

## Commitment to Achieve Net Zero

Net Zero targets are being set nationally by government with the aspiration of businesses being Net Zero by 2050. Shared Agenda is committed to achieving Net Zero on direct emissions by 2040. Shared Agenda as part of Sewell Group has committed to being Net Zero in operations by 2030 as outlined in their 2021 Sustainability Report. Sewell Group's longer-term target is to be Net Zero by 2040. As Shared Agenda is not wholly owned by Sewell Group, we are not relying solely on their policy to deliver our own Carbon reduction objectives.

## 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.

In the last quarter of 2023, Shared Agenda moved its main office from Albion Mills, a converted mill, to a more energy efficient building on Bridgehead Business Park. This resulted in our 2023 figures having figures from both our old office and new office. As such, we will be using 2024 as our new baseline year as it will give us a more accurate representation of our carbon footprint.

Baseline year: 2022

### Additional details relating to the Baseline Emissions Calculations.

Shared Agenda used 2022 to establish its baseline emissions. However, due to Shared Agenda moving offices in the last quarter of 2023, we will be using a new baseline of 2024 in the future.

Shared Agenda emissions have been defined as below:

#### Scope 1:

- Shared Agenda does not currently report on Scope 1 emissions, as we do not purchase fuel or use natural gas within our offices.

#### Scope 2:

- Purchased electricity for company owned office. Calculated using the market-based method.

#### Scope 3:

- **Category 3;** fuel and energy related activities (not included in scope 1 or 2) which are used in our operations from the consumption of energy, not purchased directly by Shared Agenda.
- **Category 5;** waste generated in operations.
- **Category 6;** business travel in employee vehicles, this does not include fleet vehicles (vans) which are contained within Scope 1.

- **Category 7;** employee commute is tracked by collating travel distance from employee's home to place of work. This is deducted from business travel where distance is beyond fixed office location.

Scope 3 categories identified in Category 3 are classified as our enhanced Scope 3 emissions and will be fully monitored with specific reduction targets established once reduction plans are fully implemented for other Scope 3 categories and Shared Agenda have achieved their initial target of Net Zero in Operations by 2040. All other categories within Scope 3 are not applicable to our business, as such we will not be reporting against them.

Baseline year emissions	2022
Scope 1	N/A
Scope 2	5293.22kg CO <sub>2</sub> e
Scope 3 (overall)	20243.95kg CO <sub>2</sub> e
Category 3	484.21kg CO <sub>2</sub> e
Category 5	61.82kg CO <sub>2</sub> e
Category 6	210.13kg CO <sub>2</sub> e
Category 7	19487.79kg CO <sub>2</sub> e
Emissions Total (tCO <sub>2</sub> e)	25.54tCO <sub>2</sub> e

## Tracking Emissions Guidance

To facilitate tracking of information and avoid double counting, the below arrangements are in place to provide clarity in the origin of information.

Overall Business (Non-Project Centralised Tracking)		Origin
Scope 1 A	N/A	N/A
Scope 2	Bridgehead	Energy bills
Scope 3 C3	Bridgehead	Energy bill
Scope 3 C5	Bridgehead waste	Supplier
Scope 3 C6	Employee business miles	Expenses tracker
Scope 3 C7	Employee home to office	People team data

## Emissions Reduction Targets

Shared Agenda have a target to achieve Net Zero Carbon by 2040 by reducing carbon emissions, with residual emissions offset through carbon removals or avoided emissions. An interim target has been set to achieve Net Zero in our operations (Scope 2 and Scope 3 Cat 3, 5, 6 and 7) by 2030 by reducing carbon emissions, with residual emissions offset through carbon removals or avoided emissions. Shared Agenda will report on our progress against these targets on a financial year basis, January to December, which will be supported through our monthly tracking of our emissions per scope.

In order to achieve the target of Net Zero in operations by 2040, a target of 12.5% reduction against the 2022 baseline has been applied for every year between 2022 and 2030. The below table demonstrates the targets for each year:

Year	Previous Year Emissions (tCO2e)	12.5% Reduction	Current Year Emissions
2023	25.93	3.24	22.69
2024	22.69	3.24	19.45
2025	19.45	3.24	16.21
2026	16.21	3.24	12.97
2027	12.97	3.24	9.73
2028	9.73	3.24	6.49
2029	6.49	3.24	3.25
2030	3.25	3.24	0

## Carbon Reduction Initiatives

Several carbon reduction initiatives are under investigation and implementation to enable the year-on-year reduction and achieve our set target of achieving Net Zero in Operations by 2040. Reduction initiatives are broken down into the different scopes and areas of the business as described below:

<b>Overall Business (Non-Project)</b>
<b>Scope 1 (A)</b>
N/A – We do not purchase fuel or use natural gas within our offices.
<b>Scope 1 (B)</b>
N/A – We do not purchase fuel or use natural gas within our offices.
<b>Scope 1 (C)</b>
N/A – We do not purchase fuel or use natural gas within our offices.
<b>Scope 2</b>
We have carried out a SBEM calculation on our new Bridgehead office which allowed us to review and implement recommendations in regard to low energy installations.
We carry out behavioural training and implement an awareness campaign on reduction of energy usage i.e. reminders on desktops, posters next to light switches.
Investigate alternative power provision to grid supplied power.
We have recently installed 112 solar panels at our Bridgehead Office along with meters which allows us to monitor how much electricity is being produced as well as live information as to how much electricity we are needing to top up with from the grid.
<b>Scope 3 Category 5 - Waste</b>
Investigate ways of reducing waste.
We have carried out behavioural training and implemented awareness campaigns on segregation and reduction of waste. This is an on-going campaign and continually look for new ways to reduce our waste.
<b>Scope 3 Category 5 - Water</b>
Investigate and install water saving fittings.
Carry out behavioural training and implement an awareness campaign on reduction of water use.

Scope 3 Category 6
Implement electric and hybrid company vehicle policy.
Encourage vehicle sharing through added incentives i.e. increasing the milage reclaim when car sharing.
Shared Agenda where appropriate will implement a remote first policy when it comes to project meetings. Shared Agenda will look to hold meetings via online channels as a preferred method to travelling in person.
Scope 3 Category 7
Implement electric and hybrid company vehicle policy.
Encourage and raise awareness of the Bike2Work scheme.
Encourage vehicle sharing through our opt-in Group wide app which show approximate locations of employees allowing employees to see whether car sharing is achievable.
When resource planning of projects, consider locality of team to project to reduce commute distance.

In the last quarter of 2023 Shared Agenda moved offices from Albion Mills to Bridgehead Office. Our Bridgehead Office is owned by Sewell Group and is occupied by multiple business units within the Sewell Group. As such, Shared Agenda is allocated 2/3's of the overall emissions from Bridgehead. As part of the move to our new office, Sewell Group's FM provider will be managing the building and monitoring the emissions produced.

In 2023, 112 solar panels were installed on the Bridgehead Office which are expected to provide 77% of the total energy used in the building. The electricity produced via the solar panels will not only be used to charge electric vehicles for both employees and visitors but also used for heating/ lighting and all other power demand. Any electricity used at our Bridgehead office that is not produced via our solar panels will be bought from the grid which is certified green energy with a renewable energy guarantee origin certificate.

Shared Agenda is committed to implementing its commitment to being carbon neutral through its project delivery and operations. Shared Agenda has a remote first policy whereby, all initial meetings and subsequent meetings will be held virtually where appropriate to minimise the use of travel via private vehicles. Where meetings are required to be held in person, more sustainable means of travel will be sought in the first instance and car sharing will be expected where possible. Additionally, when Shared Agenda is appointing suppliers, local suppliers to the area will be the most preferred option where appropriate.

Following the implementation of the above initiatives and achieving the maximum reduction of carbon emissions it can achieve, Shared Agenda will commission a verified Carbon Offset Scheme to obtain carbon credits and address the balance of emissions should this be required to meet our target.

Date: 09/07/2024

Approved: Tim Wigglesworth, Chief Executive Officer, Shared Agenda

Signature: 