Quo Imus Limited - Carbon Reduction Plan

Quo Imus Limited t/a Qi Consulting can confirm that we are, as an organisation, committed to achieving Net Zero by 2050 at the latest. This is consistent with the UK Government's commitment under the Climate Change Act, and will play a significant role in the decarbonisation of the United Kingdom as a whole.

Qi Consulting is committed to reducing its carbon footprint and has set in place a carbon reduction plan. Through our ***ISO14001:2015 Environmental Management System*** we have undertaken environmental assessments and we have managed to reduce our carbon footprint and ensured that we minimalise our emissions impact on the environment.

Current carbon footprint

Using the Carbon Trust SME Carbon Footprint Calculator we have estimated the following carbon footprint for our organisation for 2024.

Current/Baseline Emissions Reporting

Our first year of reporting our emissions will be used as our first reporting period as your baseline emissions also. We have used The Carbon Trust calculator for Scope 1 & 2 emissions and used Greenhouse Gas Protocol Quantis calculator for the Scope 3 emissions.

BASELINE EMISSIONS REPORTING

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO_2e)
Scope 1	265 kgCO2e
Scope 2	718 kgCO2e
Scope 3 **(Included Sources)**	68,127.96 kgCO2e 1. Purchased goods and service 40,553.66 – Breakdown Pulp, Paper, Paper, Printing and Publishing 1,527.58 Electrical and Optical Equipment 39,026.08 2. Capital goods N/A 3. Fuel and Energy-Related Activities Not Included in Scope 1 or Scope 2 2,518.20 4. Upstream Transport N/A 5. Waste generated in operations 21,808.84 6. Business Travel 3,247.26 7. Employee Commuting N/A

	8. Upstream Leased Assets N/A 9. Downstream Transport N/A 10. Processing of Sold Products N/A 11. Use of Sold Products N/A 12. EoL of Sold Products N/A 13. Downstream Leased Assets N/A 14. Franchises N/A 15. Investments N/A Please note, N/A is where a category has been reviewed and deemed immaterial to Qi Consulting's operations.
Total Emissions	69,110.96 tCO2e

CURRENT EMISSIONS REPORTING

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO_2e)
Scope 1	239 kgCO2e
Scope 2	611 kgCO2e
Scope 3 **(Included Sources)**	64,880.70 kgCO2e 1. Purchased goods and service 40,553.66 – Breakdown Pulp, Paper, Paper, Printing and Publishing 1,527.58 Electrical and Optical Equipment 39,026.08 2. Capital goods N/A 3. Fuel and Energy-Related Activities Not Included in Scope 1 or Scope 2 2,518.20 4. Upstream Transport N/A 5. Waste generated in operations 21,808.84

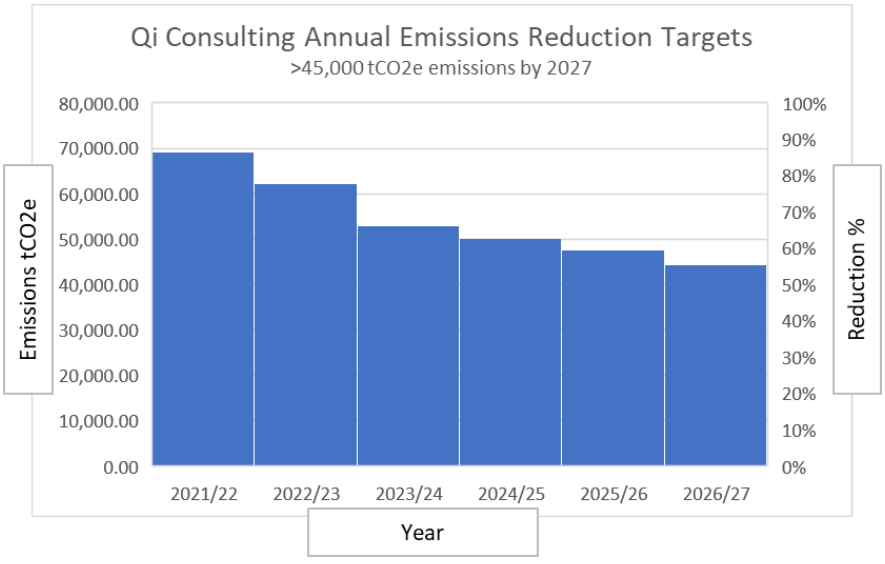
	6. Business Travel 0.00 7. Employee Commuting N/A 8. Upstream Leased Assets N/A 9. Downstream Transport N/A 10. Processing of Sold Products N/A 11. Use of Sold Products N/A 12. EoL of Sold Products N/A 13. Downstream Leased Assets N/A 14. Franchises N/A 15. Investments N/A Please note, N/A is where a category has been reviewed and deemed immaterial to Qi Consulting's operations.
Total Emissions	65,730.70 tCO2e

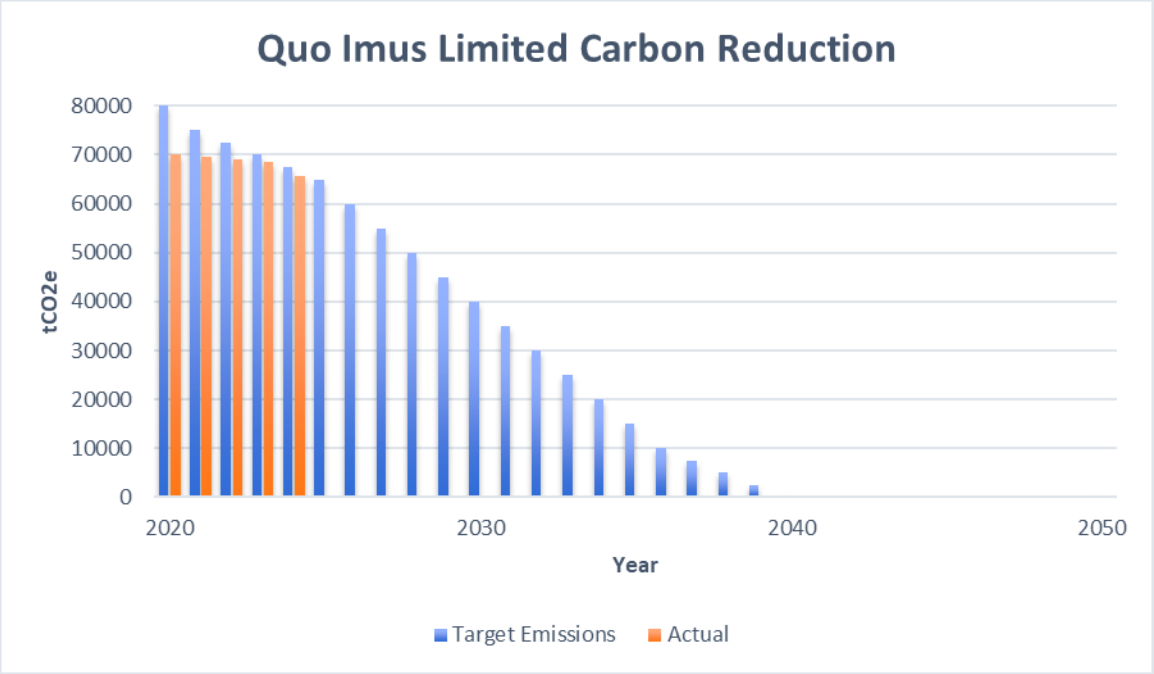
Emissions Reduction Targets

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 39,438.42 tCO2e by 2030. This is a reduction of 40%.

Our Net Zero target date is 01/01/2040.





Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 3,380.26 tCO2e, a 5% reduction against the 2021 baseline and the measures will be in effect when performing the contract.

Implemented carbon reduction initiatives include :-

- Continuing assessment and accreditation of our ISO14001 Environmental Management System.
- Reduced our Employee Commuting to ZERO by introduction of remote working.
- Reduced business travel to ZERO by conducting all of our business remotely
- Produced guidance on business travel to ensure the best possible travel options are taken in terms of emissions.
- Produced and distributed our Qi Consulting reduction action plan to staff. (see below)
- On-site shredding and recycling to reduce the transportation of any documents for shredding.
- WEEE (Waste Electrical and Electronic Equipment) or special waste is dealt with in accordance to guidance within our ISO14001 Environmental Management System.

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

- Ensure all energy and gas supplied are renewable sources.

Qi Consulting Carbon Reduction Action Plan

Below is an action plan for Qi Consulting employees to follow and implement to ensure we achieve our carbon reduction projections and we remain on course to become Net Zero by 2050 from 2022 and beyond.

TASK	OBJECTIVE	ACTION
Transport - Car - Air Travel - Train	Minimise use of fuels from non-sustainable resources for transport.	1.Consider restricting the use of Company vehicles to essential business journeys only. 2.Where operationally viable, encourage and maximise the use of shared transport, including selecting meeting points for long journeys and transferring into one vehicle for the onward journey. 3.Review the viability of using public transport, particularly for staff operating in London, when it is usually a better option to take the train. 4.Ensure and monitor stock levels on relevant vehicles to prevent overloading and excessive fuel consumption. 5.Consider the use of SKYPE, Zoom, Microsoft Teams or similar, for holding video conferencing where possible to reduce travel to and from meetings
Office - Office Heating	Minimise use of fossil fuel by efficient use of heating and prevention of unnecessary heat loss	1.Remind all employees of the practical steps to be taken to minimise heat loss during periods of cold weather. 2.Ensure external windows and doors remain closed wherever possible. 3.Ensure that room thermostats are set to minimum acceptable levels. 4.Maximise solar gain by leaving blinds open wherever possible. 5.Ensuring heating timers are set up so heating is not operational when the premises are unoccupied. 6.Consideration and installation where necessary of thermostatic radiator valves to existing and new radiators to enable individual radiator control. 7.Ensure heating systems, boilers and portable heaters are maintained and tested on a regular basis by a competent

		person, to enable efficient operation. 8.Restrict the use of portable heating appliances including fan heaters, calor gas and electric heaters.
- Air Cooling Systems	Minimise use of fossil fuel by efficient use of air cooling processes	1.Remind all employees of the practical steps to be taken to minimise heat gain during periods of warm weather. 2.Ensure external windows and doors remain closed during operation of air conditioning. 3.Where possible minimise solar gain by ensuring window blinds remain closed during operation of air conditioning. 4.Minimise / reduce the number of operational lights (switch off) in areas where it is considered safe to do so. 5.Promote and encourage the use of low energy desk lamps to reduce overhead lighting where possible. 6.Consider the use of free-standing fans to provide additional air movement around the office environment.
- Office Lighting	Minimise use of fossil fuel by efficient use of lighting without jeopardising Health and Safety commitments	1.All personnel are to be made aware of their responsibility to take all practical steps to:- a)Maximise the use of natural light where practical. b)Turn off lights when possible (i.e. sufficient natural light or area's that are not in use) 2.Consideration of a purchasing policy energy saving, maximum efficiency bulbs and fittings as replacements are required. 3.Consider the use of low energy desk lamps where possible. 4.Consideration of the possibility of installing sensor light switch systems in some areas to allow for lights to be turned off when areas are not in use.
- Office Equipment	Minimise the use of fossil fuel by effective purchasing and efficient use of	1.Ensure that all employees are advised at the earliest opportunity and regularly reminded of their responsibilities in relation to the efficient use and environmental best practices in connection with business machines and office equipment.

	electrical office equipment.	2.Ensure that all electrical equipment is set up to utilise any appropriate energy saving features and programmes are set at the optimum performance level. 3.Implement procedures to conserve energy outside of normal working hours. 4.Ensure that all equipment is de-activated during 'out of hours' periods, unless otherwise stated by the manufacturer. 5.Consider future energy conservation concepts for new machinery and equipment. 6.Ensure that energy efficiency and other relevant environmental factors are to be considered when considering replacement of office and / or other business machines. 7.Implementation of a maintenance regime for business machines and office equipment. 8.Ensure that equipment is inspected, tested and maintained by a competent person. 9.Implement an 'end of day' check around offices to ensure all equipment has been turned off unless otherwise requested.
- Water Usage	Reduce the amount of water used and the amount of hot water generated	1.Ensure that all personnel are aware to turn off taps after use 2.Rainwater from guttering can be used on gardens or for vehicle cleaning. 3.When refurbishing shower rooms consider water efficient products and make sure they are correctly installed. Consider devices such as push button showers or isolating ball valves to reduce water usage.

		4.Provide basic training to promote basic water saving techniques.
- Office Consumables	Ensure all recyclable office consumables and associated items are placed in the relevant storage area and collected by appropriate licensed waste contractors / carriers	1.Regular stationery amnesties and clear out days can ensure all office stationery is fully utilised. 2.Where possible, ensure that all paper consumables are sourced from a recycled or sustainable resource. 3.Ensure that general toner cartridges are recycled or refilled through an appropriate recycling supplier i.e. Charity trust, etc. 4.Where possible, ensure that printer defaults are set to monochrome printing, to discourage any unnecessary colour printing. 5.Ensure that toner cartridges used for larger type photocopiers and printers are returned to the original supplier for recycling. 6.Ensure that used / waste batteries are transferred to suitable storage containers to await collection by a licensed waste disposal contractor / carrier. 7.Ensure that cans, glass & plastic are

		transferred to suitable storage containers to await collection and recycling through local authority contractors and /or other licenced waste disposal contractors / waste recycling organisations.
Recycling / Disposal - Recycling of Cardboard	1.Re-use cardboard packaging, if possible, for your own product packaging. 2.Ensure all cardboard re-enters the recycling chain wherever possible. 3.Reduce cardboard packaging through supply chain management	1.The very first part of cardboard recycling would be to decrease the quantity of waste created from the 1st location, so aim to encourage suppliers to reduce the amount of cardboard packaging they use. 2.When purchasing bigger items, some firms and producers can take back the cardboard and packaging to recycle, so check to find out if that is an option. 3.The next step within the recycling approach would be to reuse or find yet another function for cardboard. For instance you could use cardboard boxes of any size for storage. 4.All waste cardboard should be segregated, wherever possible. 5.Waste cardboard to be returned to a specialist-recycling centre where cardboard boxes are segregated, compacted and sent to mills for further processing. 6.Cardboard packaging to be re-used if possible when returning items to suppliers 7.Segregated wastes may allow immediate reuse, recovery for another process or will facilitate recycling - often commanding a much higher price as a segregated unmixed waste stream. 8.Using local council schemes to assist with collection and recycling of cardboard.
- Contamination of Landfill Sites	Elimination of the risk of contamination	1.Ensure that the category of waste is clearly identified. 2.Ensure that waste products and other

	to landfill sites and environmental damage by ensuring correct waste disposal procedures are followed. Ensure maintain awareness of international legislation for all products to be transferred throughout the job process.	hazardous products / substances are packaged in the correct manner and where necessary, segregated. 3.Refer to suppliers and / or manufacturers where disposal arrangements are unclear. 4.Ensure that all hazardous/clinical waste is sufficiently packaged and appropriately stored whilst awaiting removal for disposal by licensed waste contractors / carriers. 5.Ensure that all documentation in relation to waste disposal is completed correctly and retained on file.
- Waste Carriage and Disposal	Ensure 100% Compliance With Environmental Legislation when using specialised waste carriers	1.Ensure all goods designated as controlled waste carried on your own or sub-contract transport is processed strictly in accordance with the terms of the relevant Waste Carrier's Licence.
- Unwanted Company Equipment	Maximise refurbishment and/or recycling of unwanted company equipment through suitable sources	1.Recycle any electrical equipment that still functions safely through charitable organisations or through re-use networks such as Freecycle. Also usage of council recycle centres and reuse shops. 2.Disposal of computer equipment through charitable organisations or through schools. 3.Donation of unwanted equipment to charitable organisations for refurbishment and use for vocational training projects. 4.Recycle old mobile phones through

		charitable organisations. 5.Resale of any fully functioning unwanted equipment, parts, etc. on to a suitable sources such as e-bay, to obtain a financial return for reuse. 6.Manufacturers can remove and reutilise any suitable components from waste / scrap products prior to recycling or disposal. 7.Consider whether old furniture could be refurbished, to save on waste disposal/waste costs, and potentially save up to 50% on the costs of new products. If you do need to dispose of old furniture, it may be possible to donate them to charity.
- Paper and Packaging Re-use and Recycling	Ensure all waste paper and packaging is reused or re-enters the recycling chain wherever possible.	1.Encourage staff to print documents only when absolutely necessary. Ensure the printer is set to print double-sided or multiple pages on one sheet. It is also a good idea to set up a recycling bin for waste paper next to your printer. 2.Ensure that all waste paper and packaging is segregated into the correct recycling containers, wherever practical, and returned to a specialist recycling organisations. 3.Ensure that all non-sensitive paperwork is retained for printing on the reverse side of the document. 4.Ensure that all sensitive paperwork and documents are shredded prior to entry into the recycling chain. 5.Ensure that unwanted waste paper and documents are retained and used by staff as note paper, utilising non-printed areas. 6.To increase the effectiveness of paper recycling, the number and location of collection bins needs careful consideration. The shorter the distance people have to walk, the greater the likelihood that paper will be recycled. 7.Encourage the practice of double-sided printing within the Organisation, wherever considered appropriate.

		8.Ensure that gummed, glued and stapled catalogues, directories, magazines etc. are not disposed of with general paper recycling, unless otherwise specified.

My5050

Using the BEIS MacKay Carbon Calculator we have found our pathway to Net Zero by 2050. The following are our ambitions that reach this goal.

Transport

Travel Demand: Ambition Level 4, Light Vehicles: Ambition Level 4, Heavy Vehicles: Ambition Level 4

Buildings

Behaviour: Ambition Level 4, Efficiency: Ambition Level 4, Heating System: Ambition Level 4

Industry, CCS & Hydrogen

Carbon Intensity: Ambition Level 4, Carbon Capture: Ambition Level 4, Hydrogen: Ambition Level 3

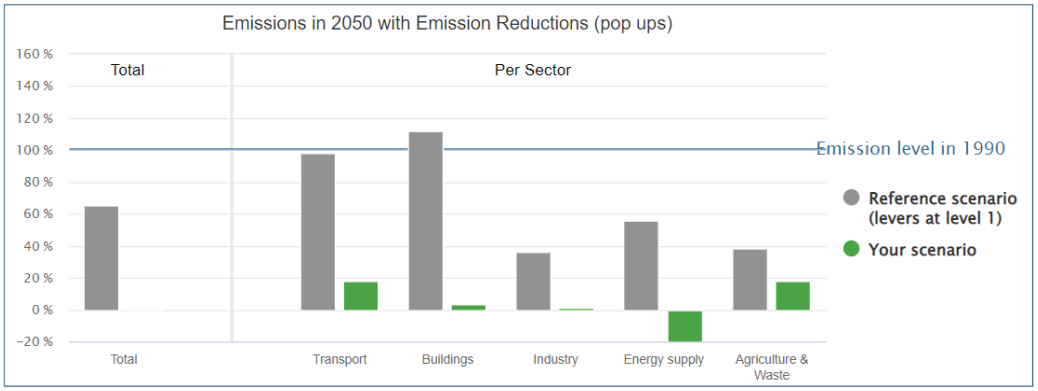
Low Carbon Electricity

Nuclear: Ambition Level 3, Wind: Ambition Level 4, Solar: Ambition Level 4, Wave & Tidal: Ambition Level 3

Land, Bioenergy & Waste

Forestry: Ambition Level 3, Bioenergy: Ambition Level 3

The following graph shows our pathway scenario, the emissions and the emission reductions in 2050 as a result of our scenario, compared to the emission levels in 1990.



Your 2050 Emissions:	Total	Transport	Buildings	Industry	Energy supply	Agriculture & Waste
Megatonnes CO_2e / year	-8	27	3	1	-61	22

Through this pathway scenario we could reduce transport emissions by 82% and buildings emissions by 97%, along with other reductions to ensure net zero by 2050.

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

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 .

This Carbon Reduction Plan has been reviewed and signed off by the directors of Quo Imus Limited.

Signed 

……Nicola Innes……..

Position

…….Director…….

Date

……20th November 2024…….