

Carbon Reduction Plan

Revision History

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Contributors/Reviewers

Name	Role	Date
Geoff Hoyle	Managing Director	19/05/2025

Authorisation/Approval

Date	Version	Approved by	Role/Organisation
19/05/2025	B	Geoff Hoyle	Managing Director

The report will require approval and sign off by all relevant contributors and decision makers.

Distribution

Role	Name	Organisation/Dept
N/A	All employees	All offices

Contents

Introduction	3
Current Emissions	3
Our Goals:	4
Reduction Strategy.....	5
Working remotely	5
Actions	5
Energy Saving	5
Actions	6
Minimise Travel.....	6
Actions:	6
Reduce, Re-Use, Recycle	6
Actions:	7
Device Usage.....	7
Actions:	7
Supply Chain Sourcing & Sustainable Procurement	7
Influencing our clients’ environmental performance	8

Introduction

Zest Consult, Ltd., is committed to reaching Net Zero emissions by 2050.

Under the Small Medium Enterprise (SME) umbrella, our goal is to embed an environmentally sustainable and climate-friendly culture, where carbon reduction considerations are routinely embedded into every business and personal decision. This entails looking at the existing social norms and perceptions around carbon reduction and calculating our current emission impact through reviewing remote work, employee travel, technology, waste, and energy use. Our goal is to decrease these emissions through addressing how people interact with each of these practices and putting into place education and monitoring practices along with stricter supply chain strategies.

The nature of our work ensures that we are a low carbon organisation, with low emissions and waste but with high levels of recycling.

We are committed to protecting the environment, prevention of pollution and continually improving and developing our Environmental Management System to minimise our carbon footprint. We conduct all activities in an environmentally responsible way and actively encourage our clients, associates, and subcontractors to do the same.

Zest Consult and the team will follow our Environmental Management System (EMS) is ISO14001 certified all employees receive training in the EMS procedures. All members are expected to adhere to its requirements and encouraged to suggest ways in which these can be improved, including the reduction of our carbon footprint.

We have identified the most significant environmental impacts of our activities to be carbon emissions associated with travel, waste, our supply chain and our ability to influence our clients' environmental performance. We operate on a carbon-neutral basis and minimise our carbon footprint, identifying ways to offset any remaining emissions, detailed below.

Current Emissions

The average carbon footprint per person in the UK, per year, is 12.7 tonnes CO₂e. Zest's current emissions, calculated via the SME Climate Hub Normative Carbon Calculator Tool are seen in the diagram below.

Zest Consult Ltd emission report 1 January 2024 – 31 December 1

Estimated total emissions

2.08 tonnes CO₂e



Your Scope overview

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Scope 1 - Direct emissions		0.101 tonnes CO₂e
Heating of Buildings		0.10 tonnes CO ₂ e
Scope 3 - Value chain emissions		1.982 tonnes CO₂e
3.3 Fuel- and Energy-Related Activities		0.02 tonnes CO ₂ e
Fuel- and Energy-Related Activities		0.02 tonnes CO ₂ e
3.6 Business Travel		0.20 tonnes CO ₂ e
Business Travel - Hotel Stays		0.02 tonnes CO ₂ e
Business Travel - Taxi		0.13 tonnes CO ₂ e
Business Travel - Train		0.05 tonnes CO ₂ e
3.7 Employee Commuting & Homeworking		1.76 tonnes CO ₂ e
Homeworking		1.76 tonnes CO ₂ e

Our Goals:

- ✓ Comply with all relevant environmental legislation/regulation and keep up to date on the latest available green initiatives.
- ✓ Promote responsibility for the environment within the organisation and communicate this policy to any external organisations we work with.
- ✓ Train employees to enable them to work within sustainability frameworks and adopt a 'green mindset' in their behaviours.
- ✓ With employees working from home, work with individuals to educate and promote ownership of reduction of energy, water, waste, and other resources.
- ✓ Minimise waste by implementing reduction, re-use and recycling methods. (i.e., materials used are recyclable/made from recycled material)
- ✓ Utilise sustainable procurement, encouraging where practical the use of products, services and suppliers which cause least harm to the environment.
- ✓ Reduce the need for travel or utilise public and sustainable transport.
- ✓ Integrate environmental and sustainability principles into operational procedures and decision processes.
- ✓ Not prioritise funding needs ahead of sustainability requirements.
- ✓ Encourage and facilitate feedback and suggestions from stakeholders to improve good practice.
- ✓ Ensure that our policies and services are developed in a way that is complimentary to this policy and monitor performance for improvement.

Reduction Strategy

Working remotely

Remote work has been linked to improved air quality and reductions in greenhouse gas emissions, fossil fuel usage, and water pollution. Working remotely eliminates the need for a daily commute, which in turn reduces the amount of CO2 emissions each commuter generates.

Studies found that staying home four days a week can reduce nitrogen dioxide emissions by around 10%. Our employees work from home part-time and are supported from induction and onboarding throughout their career at Zest to make positive, greener choices.

As a digitally-led business, we have already adopted a paperless policy when it comes to communication.

All our correspondence including important signatory documents are digital and employees are

Actions

- ✓ Implement a system for monitoring paper consumption
- ✓ Any paper that is deemed crucial is sourced from recycled materials and through low impact supply chains via ethical companies.
- ✓ Any wastepaper is recycled via the proper channels with individual employees taking personal responsibility.
- ✓ Digital communications and meetings are kept to a minimum, monitoring structure to be implemented via our CRM and IT supplier.
- ✓ encouraged to use meeting technologies and project sharing platforms to eliminate paper waste.
- ✓ We require only minimal any printing technologies as our needs for items such as expense receipts, train tickets etc. are fulfilled via digital software or mobile applications.

Energy Saving

Working from home may marginally increase the utility costs of individual homes, but it eliminates the higher utility emissions from larger commercial buildings. Whilst working remotely, we encourage our employees to be aware of their surroundings, turning off unnecessary appliances, closing equipment at the end of the day and heating singular rooms rather than large spaces where possible.

Renewable energy sources are becoming increasingly affordable and reliable, so Zest also offer advice and support when making choices about their personal energy suppliers. We encourage our team to conserve energy around the house by switching to energy-efficient light bulbs, using natural light throughout the day and switching to more eco-friendly appliances with energy efficiency ratings.

Actions

- ✓ Undertake regular renewable energy audits on energy suppliers to outline brands.
- ✓ Offer a subsidy to those opting to use renewable energy suppliers.
- ✓ Create remote working energy checklist outlining best practice for equipment / appliance use.

Minimise Travel

As a digital SME, we are a predominantly office-based organisation. We do not own a fleet of vehicles and have made conscious decisions to reduce our carbon footprint – where possible, we encourage the use of public transport and working from home, with remote attendance at meetings where appropriate, but we recognise that to build strong relationships, sometimes meeting face to face is crucial. In these unavoidable instances, we encourage employees to continue to utilise public and sustainable forms of transport.

Actions:

- ✓ No unnecessary travel.
- ✓ Continue to utilise video meeting technologies wherever possible.
- ✓ Opt for green transport alternatives on necessary routes.

Reduce, Re-Use, Recycle

Remote working significantly reduces waste and emissions caused by waste logistics.

We operate with a high level of recycling. Our Waste Management Process includes procedures for handling of general waste, mixed recycling, food, shredded paper and other/occasional waste (for example, printer toner cartridges) and 90% of our waste is recycled.

Zest Consult currently creates very little waste although we are always looking at reducing our waste. Annual waste is recorded using Waste Transfer Notes (WTNs). Shredded paper and other/occasional waste is managed internally and an internal WTN produced. Waste documentation is stored in accordance with our internal management procedures, with a record of non-hazardous waste maintained for 2 years, hazardous waste for 3.

In each employee's location, recycling facilities are often easily accessible, and we encourage their use.

We also encourage shopping locally and a deeper understanding of food purchase choices and its environmental impact. Working remotely allows employees more time and the ability to shop locally too, decreasing the need to use cars for buying groceries.

Actions:

- ✓ Provide a general best practice recycling and re-use guide during onboarding
- ✓ Supply recycling resources and information from each local authority to individual employees
- ✓ Encourage employees to use re-usable bags so not to add to plastic waste.

Device Usage

The buying and use of devices, hardware and laptops also create carbon emissions footprints, with the transportation of devices causing the highest impact. Employees use an online phone system through their laptops and utilise their mobiles for business calls. All our operational platforms are cloud based on carefully chosen providers, and we utilise device recycling schemes.

Actions:

- ✓ Partnerships with a device upcycling company
- ✓ Future purchases are to be rated on emissions and energy ratings
- ✓ Future purchase to follow supplier chain questions around logistics, transport impact etc

Supply Chain Sourcing & Sustainable Procurement

We follow our Sustainable Procurement Code when making purchases to minimise our environmental impact. The Code sets out a framework for sustainability considerations by ensuring that products and services are sourced and produced under a set of internationally acceptable environmental, social and ethical guidelines and standards and that we maximise the use of materials with reused and recycled content that can be subsequently reused or recycled.

The Code also seeks to maximise resource use and energy efficiency in the manufacturing and supply process to minimise environmental impact – whilst ensuring that appropriate substances and materials are used to minimise impact on human health and the environment.

It is vital to ensure that all our suppliers adhere closely to our ethical, environmental and sustainability policies. As part of our due diligence, our supply chain verification process includes a section to review their environmental policies.

- Do our suppliers have evidence that they adhere to the Modern Slavery Act 2015?
- Do our suppliers operate in line with the Bribery Act 2010?
- Do they comply, and have example of compliance, with all/any current environmental legislation?
- Do they have a certified environmental management system (EMS) such as ISO 14001 to assess their own environmental impacts?
- Do they have an Environment or CSR policy in place?
- Are they local, or have locally sourced products?
- What is the logistical or carbon impact of their services?
- Is their product made from recycled products or is easily recyclable?
- What waste is created during their product processes?
- What are your supplier's buying practices? (This can be useful in identifying environmental and social risks further down the supply chain)

Influencing our clients' environmental performance

We work with clients to inform their own environmental improvements and carbon reduction.

Our EMS informs our Project Sustainability Lifecycle. We approach carbon reduction by targeting each project phase from initial conversations through to end of project reviews. This is underpinned by a structured set of management controls and procedures to monitor outcomes and improve sustainability credentials on future delivery.