Carbon Reduction Plan

Supplier name: CEPA LLP…………………………………………..........

Publication date: 23 August 2022..

Commitment to achieving Net Zero

CEPA is committed to achieving Net Zero emissions by the end of 2024.

Our plan is to:

- Implement policies to limit business related emissions of CEPA's staff to that strictly necessary for maintaining effective business operations in 2022.
- Introduce processes to measure all Scope 1[1] and Scope 2 emissions, all business travel emissions, employee commuting emissions and waste disposal emissions by the end of 2022.
- Offset all measured emissions using an offset scheme which is officially recognised by the Carbon Trust[2] by the end of 2023.
- Implement policies that seek to limit business related emissions of CEPA's associates and supply chains to that strictly necessary for maintaining effective business operations in 2023.
- Introduce process to capture remaining Scope 3 emissions to the fullest extent possible by the end of 2023[3].
- Offset all measured emissions using an offset scheme which is officially recognised by the Carbon Trust[4] by the end of 2024.

Baseline Emissions Footprint

Our baseline emissions are a record of the greenhouse gases that have been produced in thepast and were produced prior to the introduction of any strategies to reduce emissions.

Baseline emissions are the reference point against which emissions reduction can bemeasured.
The Covid-19 pandemic has significantly changed the profile of our carbon emissions in 2020 and 2021, with significantly less travel than under business as usual prior to the pandemic. We estimate that our baseline emissions in 2021 were 33.4 tCO2e made up of 17.1 tCO2e from Scope 2 emissions (primarily electricity and heat of our company offices) and approximately 16.3 tCO2e from Scope 3 emissions (primarily commuting).

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[1] We do not currently identify any Scope 1 emissions from CEPA's business operations. As an economic consultancy, our emissions are limited to those necessary for day-to-day running of the office, business travel and commuting. We do not own or operate any assets that are directly responsible for the generation of significant volumes of carbon emissions and that would be captured under our understanding of Scope 1 emissions.
[2] For more information see: https://www.carbontrust.com/what-we-do/assurance-and-certification/carbon-neutral-certification#:~:text=The%20Carbon%20Trust%20only%20recognises,Carbon%20Code%20credits%20for%20offsetting.
[3] Note that certain Scope 3 emissions may be very challenging to measure accurately (e.g. emissions from upstream and downstream services will depend on the activities of our clients (e.g. travel, printing, etc). In these cases, we will develop estimates based on sensible assumptions.
[4] For more information see: https://www.carbontrust.com/what-we-do/assurance-and-certification/carbon-neutral-certification#:~:text=The%20Carbon%20Trust%20only%20recognises,Carbon%20Code%20credits%20for%20offsetting.

CEPA is using the opportunity of the 'new normal' to set new policies and manage client expectations regarding travel and other business operations. We provide more detail in the section titled 'Carbon reduction projects'.

Nevertheless, relative to the 2021 baseline, CEPA's direct emissions are likely to increase in the coming years as we emerge from the pandemic and as our staff return to the office for a proportion of each week. Some of CEPA's work is global in nature, including in developing and emerging countries. Therefore, work related travel may also increase relative to the 2021 baseline as business-critical meetings are held at which our physical presence is required.

In parallel, CEPA is developing processes to measure our emissions, starting with Scope 2 and staff-related Scope 3 emissions, before developing measurement approaches for wider supply-chain related Scope 3 emissions. We have committed to offsetting all measured emissions using an offset scheme which is officially recognised by the Carbon Trust.

Baseline Year: 2021

Background assumptions

% of days worked in office	12%		
Number of staff (London, total)	46		
Number of staff (London, ftes)	43		
Working days per year	220		
Floor 5 office	2,626	sq. ft	
Business travel	None		
Average number of people in office	5		Assessed at 9 March 2022
FTEs	43		

Baseline year emissions:

EMISSIONS	TOTAL (tCO_2e)
Scope 1	0[1]
Scope 2	17.1
Scope 3 **(Included Sources)**	16.3
Total Emissions	33.4

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	N/A[1]
Scope 2	TBC[5]
Scope 3 (Included Sources)	TBC[5]
Total Emissions	TBC[5]

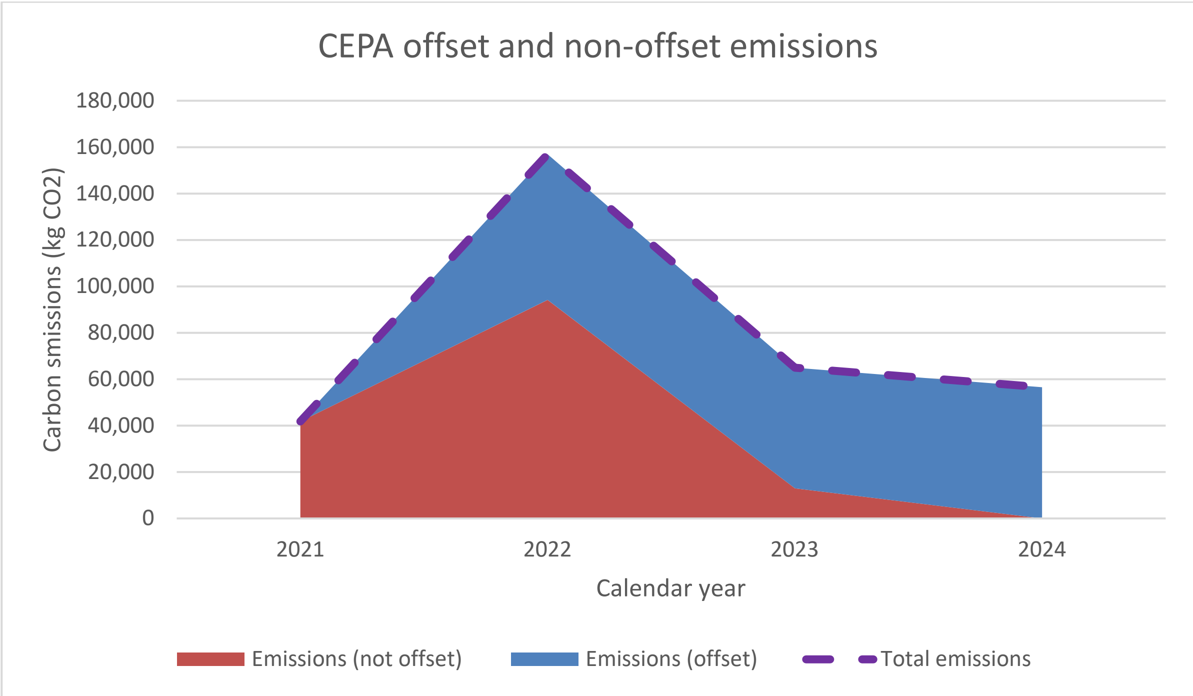
Emissions reduction targets

We are aiming to achieve Net Zero emissions by the end of 2024. The chart below shows our projected carbon emissions each year.

We note the following:

- In 2022, we expect carbon emissions to grow as:
  - We expand our office space to accommodate our growing team, leading to an increase in office-based heating and lighting.
  - Our staff begin regularly commuting to our offices by public transport.
  - We carry out business-critical travel to support delivery of our services.
- We commit to offsetting those emissions that we measure effectively in 2022. This will include heating, lighting and travel emissions.
- In 2023, we expect to implement several projects/policies to reduce carbon emissions relative to 2022:
  - We have committed to signing up to an energy tariff from a renewable provider who commits to purchasing gas and electricity supplies to match our demand.
  - We will look to strengthen our travel policies to reduce the extent of flying and car use for attending meetings.
- We commit to measuring and offsetting all staff-related emissions by the end of 2023.
- We commit to measuring and offsetting all staff-related and supply-chain related emissions by the end of 2024.

[5] CEPA's emissions for 2022 will be calculated after 31 December 2022. As a small consultancy, more frequent measurement would be disproportionate.


CEPA offset and non-offset emissions
Carbon smissions (kg CO2)
180,000
160,000
140,000
120,000
100,000
80,000
60,000
40,000
20,000
0
2021
2022
2023
2024
Calendar year
Emissions (not offset)
Emissions (offset)
Total emissions

Carbon Reduction Projects

The following environmental management measures and projects have been completed or are in the process of being implemented:

Measure	**Date commencing**	**Anticipated carbon reduction (tCO_2e)**
Migrate to renewable energy tariff	1 January 2023	17 t CO2
Limitation of business travel for non-essential purposes	1 April 2022	c. 52 tCO2 relative to estimate of business-as-usual travel emissions pre Covid-19 pandemic
Offsetting of unavoidable emissions.	31 December 2022	62.8 tCO2
Offsetting of unavoidable emissions.	31 December 2023	52.0 tCO2
Offsetting of unavoidable emissions.	31 December 2024	56.0 t CO2
Recording and assessment of emissions from essential business travel.	1 April 2022	N/A
Provision of a corporate "Cycle to work" financial incentive programme	Existing	None
Development of office facilities to cater for bicycle storage and changing.	1 October 2022	0.5 tCO2 (based on additional cycling to work)
Adoption of a flexible working policy to minimise the need for commuting	Existing	c. 8 tCO2 assuming 50% of work-related travel emissions are saved
Development of recycling facilities for office waste.	1 April 2022	None (waste not included in baseline)
Management support for carbon-reduction initiatives suggested or undertaken by CEPA staff (e.g., meat-free, or vegan days).	1 April 2022	Nominal impact on actual emissions but supports awareness raising
Reduction in the use of office consumables (e.g., printing and non-environmentally friendly merchandise production).	1 April 2022	Nominal

Declaration and Sign Off

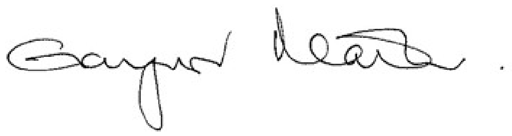
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[13] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[14].

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[15].

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:



Name: Gaynor Mather

Position: Partner

Date: 24 August 2022

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[13] https://ghgprotocol.org/corporate-standard

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

[15] https://ghgprotocol.org/standards/scope-3-standard