

Carbon Reduction Plan

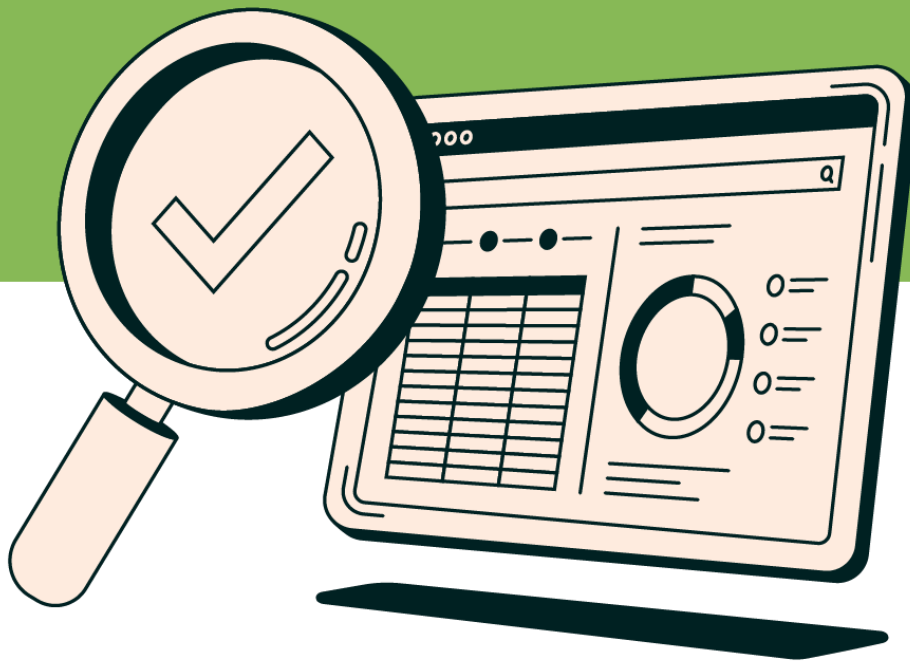
Konica Minolta Business Solutions (UK) Ltd

Company Number: 01132885

Konica House, Miles Gray Road, Basildon, Essex., SS14 3AR

Reporting Period: 1st April 2024 – 31st March 2025

Publication date: 9th June 2025





Contents

1 Commitment to achieving Net Zero.....4

2 Baseline Emissions Footprint.....4

3 Current Emissions Reporting.....5

4 Emissions Reduction Target6

5 Carbon Reduction Projects.....8

6 Data Quality9

7 Declaration and Sign-off.....10



Verification and Assurance

The contents of this report have been assurance checked for accuracy, completeness, and consistency of energy use, emissions data, and energy efficiency actions by a qualified energy professional, independent of the author.

This report:

- Has a reporting period consistent with the financial statement.
- Has been prepared in line with the Procurement Policy Note (PPN) 06/21¹
- Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol ²corporate standard and use the appropriate Government emission conversion factors for greenhouse gas company reporting ³.
- Is based on information received from various sources, both internally and externally of the business, and contains as far as practically possible, no material misstatements.

¹ <https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts>

² <https://ghgprotocol.org/corporate-standard>

³ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>



1 Commitment to achieving Net Zero

Konica Minolta Business Solutions (UK) Ltd. (C.N.:01132885) is committed to achieving Net Zero emissions by 2050.

2 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.

Base Year

The base year is April 2019 – March 2020. Measurements include mandatory scope 1, 2, and 3 emissions. Estimates have been made with the collation of data.

The total net emissions for the base year were 5,646.6 tonnes of CO₂e, which equates to 5.848 tonnes of CO₂e per employee.

A summary of the gross and net carbon emissions is detailed below.

SCOPE 1 CO ₂ e (tonnes)	% estimated	Exclusions	Apr 19 - Mar 20
Natural Gas	0%	None	129.2
Company-owned transport	0%	None	1447.0
Refrigerant gases	0%	None	5.9
Total Scope 1	0		1582.2
SCOPE 2 CO ₂ e (tonnes)	% estimated	Exclusions	Apr 19 - Mar 20
Purchased Electricity	0%	None	262.3
Total Scope 2	0		262.3
SCOPE 3 CO ₂ e (tonnes)	% estimated	Exclusions	Apr 19 - Mar 20
3. Fuel- and energy-related activities (Electricity T&D losses)	0	None	22.3
4. Upstream Transportation & Distribution	0	None	957.2
5. Waste generated in operations	0	None	44.6
6. Business travel	0	None	1,724.6
7. Employee Commuting	0	None	1,305.0
9. Downstream transportation and distribution	0	None	10.7
Total Scope 3 CO₂e (tonnes)			4,064.5
TOTAL CO₂e Scope 1, 2, 3 Gross emissions (tonnes)			5,908.9
Intensity Metric Measure (number of employees)			966
Intensity Metric (Gross emissions) tCO₂e/employee			6.120
Carbon offsets			262.3
TOTAL CO₂e Scope 1, 2, 3 Net emissions (tonnes)			5,646.6
Intensity Metric (Net emissions) tCO₂e/employee			5.848

Figure 1: Summary table of the emissions for the period April 2019 – March 2020



Carbon Offsetting

Carbon offsetting from electricity purchased under green supply contracts has been considered in this report.

3 Current Emissions Reporting

The emissions registered for the current period (April 2024 – March 2025) are detailed below. It includes all the mandatory measurements for scopes 1, 2 and 3.

SCOPE 1 CO ₂ e (tonnes)	% estimated	Specific exclusions (%)	Apr 24 - Mar 25
Natural Gas	0%	None	87.1
Company-owned transport	0%	None	1036.5
Refrigerant gases	0%	None	4.0
Total Scope 1	0		1127.7
SCOPE 2 CO ₂ e (tonnes)	% estimated	Exclusions	Apr 24 - Mar 25
Purchased Electricity	0%	None	108.9
Total Scope 2	0		108.9
SCOPE 3 CO ₂ e (tonnes)	% estimated	Exclusions	Apr 24 - Mar 25
3. Fuel- and energy-related activities (Electricity T&D losses)	0	None	9.6
4. Upstream Transportation & Distribution	0	None	980.7
5. Waste generated in operations	0	None	12.2
6. Business travel	0	None	197.3
7. Employee Commuting	0	None	78.9
9. Downstream transportation and distribution	0	None	11.9
Total Scope 3 CO₂e (tonnes)			1,290.6
TOTAL CO₂e Scope 1, 2, 3 Gross emissions (tonnes)			2,527.1
Intensity Metric Measure (number of employees)			531
Intensity Metric (Gross emissions) tCO₂e/employee			4.759
Carbon offsets			108.9
TOTAL CO₂e Scope 1, 2, 3 Net emissions (tonnes)			2,418.3
Intensity Metric (Net emissions) tCO₂e/employee			4.554

Figure 2: Summary table of the emissions for the period April 2024 – March 2025

The net emissions registered for the current period are 2,418.3 tonnes of CO₂e, which equates to 4.554 tonnes of CO₂e per employee.

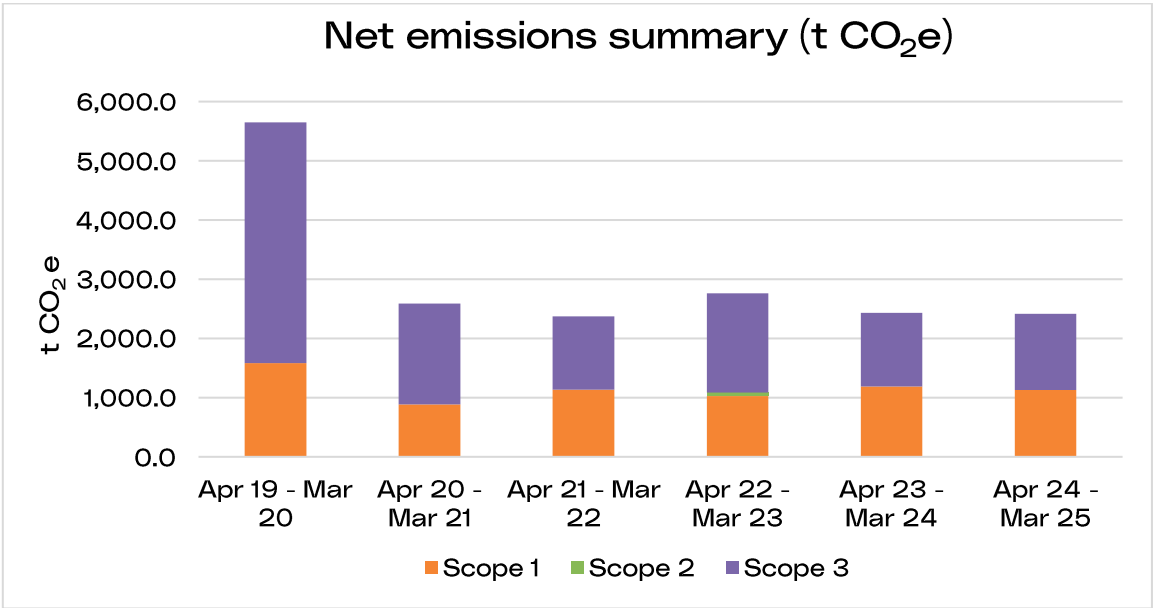


Figure 3: Net emissions summary (t CO₂e)

4 Emissions Reduction Target

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

The target is to reduce net scope 1, 2, and scope 3 emissions in tonnes of CO₂e by 3.33% every year, to achieve Net Zero emissions by 2050.

There is a reduction in net emissions, as well as in the intensity ratio (tCO₂e per employee) for the current period in comparison to the benchmark. 57% reduction in net carbon emissions and 22% in the intensity metric. The main factors causing this reduction are due to the reduction in the mileage from company-owned cars, as well as the electricity and natural gas consumption due to closing some offices. Employee commuting and business travelling emissions have reduced significantly, due to the implementation of choice-based working, as well as more efficient planning of engineer site visits and virtual service visits being introduced.

A new office in Dunstable has been recently added to the portfolio, - increasing the electricity consumption slightly. However, Konica Minolta Business Solutions (UK) Ltd has a green electricity contract supply, so it won't affect its net emissions.

It would be difficult to maintain that reduction rate for the following years, but the company is committed to implementing energy reduction measures in order to achieve the target for 2050.

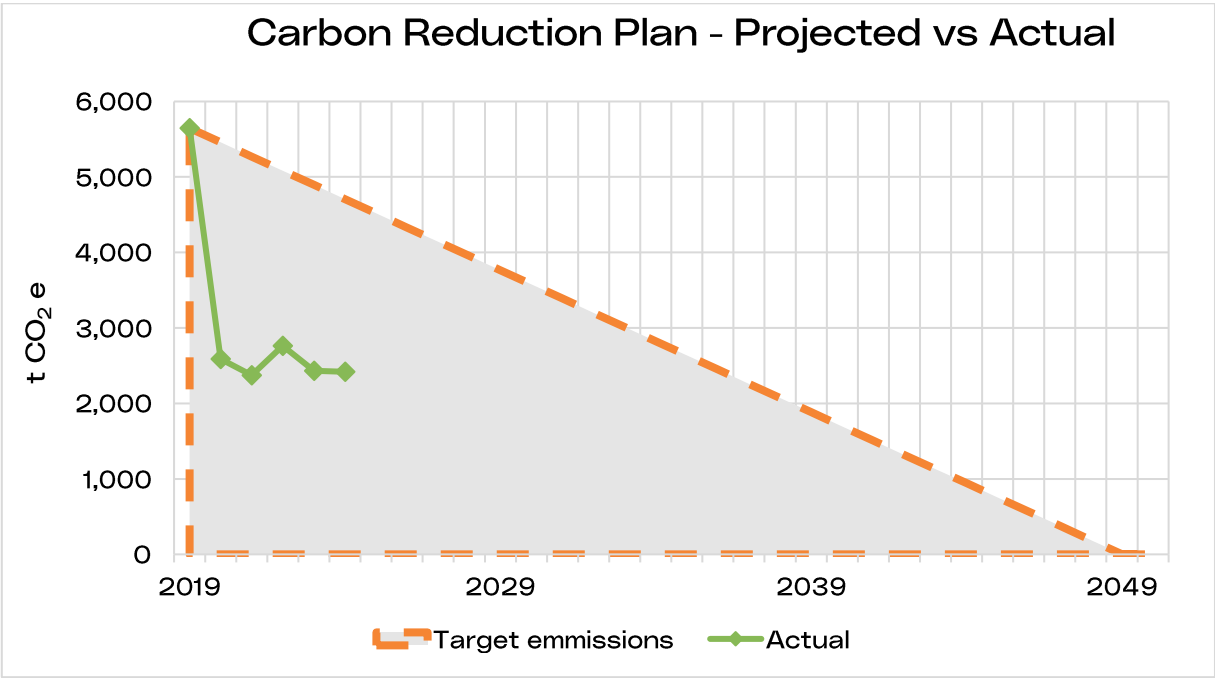


Figure 4: Carbon Reduction Plan



5 Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 – 2020 baseline. The carbon emission reduction achieved by these schemes equates to 3,212.96 tonnes of CO₂e, a 57% reduction against the 2019 – 2020 baseline and the measures will be in effect when performing the contract.

Between the financial years 2020 and 2024, Konica Minolta Business Solutions (UK) Ltd has taken several steps to reduce its carbon emissions, including:

- Expanding infrastructure to support remote customer service, significantly reducing fuel consumption from company vehicles.
- Introducing choice-based working policies, which have lowered electricity and gas usage in offices and reduced emissions associated with employee commuting.
- Replacing outdated lighting with energy-efficient technologies, such as LED fittings.
- Maintaining an Environmental Management System in accordance with ISO 14001 standards.
- Investing in a dedicated double-decker trailer (Iver to Basildon route) powered by hydro-treated vegetable oil (HVO).
- Refurbishing the air conditioning system at the Basildon Operations Hub.
- Testing and approving electric vehicles for integration into the engineering fleet.
- Providing customers with best practice guidance on energy-saving techniques for their devices.
- Modernising the warehouse heating system, including improvements to workshop air conditioning and relocating the barrel heater isolator switch in reception for easier access and energy management.
- Delivering internal carbon reduction initiatives, such as the "Let's Talk Net Zero" awareness session for employees.
- Adjusting air conditioning control schedules to align with working hours and occupied office areas.
- Closing the Livingston Office to further consolidate energy use.



6 Data Quality

Figure 5 presents the raw data sources used to calculate emissions and the corresponding data quality rating for the information received.

Operational area	Emissions source	Raw data supplied	Unit	Data status	Notes
Premises	Natural gas	Billing	kWh		Monthly supplier invoices.
	Electricity purchased	Billing	kWh		Monthly supplier invoices.
	Refrigerant gases	F-Gas register	kg refrigerant		F-Gas register. kg of refrigerant top-ups is estimated according to annual leak rates.
Company vehicles	Company-owned and leased vehicles	Mileage claims	Miles		Total mileage claims.
Private vehicles used for business	Vehicles not owned by the company	Mileage claims	Miles		Total mileage claims.
Employee Commuting	Transportation of employees between home and workplace	Average distance travelled per employee to the office	Miles		Estimation of the commuting distance per office and employee per month
Business travel	Rail, planes, and taxis	Accounts' summary of mileage and expenses	Miles and Pounds		Total miles travelled in flights and rail journeys. Total expenses claimed on taxi journeys.
Upstream Transportation & Distribution	Transportation and distribution of raw materials and/or end products in vehicles controlled by the company	Mileage and kgCO ₂ summary per transport provider	Miles and kg CO ₂		Mileage summary for four of the transport providers. Summary of CO ₂ emissions for one of the providers (Relay)
Downstream transportation and distribution	Transportation and distribution of sold products in vehicles and controlled by the company	kgCO ₂ summary provided by EOS Solutions	kg CO ₂		Summary of CO ₂ emissions
Waste disposal	Waste treatment	Tonnes of waste generated per office	tonnes		For those offices located in shared business buildings, estimations using surface rate have been used to quantify total waste.

Figure 5: Data quality summary



7 Declaration and Sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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 standard⁴ and use the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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

Signed for and on behalf of the Client

Signature	Name
<div><div>DocuSigned by:</div><div></div><div>A1D68DCF2CF74E8...</div></div>	Rob Ferris
Date	Title
02-07-2025	CEO

⁴ <https://ghgprotocol.org/corporate-standard>
⁵ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
⁶ <https://ghgprotocol.org/standards/scope-3-standard>