated but also the conversion factors have increased.</p>

Emissions reduction targets

April 2023 to March 2024 this will be the first year where we can fully report on commuting emissions.

April 2024 to March 2025 will be the first year we can compare full data year on year.

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

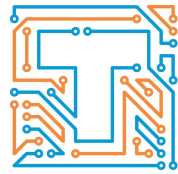
Turn IT on became certified with ISO14001 in 2021.

The following environmental management measures and projects have been completed or implemented since the April 2021 to March 2022 baseline.

- Introduce new electric car lease scheme that operates on a carbon neutral basis. This is open to staff that only use cars to commute as well as those that drive on business introduce
- Ensure that all offices have electricity that is fully green. (Both offices now use renewable/fully green energy)
- Installed solar panels in the owned Witney office March/April 2023

Planned Carbon Reduction Initiatives

- Virtualisation plan for PR office was planned during April 2023 – March 2024 to reduce energy usage, however this has been delayed to 2025-26



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- Sign up to Charity Miles or similar and find a suitable environmental/education-based charity
- Choose a Carbon Offset option through Carbon Footprint and offset any carbon emissions
- Start the path to BCorp accreditation – this has been assessed and action plan is now being put in place
- Plan and implement redesign of our service delivery models to serve our customers to reduce business mileage
- Review and assess the data available for Purchased goods and services

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 Senior Leadership Team.

Signed on behalf of the Supplier:

Tom Watson

Managing Director – turn IT on

Date: 7th October 2025

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>

Annexe A

Carbon Reduction Plan

Supplier name: ...turn IT on.....

Publication date:February 2023.....

Commitment to achieving Net Zero

Turn IT on is committed to achieving Net Zero emissions by 2050.

Year 2021/22 is turn IT on's baseline year.

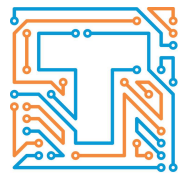
Year 2022/23 turn IT on will be able to start to compare year on year. The timesheet reporting system is being updated to allow for reporting on employee commuting and a wider range of transport modes including carbon neutral travel.

Year 2023/24 turn IT on will be able to report on employee commuting. Carbon reduction plan and results will be published online.

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 new strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Reporting Year: 2021/2	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	<p>Vehicles leased by the company 68,582.70</p> <p>Business mileage with non-owned/leased cars</p> <p>63,800.52 – petrol 52,572.75 - diesel</p> <p>Total scope 1 – 184,955.97</p>
Scope 2	Electricity at PR and Witney offices



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	9,666.32 and 3,481.70 Total scope 2 – 13,148.02 – this is already offset and so is a value of 0
Scope 3 (Included Sources)	Water supply to company owned/managed buildings 9.83 Wastewater for company owned/managed buildings 17.95 Waste disposal 784.64 784.64 Shipment of goods to customers and between sites 0 Hotel stays 861.80 Material use – turn IT on does not procure materials for manufacturing/production purposes. 0 Total scope 3 – 2,458.86
Total Emissions	193,109 kgCO₂e

Emissions reduction targets

2021/22 is our base year.

2022/23 will be the first year where we can compare year on year, but we will only just start to be able to fully report on all travel including commuting towards the end of the year and where we can fully report on all of the different types of travel and the emissions related to it.

2023/24 this will be the first year where we can compare full data year on year although this will be the first year with commuting information.

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets. When we report on 2023/24 emissions data, we will be in the position to start measuring accurately and be able to choose our target of reduction.