CARBON REDUCTION PLAN

Baseline and reporting year: 2025

Supplier	Integrated Tech Ltd
Publication date	30 July 2026
Current operating address	Unit 6, 1st Floor, Regents Park, Booth Drive, Wellingborough, Northamptonshire, NN8 6GR
Net Zero commitment	Net Zero emissions by 2050

Prepared in accordance with Procurement Policy Note PPN 006

1. Commitment to achieving Net Zero

Integrated Tech Ltd is committed to achieving Net Zero greenhouse gas emissions across its UK operations by 2050.

This is the company's first formal Carbon Reduction Plan. It has been prepared for Integrated Tech Ltd as the bidding entity and will be reviewed at least annually, approved by senior management and published on the company's UK website.

2. Organisational and reporting boundary

The reporting boundary covers Integrated Tech Ltd’s UK operations for the calendar year 1 January to 31 December 2025. It includes office energy consumption, the required subset of Scope 3 emissions and activities under the company’s operational control or influence.

During the 2025 baseline year, Integrated Tech Ltd operated from 2 Manor Court, Church Lane, Great Doddington, Northamptonshire, NN29 7TR. The office energy and operational data reported within this Carbon Reduction Plan relates to those premises.

Integrated Tech Ltd relocated during July 2026 to Unit 6, 1st Floor, Regents Park, Booth Drive, Wellingborough, Northamptonshire, NN8 6GR. The environmental impact and energy consumption associated with the new premises will be reflected in the 2026 reporting year and future annual updates.

Integrated Tech Ltd has no company-owned or company-leased vehicles.

The company’s office premises have no air-conditioning or other known refrigerant-containing equipment.

The company does not operate a warehouse or routinely hold stock.

Hardware is delivered directly from UK distributors and suppliers to customers within mainland UK.

All reported emissions relate to Integrated Tech Ltd’s UK operations.

3. Baseline emissions footprint

Baseline emissions provide the reference point against which future reductions will be measured. Integrated Tech Ltd had not previously completed a full organisational carbon footprint, so calendar year 2025 has been selected as both the baseline year and first reporting year.

Emissions	2025 total (tCO_2e)
Scope 1	3.00
Scope 2	0.85
Scope 3, included sources	11.74
Total emissions	**15.60**

Totals may differ slightly from the sum of individually rounded figures. No carbon offsets have been applied.

4. Current emissions reporting

The current reporting year is also 2025 because this is Integrated Tech Ltd's first Carbon Reduction Plan. In future annual updates, this section will show progress against the 2025 baseline.

Reporting year	Scope 1	Scope 2	Scope 3	Total
2025	3.00	0.85	11.74	15.60

5. Included Scope 3 emissions

The five Scope 3 categories required by PPN 006 are reported below.

Required Scope 3 category	2025 tCO2e	Basis
Upstream transportation and distribution	0.00	No goods are delivered to an Integrated Tech warehouse or stockholding location. Distributor-to-customer delivery is captured below.
Waste generated in operations	0.33	Estimated from known bin size and collection frequency.
Business travel	1.37	Estimated car mileage plus rail journeys.
Employee commuting	8.39	Employee-specific commute distance, working pattern and vehicle type.
Downstream transportation and distribution	1.66	Estimated direct-to-customer deliveries within mainland UK.
Total included Scope 3 emissions	**11.74**	**Rounded total.**

6. Calculation methodology

Emissions were calculated using activity data gathered from supplier invoices, staff information, internal management records and a representative January 2025 sales order sample. The UK Government greenhouse gas conversion factors for 2025 were applied.

Scope 1: natural gas

Annual natural gas consumption was estimated at 16,424 kWh from supplier account information and available invoices. The 2025 natural gas gross calorific value factor of 0.18296 kgCO2e per kWh produced 3.00 tCO2e. Gas is used for office heating and hot water.

Scope 2: purchased electricity

Annual electricity consumption was estimated at 4,829 kWh. The 2025 UK grid location-based factor of 0.17700 kgCO2e per kWh produced 0.85 tCO2e. The company's electricity tariff was supported by Renewable Energy Guarantees of Origin. This is noted as an environmental measure, while the reported Scope 2 figure remains location-based.

Employee commuting

Employee commuting was calculated using each employee's return mileage, vehicle fuel and type, 2025 employment start date, working pattern, working from home frequency, English bank holidays and 28 days of annual leave. Estimated commuting activity was 29,351 miles, producing 8.39 tCO2e.

Business travel

Business car mileage was not readily extractable from the claims system. A transparent management estimate was therefore used: two customer meetings per week across the company, 46 active business weeks and an average 50-mile return journey, giving 4,600 miles. Staff normally travelled alone. The average car, unknown fuel factor of 0.26915 kgCO2e per mile produced 1.24 tCO2e.

Rail travel was estimated as 20 return journeys, comprising 18 journeys between Wellingborough and London and two between Wellingborough and Birmingham. Estimated rail activity of 3,796 passenger-km produced 0.13 tCO2e. There were no flights, hotels or taxis included.

Waste generated in operations

General waste and mixed recycling were each collected fortnightly in full 240-litre bins. As the waste was not weighed, densities of 0.10 tonnes per cubic metre for general waste and 0.05 tonnes per cubic metre for mixed recycling were used. General waste was conservatively treated as commercial and industrial waste sent to landfill until the treatment route is confirmed. Recycling was treated using the closed-loop recycling factor. The resulting estimate is 0.33 tCO2e.

No electrical equipment was discarded in 2025. Three usable laptops were donated to a local school and treated as reuse rather than waste.

Transportation and distribution

Zoho recorded 2,814 sales orders during 2025 but could not provide an export showing the hardware and software split. January was confirmed as a normal trading month and was reviewed as a representative sample. For the baseline, 80% of annual orders were conservatively treated as physical deliveries.

The estimate uses an average physical shipment weight of 15 kg, a 200 km shared HGV stage and a 15 km van stage. The 2025 average-laden rigid HGV and average van tonne-km factors were applied. This produced 1.66 tCO2e. All products were delivered directly from distributors to customers in mainland UK. Integrated Tech will seek better distributor or courier data for future reporting.

Data quality and estimation

The baseline combines measured, supplier-estimated and management-estimated data. This is considered proportionate for the company's first reporting year. Estimates are deliberately disclosed rather than presented as measured results. The methodology will be refined annually as improved information becomes available.

7. Emissions reduction targets

Integrated Tech Ltd will prioritise genuine operational reductions before considering credible measures to address any residual emissions that cannot reasonably be eliminated.

The company projects that emissions will reduce from 15.60 tCO2e in 2025 to no more than 12.48 tCO2e by 2030. This represents a reduction of at least 20% over five years.

Target year	Maximum emissions (tCO2e)	Reduction against 2025
2025 baseline	15.60	0%
2030	12.48	20%
2035	9.36	40%
2040	6.24	60%

Target year	Maximum emissions (tCO2e)	Reduction against 2025
2045	3.12	80%
2050	Net Zero	Net Zero

Interim figures are directional milestones and will be reviewed annually against business growth, improved data quality and available low-carbon technologies.

8. Completed and existing carbon reduction initiatives

As 2025 is the first baseline year, Integrated Tech Ltd is not claiming a quantified reduction against an earlier footprint. The following measures were already in place or undertaken during the baseline period and will remain in effect when performing contracts:

- ISO 14001 environmental management certification and associated environmental policies.
- Purchase and use of refurbished IT equipment for employees where suitable.
- A Renewable Energy Guarantees of Origin backed electricity tariff.
- Direct distributor-to-customer delivery, avoiding a separate company warehouse and an additional routine transport stage.
- Separate general waste and mixed recycling collections.
- Reuse of equipment where possible, including donation of three laptops to a local school in 2025.
- No company vehicle fleet and no business flights during the baseline year.
- Use of online meetings and home working where practical.

9. Future carbon reduction initiatives

The following measures will support the 2030 target and the longer-term Net Zero commitment:

- Complete a review of all office lighting during 2026/27 and replace remaining non-LED lighting with energy-efficient LED alternatives, subject to suitability and normal replacement requirements.
- Review heating controls, operating times and thermostat settings each year to reduce unnecessary gas consumption.
- Continue procuring renewable electricity and monitor annual electricity and gas consumption against the 2025 baseline.
- Continue purchasing refurbished staff equipment where it meets operational and security requirements.
- Maintain reuse, donation and responsible recycling routes for redundant IT and electrical equipment.
- Improve waste monitoring, confirm the general waste treatment route with the contractor and reduce residual waste while increasing effective recycling.
- Prioritise online meetings where suitable and encourage rail travel for appropriate longer-distance customer meetings.
- Encourage lower-emission, hybrid and electric vehicles for employee commuting and claimed business mileage.
- Request shipment, fuel, distance or carbon data from principal distributors and couriers to replace delivery assumptions with supplier data.
- Consider environmental credentials, packaging, repairability, product life and take-back options as part of supplier and product selection.
- Review the Carbon Reduction Plan and underlying data annually, with senior management oversight.

10. Governance and monitoring

The Managing Director has overall accountability for this Carbon Reduction Plan. Day-to-day data gathering may be delegated to appropriate employees, with progress reviewed through the company's environmental management arrangements.

- Energy consumption will be reviewed from annual supplier bills.
- Business mileage and rail travel data will be improved through more consistent claims recording.
- Employee commuting information will be refreshed when working patterns or the workforce change materially.
- Waste collection and treatment information will be requested from contractors.
- Distributor delivery information will be requested and the January sampling method replaced where reliable annual data becomes available.
- The plan will be updated at least annually and clearly published on the Integrated Tech Ltd website.

11. Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 use the appropriate government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting requirements, where required, and the required subset of Scope 3 emissions has 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 board of directors or equivalent management body.

Signed on behalf of Integrated Tech Ltd

Name	Steve Heyd-Smith
Position	Managing Director
Signature	Steve Heyd-Smith
Date approved	20/07/2026

Reference sources

Cabinet Office, Procurement Policy Note PPN 006, updated 10 July 2025; Department for Energy Security and Net Zero, UK Government greenhouse gas reporting conversion factors 2025; GHG Protocol Corporate Standard and Corporate Value Chain (Scope 3) Standard.