



Carbon Reduction Plan

Supplier name: Instep UK Ltd

Publication date: 4 October 2023

Commitment to achieving Net Zero

Instep UK Ltd is committed to achieving Net Zero emissions by 2050.

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: 1st July 2022 to 30th June 2023	
Additional Details relating to the Baseline Emissions calculations.	
Having committed to reaching Net Zero by 2050, Instep carried out its first carbon footprint assessment for the period 1 st July 2022 to the 30 th June 2023, which will form their baseline year emissions. This assessment captured Scope 1 & 2 emissions, material aspects of Scope 3 emissions, and covers all 7 Kyoto Protocol Greenhouse Gas groups. It was carried out by third-party environmental experts Carbon Jacked Ltd.	
The assessment was carried out in line with the Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard, as well as the GHG Corporate Value Chain (Scope 3) Standard and the UK government's Streamlined Energy and Carbon Reporting guidance. Emissions are calculated using the UK Government's Greenhouse Gas Conversion Factors for Company Reporting, which are updated and published annually by the Department for Net Zero and Energy Security.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	0.26



Scope 3 (Included Sources)	85.06 Material aspects of Scope 3, including purchased goods and services, capital goods, business travel, waste, shipping, homeworking, employee commuting, as well as indirect emissions from fuel and energy use.
Total Emissions	85.32 tCO₂e

Current Emissions Reporting

Reporting Year: 1st July 2022 to 30th June 2023	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 tCO₂e
Scope 2	0.26 tCO₂e
Scope 3 (Included Sources)	85.06 tCO₂e Material aspects of Scope 3, including purchased goods and services, capital goods, business travel, waste, shipping, homeworking, employee commuting, as well as indirect emissions from fuel and energy use.
Total Emissions	85.32 tCO₂e

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we will use our carbon footprint assessment to identify emissions hotspots and opportunities for reduction. These areas are then converted into targets. Within our overarching Net Zero target we're in the process of assessing near term carbon reduction targets based off the assessment period 1 July 2022 to 30 June 2023.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Instep is committed to reducing its emissions wherever possible and to reaching Net Zero by 2050. Instep has recently completed its first carbon footprint assessment, which forms its baseline year.

Following this process, and as part of its Carbon Reduction Plan, it has identified its major emissions sources and focus areas for future reduction efforts. It is now working with external experts Carbon Jacked to put in place more detailed long-term targets and address these emission sources. These include:

Office space – while Instep is a remote-first business, it takes the sustainability of its office space very seriously. It is currently going through an assessment of its office leasing arrangements, with sustainability a key factor in its considerations. This assessment will include whether the provider is on a renewable energy tariff, their approach to managing waste and a range of other factors.

Business travel – Instep will be working with employees to minimise business travel where possible, as well as using more sustainable forms of transportation.

Working with suppliers – Instep will be prioritising its key suppliers and directly engaging with them to understand and take action on supply chain emissions.

Engaging employees – Instep has identified educating and engaging its workforce on environmental sustainability as a critical component of reaching Net Zero. This is particularly important given the amount of homeworking. It will be developing a people engagement plan to educate and engage its workforce on how they can reduce emissions, as well as supporting them to reduce energy consumption while working from home.

Electronic equipment – Instep uses a large amount of electronic equipment. It will explore how it can limit emissions from this, including looking at whether it can purchase refurbished products and those that have a longer lifespan, as well as only giving out electronic equipment where strictly necessary.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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

¹<https://ghgprotocol.org/corporate-standard>

²<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>



accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

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:

A handwritten signature in black ink, consisting of a large, stylized initial 'O' followed by a horizontal line that ends in a small upward curve. The signature is positioned above a horizontal dotted line.

Date:4th October 2023.....

³<https://ghgprotocol.org/standards/scope-3-standard>