

Carbon Reduction Plan

Supplier name: Oxford Policy Management Ltd

Publication date: 24 April 2026

Commitment to achieving Net Zero

Oxford Policy Management Ltd is committed to achieving Net Zero emissions 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: Jan-Dec 2022

Additional Details relating to the Baseline Emissions calculations.

2022 was our first year of completing an Emissions calculation and setting up a Carbon Reduction Plan in the PPN-0621 template format. The report is based on self-assessment data for the Oxford (UK) operations.

Scope 1 is not applicable, we do not produce direct GHG emissions, while scope 2 reports our office electricity usage.

Scope 3 emissions:

3.4 and 3.9 Upstream and downstream transportation – OPM is a service provider and we do not purchase specific products or sell physical goods or products, so these sources are negligible.

3.5 Waste and recycling - waste figures provided by our waste management services provider,

3.6: UK Business travel - this was an estimate based on information from the current finance system, which does not allow full disaggregation of the data. We will improve the model and reporting through process change, supported by our new software platform, rolling out in 2024. For domestic flights we used our travel agent calculations and for travel by land we used <https://www.climatestewards.org/offset/> for our calculations.

3.7: Employee commuting – In the baseline emissions report we noted that we might have over-reported on this as we made the estimate by extrapolating the sample for commuting in <https://www.gov.uk/government/statistical-data-sets/nts04-purpose-of-trips> (average data from nts0409 from 2021). Due to the nature of our work location, staff are more likely to walk / cycle than the national average. We committed to conducting a staff survey on commuting habits in 2023 to improve the accuracy of reporting.

| Baseline year emissions: Jan-Dec 2022 | | | | | | | | | | | |
|---|---|---|------|--------------|------------------------------|--------------------|------------------------------|-----------------------|-------------------------------|---|------|
| EMISSIONS | TOTAL (tCO₂e) | | | | | | | | | | |
| Scope 1 | Zero | | | | | | | | | | |
| Scope 2 | 29.44 tCO₂e | | | | | | | | | | |
| Scope 3 (Included Sources) | 59.56 tCO₂e | | | | | | | | | | |
| | <table border="1"> <tbody> <tr> <td>4. Upstream transportation and distribution</td> <td>Zero</td> </tr> <tr> <td>5. Waste (t)</td> <td>0.47 tCO₂e</td> </tr> <tr> <td>6. Business travel</td> <td>5.53 tCO₂e</td> </tr> <tr> <td>7. Employee commuting</td> <td>53.56 tCO₂e</td> </tr> <tr> <td>9. Downstream transportation and distribution</td> <td>Zero</td> </tr> </tbody> </table> | 4. Upstream transportation and distribution | Zero | 5. Waste (t) | 0.47 tCO₂e | 6. Business travel | 5.53 tCO₂e | 7. Employee commuting | 53.56 tCO₂e | 9. Downstream transportation and distribution | Zero |
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| 5. Waste (t) | 0.47 tCO₂e | | | | | | | | | | |
| 6. Business travel | 5.53 tCO₂e | | | | | | | | | | |
| 7. Employee commuting | 53.56 tCO₂e | | | | | | | | | | |
| 9. Downstream transportation and distribution | Zero | | | | | | | | | | |
| Total Emissions | 89.00 tCO₂e | | | | | | | | | | |

Current Emissions Reporting

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| Reporting Year: Jan – Dec 2025 |
| Additional Details relating to the 2025 Emissions calculations. |
| <p>The report is based on self-assessment data for the Oxford (UK) operations. Notes from the baseline report from 2022 are still applicable for 2025 with regard to Scope 1, Scopes 3.4 and 3.9.</p> <p>Scope 2: Electricity consumption – This is an estimate as we have been unable to ascertain actual consumption since moving to our new office in 2024. The estimate is based on the consumption figures for the full calendar year 2023, calculated as 28% of that consumption (sqft of new office is 28% of the old office). We believe this is a generous calculation as the new office is fitted out to a brand new high efficiency specification.</p> <p>Scope 3.5: Waste and recycling – the amount of waste and recycling has greatly reduced due to lower occupancy levels of the new office, and after a spike in 2024 when we emptied the office of paper during our move.</p> <p>Scope 3.6: UK Business travel - This is an estimate based on our current model, which does not allow full disaggregation of the data on business travel. We aim to improve the model and reporting through process changes. For domestic flights and train travel we have used our travel agent calculations and for car / bus travel we used GHG Protocol-aligned factors based on the UK Government's "Greenhouse Gas Reporting: Conversion Factors" dataset (DEFRA)</p> <p>Scope 3.7: Employee commuting - On the back of staff surveys on commuting in 2023 and 2024, we have extrapolated the information captured on commuting habits (mode(s) of travels,</p> |

distance) along with real-time data of frequency of travel to the office by each staff member captured by the office entry software, to produce even better reporting. The more accurate reporting on commuting on an annual basis has greatly reduced our emissions report from the baseline.

| EMISSIONS | TOTAL (tCO ₂ e) | | | | | | | | | | |
|---|---|---|------|--------------|-------------------------|--------------------|--------------------------|-----------------------|--------------------------|---|------|
| Scope 1 | Zero | | | | | | | | | | |
| Scope 2 | 8.7 tCO ₂ e | | | | | | | | | | |
| Scope 3 (Included Sources) | 43.73 tCO ₂ e <table border="1" data-bbox="486 696 1390 936"> <tbody> <tr> <td>4. Upstream transportation and distribution</td> <td>Zero</td> </tr> <tr> <td>5. Waste (t)</td> <td>0.58 tCO₂e</td> </tr> <tr> <td>6. Business travel</td> <td>18.53 tCO₂e</td> </tr> <tr> <td>7. Employee commuting</td> <td>24.63 tCO₂e</td> </tr> <tr> <td>9. Downstream transportation and distribution</td> <td>Zero</td> </tr> </tbody> </table> | 4. Upstream transportation and distribution | Zero | 5. Waste (t) | 0.58 tCO ₂ e | 6. Business travel | 18.53 tCO ₂ e | 7. Employee commuting | 24.63 tCO ₂ e | 9. Downstream transportation and distribution | Zero |
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| 5. Waste (t) | 0.58 tCO ₂ e | | | | | | | | | | |
| 6. Business travel | 18.53 tCO ₂ e | | | | | | | | | | |
| 7. Employee commuting | 24.63 tCO ₂ e | | | | | | | | | | |
| 9. Downstream transportation and distribution | Zero | | | | | | | | | | |
| Total Emissions | 52.43 tCO₂e | | | | | | | | | | |

Emissions reduction targets

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

We project that carbon emissions will decrease over the five years (from 2022 baseline) to **71.2 tCO₂e** by **2027**. This is a reduction of **20%**

Progress against these targets in graph format are shown below:



Carbon Reduction Projects

Completed / Ongoing Carbon Reduction Projects

- We reduced our physical footprint in 2024 by moving to smaller premises and by doing so greatly reduced our energy needs. The office is compliant on environmental and energy requirements including the EPC compliance.
- We continue to promote hybrid working, and in so doing reduce the number of kilometres travelled in daily commutes.
- We continue to promote our Cycle to Work scheme, regulate the use of A/C and heating through central controls, and reduce general electricity through use of LED lights and motion sensor triggers in the office.
- There are no desks bins in the office, waste and recycling points have been installed across the office space to ensure responsible and appropriate disposal of waste.
- OPM has invested in video conferencing systems to host video calls, and ensuring that all staff have video conferencing applications on each laptop, allowing for remote connectivity.
- At OPM we are focussing on digital sobriety, which reduces the environmental impact of digital technologies. This includes the use of SaaS applications that are platform-based, minimizing digital clutter and energy consumption.

Future Initiatives

In the future the following environmental management measures and projects in order to help us attain our carbon reduction target:

- We intend to further reduce our office footprint in 2026, with a move to 'remote first' ways of working for staff, along with a provision of a small serviced office for those unable to work from home.
- Set up a Net Zero Taskforce including representatives from across the business to develop new initiatives, raise awareness, and advocate for emissions reductions
- Continue to improve our emission calculation methods to ensure maximum accuracy and integrity. This will include estimates on energy consumption from staff working from home and accounting for digital pollution from cloud data storage.

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

¹<https://ghgprotocol.org/corporate-standard>

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:

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24/04/2026
Date:

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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