

# Carbon Reduction Policy

*October 2023*



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| Company Name:     | Insource Select Ltd t/a Source Group (“the Company”) |
| Policy Name:      | Carbon Reduction Policy                              |
| Date:             | October 2023   |
| Reviewed:         | October 2024   |
| Next Review Date: | October 2025   |
| Version:          | 1  |

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## Review

The Company reserves the right to alter or amend this policy.

The policy will be reviewed annually. It is your responsibility to keep aware of any changes made to this notice.

A Carbon Reduction Policy sets out a company's commitment to reducing its carbon footprint in line with UK environmental legislation, such as the Climate Change Act 2008, and other relevant regulations and government targets. The policy outlines how an organisation will measure, monitor, and reduce greenhouse gas emissions through various initiatives and practices.

This policy serves as a framework for integrating sustainable practices across the company, ensuring compliance with UK environmental laws, and demonstrating Source Group's commitment to reducing carbon emissions. Regular monitoring, reporting, and training are essential components for the successful implementation of this policy.

This policy will be reviewed annually to ensure it remains compliant with UK legislation and supports our business objectives effectively. We will continuously seek opportunities to improve our carbon reduction efforts and adapt our policy to meet evolving best practices and legislative changes.

This Carbon Reduction Policy aligns with UK law

## 1. Policy Statement

Source Group is committed to minimising its environmental impact and reducing its carbon emissions in line with the UK Climate Change Act 2008 and other relevant environmental legislation and regulations. We acknowledge our responsibility to contribute to the UK's goal of achieving net-zero carbon emissions by 2050 and are dedicated to implementing effective and sustainable carbon reduction measures across our operations.

## 2. Scope

This policy applies to all employees, contractors, suppliers, and any third parties working on behalf of Source Group. It covers all activities associated with the company's operations, including energy usage, transportation, supply chain management, and waste generation.

## 3. Objectives

The objectives of this policy are to:

- Reduce greenhouse gas emissions associated with our business activities.
- Ensure compliance with UK environmental laws, including the Climate Change Act 2008, the Environment Act 2021, and relevant local regulations.
- Promote sustainable practices throughout our operations and supply chain.
- Increase energy efficiency and reduce resource consumption wherever feasible.
- Monitor, review, and report on our carbon reduction progress regularly.

## 4. Legal Framework

This policy aligns with the UK's Climate Change Act 2008, which sets legally binding carbon targets to achieve net-zero emissions by 2050. Source Group also complies with the Environment Act 2021, which establishes legally binding targets for air quality, waste reduction, and biodiversity improvement, among others. Once Source Group meets the Streamlined Energy and Carbon Reporting (SECR) regulations criteria, we will ensure we report our energy usage, carbon emissions, and the steps taken to reduce them.

## 5. Carbon Reduction Initiatives

To achieve our carbon reduction goals, Source Group commits to the following initiatives:

- **Energy Efficiency:** We will monitor energy usage and implement energy-saving measures such as LED lighting, energy-efficient equipment, and building insulation improvements.
- **Renewable Energy:** Where possible, we will switch to renewable energy sources such as solar or wind power for our operations.
- **Sustainable Transportation:** We will encourage the use of low-carbon transportation options, including electric vehicles, public transport, and cycling. We will also minimise business travel by utilising video conferencing and other digital communication tools.
- **Waste Reduction and Recycling:** We will reduce waste through responsible purchasing practices, recycling programs, and initiatives to minimise single-use plastics.
- **Supply Chain Management:** We will work with our suppliers to encourage sustainable practices, prioritise environmentally friendly products, and reduce emissions associated with logistics and

transportation.

## 6. Responsibilities

- Senior Management: Senior management is responsible for setting carbon reduction targets, allocating resources, and ensuring compliance with environmental regulations.
- Managers: Managers are responsible for implementing the policy within their departments, monitoring progress, and reporting data.
- Employees: All employees are expected to adhere to the principles of this policy, participate in carbon reduction initiatives, and contribute ideas to improve environmental performance.
- Sustainability Officer (or Team): A dedicated Sustainability Officer or Team will oversee the implementation of the policy, measure progress, and prepare regular reports on carbon emissions and reductions.

## 7. Monitoring, Reporting, and Compliance

Source Group will monitor its carbon footprint by:

- Measuring energy consumption, carbon emissions, and waste generation.
- Conducting regular audits to identify opportunities for improvement.
- Tracking the impact of carbon reduction initiatives.

Once Source Group meets the Streamlined Energy and Carbon Reporting (SECR) regulations criteria, we will ensure we report our progress annually, adhering to the requirements of the SECR regulations where applicable. We will also engage third-party experts to verify our emissions data and ensure compliance with legal requirements.

## 8. Training and Awareness

To support the implementation of this policy, Source Group will provide regular training sessions and resources to educate employees about carbon reduction and sustainability. This will include:

- Best practices for reducing energy consumption and waste.
- Information on the company's carbon reduction targets and how employees can contribute.
- Updates on progress and achievements in carbon reduction efforts.

## 9. Engaging Stakeholders

Source Group is committed to engaging with stakeholders, including employees, suppliers, customers, and the community, to promote sustainability and reduce carbon emissions. We will:

- Work with suppliers to source environmentally friendly products and reduce emissions in the supply chain.
- Collaborate with local communities and government bodies on environmental initiatives.
- Provide customers with information about our sustainability efforts and encourage their participation in reducing carbon impacts.