

i2eConsulting Limited

GREENHOUSE GAS EMISSIONS REPORTING POLICY

Committed to transparent, accurate and responsible monitoring and reporting of greenhouse gas emissions in support of environmental sustainability.

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1. Introduction

i2eConsulting Limited is committed to measuring, monitoring and reporting its greenhouse gas (GHG) emissions in a transparent, accurate and responsible manner. We recognise that effective emissions reporting is essential for understanding our environmental impact, supporting informed decision-making and driving continuous improvement in our sustainability performance.

As a provider of education, skills development and employability services, we acknowledge that our operations contribute to greenhouse gas emissions through activities such as energy consumption, business travel, procurement, waste generation and the use of digital technologies. We are committed to implementing appropriate systems and processes to identify, record and report these emissions in line with recognised reporting principles and applicable legislation.

This Greenhouse Gas Emissions Reporting Policy establishes the framework for how i2eConsulting Limited measures, manages and reports emissions arising from its business activities. It supports the organisation's wider environmental objectives, including its Carbon Reduction Plan and commitment to responsible business practices.

Through effective emissions reporting, i2eConsulting Limited aims to improve environmental performance, strengthen organisational accountability and contribute to the UK's transition towards a low-carbon and more sustainable economy. The policy will be reviewed regularly to ensure it remains aligned with legislative requirements, recognised best practice and the organisation's operational needs.

2. Policy Statement

i2eConsulting Limited is committed to maintaining a transparent, consistent and accountable approach to the measurement, monitoring and reporting of greenhouse gas (GHG) emissions. We recognise that accurate emissions reporting is fundamental to understanding our environmental impact, supporting informed decision-making and achieving our carbon reduction objectives.

We are committed to reporting greenhouse gas emissions in accordance with applicable legislation, recognised reporting standards and environmental best practice. Where appropriate, we will implement systems and procedures to ensure that emissions data is reliable, proportionate and capable of supporting continuous environmental improvement.

To fulfil this commitment, i2eConsulting Limited will:

- Measure and monitor greenhouse gas emissions arising from its operations where appropriate.
- Maintain accurate and reliable records of emissions-related data.
- Report greenhouse gas emissions in a transparent and consistent manner.
- Promote the efficient use of energy and resources to reduce environmental impact.
- Review emissions data regularly to identify trends and opportunities for improvement.
- Support compliance with relevant environmental legislation, contractual obligations and recognised reporting frameworks.

- Encourage employees, associates and relevant stakeholders to contribute to responsible environmental management and emissions reduction initiatives.
- Continually review and improve emissions reporting processes to enhance the quality, accuracy and effectiveness of environmental reporting.

This policy applies to all employees, associates, contractors and individuals acting on behalf of i2eConsulting Limited. Everyone has a responsibility to support accurate greenhouse gas emissions reporting and contribute to the organisation's commitment to environmental sustainability and continuous improvement.

3. Purpose

The purpose of this Greenhouse Gas Emissions Reporting Policy is to establish a consistent framework for measuring, monitoring and reporting greenhouse gas (GHG) emissions generated by i2eConsulting Limited's operations. The policy supports the organisation's commitment to environmental sustainability, transparency and continuous improvement by ensuring that emissions data is collected, managed and reported in a reliable and accountable manner.

This policy aims to:

- Establish a clear and consistent approach to greenhouse gas emissions reporting across the organisation.
- Support the identification, measurement and monitoring of emissions arising from business activities.
- Improve the accuracy, transparency and reliability of environmental reporting.
- Provide information that supports informed decision-making and the implementation of carbon reduction initiatives.
- Ensure compliance with applicable environmental legislation, regulatory requirements and contractual obligations.
- Promote accountability by defining responsibilities for emissions data collection, monitoring and reporting.
- Support the organisation's Carbon Reduction Plan and wider sustainability objectives.
- Encourage the continual improvement of emissions reporting processes and environmental performance.

By implementing this policy, i2eConsulting Limited demonstrates its commitment to responsible environmental management, effective governance and contributing to national and global efforts to reduce greenhouse gas emissions and combat climate change.

4. Scope

This Greenhouse Gas Emissions Reporting Policy applies to all business activities undertaken by i2eConsulting Limited that may contribute to greenhouse gas (GHG) emissions. It establishes the organisational boundary for emissions reporting and outlines the responsibilities for collecting, monitoring and reporting emissions data across the organisation.

The policy applies to:

- All employees, whether permanent, temporary, full-time or part-time.
- Directors and senior management.
- Associates, consultants and contractors acting on behalf of the organisation.
- Business operations carried out from office locations, remote working environments and training venues where applicable.
- Business travel undertaken on behalf of the organisation.
- Procurement activities and the purchase of goods and services where emissions data can reasonably be obtained.
- Suppliers and business partners where environmental reporting forms part of contractual or procurement requirements.

The policy covers greenhouse gas emissions arising from organisational activities, including:

- **Scope 1:** Direct emissions from sources owned or controlled by i2eConsulting Limited, where applicable.
- **Scope 2:** Indirect emissions associated with purchased electricity, heating or cooling used in the organisation's operations.
- **Scope 3:** Other indirect emissions arising from business activities, including business travel, waste management, procurement, digital services and other relevant operational activities where reliable data is available.

This policy applies across all areas of the organisation and supports the consistent measurement, monitoring and reporting of greenhouse gas emissions. It will be reviewed regularly to ensure it remains aligned with organisational activities, legislative requirements and recognised environmental reporting standards.

5. Reporting Principles

i2eConsulting Limited is committed to ensuring that greenhouse gas (GHG) emissions are measured and reported using recognised principles that promote accuracy, transparency and consistency. These principles guide the collection, management and reporting of emissions data and support informed environmental decision-making across the organisation.

The organisation will apply the following reporting principles:

- **Accuracy** – Emissions data will be collected and reported using the best available information to provide a fair and reliable representation of the organisation's environmental impact.
- **Consistency** – The same reporting methods, assumptions and boundaries will be applied across reporting periods to enable meaningful comparison of environmental performance over time.
- **Transparency** – The methodology, assumptions, data sources and any limitations relating to emissions reporting will be documented and communicated where appropriate.
- **Completeness** – All significant greenhouse gas emission sources within the organisation's reporting boundary will be included where reliable data is available.
- **Relevance** – Emissions reporting will focus on information that supports effective decision-making, environmental management and the organisation's sustainability objectives.

- **Accountability** – Individuals responsible for collecting, managing and reporting emissions data will ensure that records are maintained accurately and in accordance with this policy.
- **Continuous Improvement** – The organisation will regularly review its reporting processes, data quality and methodologies to improve the accuracy, reliability and effectiveness of greenhouse gas emissions reporting.

By applying these principles, i2eConsulting Limited aims to maintain a robust and credible greenhouse gas emissions reporting process that supports environmental stewardship, regulatory compliance and the achievement of its carbon reduction commitments.

6. Greenhouse Gas Emissions Reporting Process

i2eConsulting Limited is committed to maintaining a structured and consistent process for the collection, management and reporting of greenhouse gas (GHG) emissions data. The reporting process is designed to support accurate environmental reporting, inform carbon reduction initiatives and demonstrate the organisation's commitment to environmental sustainability.

The greenhouse gas emissions reporting process includes the following key stages:

- **Identification of Emissions Sources** – Identify operational activities that contribute to greenhouse gas emissions, including energy consumption, business travel, waste management, procurement and other relevant business activities.
- **Data Collection** – Gather emissions-related information from reliable sources, including utility bills, travel records, procurement information, waste management records and other relevant operational data.
- **Data Verification** – Review collected information to ensure that it is complete, accurate and suitable for reporting purposes. Where necessary, additional checks will be undertaken to improve data quality and consistency.
- **Emissions Calculation** – Calculate greenhouse gas emissions using recognised emission factors and accepted reporting methodologies where appropriate.
- **Reporting and Analysis** – Prepare greenhouse gas emissions reports that summarise the organisation's environmental performance, identify significant emission sources and support decision-making.
- **Performance Review** – Review reported emissions data to identify trends, assess progress against environmental objectives and highlight opportunities for carbon reduction and operational improvement.
- **Record Management** – Maintain appropriate records of emissions data, supporting evidence and reporting documentation in accordance with the organisation's record management and data protection procedures.

The greenhouse gas emissions reporting process will be reviewed regularly to ensure that it remains effective, proportionate and aligned with recognised environmental reporting standards, legislative requirements and the operational needs of i2eConsulting Limited. Continuous improvement will be encouraged to enhance the accuracy, reliability and usefulness of emissions reporting.

7. Roles and Responsibilities

Effective greenhouse gas (GHG) emissions reporting requires the active participation of everyone within i2eConsulting Limited. The organisation is committed to ensuring that responsibilities for environmental reporting are clearly defined to support accurate data collection, effective monitoring and continuous improvement.

Directors and Senior Management

The Directors and Senior Management are responsible for:

- Providing leadership and oversight for the implementation of this policy.
- Ensuring adequate resources are available to support greenhouse gas emissions reporting.
- Reviewing emissions reports and monitoring progress against environmental objectives.
- Approving environmental initiatives and carbon reduction measures.
- Ensuring compliance with applicable environmental legislation and reporting requirements.

Managers

Managers are responsible for:

- Supporting the implementation of this policy within their areas of responsibility.
- Ensuring relevant environmental data is collected accurately and submitted on time.
- Promoting responsible environmental practices among employees and associates.
- Identifying opportunities to reduce greenhouse gas emissions within their operational areas.

Employees, Associates and Contractors

Employees, associates and contractors are responsible for:

- Complying with this policy and supporting the organisation's environmental objectives.
- Using energy, equipment and resources responsibly.
- Providing accurate information where required to support emissions reporting.
- Identifying and reporting opportunities to improve environmental performance and reduce greenhouse gas emissions.
- Following organisational procedures that contribute to sustainable business practices.

Director (Policy Owner)

The Director, as the owner of this policy, is responsible for:

- Overseeing the organisation's greenhouse gas emissions reporting process.
- Ensuring emissions records are maintained appropriately.
- Coordinating the preparation and review of emissions reports.

- Monitoring the effectiveness of this policy and recommending improvements where necessary.
- Ensuring this policy is reviewed and updated in line with legislative, regulatory and organisational changes.

By fulfilling these responsibilities, everyone associated with i2eConsulting Limited contributes to the organisation's commitment to transparent environmental reporting, responsible resource management and the continual reduction of greenhouse gas emissions.

8. Monitoring, Verification and Record Keeping

i2eConsulting Limited is committed to maintaining a robust system for monitoring, verifying and retaining greenhouse gas (GHG) emissions data to ensure that environmental reporting is accurate, reliable and consistent. Effective monitoring and record keeping support informed decision-making, demonstrate accountability and enable the organisation to measure progress towards its environmental objectives.

The organisation will regularly monitor greenhouse gas emissions data to identify trends, assess performance and evaluate the effectiveness of carbon reduction initiatives. Where appropriate, emissions data will be reviewed to ensure it is complete, accurate and based on reliable sources.

To support effective monitoring and verification, i2eConsulting Limited will:

- Monitor greenhouse gas emissions on a regular basis using available operational data.
- Verify emissions data through appropriate internal checks to improve accuracy and consistency.
- Maintain records of emissions calculations, supporting evidence and reporting methodologies.
- Review emissions reports periodically to identify opportunities for improvement and inform future environmental planning.
- Retain environmental records in accordance with the organisation's record management and data protection procedures.
- Ensure that any significant errors, omissions or discrepancies identified in emissions data are investigated and corrected promptly.

Environmental records, including emissions data, supporting documentation and related reports, will be stored securely and retained for an appropriate period to support internal review, procurement requirements, regulatory compliance and future reporting activities.

Through effective monitoring, verification and record keeping, i2eConsulting Limited aims to maintain the integrity of its greenhouse gas emissions reporting process and support continual improvement in environmental performance.

9. Compliance and Continuous Improvement

i2eConsulting Limited is committed to complying with all applicable environmental legislation, regulatory requirements and recognised best practice relating to greenhouse gas (GHG) emissions reporting. We recognise that effective environmental management requires

ongoing evaluation, adaptation and continuous improvement to ensure that our reporting processes remain accurate, reliable and fit for purpose.

The organisation will regularly review its greenhouse gas emissions reporting arrangements to ensure they continue to support informed decision-making, environmental sustainability and the achievement of our carbon reduction objectives.

To support compliance and continuous improvement, i2eConsulting Limited will:

- Comply with all relevant environmental legislation, regulations and contractual obligations relating to greenhouse gas emissions reporting.
- Review this policy and associated reporting procedures at least annually, or sooner where significant organisational, operational or legislative changes occur.
- Monitor the effectiveness of emissions reporting processes and implement improvements where necessary.
- Encourage employees, associates and relevant stakeholders to identify opportunities for improving environmental performance and reporting practices.
- Keep reporting methodologies under regular review to ensure they remain consistent with recognised standards and best practice.
- Consider technological developments and innovative approaches that may improve the quality, efficiency and accuracy of greenhouse gas emissions reporting.
- Maintain appropriate records to demonstrate compliance and support procurement, funding and regulatory requirements.

Through a commitment to compliance and continuous improvement, i2eConsulting Limited will strengthen its environmental governance, enhance the credibility of its greenhouse gas emissions reporting and support the organisation's long-term sustainability and carbon reduction ambitions.

10. Declaration and Approval

i2eConsulting Limited is committed to maintaining accurate, transparent and reliable greenhouse gas (GHG) emissions reporting as part of its wider commitment to environmental sustainability and responsible business practices. This policy demonstrates the organisation's commitment to monitoring, managing and reporting greenhouse gas emissions in a manner that supports continuous improvement, regulatory compliance and the achievement of its carbon reduction objectives.

This Greenhouse Gas Emissions Reporting Policy has been approved by senior management and applies to all employees, associates, contractors and individuals acting on behalf of i2eConsulting Limited. The organisation will continue to review and enhance its emissions reporting processes to ensure they remain effective, proportionate and aligned with recognised environmental reporting standards and applicable legislation.

This policy will be reviewed **annually**, or sooner where there are significant legislative, organisational or operational changes that may affect greenhouse gas emissions reporting or environmental management.

Approved by:

Damilola Tomisin Adeyemo

Director

i2eConsulting Limited

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Appendix A – Emissions Sources

Purpose

This appendix identifies the principal sources of greenhouse gas (GHG) emissions associated with the operations of i2eConsulting Limited. Understanding these emission sources enables the organisation to monitor its environmental impact, prioritise carbon reduction initiatives and improve the accuracy of greenhouse gas emissions reporting.

Primary Emissions Sources

The organisation may generate greenhouse gas emissions from the following operational activities:

Energy Consumption

- Electricity used within office premises.
- Heating and cooling systems where applicable.
- Office equipment, computers, printers and other electrical devices.

Business Travel

- Travel undertaken by employees and associates for meetings, training, conferences and business activities.
- Travel by private vehicles, public transport, taxis or rail for work-related purposes.
- Air travel where business requirements make it necessary.

Employee Commuting

- Daily travel between employees' homes and their normal place of work, where such information is available and appropriate for reporting.

Waste Management

- General office waste.
- Paper and cardboard disposal.
- Recycling activities.
- Electronic waste (e-waste) generated through IT equipment replacement or disposal.

Procurement and Purchased Goods

- Office supplies and consumables.
- Information technology equipment.
- Educational resources and training materials.
- Professional services and contracted support.

Digital Operations

- Use of cloud-based platforms and digital collaboration tools.

- Online learning platforms and virtual meeting systems.
- Data storage and digital infrastructure supporting organisational activities.

Water Consumption

- Water used within office facilities where applicable.

Future Emissions Sources

As i2eConsulting Limited expands its operations, additional emissions sources may be identified and incorporated into the organisation's greenhouse gas emissions reporting process. These may include new operational facilities, expanded service delivery, increased travel activities or additional supplier-related emissions.

The organisation will review emissions sources regularly to ensure that greenhouse gas reporting remains comprehensive, accurate and aligned with recognised environmental reporting standards and best practice.

Appendix B – Reporting Methodology

Purpose

This appendix outlines the methodology adopted by i2eConsulting Limited for the collection, calculation and reporting of greenhouse gas (GHG) emissions. The methodology is designed to ensure that emissions reporting is accurate, consistent, transparent and aligned with recognised environmental reporting principles and best practice.

Reporting Framework

Where appropriate, i2eConsulting Limited will prepare greenhouse gas emissions reports using recognised environmental reporting principles and guidance, including:

- The UK Government Environmental Reporting Guidelines (where applicable).
- The Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard.
- Relevant procurement, contractual and regulatory requirements.

Organisational Boundary

Greenhouse gas emissions reporting will include activities that fall within the operational control of i2eConsulting Limited, as defined in the organisation's reporting boundary. Emissions will be considered across Scope 1, Scope 2 and relevant Scope 3 categories where reliable data is available.

Data Collection

Emissions data may be collected from a range of operational records, including:

- Electricity and utility invoices.
- Business travel and mileage records.

- Waste collection and disposal records.
- Procurement and purchasing information.
- Digital service usage where appropriate.
- Other relevant organisational records.

Emissions Calculation

Where greenhouse gas emissions are calculated, recognised emission factors published by the UK Government or other recognised authorities will be used where appropriate. Calculations will be based on the best available information and updated as improved data becomes available.

Quality Assurance

To improve the reliability of reported information, i2eConsulting Limited will:

- Verify emissions data before reporting.
- Review calculations for consistency and accuracy.
- Correct identified errors or omissions promptly.
- Maintain supporting documentation for reported emissions.

Review and Improvement

The reporting methodology will be reviewed periodically to reflect changes in legislation, recognised reporting standards, organisational activities and environmental best practice. Where improvements to data quality or reporting processes are identified, they will be incorporated into future greenhouse gas emissions reporting to support continuous improvement and greater reporting accuracy.

Appendix C – Reporting Frequency and Responsibilities

Purpose

This appendix outlines the frequency of greenhouse gas (GHG) emissions reporting and identifies the responsibilities of those involved in collecting, reviewing and reporting environmental data. A consistent reporting schedule supports accurate monitoring, informed decision-making and continuous environmental improvement.

Reporting Frequency

i2eConsulting Limited will report greenhouse gas emissions on the following basis:

- **Ongoing** – Environmental data will be collected throughout the year as part of normal business operations.
- **Quarterly** – Emissions data may be reviewed periodically to monitor trends, identify significant changes and assess progress against environmental objectives.
- **Annually** – A formal greenhouse gas emissions report will be prepared and reviewed as part of the organisation's annual environmental reporting and carbon reduction activities.

Additional reporting may be undertaken where required to meet contractual, procurement, regulatory or organisational requirements.

Responsibilities

Director

The Director is responsible for:

- Approving the Greenhouse Gas Emissions Reporting Policy.
- Providing strategic oversight of greenhouse gas emissions reporting.
- Reviewing annual emissions reports and environmental performance.
- Supporting the implementation of carbon reduction initiatives.

Managers

Managers are responsible for:

- Ensuring relevant environmental data is collected accurately within their areas of responsibility.
- Supporting the implementation of emissions reporting procedures.
- Identifying opportunities to improve environmental performance.

Employees and Associates

Employees and associates are responsible for:

- Using resources responsibly and supporting sustainable working practices.
- Providing accurate information where required for emissions reporting.
- Complying with organisational environmental policies and procedures.

Policy Owner

The Director, as the policy owner, is responsible for:

- Coordinating greenhouse gas emissions reporting activities.
- Maintaining appropriate environmental records.
- Reviewing reporting methodologies and recommending improvements.
- Ensuring emissions reports are prepared in accordance with organisational requirements and recognised reporting principles.

Through clearly defined reporting responsibilities and a structured reporting cycle, i2eConsulting Limited aims to maintain accurate greenhouse gas emissions reporting, support environmental accountability and drive continual improvement in its sustainability performance.

Appendix D – Definitions and Abbreviations

Term / Abbreviation	Definition
Greenhouse Gas (GHG)	Gases in the atmosphere that trap heat and contribute to climate change, including carbon dioxide (CO ₂), methane (CH ₄), nitrous oxide (N ₂ O) and fluorinated gases.
Carbon Dioxide (CO₂)	The primary greenhouse gas produced through the burning of fossil fuels, electricity generation, transportation and other human activities.
Carbon Dioxide Equivalent (CO₂e)	A standard unit used to express the impact of different greenhouse gases by converting them into the equivalent amount of carbon dioxide based on their global warming potential.
Scope 1 Emissions	Direct greenhouse gas emissions from sources owned or controlled by the organisation, such as company-owned vehicles or fuel combustion where applicable.
Scope 2 Emissions	Indirect greenhouse gas emissions associated with the purchase and use of electricity, heating or cooling consumed by the organisation.
Scope 3 Emissions	All other indirect emissions arising from organisational activities, including business travel, procurement, waste disposal, employee commuting and digital services, where applicable.
Carbon Footprint	The total greenhouse gas emissions generated directly and indirectly by an organisation, activity, product or service, expressed as CO ₂ e.
Emission Factor	A conversion factor used to calculate greenhouse gas emissions from a specific activity, such as electricity consumption or vehicle travel.
Carbon Reduction Plan (CRP)	A documented plan outlining an organisation's baseline emissions, reduction targets and measures for reducing greenhouse gas emissions over time.
GHG Protocol	The internationally recognised Greenhouse Gas Protocol Corporate Accounting and Reporting Standard used for measuring and reporting greenhouse gas emissions.
Environmental Sustainability	The responsible management of environmental resources and impacts to meet present needs without compromising the ability of future generations to meet their own needs.
Net Zero	Achieving a balance between greenhouse gas emissions produced and emissions removed from the atmosphere, resulting in no net increase in atmospheric greenhouse gases.
i2eConsulting	Refers to i2eConsulting Limited , a private limited company registered in England and Wales, providing employability, STEM education, skills development and career progression services.