Carbon Reduction Plan

Supplier name: Mercator IT Solutions Ltd

Publication date: 11.09.2025

Commitment to achieving Net Zero

Mercator IT Solutions Ltd is committed to achieving Net Zero emissions by 20**30**.

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: 2021				
Additional Details relating to the Baseline Emissions calculations.				
Mercator has not previously assessed or reported emissions, the first reporting year is therefore being used as the Baseline Year (2021)				
Baseline year emissions:				
EMISSIONS	**TOTAL (tCO$_2$e)**			
Scope 1	**5.35500**			
Scope 2	**1.75048**			
Scope 3 **(Included Sources)**	**Scope 3 Category**	**Category Name**	**Total kg CO2e**	**Total tonnes CO2e**
	4	Upstream transportation and distribution	0.00	0.00000
	5	Waste generated in operations	0.00	0.00000
	6	Business travel	0.00	0.00000
	7	Employee commuting	12375.02	12.375021
	9	Downstream transportation and distribution	0.00	0.00000

Scope 3 Explanations and Assumptions

Category 4 – Upstream Transportation and Distribution

Mercator IT Solutions Ltd is an IT consultancy delivering digital transformation services and as such it does not sell any physical products. As a result there are no category 4 emissions.

Category 5 – Waste Generated in Operations

Mercator IT Solutions Ltd is an IT consultancy delivering digital transformation services and as such it does not manufacture/create physical products. As a result there are no category 5 emissions.

Category 6 – Business Travel

No data is available in this category for 2021

Category 7 – Employee Commuting

- In order to calculate a baseline figure for employee commuting the following assumptions have been made:
- There were 33 members of staff in 2021, 14 of which were regularly in the office. All were fulltime so assumed 5 days per week in the office with an average of 23.7 days holiday (some staff have 20 days and some have 25) plus 8 bank holidays. This equates 228.3 days worked per person in the office.
- The average distance from each employee's home to the office is 8 miles (16 there and back). For the calculation Mercator assumed all travel was by diesel car with average an economy in mpg of 50 – this equates to 1.45 litres used per 16 miles.
- 15 employees worked almost exclusively from home.

Calculation was therefore as follows:

number of workers X number of days in office X number of litres used for return journey

14 workers X 228.3 days in office X 1.45 litres of diesel used for return journey = 4634.49 litres consumed for employee commuting

Conversion factor for Diesel (biofuel blend) = 2.56

Conversion factor for out of scope biofuel blend = 0.1102

4634.49 X 2.56 = 11,864.294

4634.49 X 0.1102 = 510.72079

Total kg CO_2e = converted diesel amount + converted out of scope biofuel amount

Total kg CO_2e = 11,864.294 + 510.7279 = 12,375.021
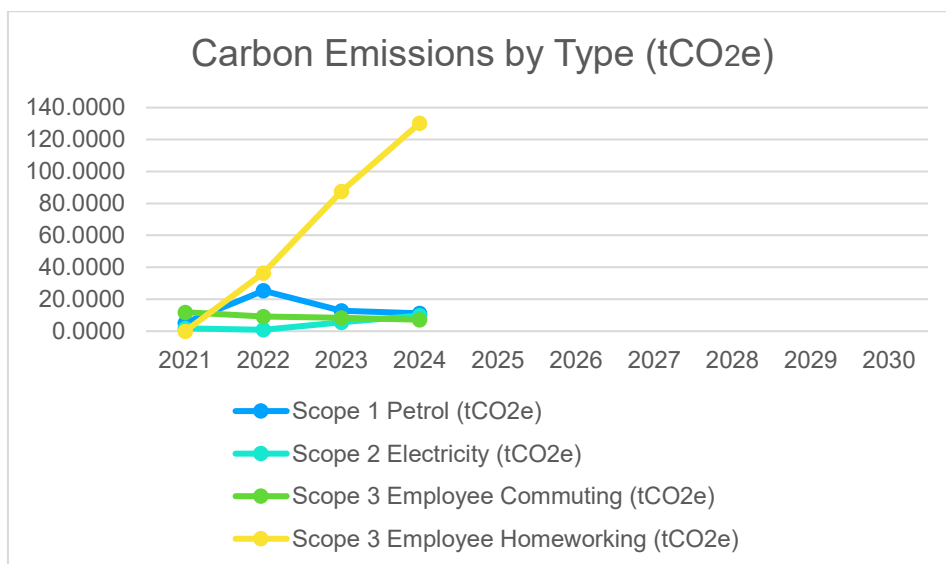
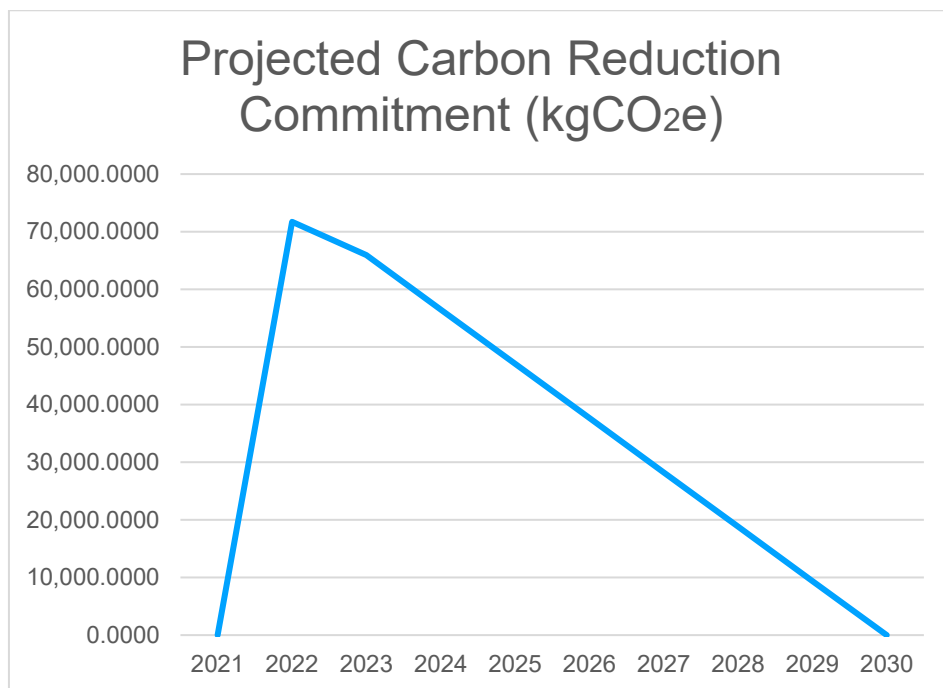Total tCO_2e = 12.375021

Total Emissions	**19.4805**

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	**TOTAL (tCO₂e)**
Scope 1	**11.21351083**
Scope 2	**9.82655159**

Scope 3 (Included Sources)	Scope 3 Category	Category Name	Total kg CO2e	Total tonnes CO2e
	4	Upstream transportation and distribution	0.00	0.00000
	5	Waste generated in operations	0.00	0.00000
	6	Business travel	0.00	0.00000
	7	Employee Commuting Train Bus Car Total	5,337.13 455.75 1,395.35 7,188.23	5.33713 0.45575 1.39535 7.18823
	7	Employee commuting – out of scope source (biogenic from diesel) *As per guidelines, this figure is shown for transparency and is not included in total figures*	223.25600	0.223256
	7	Employee teleworking	130,226.82332	130.22682332
	9	Downstream transportation and distribution	0.00	0.00000

Scope 3 Explanations and Assumptions

Category 4 – Upstream Transportation and Distribution

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Category 5 – Waste Generated in Operations

Mercator IT Solutions Ltd is an IT consultancy delivering digital transformation services and as such it does not manufacture/create physical products. As a result there are no category 5 emissions.

Category 6 – Business Travel

No data is available in this category

	Category 7 – Employee Commuting • There were a total of 113 members of staff in 2024, Assume each employee has 25 days holiday plus 8 bank holidays. This gives us a figure for how many days worked each month being 18.9166667 days. • However, not all were working for the whole 12 months or commuted for 5 days a week to either the Crowborough office or the London office. So we have calculated each individual employee based on how many months and how many days they commuted each month in 2024. • For the calculation we assumed all travel was by diesel car with an average economy in mpg of 50 – this equates to 10.998 mpl. • We also calculated employee travel by public transport to both offices. The calculation was therefore as follows: Distance to office and back for each employee x average days worked each month ÷ mpl = total daily litres x 12 = annual litres consumed for each individual employee Conversion factor for Diesel (biofuel blend) = 2.51206388456376 Conversion factor for out of scope biofuel blend = 0.14 (not to be included in final figure) 15,346.1099 x 2.51206388456376 = 38,550.4085 38,550.4085/10.998 = 1,395.35 15,346.1099 x 0.14 = 2,148.455386 (not to be included in final figure) Public transport (train & bus) = 5,792.88 **Total kgCO$_2$e = 7,188.23** (5,792.88 + 1,395.35) **Total tCO$_2$e = 7.18823** Category 7 – Employee Teleworking Each employee's teleworking figures have been calculated individually based on how many days worked at home per month and how many months worked in the year. We have assumed each employee has 25 days holiday plus 8 bank holidays giving us a figure of how many days are worked roughly each month. The calculation was therefore as follows: Number of hours worked per month x number of months worked = annual number of hours worked per employee. Add all employees consumption together. Conversion factor for teleworking = 0.33378 Total employee's annual consumption = 390,156.2507 390,156.2507 x 0.33378 = 130,226.8233 **Total kgCO$_2$e = 130,226.8233** **Total tCO$_2$e = 130.2268233** Category 9 - Downstream Transportation and Distribution No data is available in this category **Total scope 3 = 7.18823 + 130.2268233 = 137.4150533**
Total Emissions	**158.4551533**

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Projected Carbon Reduction Commitment (kgCO$_2$e)

Carbon Emissions by Type (tCO$_2$e)

Scope 1 Petrol (tCO2e)

Scope 2 Electricity (tCO2e)

Scope 3 Employee Commuting (tCO2e)

Scope 3 Employee Homeworking (tCO2e)

Explanation of numbers

- The number of employees has increased from 86 to 113 which is a 31.4% increase so we would expect our carbon emissions to have increased. This is also a 109.6% increase on our base year.
- Our commuting figures have decreased as more employees were using public transport.
- Our teleworking figures have increased significantly due to most of the new members of staff working remotely.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures are in place:

- Mercator have a Cycle to Work scheme to encourage those employees working near to their homes to cycle to work instead of using their cars.
- We have set up a salary sacrifice scheme with Octopus to encourage staff to purchase electric vehicles.
- Mercator has a certificate for ISO14001.
- Mercator has signed up to SBTi.
- We encourage all staff to print as little as possible, as printing is sometimes unavoidable we have made sure that all the paper we buy is recycled. We also have recycling bins and recyclable bin bags throughout the office as well as a battery recycling bin and a toner recycling box.

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

- Mercator intend to log business travel in more detail going forward. This will show us where we can make changes to have the biggest impact.
- We will get more employees trained and carbon literacy certified to increase awareness of environmental issues.
- We are currently in a leased building where we are unable to implement a lot of sustainability initiatives. However, we have made sure to choose renewable electricity, have double glazing, motion sensor lights and laptops have screensavers.

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 standard[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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:

Marc Churchouse, CEO

Date: 11.09.2025

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[1] https://ghgprotocol.org/corporate-standard
[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[3] https://ghgprotocol.org/standards/scope-3-standard