

NiNe Training Ltd

CARBON REDUCTION PLAN



5th June, 2026

Contents

Introduction and Net Zero Commitment	2
1. Baseline Year Carbon Emissions	3
2. Current Year Carbon Emissions.....	3
2.1. Description of Current Carbon Emissions.....	4
3. Carbon Emissions Reduction.....	5
3.1. Reduction Targets.....	5
3.2. Projected vs. Actual Reduction.....	5
3.3. Highest Emitting Sources.....	6
4. Action Plan	7
4.1. Calculating Our Emissions.....	7
4.2. Energy & Water Efficiency	7
4.3. Logistics	8
4.4. Procurement.....	8
4.5. Waste Generated in Operations.....	9
4.6. Biodiversity	9
4.7. Employees	9
4.8. Local Community	10
5. Methodology & Governance.....	10
6. Declaration & Sign Off.....	10
7. Appendix	11
7.1. Background of the Carbon Emissions Scopes.....	11
7.2. Legislative & Policy Context.....	12
References	13

Introduction and Net Zero Commitment

We aim to achieve Net Zero as an organisation by **2050**.

To achieve this ambitious aim, we will make reducing carbon emissions integral to all business planning and decision-making processes.

This Carbon Reduction Plan details the key initiatives we will put in place as our business grows to achieve our Net Zero ambitions.

1. Baseline Year Carbon Emissions

Baseline year carbon emissions are the reference point against which emission reductions can be measured. They are a record of the greenhouse gases that have been emitted in the past prior to the introduction of any emission reduction strategies.

Baseline Year	2025	
Scope 1 Emissions	1.30	tCO ₂ e
Scope 2 Emissions	Location-based = 0.53 Market-based = 0.12	tCO ₂ e tCO ₂ e
Scope 3 Emissions	4.01	tCO ₂ e
<u>Scope 3 WPPN 006 Categories:</u>		
4 - Upstream T&D	N/A	
5 - Waste Generated in Operations	0.34	kgCO ₂ e
6 - Business Travel	560	kgCO ₂ e
7 - Employee Commuting	1,708	kgCO ₂ e
9 - Downstream T&D	N/A	
Total Carbon Emissions	Location-based = 5.85 Market-based = 5.44	tCO ₂ e tCO ₂ e

2. Current Year Carbon Emissions

Current year carbon emissions are a record of the greenhouse gases that have been emitted in the most current reporting year following the introduction of emission reduction strategies.

Current Year	2025	
Scope 1 Emissions	1.30	tCO ₂ e
Scope 2 Emissions	Location-based = 0.53 Market-based = 0.12	tCO ₂ e tCO ₂ e
Scope 3 Emissions	4.01	tCO ₂ e
<u>Scope 3 WPPN 006 Categories:</u>		
4 - Upstream T&D	N/A	
5 - Waste Generated in Operations	0.34	kgCO ₂ e
6 - Business Travel	560	kgCO ₂ e
7 - Employee Commuting	1,708	kgCO ₂ e
9 - Downstream T&D	N/A	
Total Carbon Emissions	Location-based = 5.85 Market-based = 5.44	tCO ₂ e tCO ₂ e

2.1. Description of Current Carbon Emissions

Emission Scope	Description		End Use	Current Carbon Emissions (tCO ₂ e)
Scope 1	Natural Gas		Heating	0.27
	Company Owned Vehicles		Company Owned Vehicles	1.03
Scope 2	Location-based Electricity Market-based Electricity		Electricity Consumption	0.41 0
	Electricity - Transport		Company Owned Vehicles	0.12
Emission Scope	Scope 3 Category		Relevant to the Business?	Current Carbon Emissions (tCO ₂ e)
Scope 3	1	Purchased Goods & Services	Yes, the business purchases range of goods and services throughout the year.	0.84
	3	Fuel & Energy-Related Activities Not included in Scope 1 or Scope 2	Yes, relating to the business' petrol, natural gas, electricity and water consumption.	0.90
	4	Upstream Transportation & Distribution	Yes, however, this data is unavailable.	-
	5	Waste Generated in Operations	Yes, wastewater is monitored, however, office waste is difficult to quantify and cannot be reported at this current time.	0.0003
	6	Business Travel	Yes, employees regularly travel for business purposes.	0.56
	7	Employee Commuting	Yes, employees commute to work and work from home.	1.71
	9	Downstream Transportation & Distribution	No, not applicable to the business.	-

3. Carbon Emissions Reduction

3.1. Reduction Targets

In order to be Net Zero, we need to first make significant reductions to our carbon emissions and then offsetting as a last resort. Any offsetting will be used to counteract the essential emissions that remain after all available reduction initiatives have been implemented.

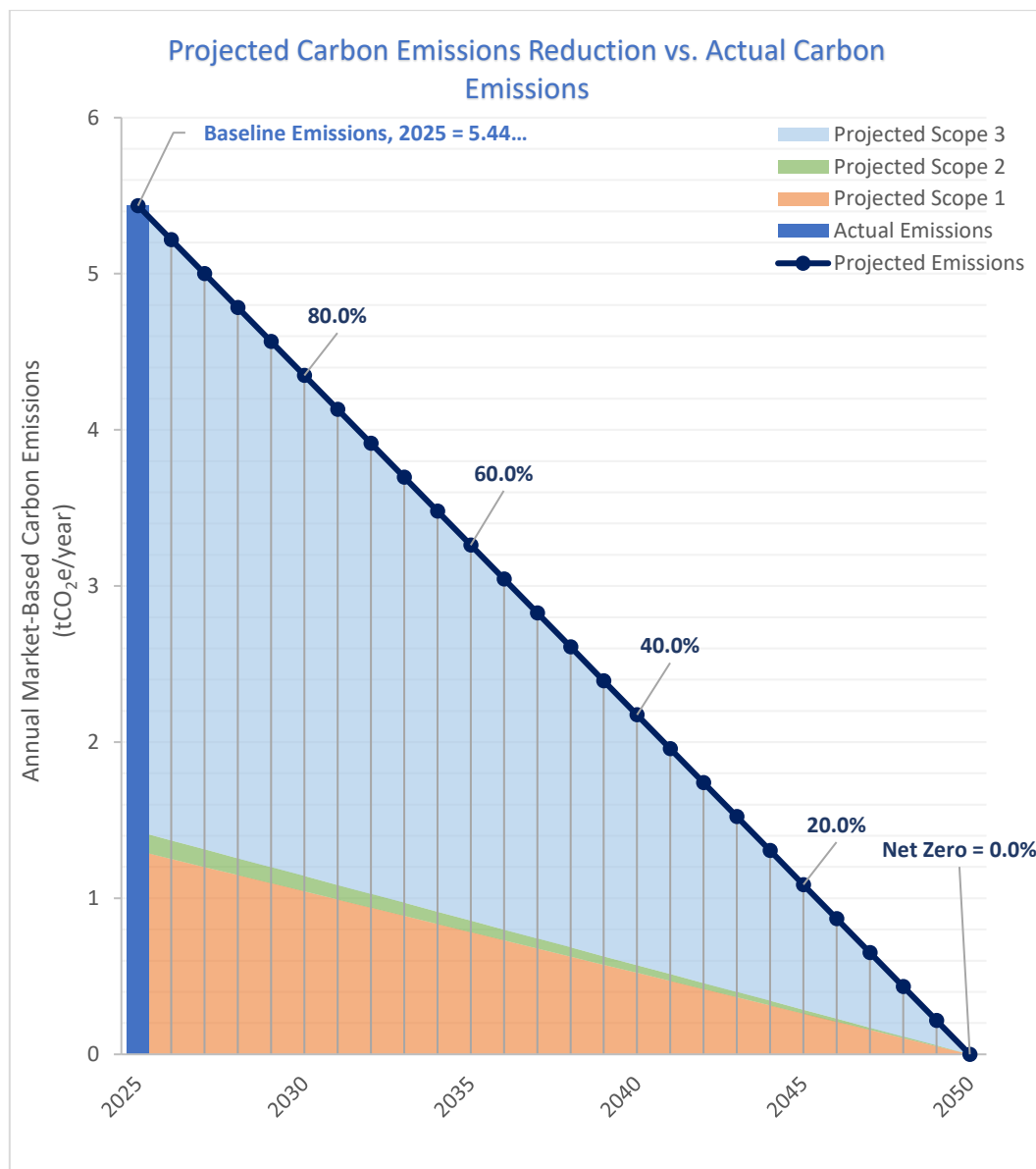
To achieve Net Zero by 2050, we have adopted the following carbon reduction target:

We project that our carbon emissions will decrease over the next 5 Years to 4.35 tCO₂e by 2030.

This is a reduction of 20%.

3.2. Projected vs. Actual Reduction

The projected Net Zero pathway is shown in the chart below, demonstrating our actual carbon emissions to date against our projected carbon emissions.



3.3. Highest Emitting Sources

Rank	Emissions Source	Current Carbon Emissions (tCO ₂ e)	% of Total	Suggested Reduction Actions
1	Company Owned Vehicles	1.85	34.0%	• Reduce business travel. • Switch to electric vehicles. • Reduce your fleet. • Introduce telematics and route planning software.
2	Employee Commuting	1.71	31.4%	• Incentivise active transport. • Increase homeworking. • Encourage public transport or group travel.
3	Purchased Goods & Services	0.84	15.5%	• Reduce unnecessary purchases and buy second hand. • Reuse and repair. • Procure products and services from local suppliers. • Use products and suppliers who focus on sustainable materials and processes.
4	Business Travel	0.56	10.3%	• Reduce business travel. • Switch travel mode. • Promote virtual meetings.
5	Heating	0.32	5.9%	• Occupant behaviour change. • Energy reduction equipment.

4. Action Plan

4.1. Calculating Our Emissions

To manage our emissions, we need to regularly monitor and record our emissions, following the actions below. The Sustainability Champion is responsible for collecting and recording the data as well as publishing the annual emissions report.

Action	Target	Timeframe
Appoint a member of the management team as Sustainability Champion	Sustainability Champion appointed and responsibilities documented	Immediate
Maintain annual carbon emissions records using a simple spreadsheet	Annual emissions data recorded and reviewed each year	Short-term
Collect fuel, mileage and utility consumption data	100% of available Scope 1 & 2 data recorded annually	Mid-term
Monitor key Scope 3 categories including commuting, business travel and purchases	Key Scope 3 emissions reviewed annually	Mid-term
Review progress against Carbon Reduction Plan annually	Annual review completed and actions updated	Long-term

4.2. Energy & Water Efficiency

We will encourage staff to be energy efficient by following these energy saving practices.

Action	Target	Timeframe
Continue using renewable electricity tariff	Maintain 100% renewable electricity supply	Ongoing
Encourage staff to switch off equipment when not in use	Reduce avoidable electricity consumption	Ongoing
Review heating controls and temperatures annually	No increase in heating-related emissions	Long-term
Monitor water usage where applicable	No significant increase in water consumption	Ongoing

4.3. Logistics

We will continue to minimise mileage and logistic fuel consumption through the following methods.

Action	Target	Timeframe
Maintain vehicles in line with manufacturer schedules	Maximise fuel efficiency of company vehicles	Ongoing
Consider lower-emission vehicles when replacement becomes necessary	Replace vehicles with lower-emission alternatives at end of life	Long-term
Plan journeys efficiently and combine visits where practical	Reduce business mileage by 10% by 2030	Mid-term
Use online meetings where appropriate	At least 25% of internal meetings held virtually	Ongoing
Encourage car sharing and public transport where practical	Reduce commuting emissions by 10% by 2030	Long-term

4.4. Procurement

We will increase the sustainability of our supply chain using the following practices and policies.

Action	Target	Timeframe
Continue sourcing from local suppliers where practical	Maintain preference for local suppliers	Ongoing
Consider sustainability when selecting suppliers	Sustainability considered in major purchasing decisions	Ongoing
Repair and reuse equipment before replacing it	Extend useful life of equipment and resources	Ongoing
Purchase refurbished equipment where appropriate	Include refurbished options in procurement decisions	Ongoing

4.5. Waste Generated in Operations

We will focus on reducing the waste generated by the business by implementing the below actions.

Action	Target	Timeframe
Continue recycling office waste	Maintain current recycling practices	Ongoing
Reduce paper usage through digital systems	25% reduction in paper purchases by 2030	Long-term
Use electronic records and training materials where possible	Majority of training materials provided digitally	Ongoing
Purchase only required quantities of consumables	Minimise unnecessary waste generation	Ongoing

4.6. Biodiversity

We will promote the importance of improving the local biodiversity, increasing sustainability and our environmental impact.

Action	Target	Timeframe
Adopt a simple environmental and sustainability statement	Statement published	Mid-term
Consider biodiversity and environmental impacts when making business decisions and supporting local initiatives	Maintain awareness of biodiversity considerations and support local environmental initiatives where practical	Ongoing

4.7. Employees

We support our employees through professional development opportunities, flexible working arrangements and regular wellbeing discussions.

Action	Target	Timeframe
Provide relevant training and development opportunities	Each employee offered at least one development opportunity annually	Ongoing
Support flexible and hybrid working where practical	Maintain flexible working arrangements	Ongoing
Promote employee wellbeing	Annual wellbeing day, including CPD, with all staff	Ongoing

4.8. Local Community

We will continue to support local community groups, charities and skills development initiatives where resources allow.

Action	Target	Timeframe
Support local community and skills initiatives	Participate in at least one community or charitable initiative each year	Ongoing

5. Methodology & Governance

The Sustainability Champion will monitor our progress against the actions set out in this Action Plan and ensure that we meet the targets set within the timeframes.

The Sustainability Champion will review our progress annually and publish the findings in an annual sustainability report. They will also regularly report our progress to the key stakeholders of the business.

6. Declaration & 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 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).

Name: Charlotte Reed

Position: Head of Operations

Date: 05/06/2026

Next Review Date: 4th June, 2027

7. Appendix

7.1. Background of the Carbon Emissions Scopes

One of the leading organisations offering standards and guidance for the accounting of a business's carbon emissions is the GHG Protocol. The GHG protocol first categorised the reporting of carbon emissions into **3 Scopes**: *Scope 1*, *Scope 2*, and *Scope 3*. The GHG Protocol defines each scope as follows:

- **Scope 1:** Direct emissions from owned or controlled sources.
- **Scope 2:** Indirect emissions from the generation of purchased electricity.
- **Scope 3:** All other indirect emissions that occur in a company's supply chain.

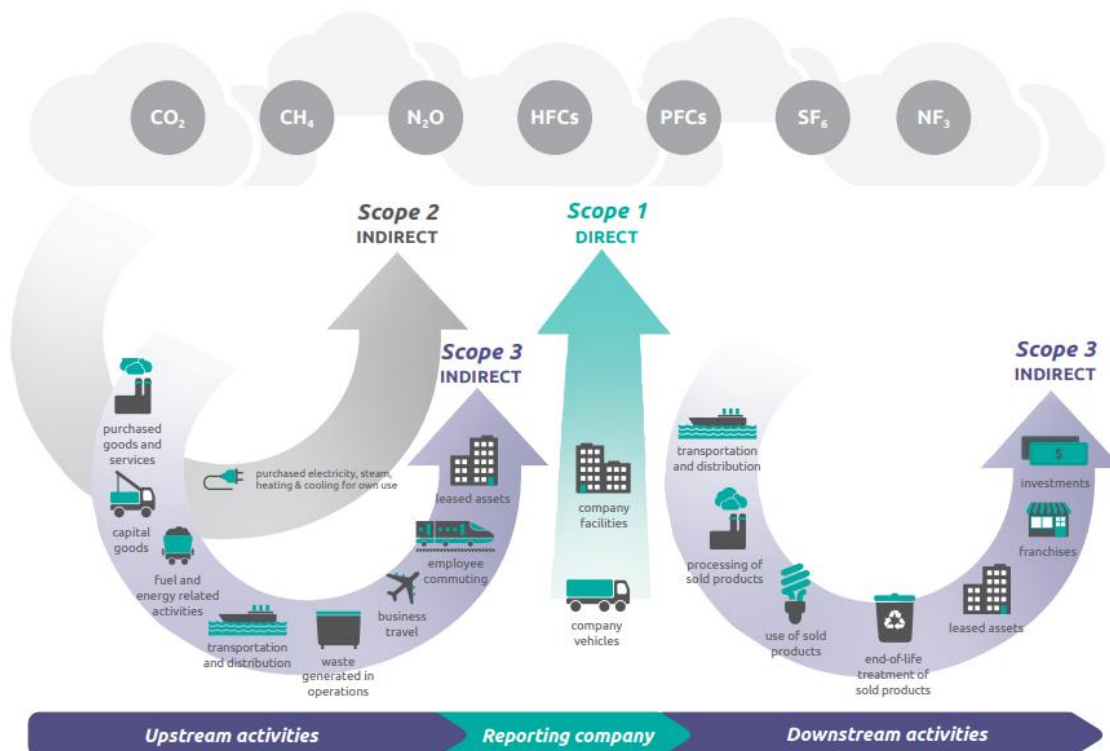


Figure 1: Overview of GHG Protocol Scopes and Emissions²

7.2. Legislative & Policy Context

The climate crisis is one of the biggest challenges of our time. Wales declared a climate emergency in 2019 and the Welsh Government has legislated to reduce greenhouse gas (GHG) emissions to net zero by 2050.

This document and the Carbon Reduction Plan supports:

- *The 17 UN Sustainability Development Goals (SDG4)*³, which cover global issues such as poverty, inequality, and climate change and which the private sector is expected to contribute towards.
- *The Well-being of Future Generations (Wales) Act (2015)*⁴, which provides a framework for sustainable development in Wales and aims to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- *The Environment (Wales) Act 2016*⁵, which requires Wales to reduce greenhouse gas emissions to net zero for the year 2050 and introduces several measures to improve and protect the environment in Wales.
- *Prosperity for All: A Low Carbon Wales*⁶ and *Net Zero Wales Carbon Budget 2*⁷, which set out the different commitments and actions needed from Welsh individuals, businesses, and the public sector in order to reach net zero emissions by 2050.
- *The Towards Zero Waste*⁸ and *Beyond Recycling*⁹ strategies which set out the actions needed for Wales to become a zero-waste nation by 2050 while maximising on the economic potential from the circular economy.

References

1. *An introductory guide to Scope 3 emissions:* <https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/an-introductory-guide-to-scope-3-emissions>
2. *World Resources Institute - Greenhouse Gas Protocol:* <https://www.wri.org/initiatives/greenhouse-gas-protocol>
3. *The 17 UN Sustainability Development Goals:* <https://sdgs.un.org/goals>
4. *Well-being of Future Generations (Wales) Act 2015:* <https://www.futuregenerations.wales/about-us/future-generations-act/>
5. *Environment (Wales) Act 2016:* <https://www.gov.wales/environment-wales-act-2016-factsheets>
6. *Prosperity for all: a low carbon Wales:* <https://www.gov.wales/prosperity-all-low-carbon-wales>
7. *Net Zero Wales Carbon Budget 2 (2021 to 2025):* <https://www.gov.wales/net-zero-wales-carbon-budget-2-2021-2025>
8. *Towards zero waste: our waste strategy:* <https://www.gov.wales/towards-zero-waste-our-waste-strategy>
9. *Beyond recycling:* <https://www.gov.wales/beyond-recycling>