

CARBON REDUCTION PLAN

Innaxys Ltd

Publication date: August 2023

Commitment to achieving Net Zero

Innaxys is committed to achieving Net Zero greenhouse gas emissions by 2027.

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: 2022	
Additional Details relating to the Baseline Emissions calculations.	
<p>This report constitutes our baseline year for our corporate reporting and our journey to Net Carbon Zero within five years, by 2027.</p> <p>Due to a number of factors, we believe we are already starting from a low baseline, when compared to other similar companies in the same industry.</p> <p>However, this does not reduce our commitment as a company to ensure we continue to improve, and to our stated objective to achieve Net Zero.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	2.0
Scope 2	4.8
Scope 3 (Included Sources)	2.7

Total Emissions	9.5
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Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	2.0
Scope 2	4.8
Scope 3 (Included Sources)	2.7
Total Emissions	9.5

Emissions reduction targets: Method statement

Innaxys is committed to operating in a sustainable and planet friendly manner, and we proactively take steps to reduce our impact on the local, regional and global environment as we work towards net zero greenhouse gas emissions target.

Whilst we have not previously measured our impact explicitly, we believe that our carbon footprint is already very low. Indeed, our footprint has already reduced significantly in recent years in part due to low office occupancy and reduced travel caused by COVID-19. We remain confident that our current and future measures will enable us to continue to reduce our impact and achieve net zero by, if not ahead of, our target of 2027.

The increased acceptance by our clients of the use of video conferencing, (another side effect of COVID-19 restrictions) has reduced our travel expenditure and impact by over 75%. Over 60% of our staff live within walking/cycling distance of the offices, and we also allow extensive working from home, again, minimising the additional footprint of our employees.

As a software development company, we naturally do not have manufacturing or assembly activities with extensive power requirements. We also do not have a supply chain as such, with all our Solutions being software based, developed and delivered on site at our offices. We do not use subcontractors or third-party suppliers for the delivery of our core software Solutions. Where hardware elements or equipments are occasionally requested of us as part of a contract, we source these in the most efficient ways possible including choosing slower, bulk postal deliveries rather than express options, click & collect services, and usage of local suppliers that require minimum travel for either party to collect or deliver. We also ensure

that we are working with suppliers who have published and are upholding their own environmental policies and pledges to achieve net zero greenhouse gas emissions substantially ahead of the 2050 deadline as set out by the UK government in law in 2019.

Our server room is installed in such a way that it does not require or utilise air conditioning. We use natural ventilation throughout our office building and have installed energy efficient heat and lighting wherever possible.

Our current calculation of our carbon footprint results in a number well below the national average, at between 7 and 10 tonnes of CO2 per year.

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets, and others are actively being sought and investigated:

- We will build awareness amongst our workforce of the impact of their decisions on our journey to Net Zero, including running a communications campaign to educate and drive awareness around events such as World Environment Day.
- We will actively quantify carbon emissions from commuting and working from home via a rolling employee survey and use this as an opportunity to decrease scope 3 emissions via employee engagement. We actively encourage all staff to consider green and eco-friendly transport for commuting to work (and in general).
- When replacing cars used for company business (we do not provide company cars, or pool cars) staff will be encouraged to consider electric vehicles or more environmentally friendly options
- We will assess our energy supply and consider a move to a supplier that demonstrates a full commitment to supplying 100% Green Energy when our current contract runs out
- We will work to become a paperless office by the end of 2023
- Actively evaluate a number of carbon offset schemes available through the website <https://www.carbonfootprint.com>

As a senior management team, we have committed to reviewing our carbon footprint and performance and progress towards our stated target within our quarterly management meetings, and to have a standing item on our monthly team meeting agenda.

The Carbon Reduction Plan will be updated as a minimum annually. We will provide additional figures and graphs as appropriate within this Carbon Reduction Plan document to demonstrate our actual and projected reductions.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reductions achieved by these schemes will be calculated and we will publish the percentages detailing the reduction against the baseline within this document, as soon as we have enough data to generate meaningful reports.

The following measures are currently in effect in order to deliver additional environmental benefits in the performance of all our contracts:

Remote working

All of our staff are provided with the means to maximise their use of file-sharing, instant messaging and video conferencing for communicating with each other whilst working remotely, reducing the need for them to travel into the office every day. Our engineers all have full access to our secure online web portals for software development and management, which enables them to collaborate on projects easily. The provision complies with our ISO27001 certification as our engineers all use company laptops and equipment, accessing our systems via secure VPN into our servers.

Virtual Meetings

Since before the COVID19 pandemic, Innaxys has routinely promoted the use of online virtual meetings, having used these extensively since 2015 to deliver our Training Management Solution to the Police Service of Northern Ireland, in working with a French partner organisation to deliver the same system to the Irish Fire Service, in the delivery of a Firearms Asset Management Solution to the Metropolitan Police, and more recently almost exclusively in the delivery of a Digital Asset Management Solution to the Northern Ireland Civil Service. We will conduct as many meetings as possible in this way, reducing the need for us to travel to your offices, although this will always be balanced against the need and purpose of each meeting, and we will, where relevant, necessary, or unavoidable, attend on site.

Paperless Document Sharing

We use online document sharing services such as DropBox and online Project Management Portals to reduce the amount of printed material used within the company and with clients. All project related documents will be available electronically in a version controlled, auditable environment, accessible by all stakeholders at all times.

Remote access

Subject to each client's security policies, we install VPN access to our Solutions when hosted on-premise or in third party datacentres, in order that our engineers can support and maintain our Solutions when deployed externally, to minimise the need to travel to client sites or host datacentres, etc. All our staff are security vetted, which enables our clients, where appropriate and permitted, to provide secure access to relevant systems and Solutions, either by direct VPN access or via dedicated secure laptops provided by the client organisation.

We have utilised this method of working since our first hosted cloud Solution was delivered to the UK Counter Terrorism Units in 2014, deployed in the UKFast datacentre and managed remotely by our engineers.

Training

We have re-structured our training activities to minimise the amount of on-site training that is required by each new deployment, and we offer all our Solution training as virtual sessions (although face to face is always still available where appropriate/preferred by the organisation), or a mixture of both, depending on the nature of the roles being trained for. Users are provided access to the Training version of the Solution in order that they can begin to become familiar with, and practice on, the use of the Solution either in advance of, or as a minimum after training and before Go Live, but then also going forward after Go-Live as a safe place to practice any areas they are unsure of, to refresh their knowledge or otherwise train on the system throughout the contract.

We have also created specific e-learning modules for each Solution, which we tailor specifically to the needs of each organisation (as defined and agreed in the Training Needs Analysis) and which we make available within our own version of our e-learning Solution, hosted in our offices and available to users over the internet.

Finally, we have created a number of short 'how-to' videos and step-by-step training sheets on specific elements of our Solution which will be made available to users. These are utilised for the less complicated user roles and occasional users, who have defined and 'simple' access to the system, and usually serve to minimise the formal face to face training required by the largest volume of users.

In addition to project specific provisions, Innaxys as a company has instigated the following measures as standard across our operations for many years:

Office

We provide recycling containers in every office to ensure all staff are able to recycle their waste as well as all packaging from deliveries, where appropriate. We work with our local council, who provide suitable receptacles and a removal service for all our recycling waste.

We use smart plugs and time sensors to reduce our consumption of electricity, with energy efficient lightbulbs installed in all areas.

We have recently replaced the boiler controls on our office heating, installing a Hive system to give us greater control and efficiency over the heating of the building, with differentiated areas so that we can reduce heating in areas of low use whilst maintaining heat in other specific areas when required.

We provide facilities for our staff to shower and change, in order for them to walk, run or cycle to work, and have actually sited our new offices very locally to where the majority of our staff live, rather than in a city centre necessitating the use of cars or public transport to travel to work.

We have installed water fountains to provide fresh filtered drinking water from large containers and encourage staff to bring their own glass or organic material water bottle to fill up. We provide coffee, tea, sugar, etc. from catering size packaging, again reducing the overall amount of packaging coming into the business, and we do not use single-use kitchenware, providing instead ceramic crockery and cups.

Our office itself is a reclaimed and refurbished industrial unit, which we brought back into full use in 2019. During the refurbishment we ensured we supported local businesses by exclusively employing local tradesmen, with instruction to use recycled or reclaimed materials, or eco-friendly options during the fit-out.

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 reporting.

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.

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:

NAOMI PORTER
COMMERCIAL LEAD



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Date: ...August 2023.....
