

Carbon Reduction Plan

Supplier name: TRL Ltd

Publication date: August 2024

Commitment to achieving Net Zero

TRL Ltd is committed to achieving Net Zero emissions by 2028.

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 2028.

Baseline year emissions:

| EMISSIONS | TOTAL (tCO ₂ e) | | | | | | | | | | |
|----------------------------|---|-----|---|------------------------------|-----|---|---------------|-----|---|---|-----|
| Scope 1 | 107 | | | | | | | | | | |
| Scope 2 | 316 | | | | | | | | | | |
| Scope 3 (Included Sources) | 1301 The following categories are included in our Scope 3 emission figures: <table border="1"> <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> </table> | | 1 | Purchased goods and services | 0.3 | 2 | Capital goods | N/A | 3 | Fuel and energy-related activities (not included in scope 1 or scope 2) | N/A |
| 1 | Purchased goods and services | 0.3 | | | | | | | | | |
| 2 | Capital goods | N/A | | | | | | | | | |
| 3 | Fuel and energy-related activities (not included in scope 1 or scope 2) | N/A | | | | | | | | | |

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

| | | | |
|------------------------|--|---|-------|
| | 4 | Upstream transportation and distribution | N/A |
| | 5 | Waste generated in operations ² | 0.0 |
| | 6 | Business travel | 466.9 |
| | 7 | Employee commuting | 834.0 |
| | 8 | Upstream leased assets | N/A |
| | 9 | Downstream transportation and distribution ³ | 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 |
| | Please note, N/A where category does not apply to TRL operations or has been reviewed and deemed immaterial. | | |
| Total Emissions | | 1,724 (<6 tCO₂e/FTE) | |

Current Emissions Reporting

Note: We are due to report for 2025 for the financial year ending in June 2025. This reporting will not be available until July 2025 for the FY year ending 2025.

| Reporting Year: 2024 (the financial year ending in June 2024) | |
|---|----------------------------|
| EMISSIONS | TOTAL (tCO ₂ e) |
| Scope 1 | 199 |
| Scope 2 | 71 |

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.

| | | | |
|----------------------------|--------------------|---|------------------|
| Scope 3 (Included Sources) | 164 | | |
| | 1 | Purchased goods and services | 17.00 |
| | 2 | Capital goods | N/A |
| | 3 | Fuel-and energy-related activities (not included in scope 1 or scope 2) | N/A |
| | 4 | Upstream transportation and distribution | N/A ⁴ |
| | 5 | Waste generated in operations (includes solid waste and waste water) | 1.8 ⁵ |
| | 6 | Business travel | 46.0 |
| | 7 | Employee commuting | 99.6 |
| | 8 | Upstream leased assets | N/A |
| | 9 | Downstream transportation and distribution ⁶ | 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 | 434 (<6 tCO2e/FTE) | | |

⁴ 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.

⁵ 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, 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.

⁶ 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.

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 next five years to 50 tCO₂e by 2028. 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 2028, exceeding SBTi targets. We believe this offers the best prospect to keep global warming under the 1.5°C scenario.

Our GHG emissions have decreased by almost 90% from the baseline year (2019) to the financial year ending in June 2021. However, COVID-19 policies have been a contributory factor in the reduction of emissions. These were expected to increase again in 2022 and 2023 when travel and other restrictions were alleviated, and this is reflected in the emissions reported for the financial year ending in June 2022. This pattern continues to be evident in the emissions reported for the financial year ending in June 2024. We have implemented several policies that will enable us to decrease these again rapidly to reach net zero by 2028. Progress against these targets can be seen in Figure 1.

In addition to implementing policies to achieve net zero by 2028, 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.

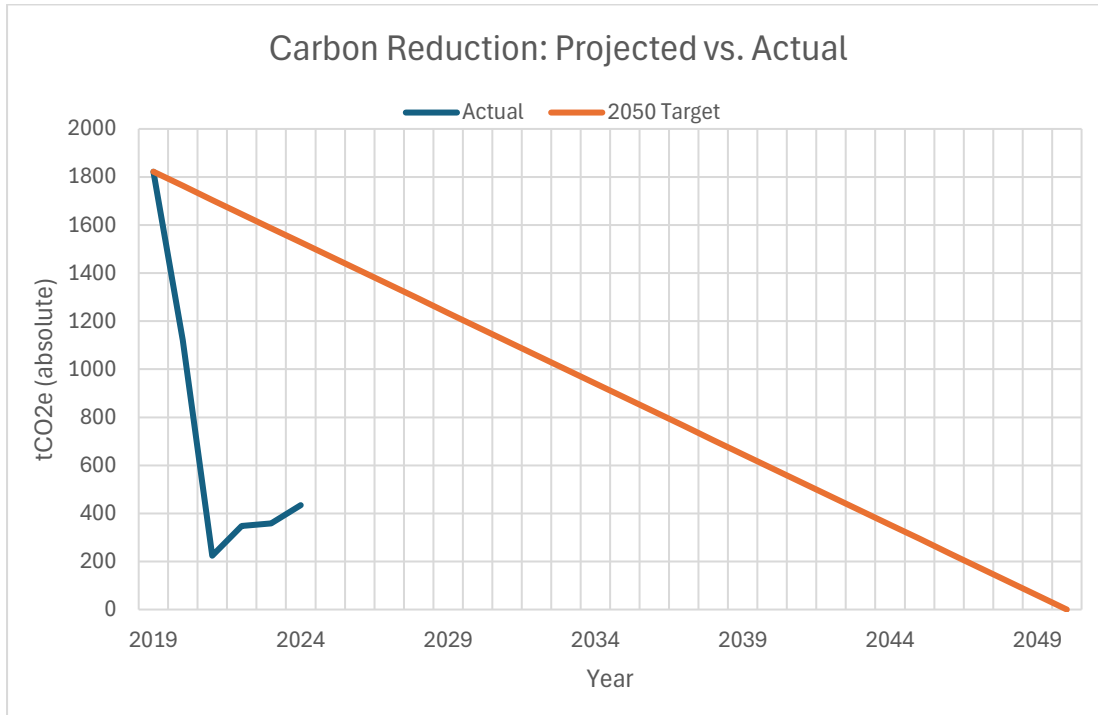


Figure 1 TRL carbon reduction against Net Zero emissions by 2050.

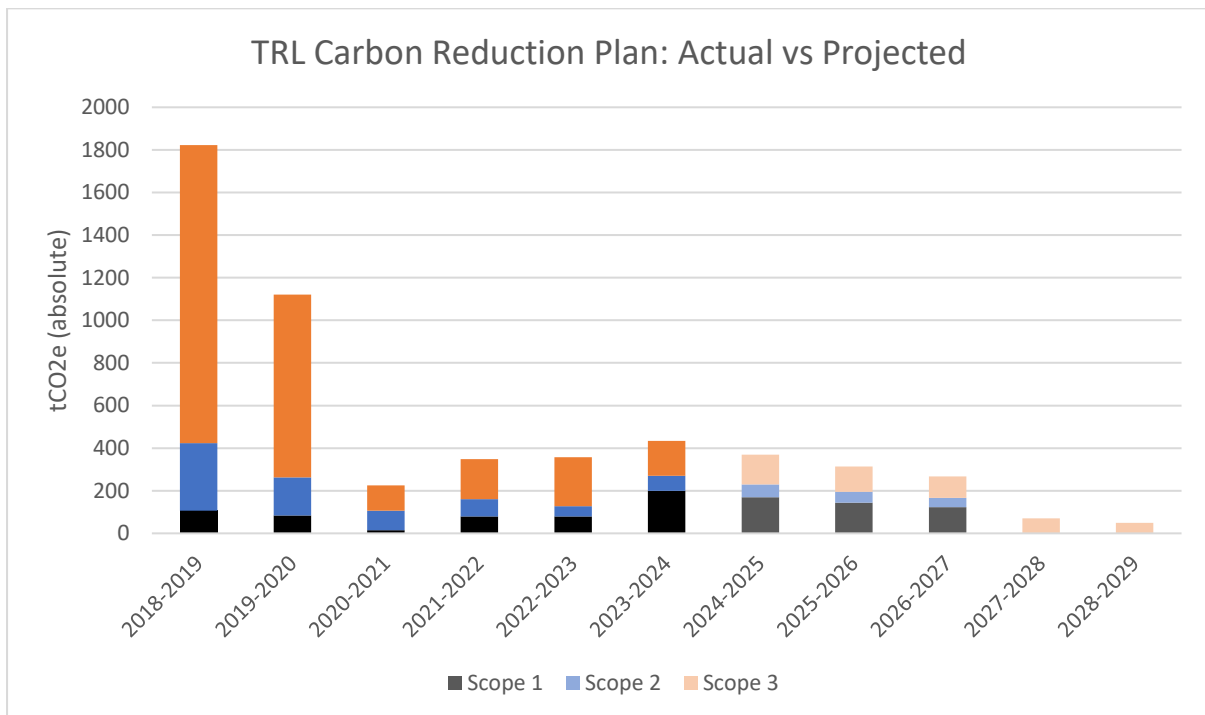


Figure 2 Updated TRL historical and forecast GHG emissions, as required in PPN6-21.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives:

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 1346 tCO₂e, a 78% reduction against the 2019 baseline and the measures will be in effect when performing the contract

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 and business travel emissions and this year they constitute 33.5% of our total emissions; a reduction of 15.6% compared to last year (2023). 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. We have updated our travel policy to discourage 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 2028. 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.

We have reduced the use of our estate by 40% (effectively halving the office space that we occupy in our main sites).

With Covid-19 restrictions ending, we expected some employees to return to working from the office and laboratory spaces and this is included as part of our ongoing decarbonisation plan

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. Employee commuting patterns will be reviewed via staff survey during the coming FY in the lead up to our office relocation.

Our offices in London are readily accessible by public transport and staff who travel to these offices in Woolwich do so by public transport. Any client meetings requiring meeting in person are held in these offices.

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.

- **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. In January 2021 we donated 31 laptops and 3 servers to Edgbarrow School, Crowthorne and this will be done again when the opportunity arises.

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:

Corporate:

- 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.
- Negotiate a net zero memoranda with our landlords and switching to certified green energy tariffs no later than 2027 (power and heat). Reach 70% of LED lighting by 2027 from current 50%. Update –TRL will relocate in Oct 2025 so this action is on hold.
- Reduce our estate by 50% across all sites by 2027. Update –TRL will relocate in Oct 2025 so this action is on hold until then but we anticipate that post relocation we will reduce our estate by 50%.
- Migrate our cloud solutions to carbon neutral servers.

Operations:

- Develop a decarbonisation roadmap for our heavy-duty fleet when practicable. Update –TRL will relocate in Oct 2025 so this action is on hold.
- Electrify 100% of our fleet (vehicles owned or operated on behalf of our clients) by 2028. Update – this is currently being explored by the TRL Services team who are trialling various EV vans to see which, if any, are going to be suitable for the type of tasks that are typically undertaken by the team. A payload of 2 tonnes is required so this really limits the range of vehicle options.
- 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. Update – the TRL Academy have been raising awareness of this and there is now additional report writing training on accessibility in the Academy area on SharePoint.

Remote working:

- Include remote workers Scope 3 emissions in our carbon reduction plan and explore mechanisms to support employees to procure green power and heat tariffs. Update – TRL will relocate in 2025 so this action is under review.

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.
- **Driver training** – reminders and nudges for all - do you need to get in your car? why are you travelling? don't let the engine idle.

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 standard⁷ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁸.

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) Standard⁹.

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:



Date:23/05/2025.....

⁷ <https://ghgprotocol.org/corporate-standard>

⁸ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁹ <https://ghgprotocol.org/standards/scope-3-standard>

¹⁰ <https://ghgprotocol.org/corporate-value-chain-scope-3-standard>