



## Carbon Reduction Policy

### Document Control:

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|-------------------------------------------------|----------------------------------------------------------------------------|
| <b>Policy Title</b>                             | Carbon Reduction                                                           |
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| <b>Date Approved</b>                            | 09.05.24                                                                   |
| <b>Approving Body</b>                           | KTA Research & Consulting LLP                                              |
| <b>Version</b>                                  | 1.0                                                                        |
| <b>Previous Review Dates</b>                    | April 2025                                                                 |
| <b>Next Review Date</b>                         | April 2026                                                                 |
| <b>Related Policies / Procedures / Guidance</b> | Social Value policy<br>Remote working policy                               |
| <b>Policy Owner</b>                             | KTA Research & Consulting LLP                                              |

### Version Control:

| <b>Version</b> | <b>Date</b> | <b>Reason for Change</b> |
|----------------|-------------|--------------------------|
| 1.0            | May 2024    | Policy created           |
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Date: 01.04.2025

Signed: 

## Purpose

The purpose of this policy is to set out KTA Research and Consulting's carbon reduction plan. Reducing our Greenhouse Gas (GHG) emissions brings significant benefit for us, our customers, suppliers, and the wider community.

## Scope

This policy applies to all business activity conducted by, or in the name of, KTA Research and Consultancy. KTA Research and Consulting is a small LLP with no dedicated office space. KTA Research and Consulting partners currently work from home using limited equipment (laptops) and produce very little waste. Whilst we travel from time to time for our work, it is anticipated that our carbon footprint is relatively small. The scope may change as KTA Research and Consulting grows.

The policy applies to all KTA Research and Consulting staff. This includes partners, employees, subcontractors, and associates.

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## Definitions

**SME Climate Commitment:** A public pledge by small businesses to reduce their greenhouse gas emissions and reach net zero by 2050.

**Greenhouse gas:** A gas that contributes to the greenhouse effect by absorbing infrared radiation (e.g. carbon dioxide).

## Principles and Commitments

KTA Research and Consulting pledges to cut our emissions to net zero by 2050 or sooner via the SME Climate Commitment.

KTA Research and Consulting will utilise technologies as much as possible to reduce the need for travel, where appropriate (and with due considerations in line with the Remote Working policy). KTA Research and Consulting supports and encourages hybrid working, encouraging the continued use of virtual meeting platforms.

KTA Research and Consulting staff will collect data on their personal use of petrol, and if office space is used, the use of electricity, gas, and refrigerant top-ups will be monitored.

KTA Research and Consulting encourages the use of public transport, in particular trains. Lower emission travel options will be prioritised and selected where possible. Where car use is required, KTA Research and Consulting encourages transport sharing where possible.

KTA Research and Consulting will prioritise environmental criteria when booking accommodation or suppliers for events. KTA Research and Consulting will give preference to accommodation with the highest Green rating where possible.

KTA Research and Consulting partners commit to reducing their energy footprint by switching off equipment at night, separating and sorting waste, and travelling as sustainably as possible. Digital record keeping (as opposed to paper-based) will be prioritised to reduce waste.

KTA Research and Consulting will, whenever possible, let our stakeholders know about our targets to reduce our carbon emissions.

## Procedures

As a new company we will:

1. During the first year of trading, we will collect the following data (if applicable):
  - Use of electricity in kilowatt hours (kWh)
  - Natural gas in kWh or cubic meters
  - Liquefied petroleum gas (LPG) in litres
  - Petrol or diesel in litres
  - Refrigerant top-ups in kilograms
2. We will use a carbon calculator to calculate our carbon emissions in metric tonnes per year.
3. We will then take action to reduce our carbon emissions.
4. We will ensure we let our stakeholders (customers, employees, suppliers, buyers, partners) know about our targets and will track our progress.
5. We will track this progress annually and will also commit to reduce emissions via the SME Climate Commitment.

## Roles and Responsibilities

All KTA Research and Consulting partners and staff will monitor their own travel arrangements and petrol use.

KTA Research and Consulting partners have responsibility for tracking progress on their carbon reduction.

## Related Policies

This policy should be read in conjunction with the following related policies:

- Social Value policy
- Remote working policy

## Approval and Review

The Carbon Reduction policy is fully supported by all KTA Research and Consulting partners.

The policy will be reviewed and updated every year, unless legislative or statutory changes necessitate earlier review.

The approval authority is KTA Research and Consulting's Management Board.