TRL

PPN 06/21 - Carbon Reduction Plan: Update Vol.5

Supplier name: TRL Ltd

Publication date: January 2022

Last update date: 16 September 2025

Commitment to achieving Net Zero

TRL is committed to achieving Net Zero emissions by **2050**. As a Research and Technology Organisation (RTO) in transport, we support the creation and development of innovative and sustainable transport solutions aligned with the Paris Agreement and UN Sustainable Development Goals. TRL are actively contributing to the decarbonisation of transport, which currently accounts for over a third of all UK greenhouse gases (GHG) emissions, ensuring these solutions are cost-effective, scalable, tractable, and resilient. We are leading the decarbonisation agenda to support the UK Government, its executive agencies and the industry as a whole to achieve net zero 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: 2019	
Additional Details relating to the Baseline Emissions calculations.	
Our emissions are calculated using the appropriate UK emission conversion factors published annually by BEIS and DESNZ (2018-2024)[1]. As the Group is a 'people' business, we have also calculated annual 'GHG Emissions per Employee' based on the average number of Full-Time Employee equivalents (FTE) during the year (tCO2e/FTE). The financial year ending in June 2019 is our first full year of carbon emissions data. This is our baseline data to model our net zero targets. We are committed to accelerate our Science Based Targets and expect to reach net zero by 2050.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**107**
Scope 2	**316**

[1] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

<table>
<tr><td>Scope 3 (Included Sources)</td><td>1301
The following categories are included in our Scope 3 emission figures:
<table>
<tr><td>1</td><td>Purchased goods and services</td><td>0.3</td></tr>
<tr><td>2</td><td>Capital goods</td><td>N/A</td></tr>
<tr><td>3</td><td>Fuel-and energy-related activities (not included in scope 1 or scope 2)</td><td>N/A</td></tr>
<tr><td>4</td><td>Upstream transportation and distribution</td><td>N/A</td></tr>
<tr><td>5</td><td>Waste generated in operations[2]</td><td>0.0</td></tr>
<tr><td>6</td><td>Business travel</td><td>466.9</td></tr>
<tr><td>7</td><td>Employee commuting</td><td>834.0</td></tr>
<tr><td>8</td><td>Upstream leased assets</td><td>N/A</td></tr>
<tr><td>9</td><td>Downstream transportation and distribution[3]</td><td>N/A</td></tr>
<tr><td>10</td><td>Processing of sold products</td><td>N/A</td></tr>
<tr><td>11</td><td>Use of sold products</td><td>N/A</td></tr>
<tr><td>12</td><td>End-of-life treatment of sold products</td><td>N/A</td></tr>
<tr><td>13</td><td>Downstream leased assets</td><td>N/A</td></tr>
<tr><td>14</td><td>Franchises</td><td>N/A</td></tr>
<tr><td>15</td><td>Investments</td><td>N/A</td></tr>
</table>
Please note, N/A where category does not apply to TRL operations or has been reviewed and deemed immaterial.</td></tr>
<tr><td>Total Emissions</td><td>1,724 (<6 tCO2e/FTE)</td></tr>
</table>

Current Emissions Reporting

The Carbon tool[4] used (introduced for the 2023/2024 report) has made some changes in reporting and some of the scope 1 emissions (fuel used by the TRL Fleet) are now reported in scope 3 as Well to Wheel emissions; fuel-and energy-related activities (not included in scope 1 or scope 2).

This year has been challenging to obtain the data required for scope 2 emissions as TRL are soon to vacate Crowthorne House and the building landlord have been only partially responsive to data requests. As a direct result of this much of the energy usage has been modelled using the data provided.

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[2] Waste is zero because it is difficult for us to calculate. It is taken care of by the landlord and doesn't have data on waste collected individually from different organisations in Crowthorne House. Plus, our hybrid and remote working has minimised our waste.

[3] In accordance with Table 1.1 of the Corporate Value Chain (Scope 3) Accounting and Reporting Standard, we choose not to report this element of Scope 3 emissions at this time, as we do not sell any products, we very rarely procure any inbound logistics and even more rarely redistribute any of those between our facilities.

[4] https://www.carbon-calc.co.uk/login/

This year, data was made available showing eight month of commuting history into Crowthorne House which was modelled to reflect 12 months. Where commuting has been undertaken by former employees, the average mileage was taken per trip and allocated pro-rata to model of transport. This is the first reporting year in which direct approach to TRL staff has been made to measure commuting activity.

There was no data available on the energy associated with SMLL, and there is no evidence that it has been available in previous reports.

The carbon emissions for financial year ending in June 2025 are shown below.

Reporting Year: 2024/2025 (the financial year ending in June 2025)			
EMISSIONS	**TOTAL (tCO_2e)**		
Scope 1	43.52		
Scope 2	30.04		
Scope 3 (Included Sources)	1	Purchased goods and services	5.19
	2	Capital goods	N/A
	3	Fuel-and energy-related activities (not included in scope 1 or scope 2)	39.16
	4	Upstream transportation and distribution	N/A[5]
	5	Waste generated in operations (includes solid waste and waste water)	N/A[6]
	6	Business travel	94.16
	7	Employee commuting	26.34
	8	Upstream leased assets	N/A

[5] As the majority of staff still work from home, there are minimal amounts of goods and services delivered to the TRL Crowthorne House office. After reviewing the situation we considered that the associated emissions were N/A for the reporting year in question. However, this is a priority for us to report on in the coming reporting year and we are already working with our Finance Team to acquire this information regarding our suppliers as we appreciate its importance in working towards Net Zero.

[6] Over the reporting year, as the majority of staff still work from home, TRL Crowthorne House office is used so infrequently that minima/negligible amounts of solid waste have been generated. It has also been reported by the TRL Facilities Manager that the Building Management Company that look after Crowthorne House, where TRL is not the sole tenant, has not been very responsive in providing the relevant information needed to report this category. When TRL relocates in November 2025, it will be a priority to develop a positive relationship with the building management company to ensure more accurate reporting can be undertaken in the future.

	9	Downstream transportation and distribution[7]	N/A
	10	Processing of sold products	N/A
	11	Use of sold products	N/A
	12	End-of-life treatment of sold products	N/A
	13	Downstream leased assets	N/A
	14	Franchises	N/A
	15	Investments	N/A
Total Emissions	**238.41 (1.548 tCO2e/FTE)**		

Emissions reduction targets

Whilst the figures for 2024/2025 show a significant reduction in carbon emissions, the following needs to take into account:

- Data from the landlord, during the period of exiting Crowthorne House, has been incomplete and modelling included, based on known usage, to fill the data gaps
- Some data is not available – in particular that from SMLL Woolwich
- For the first time data was collected from Crowthorne House users to calculate commuting carbon emissions. Again estimations were used to complete the data for the entire year

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 next twenty five years to 50 tCO2e by **2050**. This is a reduction of 97%.

TRL has an environmental management system and is ISO14001 certified. To continue our progress to achieving net zero, we are committed to reach this by **2050**. We believe this offers the best prospect to contribute to keep global warming under the 1.5°C scenario.

Our GHG emissions decreased by almost 90% from the baseline year (2019) to the financial year ending in June 2021. However, it has to be noted that COVID-19 policies have been a contributory factor in that reduction of emissions. These increased again in 2022, 2023 and 2024 when travel and other restrictions were alleviated. This pattern continues to be evident in the emissions reported for business travel in the financial year ending in June 2025, but commuting emissions are reduced, which may be a result of a revised methodology. We have implemented several policies that will enable us to decrease these again to reach net zero by 2050. Progress against these targets can be seen in Figure 1.

[7] We are not a freight transport operator and business travel has been reported under Scope 3 category 6. There is no further physical transport or distribution of physical products sold by TRL and the end consumer. The majority of our products are digital reports or tools that are shared electronically with clients. The remainder of our products are generally software based or physical equipment developed by and at TRL that remains on site to undertake practical work for clients.

The move to Wokingham from Crowthorne House is an opportunity for reduced emissions, as our real estate will be significantly reduced. It is also hoped that it will also be an opportunity to more accurate data to be available for future reporting.

In addition to implementing policies to achieve net zero by 2050, it is likely that TRL will need to consider undertaking carbon offsetting activities to mitigate Scope 3 emissions. These activities will be local and visible; an example being tree planting at a local school, which would enhance TRL's community engagement and support biodiversity improvements in the local area.

We also support our clients to reach net zero, for example we created the asPECT tool for the carbon accounting of asphalt, which is mandated by National Highways MCHW Series 9000 (PAS 2050 – Life cycle GHG emissions of goods and services), and have taken part in European projects such as PROCEEDR (Optimising Resource Use for Roadside Infrastructure) for CEDR (Conference of European Directors of Roads) which aims to embed lifecycle assessment in the road construction sector by making it simple to compare the carbon footprint of different types of noise and safety barrier.

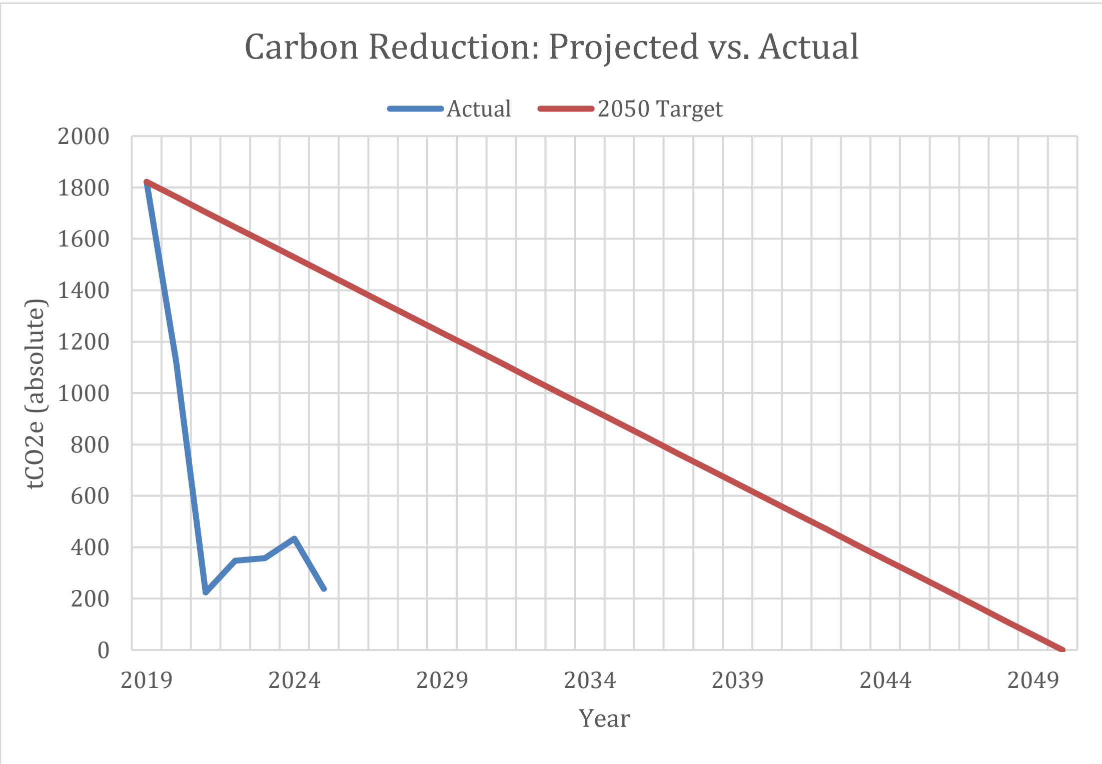

Figure 1 TRL carbon reduction against Net Zero emissions by 2050.

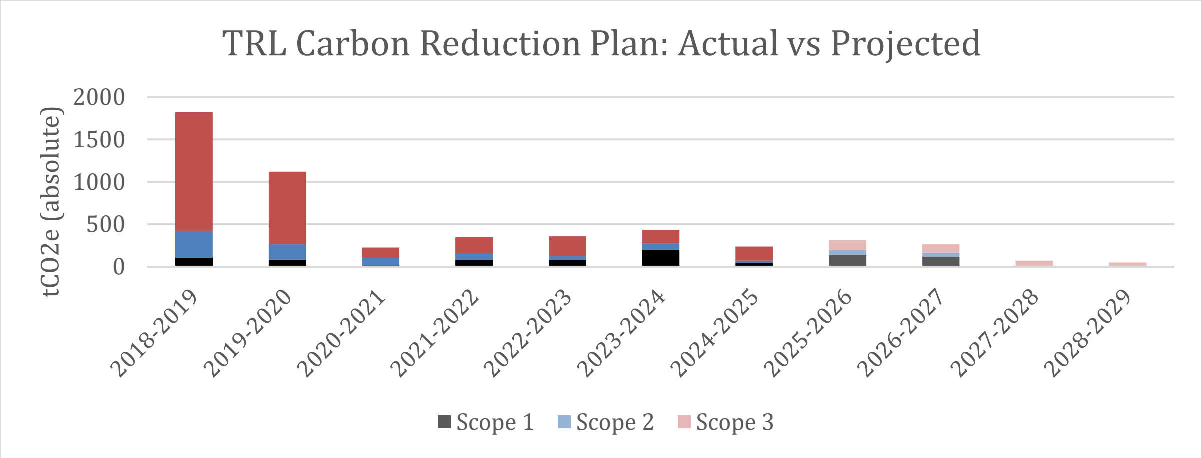

Figure 2 Updated TRL historical and forecast GHG emissions, as required in PPN6-21.

Predictions for future years have been left unchanged (since 2023/2024) due to the uncertainty of the new location's carbon footprint – in particular the opportunity for fuller carbon data capture.

Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 1,485 tCO2e, a 86% reduction against the 2019 baseline.

We are an RTO organisation operating in the consulting space and as such almost half of our emissions relate to human capital. Employees commuting to work, and business trips represented 75% of our emissions in our baseline year, 2019. Our Digital First and Remote working initiatives continue to reduce our commuting emissions and this year they constitute 26.3t of our total emissions; a reduction from 99.6t compared to last year (2024). Details of these two initiatives are given below:

Digital first

Our 'digital first' strategy aims to minimise unnecessary business travel and issued improved employee guidance prioritising active travel, public transport, and zero tailpipe emission transport modes when available. Our travel policy discourages air travel within the UK. Online attendance for stakeholder activities, conferences, and workshops, continues to be the default and employees will be reminded of the importance of this as part of our goal of achieving net zero by 2050. We also take this approach with all work delivered for our clients and will take steps to ensure this is embedded in our procurement processes and client conversations going forwards.

Remote working

Most of our staff have the permanent option to work remotely or from their nearest TRL office (Crowthorne or Woolwich). We have reduced the use of our estate by 40% (effectively halving the office space that we occupy in our main site). In a survey deployed in 2022 within our workforce we identified that our employees commute approximately twice per month to a TRL office reducing significantly the commuting emissions in 2019.

Our offices in London are readily accessible by public transport and staff who travel to these offices in Woolwich do so by public transport. These offices are prioritised for those meetings with clients requiring meeting in person.

Other initiatives with smaller impact include:

Enabling zero carbon commuting

Our facilities have been fitted with recharging points for electric vehicles which continue to be well used, and will be replicated at the Wokingham site.

Waste Minimisation

Our office waste footprint is almost negligible. We maximise the reuse of IT equipment to minimise electrical IT waste and recycling as standard.

Our workshop waste is variable in amount, depending on what projects are being undertaken for clients. The waste collection contracts are with reputable local companies who aim to recycle as much as possible.

We are actively working towards net zero and we have a plan of further measures (updates are provided below) that include the following:

<u>Corporate:</u>

- Since April 2024, there has been a 'Living More Sustainably' channel in Teams that all staff have access to. This is updated periodically with information to inform and inspire everyone to assess their carbon footprint and see what steps they can take to reduce it and live more sustainably.
- We have had an all staff briefing on email etiquette where ideas for reducing our email carbon footprint, at work and at home, were shared.
- TRL negotiated a net zero memoranda with our landlords and switch to certified green energy tariffs no later than 2027 (power and heat). TRL will relocate in Nov 2025 so this action will be no longer relevant after this report.
- The relocation of the head office from Crowthorne House to Unit 19, The Business Centre, Eastheath Avenue, Wokingham has the following opportunity benefits:
    - The building has a reduced physical footprint compared to Crowthorne House
    - Bespoke infrastructure design and build, eliminating the heating and lighting of unused space
    - LED lighting is installed throughout
    - The building in insulated
    - Links to public transport, rail and bus, that have the opportunity to reduce reliance on private transport to commute
    - Installation of EV charge points
- Migrate our cloud solutions to carbon neutral servers.

<u>Operations:</u>

- Develop a strategy to ensure our reports and other information is accessible to all regardless of any impairment while supporting our ambition to become a paperless organisation.

Future carbon reduction initiatives

In the future we hope to implement further measures such as:

- **International (outside Europe) travel** – embed discussions around client need for this either at the bid stage or early in project scoping and management. Bid team could include an eCO2 comparison between flying to a meeting and attending via teams to highlight savings.
- **Consider alternatives to flying (UK and Europe)** – discuss with client, explain why, plan in advance. [Needs more time, might/will cost more but reduces eCO2]. Could include an eCO2 comparison between flying to a meeting compared to travelling by train or attending via teams to highlight savings.
- **Hire cars** – when hire vehicles are required, default option of EV or hybrid. It's possible that training may be needed for some to get used to a different driving style and EV charging processes.
- **Car share** – encourage staff to share their journeys to work where possible.
- **Paperless Office** – continue to encourage the use of digital technology

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard[8] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[9].

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[10].

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of TRL Ltd:

…………………………………………Richard Cuerden………………………

Date: ……02/12/2025…………………………………………………………...

8 https://ghgprotocol.org/corporate-standard
9 https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
10 https://ghgprotocol.org/standards/scope-3-standard