

i2eConsulting Limited

CARBON REDUCTION PLAN

Supporting environmental sustainability and the UK's Net Zero ambition through responsible business practices.

Document Reference: I2E-CRP-001

Version: 1.0

Effective Date: April 2026

Review Date: April 2027

Approved By: Director

Organisation Details

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Document Classification

Status: Approved

Document Owner: Director

Applies To: All employees, associates, contractors, suppliers and individuals acting on behalf of i2eConsulting Limited.

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1. Introduction

i2eConsulting Limited is committed to operating in an environmentally responsible and sustainable manner while delivering high-quality education, training and employability services. We recognise the importance of reducing our environmental impact and supporting the United Kingdom's commitment to achieving net zero greenhouse gas emissions by 2050.

As a provider of education, skills development and employability programmes, we acknowledge that our activities have an environmental impact through business travel, energy consumption, procurement, digital operations and day-to-day office activities. We are committed to identifying, measuring and reducing these impacts through practical and achievable carbon reduction initiatives.

This Carbon Reduction Plan outlines our commitment to monitoring greenhouse gas emissions, improving environmental performance and embedding sustainable practices across our operations. It also demonstrates our intention to work collaboratively with employees, learners, suppliers, partners and stakeholders to minimise our carbon footprint while maintaining the quality and effectiveness of our services.

The plan will be reviewed regularly to ensure it remains aligned with current legislation, recognised best practice and the organisation's sustainability objectives. It supports i2eConsulting's wider commitment to responsible business practices, continuous improvement and environmental stewardship.

2. Policy Statement

i2eConsulting Limited is committed to reducing its carbon footprint and managing its environmental impact responsibly. We recognise that climate change presents significant environmental, social and economic challenges, and we are committed to contributing to the UK's transition towards a low-carbon economy.

We will integrate sustainable practices into our day-to-day operations by improving energy efficiency, reducing waste, promoting responsible procurement, encouraging sustainable travel, and making effective use of digital technologies to minimise unnecessary emissions. We are also committed to monitoring our greenhouse gas emissions and identifying practical opportunities for continuous improvement.

As part of our commitment to responsible business practices, i2eConsulting Limited will:

- Comply with all relevant environmental legislation and regulatory requirements.
- Measure, monitor and report greenhouse gas emissions where appropriate.
- Set realistic carbon reduction objectives and review progress regularly.
- Promote environmental awareness among employees, learners, partners and suppliers.
- Encourage the efficient use of resources and the reduction of waste across all business activities.
- Continuously review and improve our environmental performance through practical and achievable sustainability initiatives.

This policy applies to all employees, contractors, associates, suppliers and individuals acting on behalf of i2eConsulting Limited. Environmental sustainability is a shared responsibility, and everyone is expected to contribute towards achieving the organisation's carbon reduction objectives.

3. Organisational Commitment

i2eConsulting Limited is committed to embedding environmental sustainability into the way we operate, deliver services and engage with learners, employees, partners and suppliers. We recognise that reducing greenhouse gas emissions is a shared responsibility and that every member of the organisation has a role to play in supporting our carbon reduction objectives.

Our commitment extends across all areas of our business, including the planning and delivery of training programmes, procurement activities, office operations, business travel and the use of digital technologies. Wherever practical, we will seek opportunities to minimise our environmental impact while maintaining the quality, accessibility and effectiveness of our services.

To achieve this commitment, i2eConsulting Limited will:

- Integrate environmental sustainability into organisational planning and decision-making.
- Promote energy-efficient working practices across all business operations.
- Encourage the responsible use of resources, including electricity, water, paper and office equipment.
- Reduce unnecessary business travel by making greater use of virtual meetings and digital learning platforms where appropriate.
- Consider environmental factors when selecting suppliers, products and services.
- Encourage employees, learners and partners to adopt environmentally responsible behaviours.
- Monitor progress against our carbon reduction objectives and review performance regularly.
- Continually improve our environmental performance through practical, achievable and cost-effective initiatives.

By embedding sustainability into our culture and daily operations, i2eConsulting Limited aims to contribute positively to the UK's net zero ambitions while supporting responsible business growth and delivering long-term value for our learners, partners and wider communities.

4. Baseline Emissions Footprint

As a developing organisation, i2eConsulting Limited is committed to establishing a clear and measurable baseline for its greenhouse gas emissions. This baseline will serve as the reference point against which future carbon reduction performance will be measured and reported.

At the time of this plan, i2eConsulting Limited is in the process of implementing formal greenhouse gas emissions monitoring and reporting arrangements. As our operations continue

to develop, we will collect and analyse environmental data to establish a comprehensive baseline covering our principal sources of emissions.

Our baseline emissions assessment will include, where applicable:

- Electricity consumption within office and operational premises.
- Fuel consumption associated with company-owned or business travel.
- Employee business travel, including public transport and private vehicle use where reimbursed.
- Waste generation and disposal.
- Procurement activities and purchased goods and services, where data is available.
- Digital operations and other indirect emissions relevant to our business activities.

Where complete emissions data is not yet available, i2eConsulting Limited will implement appropriate systems and procedures to improve the collection, monitoring and reporting of environmental information. Future annual reviews will update this section as more accurate data becomes available and will provide a year-on-year comparison of emissions performance.

The establishment of a robust baseline emissions footprint will enable the organisation to identify priority areas for improvement, set realistic carbon reduction targets, and measure progress towards achieving its long-term environmental sustainability objectives.

5. Current Emissions Reporting

i2eConsulting Limited is committed to maintaining a transparent and accurate approach to greenhouse gas emissions reporting. As part of our environmental sustainability strategy, we are implementing systems to monitor, record and evaluate emissions generated through our business activities.

At present, the organisation is establishing a structured emissions reporting framework that will enable the collection and analysis of relevant environmental data across our operations. This information will support informed decision-making, identify opportunities for carbon reduction and demonstrate our commitment to continuous environmental improvement.

Our emissions reporting will, where applicable, include:

- Energy consumption associated with office operations.
- Business travel and employee travel undertaken for work purposes.
- Waste generation and disposal.
- Procurement-related emissions where reliable data is available.
- Other operational activities that contribute to the organisation's greenhouse gas emissions.

Emissions data will be reviewed on a regular basis to monitor performance, assess progress against carbon reduction objectives and identify areas requiring further improvement. Reports will be maintained in accordance with recognised environmental reporting principles and any applicable regulatory or contractual requirements.

Where appropriate, i2eConsulting Limited will publish or provide emissions information to clients, partners and funding bodies as part of procurement exercises, contractual obligations or organisational sustainability reporting. The organisation is committed to continually strengthening its emissions reporting processes to ensure accuracy, transparency and accountability.

6. Carbon Reduction Objectives

i2eConsulting Limited is committed to achieving continual reductions in greenhouse gas emissions by embedding sustainable practices across all areas of the organisation. Our carbon reduction objectives are designed to support responsible business growth while contributing to the United Kingdom's ambition of achieving net zero greenhouse gas emissions by 2050.

To achieve this, i2eConsulting Limited aims to:

- Reduce energy consumption across all business operations through the efficient use of equipment, lighting and digital technologies.
- Minimise greenhouse gas emissions associated with business travel by promoting virtual meetings and sustainable travel options wherever practical.
- Reduce waste generation by encouraging recycling, responsible procurement and the efficient use of office resources.
- Improve environmental awareness by promoting sustainable working practices among employees, learners, contractors and partners.
- Monitor and measure greenhouse gas emissions on an ongoing basis to identify opportunities for continuous improvement.
- Consider environmental sustainability when selecting suppliers, products and services, encouraging responsible procurement practices.
- Review and update carbon reduction targets regularly to ensure they remain realistic, measurable and aligned with organisational growth and regulatory expectations.
- Support the delivery of training and employability services through environmentally responsible and resource-efficient methods wherever possible.

These objectives will be reviewed annually as part of the organisation's environmental management and business planning processes to ensure continued progress towards reducing our carbon footprint and improving overall environmental performance.

7. Carbon Reduction Measures

i2eConsulting Limited will implement practical and achievable measures to reduce greenhouse gas emissions across its operations while maintaining the quality and effectiveness of its education, training and employability services. These measures will be reviewed regularly to ensure they remain effective and aligned with the organisation's sustainability objectives.

Key carbon reduction measures include:

- Promoting the use of virtual meetings, online training and digital collaboration tools to reduce unnecessary business travel.

- Improving energy efficiency by switching off electrical equipment when not in use and using energy-efficient lighting and office equipment where practical.
- Reducing paper consumption by adopting digital documentation, electronic signatures and cloud-based systems wherever possible.
- Encouraging recycling and the responsible disposal of waste materials within all office and training environments.
- Promoting sustainable procurement by considering environmental factors when purchasing goods, equipment and services.
- Encouraging employees and associates to use sustainable modes of transport, including public transport, walking, cycling and car sharing where appropriate.
- Extending the lifespan of IT equipment through maintenance, repair and responsible recycling at the end of its useful life.
- Raising environmental awareness through staff communication and encouraging environmentally responsible behaviours across the organisation.
- Monitoring utility usage and operational activities to identify opportunities for further reductions in energy consumption and emissions.
- Reviewing carbon reduction initiatives annually to measure effectiveness and identify additional opportunities for continuous improvement.

Through these measures, i2eConsulting Limited aims to reduce its environmental impact, improve operational efficiency and contribute positively to the UK's transition towards a low-carbon economy while continuing to deliver high-quality services to learners, partners and stakeholders.

8. Greenhouse Gas Emissions Management

i2eConsulting Limited is committed to the effective management of greenhouse gas (GHG) emissions through a structured approach that supports environmental sustainability, regulatory compliance and continuous improvement. We recognise that measuring and managing emissions is essential to reducing our carbon footprint and achieving our long-term carbon reduction objectives.

The organisation will identify, monitor and, where appropriate, report greenhouse gas emissions arising from its business operations. Emissions management activities will be proportionate to the size and nature of the organisation and will be reviewed regularly as our operations continue to develop.

To support effective greenhouse gas emissions management, i2eConsulting Limited will:

- Establish and maintain appropriate processes for collecting and monitoring emissions-related data.
- Identify significant sources of greenhouse gas emissions across business operations and implement practical measures to reduce their environmental impact.
- Promote energy efficiency, responsible resource management and sustainable working practices throughout the organisation.
- Encourage the use of digital technologies and remote working solutions to minimise unnecessary travel and associated emissions where appropriate.
- Review procurement practices to encourage the selection of environmentally responsible suppliers, products and services.

- Monitor progress against carbon reduction objectives and incorporate findings into future environmental planning and decision-making.
- Maintain records of greenhouse gas emissions data to support transparency, reporting requirements and continuous improvement.
- Regularly review emissions management processes to ensure they remain effective, proportionate and aligned with recognised environmental best practice.

Through the effective management of greenhouse gas emissions, i2eConsulting Limited aims to minimise its environmental impact, support sustainable business operations and contribute positively to national and global efforts to address climate change.

9. Monitoring, Reporting and Review

i2eConsulting Limited is committed to regularly monitoring its environmental performance to ensure the effective implementation of this Carbon Reduction Plan and to support continuous improvement in greenhouse gas emissions management.

The organisation will establish appropriate procedures for monitoring progress against its carbon reduction objectives and assessing the effectiveness of the measures implemented. Environmental performance data will be reviewed periodically to identify trends, evaluate outcomes and determine where further improvements can be made.

To support effective monitoring and reporting, i2eConsulting Limited will:

- Monitor greenhouse gas emissions and other relevant environmental performance indicators on a regular basis.
- Maintain accurate records of emissions data, energy consumption and carbon reduction activities where applicable.
- Review progress against carbon reduction objectives and identify opportunities for further improvement.
- Report environmental performance to senior management and relevant stakeholders as appropriate.
- Update this Carbon Reduction Plan to reflect changes in organisational activities, legislation, recognised best practice and business priorities.
- Ensure any reported information is accurate, transparent and supported by available evidence.

This Carbon Reduction Plan will be formally reviewed at least annually, or sooner where significant organisational, operational or legislative changes occur. Regular reviews will ensure the plan remains effective, relevant and aligned with i2eConsulting Limited's commitment to environmental sustainability and continuous improvement.

10. Roles and Responsibilities

Effective implementation of this Carbon Reduction Plan requires the commitment and cooperation of everyone associated with i2eConsulting Limited. Environmental sustainability is a shared responsibility, and all employees, associates, contractors and partners are expected to contribute to the organisation's carbon reduction objectives.

Senior Management are responsible for:

- Providing leadership and oversight for the implementation of this Carbon Reduction Plan.
- Ensuring adequate resources are available to support carbon reduction initiatives.
- Reviewing environmental performance and approving improvement actions where necessary.
- Promoting a culture of environmental responsibility throughout the organisation.

Managers and Team Leaders are responsible for:

- Supporting the implementation of sustainable working practices within their areas of responsibility.
- Encouraging employees to comply with this plan and adopt environmentally responsible behaviours.
- Identifying opportunities to reduce emissions and improve environmental performance.

Employees, Associates and Contractors are responsible for:

- Complying with the requirements of this Carbon Reduction Plan.
- Using energy, equipment and resources responsibly.
- Minimising waste and promoting recycling wherever practical.
- Supporting the organisation's carbon reduction initiatives and reporting any opportunities for environmental improvement.

Suppliers and Partners are encouraged to:

- Operate in an environmentally responsible manner.
- Support sustainable procurement practices where appropriate.
- Work collaboratively with i2eConsulting Limited to reduce environmental impacts across the supply chain.

By working together, i2eConsulting Limited aims to embed environmental sustainability into its organisational culture and ensure that carbon reduction remains an integral part of its business operations and decision-making processes.

11. Compliance and Continuous Improvement

i2eConsulting Limited is committed to complying with all relevant environmental legislation, regulations and contractual requirements applicable to its operations. We recognise that effective environmental management requires ongoing evaluation, adaptation and improvement to ensure our practices remain effective, sustainable and aligned with recognised best practice.

The organisation will continually review its environmental performance and carbon reduction initiatives to identify opportunities for improvement and to ensure that environmental sustainability remains an integral part of business planning and service delivery.

To support compliance and continuous improvement, i2eConsulting Limited will:

- Comply with all applicable environmental legislation, regulations and relevant industry standards.
- Review this Carbon Reduction Plan and associated environmental objectives at least annually or whenever significant organisational or legislative changes occur.
- Monitor the effectiveness of carbon reduction measures and implement corrective actions where necessary.
- Encourage feedback from employees, learners, suppliers and partners to identify opportunities for improving environmental performance.
- Promote environmental awareness through communication, guidance and the sharing of good practice across the organisation.
- Consider emerging technologies, innovations and sustainable solutions that may further reduce greenhouse gas emissions and improve operational efficiency.
- Maintain appropriate records to demonstrate compliance with environmental commitments and support procurement, funding and contractual requirements.

Through a commitment to compliance and continuous improvement, i2eConsulting Limited will strengthen its environmental performance, enhance organisational resilience and contribute to the achievement of its long-term sustainability and carbon reduction objectives.

12. Declaration and Approval

i2eConsulting Limited is committed to implementing this Carbon Reduction Plan and to continually improving its environmental performance through responsible business practices, effective greenhouse gas emissions management and sustainable decision-making.

This plan has been approved by senior management and represents the organisation's commitment to reducing its carbon footprint, supporting the UK's net zero ambitions and embedding environmental sustainability across all areas of its operations.

The organisation will review this Carbon Reduction Plan at least annually, or sooner where significant operational, legislative or organisational changes occur, to ensure it remains accurate, effective and aligned with current best practice.

This document is approved for implementation and applies to all employees, associates, contractors and individuals acting on behalf of i2eConsulting Limited.

Approved by:

Damilola Tomisin Adeyemo
Director
i2eConsulting Limited

Date of Approval: 15th April 2026

Review Date: 15th April 2027

Version: 1.0

Document Owner: Director, i2eConsulting Limited

Appendix A – Organisational Boundary

Purpose

This appendix defines the organisational boundary for greenhouse gas emissions reporting within i2eConsulting Limited. It identifies the business activities and operational areas included within the scope of this Carbon Reduction Plan to ensure consistency, transparency and accountability in emissions monitoring and reporting.

Organisational Scope

The Carbon Reduction Plan applies to all operations that are under the operational control of i2eConsulting Limited, including:

- Administrative and office-based activities.
- Delivery of education, training and employability programmes.
- Business travel undertaken on behalf of the organisation.
- Digital and remote working operations.
- Procurement of goods and services where environmental impacts can reasonably be assessed.
- Day-to-day operational activities carried out by employees, associates and authorised contractors.

Emissions Boundary

Where data is available, greenhouse gas emissions will be monitored and managed across the following categories:

Scope 1 – Direct Emissions

- Fuel used by any company-owned or controlled vehicles (where applicable).
- Direct fuel consumption associated with organisational operations.

Scope 2 – Indirect Energy Emissions

- Purchased electricity used within offices or operational premises under the organisation's control.

Scope 3 – Other Indirect Emissions (where applicable and data is available)

- Business travel using public transport or privately owned vehicles for work purposes.
- Employee commuting (where appropriate).
- Waste generation and disposal.
- Purchased goods and services.
- Digital operations and cloud-based services.
- Other indirect emissions relevant to the organisation's activities.

Future Development

As i2eConsulting Limited continues to grow, the organisational boundary and emissions reporting scope will be reviewed periodically to ensure that all significant sources of greenhouse gas emissions are appropriately identified, measured and managed in accordance with recognised environmental reporting practices. Any expansion of operations or changes to organisational activities will be reflected in future revisions of this Carbon Reduction Plan.

Appendix B – Carbon Reduction Action Plan

Objective	Action	Responsible Person	Target Timescale	Expected Outcome
Reduce energy consumption	Promote energy-efficient working practices, including switching off lights and equipment when not in use and using energy-efficient devices where practical.	Director / All Employees	Ongoing	Reduced electricity consumption and lower carbon emissions.
Reduce paper usage	Increase the use of digital documentation, cloud-based storage and electronic signatures to minimise printing.	All Employees	Ongoing	Reduced paper consumption and waste.
Minimise business travel	Encourage virtual meetings and online training delivery where appropriate to reduce unnecessary travel.	Director / Managers	Ongoing	Reduced travel-related greenhouse gas emissions.
Promote sustainable travel	Encourage the use of public transport, walking, cycling and car sharing for business travel where practical.	Employees	Ongoing	Lower transport emissions.
Improve waste management	Promote recycling and responsible waste disposal across all office and training locations.	All Employees	Ongoing	Reduced landfill waste and improved resource efficiency.
Sustainable procurement	Consider environmental impact when purchasing goods, equipment and services, giving preference to sustainable suppliers where appropriate.	Director / Procurement Lead	Ongoing	Reduced supply chain environmental impact.
Monitor greenhouse gas emissions	Collect and review emissions-related data to identify trends and opportunities for improvement.	Director	Annually	Improved emissions reporting and informed decision-making.
Increase environmental awareness	Provide guidance and promote environmentally responsible behaviours	Director / Managers	Ongoing	Stronger environmental

	among employees, learners and partners.			culture across the organisation.
Review carbon reduction performance	Review progress against carbon reduction objectives and update the Carbon Reduction Plan where necessary.	Director	Annually	Continuous improvement in environmental performance.

This action plan will be reviewed annually and updated to reflect changes in organisational activities, legislation, environmental best practice and the achievement of carbon reduction objectives.

Appendix C – Emissions Reporting Methodology

Purpose

This appendix outlines the methodology that i2eConsulting Limited will use to collect, monitor and report greenhouse gas (GHG) emissions. The methodology is intended to ensure that emissions reporting is consistent, transparent and proportionate to the size and nature of the organisation.

Reporting Principles

Greenhouse gas emissions reporting will be based on the following principles:

- **Accuracy** – Emissions data will be collected using the best available information to provide a fair representation of the organisation's environmental impact.
- **Consistency** – The same reporting approach and calculation methods will be applied across reporting periods to enable meaningful year-on-year comparisons.
- **Transparency** – Reporting assumptions, methodologies and data sources will be documented where appropriate.
- **Completeness** – Significant emission sources within the organisational boundary will be included where data is available.
- **Continuous Improvement** – Reporting processes will be reviewed regularly to improve data quality, coverage and accuracy.

Data Sources

Where applicable, emissions data may be obtained from:

- Utility bills and energy consumption records.
- Business travel and mileage records.
- Waste collection and disposal information.
- Procurement and supplier records.
- Digital service usage and operational data.
- Other relevant organisational records.

Emissions Categories

Greenhouse gas emissions will be monitored, where appropriate, across the following categories:

- **Scope 1:** Direct emissions from organisational activities under the company's operational control.
- **Scope 2:** Indirect emissions from purchased electricity used in business operations.
- **Scope 3:** Other indirect emissions, including business travel, waste disposal, procurement activities and other applicable operational sources where reliable data is available.

Reporting Frequency

Environmental performance and greenhouse gas emissions data will be reviewed periodically throughout the year and formally reported as part of the organisation's annual review process or as required by contractual, procurement or regulatory obligations.

Review and Improvement

The emissions reporting methodology will be reviewed regularly to ensure it reflects current legislation, recognised best practice and the operational needs of i2eConsulting Limited. As the organisation grows and more comprehensive environmental data becomes available, reporting processes will be enhanced to improve the accuracy, completeness and reliability of emissions reporting.

Appendix D – Definitions and Abbreviations

Term / Abbreviation	Definition
Carbon Footprint	The total amount of greenhouse gases produced directly or indirectly by an organisation's activities, expressed as carbon dioxide equivalent (CO ₂ e).
Carbon Reduction Plan (CRP)	A documented strategy outlining an organisation's approach to measuring, managing and reducing its greenhouse gas emissions over time.
CO₂e (Carbon Dioxide Equivalent)	A standard unit used to measure and compare the impact of different greenhouse gases based on their global warming potential.
Greenhouse Gas (GHG)	Gases that trap heat in the Earth's atmosphere, including carbon dioxide (CO ₂), methane (CH ₄), nitrous oxide (N ₂ O) and fluorinated gases.
Net Zero	Achieving a balance between the greenhouse gases emitted and those removed from the atmosphere, resulting in no overall increase in atmospheric greenhouse gases.
Scope 1 Emissions	Direct greenhouse gas emissions from sources owned or controlled by the organisation, such as fuel used in company-owned vehicles or equipment.
Scope 2 Emissions	Indirect greenhouse gas emissions resulting from the generation of purchased electricity, heating or cooling consumed by the organisation.
Scope 3 Emissions	Other indirect emissions arising from the organisation's activities, including business travel, procurement, waste management and employee commuting, where applicable.

Energy Efficiency	Using less energy to perform the same task or deliver the same service while maintaining performance and quality.
Sustainability	Meeting present operational needs while minimising environmental impact and preserving resources for future generations.
Environmental Management	The systematic approach to identifying, managing, monitoring and improving an organisation's environmental performance.
Procurement	The process of purchasing goods, services or works required for the organisation's operations.
GHG Reporting	The process of measuring, recording and communicating greenhouse gas emissions associated with an organisation's activities.
Continuous Improvement	An ongoing process of reviewing performance, identifying opportunities for enhancement and implementing improvements to achieve better environmental outcomes.
i2eConsulting	Refers to i2eConsulting Limited , a private limited company registered in England and Wales, providing employability, STEM education, skills development and career progression services.