Carbon Reduction Plan PPN006

Supplier name: Ergo Computing UK Ltd (now trading as OfficeXpress Europe Limited)

Publication date: 25th November 2025

Commitment to achieving Net Zero

Ergo Computing UK Ltd is committed to achieving Net Zero emissions by 2045.

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.

Baseline Year: 2022
Additional Details Relating to the Baseline Emissions Calculations

This is the first time Ergo have reported our carbon footprint and therefore this calculation establishes our baseline. It is based on the period 1st January 2022 to 31st December 2022.
 	
Our baseline calculation includes:
• Scope 1: Direct emissions
• Scope 2: Indirect emissions
• Scope 3: Categories:
  ○ 1: Purchased goods and services
  ○ 3: Fuel and energy related activities
  ○ 5: Waste generated in operations
  ○ 6: Business travel/hotel stays
  ○ 7: Employee commuting/teleworking
  ○ 9: Downstream transportation & distribution
  ○ 12: End-of-life treatment of sold products
 	
Our baseline deviates from the requirements specified under PPN 06/21 as follows:
• Scope 3: Category 4: Upstream transportation & distribution is not included as only a small number of products are stored at distributors and therefore this is considered to be negligible emissions.

- Scope 3: Category 1: Purchased goods and services is included as IT Product, IT Management Charge, insurance, licenses & approvals, website, Microsoft Teams, Microsoft SharePoint.
- Scope 3: Category 3: Fuel and energy related activities is included as well as to tank emissions.
- Scope 3: Category 12: End-of-life treatment of sold products is included as disposal of sold products.

Baseline year emissions:

EMISSIONS	TOTAL (tCO_2e)
Scope 1	**31.6 tCO2e**
Scope 2	**5.2 tCO2e**
Scope 3 (Included sources as detailed above)	**2872.2 tCO2e**
Total Emissions	**2908.9 tCO2e**

Current Emissions Reporting

Reporting Year: January 2024 to December 2024	
Our current year calculation differs from our baseline as follows: • Scope 3: Category 4: Upstream transportation & distribution is included for product delivery • Scope 3: Category 1: Purchased goods and services, Scope 3: Category 9: Downstream transportation & distribution and Scope 3: Category 12: End-of-life treatment of sold products are not included as data was not available and not required to meet the requirements of PPN006 (PPN 06/21).	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**11.0 tCO2e**
Scope 2	**0.2 tCO2e**
Scope 3 (Included sources as detailed above)	**64.5 tCO2e**
Total Emissions	**75.7 tCO2e**

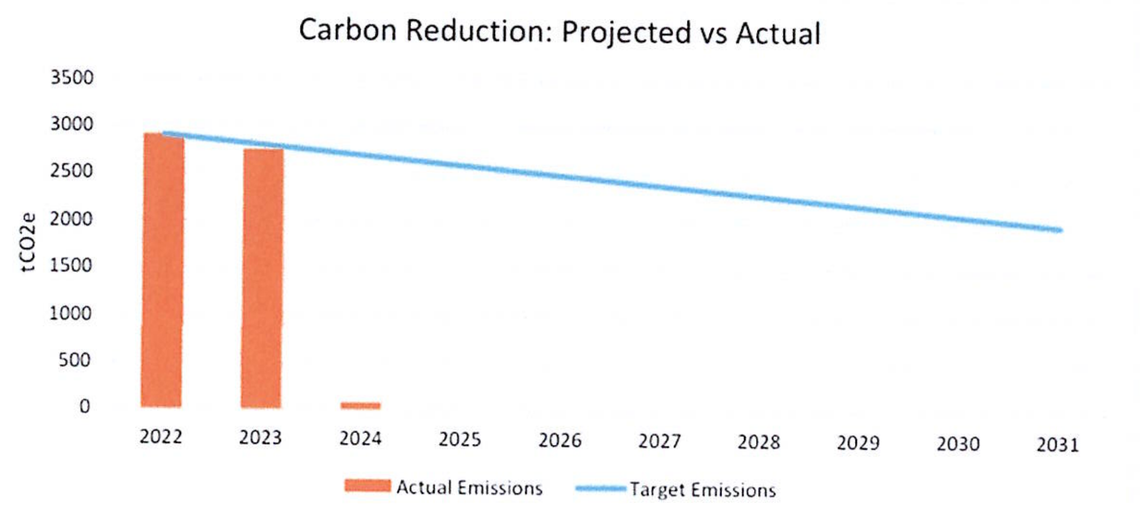
The significant decrease between 2023 and 2024 is due to years 2022 & 2023 being a full scope 3 carbon footprint and 2024's calculation includes only those emissions required to meet PPN006 (Scopes 1, 2 & 5 categories of Scope 3 - Upstream T&D, Waste, Business Travel, Commuting & Teleworking and Downstream T&D).

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 2276.6 tCO_2e by 2027. This is a reduction of 21.7%

Progress against these targets can be seen in the chart below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline and the measures will be in effect when performing the contract. The carbon emission reduction achieved by these schemes equate to 2833.2 tCO_2e, a 97.4% reduction against the 2022 baseline, but the majority is due to the baseline being a full scope 3 calculation and this year being only those categories required for PPN 006. The intention is to perform a full scope 3 calculation for the calendar year 2025.

- Switched to a Zero Carbon Energy Plan to reduce the environmental impact of our electricity consumption, supporting our commitment to lowering operational emissions.
- Continued to prioritise virtual meetings over business travel to reduce emissions associated with transport, supporting efficient collaboration while minimising our carbon footprint.
- Maintained our hybrid working model to reduce commuting-related emissions and optimise office energy use. This approach supports flexibility for staff while contributing to our overall carbon reduction goals.
- Maintained our remote-first approach to maximise remote configuration and service delivery, reducing the need for on-site visits, lowering travel emissions and improving operational efficiency.
- Maintained a cloud-first approach when designing customer solutions to optimise efficiency and reduce the carbon footprint of on-premise infrastructure. This supports sustainable IT practices while delivering scalable services.
- Annual air conditioning maintenance to ensure systems operate efficiently and minimise energy consumption. Regular servicing helps reduce emissions and extend the equipment lifespan.
- Prioritisation of working with Tier 1 hardware vendors that offer high energy-efficient rated products, ensuring the products we provide minimise energy consumption and reduce overall carbon emissions.

Future Carbon Reduction Initiatives

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

- Explore options to transition to 100% renewable electricity for our operations.
- Implement additional PIR sensors in our office to automatically control lighting and reduce unnecessary energy usage.
- Consider replacement of current boiler with low carbon emission alternative.
- Maintain and pursue additional accreditations for vendor trade-in programmes within the education sector, enabling responsible recycling and reuse of IT equipment.
- *Engage with our landlord to assess the feasibility of installing EV charging facilities at* our office location, supporting low-emission commuting.
- Evidence the carbon savings achieved through our managed services, including reduced on-site infrastructure and optimised device lifecycle management.

- Create a list of top 5 supplier carbon emissions and investigate what actions are being taken to reduce these.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN006 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 board of directors (or equivalent management body).

Signed on behalf of the Supplier:

C J Hickling

.... Date: 25th November 2025

Print name: Charlotte Hickling

Position: Operations Director