

EBSCO International Inc. UK PPN 06/21 Carbon Reduction Plan

Produced with Carbonology® Ltd. in line with Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts



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Document Control

Version	Date	Details of Changes	Person(s) Responsible
V.1.0	12/10/2022	First publication of document.	D.Cox
V.2.0	29/11/2023	Figures for 2022 reporting period added. Carbon Reduction targets and initiatives updated. 2022 set as base year. Reporting boundaries updated. Minor formatting updates.	D.Algar
V.2.1	01/12/2023	Formatting updates. Additional details provided on changes to methodologies.	D.Algar
V.2.2	06/12/2023	Intensity ratios for energy and carbon relative to turnover and headcount added. Formatting updates.	D.Algar
V.2.3	19/12/2023	Added reference to solar PV at Enfield. Removed reference to Solar Grant programme as this is not a UK led initiative.	D.Algar



Executive Summary

Carbon Reduction Plan has been produced in response to Procurement Policy Note (PPN) 06/21 which specifies how EBSCO should have a plan to manage greenhouse gas (GHG) emissions and have a commitment to Net Zero emissions by 2050 in order to bid for Government contracts.

EBSCO are committed to supporting Government Net Zero targets by 2050 and are taking all reasonable steps to achieve this. EBSCO are committed to implementing this Carbon Reduction Plan and providing a wide range of carbon reduction initiatives in the delivery of contracts. The company is also evaluating options to achieve carbon neutrality in alignment with PAS 2060 by 2030.

This is the first time EBSCO have quantified organisational emissions to this level of detail, particularly for Scope 3. Emissions have been quantified following PPN 06/21 Technical Standard and ISO 14064-1:2019. Below is a summary of emission for 2021 and 2022. 2022 established as the base year to reflect a more accurate depiction of operations as they return to normal following the peak of COVID-19.

Dual reporting used for Scope 2 electricity generation to reflect the renewables tariff used at the Didcot site. The majority of emissions are from Scope 3 downstream transportation of goods.

	2021	2022	Change (%)
Scope 1	16.26	16.21	-0.34%
Scope 2 (location)	67.32	85.76	+27.39%
Scope 2 (market)	56.99	75.78	+32.96%
Scope 3	930.34	1,205.59	+29.59%
Total Emissions (location)	1,013.93	1,307.55	+28.96%
Total Emissions (market)	1,003.60	1,297.57	+29.29%

Key reduction initiatives that are currently in effect focus on providing staff with the necessary infrastructure to charge EVs, a hybrid working model to reduce the need for commuting and embracing virtual meetings to reduce business travel. Staff are also offered the option of funded public transport to reduce reliance on personal vehicles. The sales teams have also been restructured to be more region-specific, thus reducing the need for long distance travel. Energy saving measures have been implemented at offices, including energy efficient, motion sensitive lighting and upgraded insulation at EBSCO's warehouse. Waste management is also taken very seriously at EBSCO, with a big focus on recycling and zero waste being sent to landfill. No fugitive emissions of f-gases have occurred in HVAC systems.

EBSCO operate a certified ISO 14001:2015 Environmental Management System. This is used to continually monitor and improve environmental performance. Carbon reduction targets will be integrated into the EMS and its associated policies.



Introduction

This Carbon Reduction Plan has been prepared in line with Procurement Policy Note (PPN) 06/21 guidance to support the UK Government's commitment to a 100% reduction of greenhouse gas (GHG) emissions (compared to 1990 levels) in the UK by 2050. Also referred to as the 'Net Zero' target.

In line with PPN 06/21 guidance EBSCO has taken steps to understand its environmental impact and carbon footprint relevant to the delivery of contracts as specified in the Public Contracts Regulations 2015.

EBSCO are committed to the following initiatives:

- Making an organisational commitment to reducing emissions over time to achieve Net Zero before 2050
- Annually quantifying and declaring emissions of GHGs defined within the Kyoto protocol; carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFC), perfluorocarbons (PFC), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃), where relevant
- Developing a Carbon Reduction Plan in line with PPN 06/21 Technical Standard for Completion of Carbon Reduction Plans outlining environmental management measures that will be applied in the performance of relevant contracts and wider business operations.
- The Carbon Reduction Plan will be supported and signed off by top management (or equivalent) within the organisation.

Carbon reduction initiatives detailed in this report will be in effect during the delivery of relevant contracts unless states otherwise. This document will be continually updated to reflect the progress of carbon reduction initiatives. Data collection is underway for 2023.

This Carbon Reduction Plan has been prepared in collaboration with sustainability [Carbonology®](#), and is based on the [UK Government Template](#). EBSCO and Carbonology® will be working together closely to support carbon reduction goals.

This is the second iteration of EBSCO's Carbon Reduction Plan. EBSCO will review this Carbon Reduction Plan, including re-quantifying its emissions every 12 months to meet requirements of the reporting period of a Carbon Reduction Plan being less than 12 months from the date of commencement of the procurement of a contract. If reporting period is more than 12 months from date of commencement of the procurement EBSCO will provide a justifiable reason why this has occurred. Full year results for 2023 will be reported in early 2024.



Full details of how this Carbon Reduction Plan meets the requirements specified in [Guidance on adopting and applying the PPN 06/21 – Selection Criteria](#) can be found in the Annex.

Background to EBSCO

EBSCO is the leading provider of research databases, e-journal and e-package subscription management, book collection development and acquisition management, and a major provider of library technology, e-books and clinical decision solutions for universities, colleges, hospitals, corporations, government, K12 schools and public libraries worldwide.

For more than 70 years, we have partnered with our customers and other industry-leading organizations to improve research and outcomes through quality content and technology. As an international company, EBSCO are able to collaborate with its overseas partners to identify opportunities to improve environmental performance and reduce emissions. All reduction initiatives outlined in this document refer to UK operations, but sustainability is a core part of how the business operates on an international scale.

We have well-documented environmental sustainability initiatives and policies in place and have forged a strong directive to elevate the company's level of environmental responsibility. EBSCO maintains environmentally sound business practices while responsibly managing consumption and waste during daily operations. Several key infrastructure changes have been implemented to this effect and encourages individual employee) responsibility through ongoing company-sponsored events, promotion, and education.

We operate a certified ISO 1400:2015 Environmental Management System and are working towards carbon neutrality with the objective to achieve Net Zero well ahead of the UK target of 2050. As part of these initiatives, we are also committed to driving awareness of this important issue among our employees and communities, as well as on a global scale.

Our implemented Supplier Code of Conduct (EBSCO Supplier Code of Conduct) clearly reiterates our expectation that all suppliers we work with, including courier services, follow our approach to responsible sourcing and integrity, and comply with all applicable laws and environmental regulations. Throughout the supply chain we insist that our suppliers have the relevant eco credentials.

Commitment to Achieving Net Zero

EBSCO is committed to achieving Net Zero emissions by 2050 at the latest and is taking pro-active measures to achieve this goal as early as practically possible.



EBSCO is committed to reviewing its emissions annually and maintaining its commitment to carbon neutrality. This commitment will be supported by the quantification of 100% of Scope 1 and 2 emissions and relevant Scope 3 emissions.

Net Zero will be achieved via the implementation of Carbon Reduction Plan to reduce emissions relative to the baseline period (1st January 2022 – 31st December 2022). EBSCO are also committed to achieving carbon neutrality in line with PAS 2060. This will involve the purchase of high-quality and independently verified carbon offsets.

Emissions have been quantified following ISO14064-1:2019 and compiled in a GHG Inventory which sub-divides emissions sources into Scope 1, 2 and 3 as defined in the GHG Protocol. UK emission conversion factors from [DEFRA](#) have been used to calculate and convert emissions to tCO₂e.

Boundaries

Organisational and reporting boundaries have been defined following ISO 14064-1:2019. This document will be updated accordingly when new information is presented.

Organisational Boundaries

This Carbon Reduction Plan is intended to cover all facilities that EBSCO operate out of. In line with ISO 14064-1:2019 the control approach has been taken. This covers all facilities and activities that EBSCO has operational control over.

Emissions are categorised at the facility level and subdivided where data allows. Below are the specific sites covered by this Carbon Reduction Plan:

Site:	Address:	Activities
Enfield	6th Floor, Civic Centre, Silver Street, Enfield, EN1 3XA, United Kingdom	Main UK office. Primarily used for traditional desk based administrative tasks.
Didcot	Unit C, Park 34, Collett Way, Didcot, Oxfordshire, OX11 7WB	Distribution centre for goods outwards to customers. Small administrative office also on site.
Folkstone	Folkestone, 5th Floor, Civic Centre Castle Hill Avenue Folkestone Kent CT20 2QY	I.T service and data centre
Bunker	Bunker - Cyberfort Ltd Ash Radar Station Marshborough Road Sandwich Kent CT13 0PL	I.T service and data centre



No sites have been excluded. Organisational boundaries refer solely to UK operations and do not refer to international sites that will have limited involvement in the delivery of UK contracts.

Reporting Boundaries

EBSCO are pro-actively collecting data to enable accurate and comprehensive GHG quantification to meet PPN 06/21 requirements.

Reporting boundaries have been designed to meet PPN 06/21 reporting requirements, plus some additional emission sources deemed to be significant and relevant in the delivery of contracts.

No attempts have been made to intentionally exclude significant sources of emissions but where exclusions have been made details of this can be found in the Annex. EBSCO take sustainability seriously so are dedicating significant resources to gather the required activity data to accurately quantify its organisational emissions.

Reporting boundaries refer to solely UK operations with the exemption of downstream transportation which covers the international supply chain to customers.

Direct and indirect GHG emissions categorisation Summary (From ISO14064-1 Annex B)	Scope	Included / Excluded
Category 1: Direct GHG emissions and removals	1	Included <ul style="list-style-type: none"> ■ Stationary combustion of gas ■ Fugitive emissions from HVAC systems*
Category 2: Indirect GHG emissions from imported energy	2	Included <ul style="list-style-type: none"> ■ Purchased electricity generation
Category 3: Indirect GHG emissions from transportation	3	Included <ul style="list-style-type: none"> ■ Downstream transportation ■ Business travel (road, rail, air) ■ Commuting
Category 4: Indirect GHG emissions from services used by the organisation	3	Included <ul style="list-style-type: none"> ■ Transmission and distribution (T&D) ** ■ Waste generated from operations ■ Water supply ■ Water treatment
Category 6: Indirect GHG emissions from other sources	3	Included <ul style="list-style-type: none"> ■ Homeworking



**No fugitive emissions have been identified within boundaries. EBSCO monitor all relevant HVAC systems and ensure maintenance is documented as part of its ISO 14001:2015 EMS*

***Transmission and distribution (T&D) refers to Scope 3 emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it). This is proportional to kWh consumption.*

All Scope 3 sources as specified in PPN 06/21 Technical Guidance have been included apart from upstream transportation. Additional data is being collected for this category but it likely to significantly lower emissions than downstream transportation.

Significance Policy

EBSCO consider its significant emission for inclusion within the GHG Inventory as those:

- Those required under mandatory reporting such as PPN 06/21 and SECR
- Those where data are practically obtainable to allow quantification to be completed within a reasonable margin of uncertainty
- Those with the best opportunity to achieve reductions

GHG Emissions

Quantification Methodology

Emissions have been quantified in alignment with the following standards:

- ISO 14064-1:2019 Specification with guidance at the organisational level for the quantification and reporting of greenhouse gas emissions
- PPN 06/21 Technical Standard for the completion of Carbon Reduction Plans
- UK Environmental Reporting Guidelines for SECR

Emissions have been quantified for Scope 1, 2 and 3 sources as defined in the GHG Protocol.

Emissions were calculated using UK Government GHG conversion factors for relevant reporting periods. For calculating emissions within our supply chain, international conversion factors were used from Government bodies (e.g., US Environmental Protection Agency). All emissions were quantified in a manner that precludes under-estimation.

EBSCO have not previously assessed or reported emissions. EBSCO are committed to quantifying emissions levels from Scope 1, Scope 2 and relevant Scope 3 sources as defined in the GHG Protocol.



GHG emissions have been calculated in-line with ISO14064-1 methodology and presented in a GHG Inventory displaying specific sources of emissions. UK Government conversion factors from DEFRA have been used to convert activity data into kilograms of carbon dioxide equivalent (kgCO₂e) as well as directly into kg of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) where appropriate. Emissions are calculated by multiplying the metric (e.g., kWh or miles driven) by the appropriate conversion factor. Conversion factors are based on the global warming potential of these gases.

$$tCO_2e = \frac{\text{activity data} \times \text{emission factor}}{1000}$$

EBSCO have converted all available activity data to GHG emissions where it has been practical to do so.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases (GHGs) 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.

The baseline period for quantification of GHG emissions is 1st January 2022 to 31st of January 2022. All reporting periods are in calendar year format. Full details of calculations and assumptions associated with specific emission sources can be viewed in the following sections.

The previous baseline was 2021. This was updated to provide a more representative depiction of operations retuning to pre-COVID-19 levels. 2022 saw higher office attendance, more travel and a higher volume of goods being shipped out to customers.

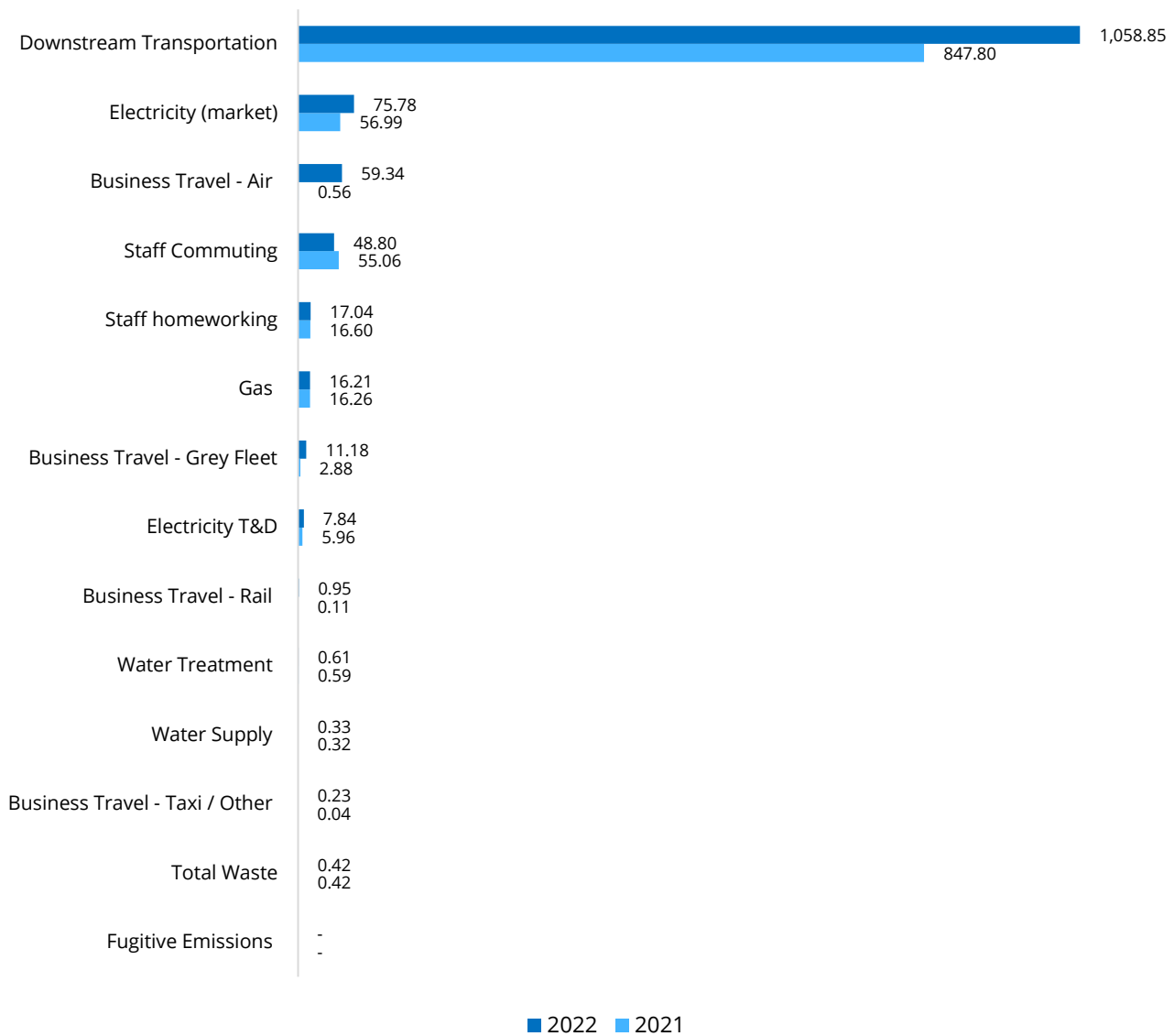
The following section gives an overview of organisational emissions. Tables are presented for individual years as outlined in the PPN 06/21 template. A summary table can be found below for all reporting periods. EBSCO does not own any vehicles. No fugitive emissions were detected. systems.



Scope	Source	2021	2022	Change (%)
Scope 1	Gas	16.26	16.21	-0.34%
	Company Vehicles	-	-	
	Fugitive Emissions	-	-	
Total Scope 1		16.26	16.21	-0.34%
Scope 2 (location)	Electricity Generation	67.32	85.76	+27.39%
Scope 2 (market)	Electricity Generation	56.99	75.78	+32.96%
Total Scope 1 & 2 (location)		83.58	101.97	+21.99%
Total Scope 1 & 2 (market)		73.25	91.99	+25.57%
Scope 3	Business Travel - Grey Fleet	2.88	11.18	+288.47%
	Business Travel - Rail	0.11	0.95	+762.97%
	Business Travel - Air	0.56	59.34	+10,469.99%
	Business Travel - Taxi / Other	0.04	0.23	+523.46%
	Commuting	55.06	48.80	-11.37%
	Upstream Transportation	-	-	-
	Downstream Transportation	847.80	1,058.85	+24.89%
	Water Supply	0.32	0.33	+2.71%
	Water Treatment	0.59	0.61	+2.71%
	Total Waste	0.42	0.42	-0.65%
	Electricity T&D	5.96	7.84	+31.68%
	Homeworking	16.60	17.04	+2.64%
Total Scope 3		930.34	1,205.59	+29.59%
Total Emissions (location)		1,013.93	1,306.53	+28.96%
Total Emissions (market)		1,003.60	1,297.57	+29.29%



2021 and 2022 Emissions by Source - tCO₂e



Changes Between Reporting Periods

Market-based emission increased by 29.29% from 2021 to 2022. All GHG sources increased apart from gas, commuting and waste, although it should be mentioned that gas consumption has been estimated and is associated with a higher degree of uncertainty.

The biggest increase was seen in flights. As travel was limited in 2021 emissions were abnormally low. 2022 saw a return to usual levels, and therefore a dramatic increase compared to 2021. Despite an overall increase in grey fleet mileage, more of this was recorded to be completed in hybrid-electric vehicles.



A higher volume of goods were sent out to customers over 2022 which led to the increased in downstream transportation relative to 2021.

Energy and Carbon Intensity

Intensity ratios calculated for energy and carbon relative to headcount and turnover (£M). Intensity ratios referenced below are for all emission sources referenced in this document and will differ from those referenced in our SECR Energy and Carbon Report which only covers sources specified under SECR requirements.

Carbon Intensity

tCO2e intensity reported separately for location and market-based emissions.

tCO2e per Staff			
	2021	2022	Change
Location	7.80	9.48	+21.48%
Market	7.72	9.40	+21.80%

tCO2e per £M Turnover			
	2021	2022	Change
Location	14.05	17.61	+25.31%
Market	13.91	17.47	+25.63%

Energy Intensity

Energy intensity refers to energy consumption from gas, electricity, and grey fleet use for business travel. Calculating following SECR guidance.

Energy Intensity			
	2021	2022	Change
kWh/Staff	3,212.29	4,183.24	+30.23%
kWh/£M Turnover	5,787.13	7,773.55	+34.32%



Previous Reporting Year: 2021

Categories referenced below are from GHG Protocol as referenced in PPN 06/21 guidance.

Previous Reporting Year: 2021 (1st January – 31st December)	
Previous base year. Reset to 2022 to provide a more relevant depiction of operations following the peak of COVID-19 restrictions that limited travel and site attendance.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	16.26
Scope 2	67.32 (location) 56.99 (market)
Scope 3 (Included Sources)	930.34 Category 1 - Purchased goods and services (water supply): 0.32 <ul style="list-style-type: none"> ■ Category 3 - Fuel and energy related activities (T&D): 5.96 ■ Category 5 - Waste generated in operations: 1.01 ■ Category 6 - Business Travel: 3.59 ■ Category 7 - Employee commuting: 55.06 ■ Category 7 - Employee homeworking (teleworking): 16.60 ■ Category 9 - Downstream transportation and distribution: 847.80
Total Emissions	1,013.93 tCO₂e (location) 1,003.60 tCO₂e (market)



Baseline Year: 2022

Categories referenced below are from GHG Protocol as referenced in PPN 06/21 guidance.

Base year: 2022 (1st January – 31st December)	
Additional details relating to the baseline emission calculations:	
Base year re-assigned to 2022. 2021 deemed an unrepresentative year for EBSCO's operations.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	16.21
Scope 2	85.76 (location) 75.78 (market)
Scope 3 (Included Sources)	1,205.59 <ul style="list-style-type: none"> ■ Category 1 - Purchased goods and services (water supply): 0.33 ■ Category 3 - Fuel and energy related activities (T&D): 7.84 ■ Category 5 - Waste generated in operations: 1.03 ■ Category 6 - Business Travel: 71.70 ■ Category 7 - Employee commuting: 48.80 ■ Category 7 - Employee homeworking (teleworking): 17.04 ■ Category 9 - Downstream transportation and distribution: 1,058.85
Total Emissions	1, 307.55 tCO₂e (location) 1,297.57 tCO₂e (market)



Assumptions and Estimates

Changes in Methodologies from Previous Reporting

Gas

Gas not previously reported on for Dicot. Spend based approach used to estimated 2021 and 2022.

Commuting

Methodology updated to account for annual leave more accurately. This is now calculated based on equivalent weeks of annual leave, rather than total days over the year.

Utilities

Due to a lack of access to the necessary data, utilities consumption is largely estimated based on spend and available historic data.

Consumption of electricity at Didcot available from meter readings. Folkestone gas and electricity consumption only available for the whole building. EBSCO's proportion of gas and electricity in apportioned based on floor space.

Gas is only present at Folkestone and Didcot. Folkestone gas consumption is an estimate based on historic consumption as new data are not available. Due to the low consumption this has not had a significant impact on overall emissions. 2022 gas consumption at Didcot estimated based on spend. No data available for gas consumption at Didcot over 2021 so 2022 figures used as a proxy. This has likely led to an overestimation of emissions as consumption would have likely been lower over 2021 due to lower site attendance.

Estimates were performed for Bunker's electricity consumption based on average usage over the year; power usage was averaging 18.5 Amp which would be 4.255 KW with a consistent draw, annual consumption would be around 37,273.8 kWh (4.255KW x 24hours x 365 days))

Limited information has been accessible for Enfield. Only spend data could be acquired. This has been used to estimate consumption at the site based on relevant tariffs for [electricity](#) and [water](#). Assumption that 100% of supplied water is disposed of via drains. This has been used to avoid under reporting of emissions from wastewater treatment.

T&D calculated separately using appropriate factor for each reporting period and reported under Scope 3.



Waste

Waste data collected at regular intervals from Waste Transfer Notes / Waste Consignment Notes for Didcot. No waste data available for other sites. Estimates not performed due to estimated low contribution to emissions and high degree of uncertainty. Appropriate conversion factors used based on weight description and disposal methods for general and recycling.

Business Travel

Mileage data collected from expense claims for each mode of transport. All mileage claims converted to km to maintain consistency with reporting on passenger.km for air and rail travel and tonne.km for downstream transportation.

For grey fleet, where a specific fuel type was not recorded, the unknown fuel conversion factor was used. As exact makes and models of cars are not recorded, the average sized car conversion factor has been used. Specific fuel/engine size factors used where possible.

Based on the average flight distance, it has been assumed that the majority of flights are short haul, economy class, with RF factor used.

No assumptions or estimates made for rail travel. Distances collected from expense claims.

Commuting and Homeworking

Detailed information of staff's commuting habits over 2021 was collected by EBSCO. This included the number of days staff commute or work from home each week, the mode of transport, and the distance they travel each day to get to work.

Commuting calculated by multiplying one-way distance by 2 to calculate the daily distance. To avoid over-reporting of emissions, corrections for annual leave and bank holidays were applied. Total number of commuting days per year multiplied by total daily distance for each mode of transport.

For homeworking, the number of indicated homeworking days per week was multiplied by 52 to calculate the total number of homeworking days per year. This was then multiplied by 8 to identify the total hours spent working from home. Newly released conversion factors for homeworking in 2022 were used to estimate emissions for 2021. It was assumed that heating is used 20 weeks of the year over winter months.

As detailed information was collected by EBSCO, relatively few estimates and assumptions had to be made other than assuming staff drive an average car with unknown fuel. Other options for commuting were train, bus, walking and cycling.



Downstream Transportation

Emissions calculated on a tonne.km basis. Journeys were manually mapped out using as much detail as possible based on available information. Online tools, including Google Maps, were used to calculate the distance of each stage of goods' journeys.

Total weight in tonnes of goods shipped for each route multiplied by distanced travelled at each stage of a journey to calculate tonne.km. Tonne.km multiplied by the corresponding conversation factor for the relevant mode of transport at each stage (e.g., HGV, freight flight, diesel van, etc).

As the exact destination for freight flights is not known in all cases, it has been assumed that flights go to the corresponding airport for each country's capital city. In some cases, there would have likely been a lay-over point mid-flight. Location of lay-over points has also been assumed based on best judgement. Routes have been mapped out in as much detail as possible but has not been possible to map out the final stage from airports/DCs to customers' locations. Mapping out the route of each indivial good to a specific customer is not practical at this stage.

Emission Reduction Targets

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

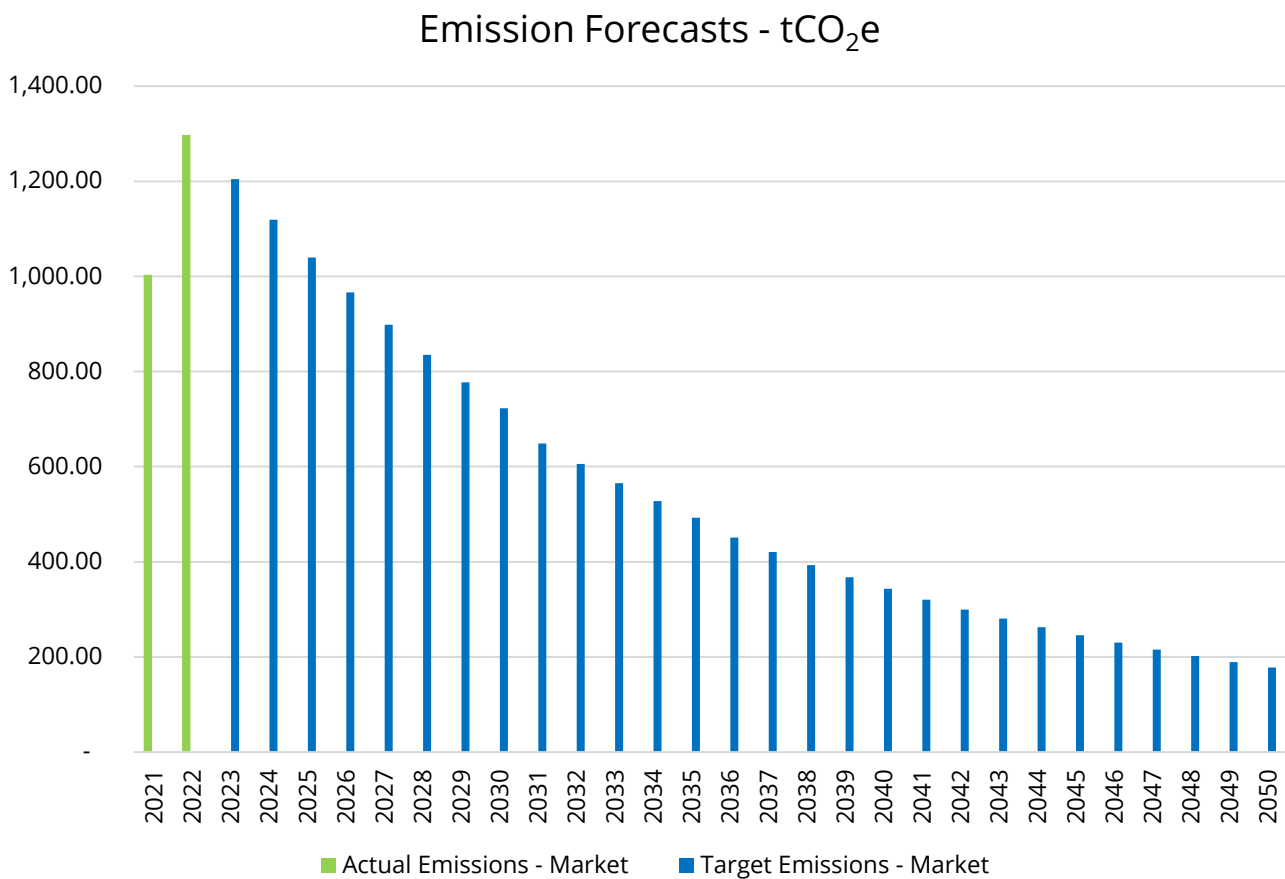
- **Working towards removing gas heating from premises by 2036**
 - Achieved via avoiding opening new sites that utilise gas, and existing heating infrastructure to be replaced with electric alternatives where feasible.
- **Reduce emissions from electricity consumption by 12% each year, with all sites supplied by renewable electricity by 2030**
 - The primary aim for electricity is to increase the visibility of consumption data at sites where we have limited control. We will also be investigating the feasibility of acquiring 100% renewable electricity for sites.
- **Reduce emission from grey fleet and commuting by 8% each year, with all grey fleet EV by the end of 2036**
 - Support and encourage staff to transition to EVs with additional charging infrastructure at sites. Minimise business travel and utilise public transport following our Sustainability Policy.
- **Reduce emissions from downstream transportation by 7% each year**
 - Work with suppliers and monitor their decarbonisation efforts to help forecast our reductions. Continually look for new options to reduce the size and weight of the goods we send out.



We project that carbon emissions will decrease over the next five years to 898.32 tCO₂e by 2027. This is a reduction of 30.77% against the 2022 base year.

Below is our pathway to Net Zero based on our initial set of reduction targets. We are still collecting activity data to better understand our emissions but are committed to going beyond any passive reductions that the market presents.

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



Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since 2021. 2022 has now been established as our base year. Measures will be in effect in the delivery of contracts unless stated otherwise.

Collaboration is a key part of EBSCO's Carbon Reduction Plan. This involves working with suppliers and our international offices to ensure sustainability initiatives are effectively communicated. Internally, EBSCO works to ensure staff at all levels of the hierarchy are involved and committed to



carbon reduction initiatives. EBSCO have also partnered with [Carbonology®](#) to assist with monitoring of GHG emissions. Carbonology® have been engaged to support with the quantification of GHG emissions and to align reporting with ISO 14064-1.

EBSCO operate an ISO 14001:2015 Environmental Management System. This is used to monitor and continually improve environmental performance. The outputs of this Carbon Reduction Plan will be implemented to the EMS and associated policies. As part of this PPN 06/21 project, an Emissions Monitoring System has been developed. This will allow continual visibility of activity data and associated emissions moving forward.

Among other efforts, EBSCO provides onsite sustainability options for employees including electric car charging stations, hybrid company cars, recycled paper products, facilities powered by solar energy, semi-annual electronics recycling days, our home office working policy implemented in 2020, which is limiting commuting to only 2 days in the office per week for our employees, and various energy reduction efforts with lighting and use of motion-activation sensors

Energy

Double glass windows and special insulation under ground floors are used at warehouses to retain heat and reduce energy consumption in winter months. Doors are kept closed throughout the day and only opened when required for pallets are moved for courier collections.

Didcot is on a 100% renewables-based tariff. This allows for market-based emission to reported as 0 tCO₂e. EBSCO have limited control over the energy supply at other sites but are working closely with them to achieve the same. The current priority is collecting the necessary consumption data (gas and electricity) from sites in order to accurately track consumption on a monthly basis and set more accurate reduction targets.

EBSCO recognise that simply switching to renewable tariffs is not a solution alone. Measures are in place to reduce overall consumption, such as motion sensitive, energy saving lighting on sites. Staff are also encouraged to power-down non-essential equipment at the end of each day, as well as other energy saving measures as part of our EMS.

Travel and Hybrid Working

EBSCO have also embraced a hybrid working model for applicable job roles, with over half of. This means staff can work remotely, avoiding the need to commute to and from work each day. On average staff now work from home approximately 3 days per week. As an international company, there is a need to collaborate with offices all over the world. To reduce the need for flights, virtual meetings are prioritised where possible.



Our Supply Chain

As the single largest contributor to emissions is downstream transportation (goods outwards to customers), a key area of focus will be collaborating with suppliers to promote the use of electric vehicles where practical. As EBSCO rely on freight flights to operate, these emissions are unlikely to reduce significantly in the next decade. EBSCO's Supplier Code of Conduct is used to verify the sustainability credentials of suppliers and ensure their attitude towards environmental protection mirrors that of EBSCO's.

Here at EBSCO, it is extremely important to us to reduce our Carbon Footprint and we are continually looking at ways to improve. Selecting suppliers based not only on cost but also on their plans to ensure we are jointly doing all we can as a team to reduce the negative effect on the environment. Examples of measurements we use are the number of electric vehicles in use and capability for shipping in bulk to reduce the usage of vehicles on the roads in addition to many other factors.

To reduce the need for transportation, we are focusing on the digitisation of our products to avoid shipping physical goods around the world. We have also moved much of our internal documentation online, saving the need to send physical documents, such as contracts, to stakeholders.

Waste and Packaging

One area we have been looking at is packing material, again not only the cost but more importantly, is the material responsibly sourced and sustainable. I am pleased to announce that we have found paper packaging that offers the same protection to our product but comprises 80% recycled paper and is 100% recyclable. Our supplier will plant a tree for every order we make, and this is their promise to help reduce their carbon footprint. It also shows that they are building a future for the products they offer.

In the interim period to achieving Net Zero EBSCO are working towards achieving carbon neutrality with PAS 2060, the world's leading standard for demonstrating carbon neutrality credentials. The standard places strict limitations on offset credits that can be purchased to achieve carbon neutrality. This will give customers confidence that they are helping to support credible and independently verified projects around the world.

Summary Of Completed Carbon Reduction Initiatives

Below is a summary of carbon reduction initiatives that have been completed and will be in effect during the delivery of contracts:

- ISO 14001:2015 Environmental Management System



- Supplier Code of Conduct to verify suppliers' sustainability credentials
- Fully maintained HVAC systems to ensure zero leaks of F-gases
- 100% renewables tariff for Didcot
- Solar PVs installed at Enfield
- Energy saving, motion sensor lightbulbs at offices
- Use of electric fork-lift trucks to minimise gas combustion at sites
- Investment in insulation and behavioural changes at warehouses to reduce energy
- Electric car charging stations offered at main Enfield site
- Implemented home office working policy reducing employee commuting to two days per week
- Virtual meetings utilised to reduce the need for international and domestic travel
- Smaller, region specific, sales teams used to minimise long distance travel
- Semi-annual electronics recycling days, with some retired equipment repurposed
- Bike storage facilities and showers installed to encourage cycling to work
- Circular economy practices utilised to re-use packaging
- No plastic used for general packaging
- Zero waste to landfill and recycling encouraged at all offices through training and signage

Summary of Planned Carbon Reduction Initiatives

Below is a summary of proposed projects EBSCO are planning to implement:

- Phase out the use of gas for heating across the company by end of 2036. Avoid opening any new sites that use gas
- Considering introducing salary sacrifice scheme for staff to support EV transition
- Any company vehicles purchased after 2028 to be EV
- 100% of electricity supply to come from renewable energy
- Increased charging points at all offices to ensure all staff can transition to EVs by 2036
- Liaise with landlords to ensure all relevant activity data is provided to EBSCO
- Encourage landlords to digitise data collection to enable constant visibility of energy use
- Liaise with suppliers to collect necessary activity data, promote sustainable transport alternatives, and encourage the use of the PPN 06/21 framework for carbon reporting
- Subsidising transport costs for staff, consider reimbursement program for employee use of public transportation



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 standardⁱ and uses the appropriate Government emission conversion factors for greenhouse gas company reportingⁱⁱ.

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) Standardⁱⁱⁱ.

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:



.....
Cary Bruce, General Manager and SVP

Date: 21/12/2023



Annex

Table 1. Features a Carbon Reduction Plan must contain as specified in [Guidance on adopting and applying the PPN 06/21 – Selection Criteria](#)

Requirement	EBSCO Response
<p>1 Carbon Reduction Plan submitted which; confirms the supplier’s commitment to achieving Net Zero by 2050</p>	<p>EBSCO is committed to achieving Net Zero by 2050 at the latest but is aiming to achieve this as early as possible, while going beyond passive reductions presented by the market.</p> <p>EBSCO is committed to implementing this Carbon Reduction Plan as part of its business operations and quantifying emissions annually to gauge its success. This will also form part of EBSCO’s ISO 14001:2015 EMS.</p> <p>Prior to achieving Net Zero emissions, EBSCO are committed to achieving carbon neutrality in alignment with ISO14064-1:2019 and PAS 2060:2014.</p>
<p>2 Carbon Reduction Plan submitted which contains emissions reported for all required Scopes (in accordance with the required methodology),</p>	<p>EBSCO has quantified and reported on 100% of Scope 1 and 2 emissions where data allows. Some estimates have been performed where activity data for sites are missing. Once data is obtained this CRP will be updated accordingly. All estimations carried out in a manner to avoid under-estimating emissions.</p> <p>All required Scope 3 categories as specified in PPN 06/21 requirements have been quantified and reported on with the exception of upstream transportation. This is likely to be relatively low, but EBSCO are still collecting activity data to enable this (goods purchased in the reporting period and location of suppliers to calculate emission from the fabrication of productions and their associated transportation to EBSCO premises).</p>
<p>3 Carbon Reduction Plan submitted which details environmental management and carbon reduction measures in effect during the delivery of the contract and</p>	<p>This Carbon Reduction Plan outlines numerous environmental management and carbon reduction measures. Quantitative targets have been set for specific GHG sources.</p> <p>All reduction initiatives referred to in the Completed Carbon Reduction Initiatives will be in effect during the delivery of contracts unless specified otherwise.</p>
<p>4 Reporting period falls no more than 12 months prior</p>	<p>The reporting period of this Carbon Reduction plan is 1st January 2022 to 31st December 2022. Emissions for 2023 and beyond will be</p>



	to the date of commencement of the procurement	quantified and included within this Carbon Reduction Plan. Necessary updates will be made prior to it being applied to contracts starting 12 months after the referenced reporting periods.
5	Carbon Reduction Plan not submitted	Carbon Reduction Plan will be submitted upon request for relevant contracts. If Carbon Reduction Plan requires updates or amendments as a result of feedback from tendering process, they will be made in time for submission deadlines.
6	Carbon Reduction Plan fails to confirm supplier's commitment to achieving Net Zero by 2050	See row 1.
7	Emissions in the Carbon Reduction Plan are not reported for any Scopes or only for some Scopes without explanation why	<p>100% of Scope 1 and Scope 2 emissions quantified and reported.</p> <p>Where quantification has been possible, no emissions have been intentionally excluded. Conservative estimates have been performed in some cases to ensure a reasonable figure can be included within this CRP.</p> <p>It should be noted that due to a lack of data, results are largely based on estimates. EBSCO are working to improve the availability of data for PPN 06/21 reporting.</p> <p>We are working to obtain necessary activity data to facility upstream transportation calculations.</p>
8	Emissions in the Carbon Reduction Plan not reported for any Scopes or only for some Scopes, but supplier provides an acceptable explanation why	See row 7
9	Reporting period is more than 12 months from the date of commencement of the procurement	See row 5
10	Reporting period is more than 12 months from the date of commencement of the procurement, but provides an acceptable explanation why	<p>See row 5</p> <p>If reporting period for contracts exceeds allowable time period, an acceptable explanation will be provided. It is now policy at EBSCO to continually update the Emissions Monitoring System with new activity data.</p> <p>CRP will be updated with 2023 figures in Q1 2024.</p>
11	Supplier fails to detail the environmental	Environmental management measures are detailed in the main body of this Carbon Reduction Plan, including those that have been



management measures in effect, including certification schemes or specific carbon reduction measures that will be in effect during the performance of the contract completed and will be in effect in the delivery of contacts, and those that are planned for the near future.

Table 2. Scope 3 emissions. Table adapted from [Technical standard for Completion of Carbon Reduction Plans](#) . Full details of category descriptions can be found within this link. Scope 3 emissions are defined in the GHG Protocol.

Scope 3 Category	Minimum Boundary	Justification for Inclusion/Exclusion
4. Upstream transportation and distribution	The scope 1 and scope 2 emissions of transportation and distribution providers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	Excluded EBSCO are working to collect activity data for this emission source. EBSCO are committed to gathering the necessary activity data to support quantification and reporting.
5. Waste generated in operations	The scope 1 and scope 2 emissions of waste management suppliers that occur during disposal or treatment Optional: Emissions from transportation of waste	Included General waste and recycling included for Didcot. We are currently working on obtaining data for other sites and reporting periods. It should be noted that other sites are likely to contribute <1% to total emissions.
6. Business travel	The scope 1 and scope 2 emissions of transportation carriers that occur during use of vehicles (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles or infrastructure	Included All business travel logged as part of expense claims. This includes grey fleet, air, and rail
7. Employee commuting	The scope 1 and scope 2 emissions of employees and transportation providers that occur during use of vehicles (e.g., from energy use) Optional: Emissions from employee teleworking	Included Detailed data in staffs' commuting and homeworking habits were collected for 2021 and 2022. A series of corrections for annual leave and bank holidays were performed to ensure accuracy. Methods were chosen



9. Downstream transportation and distribution

The scope 1 and scope 2 emissions of transportation providers, distributors, and retailers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure

to avoid underestimating emissions, such as using an ‘unknown fuel’ emissions factor.

Included

A highly detailed and manual process was performed for each stage in the supply chain, for each route. Emissions calculated on a tonne.km basis.

This involved looking the most plausible routes that goods took on their journey to customers. Journeys were broken down into stages and the corresponding conversion factor (e.g. freight flights) was applied to the mode of transport used at each stage.

It is not practical at this stage to report on the final stage of the journey where goods are delivered to customers. EBSCO have gone into the supply route as practically possible.

ⁱ <https://ghgprotocol.org/corporate-standard>

ⁱⁱ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

ⁱⁱⁱ <https://ghgprotocol.org/standards/scope-3-standard>

