

Reward Gateway Carbon Reduction Plan

PPN 06/21

01/01/2024 - 31/12/2024

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An introduction to Reward Gateway

Reward Gateway (UK Ltd), an Edenred company, is a leading employee engagement platform. It provides a unified hub for benefits, discounts, rewards, recognition, wellbeing tools, and communication, helping companies connect, motivate, and retain their employees.

In response to the pressing global challenge of climate change, Reward Gateway is committed to achieving Net Zero emissions by 2050.

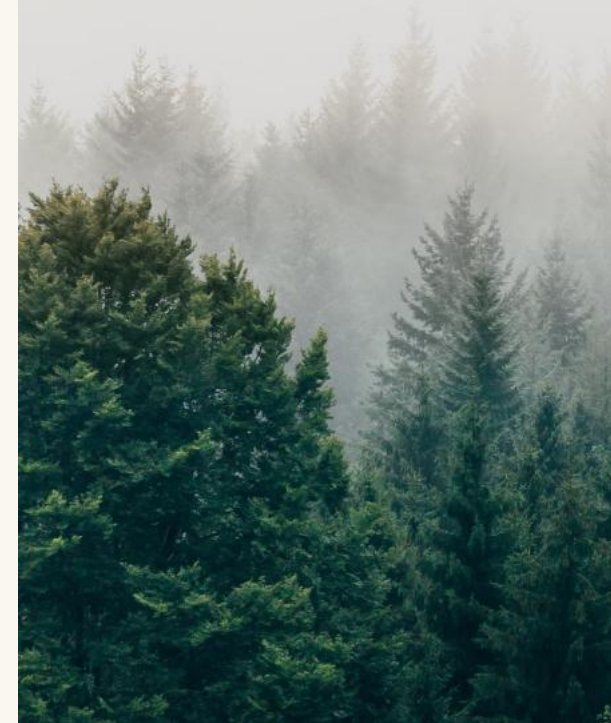
As such, Reward Gateway has engaged in the following project to calculate, report, and identify opportunities to reduce its greenhouse gas (GHG) emissions for its UK operations..

This report, in accordance with PPN 06/21, details the results of Reward Gateway's baseline GHG inventory, which quantified GHG emissions across the reporting period of 01/01/2024 – 31/12/2024. Also documented is Reward Gateway's long-term strategy to monitor, manage, and minimise its environmental impact in alignment with achieving its ambitious Net Zero commitment.

This report was prepared with the support of Ecologi to ensure that emissions were quantified in alignment with the [Greenhouse Gas Protocol Corporate Accounting and Reporting Standard](#) and supplementary [Corporate Value Chain \(Scope 3\) Standard](#).

Ecologi

Ecologi is a leading climate action platform specialising in emissions measurement, reduction, and reporting, as well as helping businesses fund high impact, high integrity climate solutions. Ecologi equips businesses with the expertise and tools to curate and implement emissions reduction strategies on their journey to net zero.





2024 Carbon Reduction Plan

Methodology

We (Reward Gateway) were responsible for the internal management controls governing the collection and entry of data for processing. The subsequent emissions calculations and this report were generated with the support of Ecologi in accordance with the [Greenhouse Gas Protocol Corporate Accounting and Reporting Standard](#) and supplementary [Corporate Value Chain \(Scope 3\) Standard](#).

Emissions have been calculated using the appropriate UK emission conversion factors published annually by the UK government, Department for Energy Security and Net Zero (DESNZ). The methodology for homeworking emissions aligns with Anthesis' published in their 2021 White Paper.

Reported emissions figures are expressed as tonnes of carbon dioxide equivalent (tCO₂e) and include GHG emissions from all seven GHGs named by the Kyoto

Protocol: CO₂, N₂O, CH₄, HFCs, PFCs, SF₆ and NF₃.

The GHG inventory assesses emissions for the reporting period 01/01/2024 – 31/12/2024, and as this is the first year for which a GHG inventory has been compiled by Reward Gateway, it constitutes its baseline year – the reference point against which all future emissions reductions will be measured.

The boundary of the report includes all UK-based operations during the reporting period. An operational control approach¹ has been adopted, and emissions are categorised within the relevant Scope, as prescribed by the GHG Protocol.

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](#).

1. A company has operational control over an operation if it, or one of its subsidiaries, has the full authority to introduce and implement its operating policies at the operation. Under the operational control approach, a company accounts for 100% of emissions from operations where it has operational control.

Greenhouse Gas Inventory – Baseline and Current Year: Full Year 01/01/2024 – 31/12/2024

Scope	Emissions	Total (tCO ₂ e)
Scope 1	Stationary combustion	9.65
	Mobile combustion	n/a
	Process emissions	n/a
	Fugitive emissions	12.70
	Total – Scope 1	22.35
Scope 2	Purchased electricity (Location-based)	52.10
	Purchased electricity (Market-based)	0
	Purchased steam, heating & cooling	n/a
	Total – Scope 2 (Location-based)	52.10
Scope 3 ²	Upstream transportation and distribution	153.15
	Waste generated in operations	0.35
	Business travel	299.67
	Employee commuting (including homeworking)	276.95
	Downstream transportation and distribution ³	n/a
	Total – Scope 3	730.13
Total		804.58

2. Scope 3 categories reported on include the required subset of Scope 3 emissions in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

3. Downstream transportation and distribution emissions are not applicable to Reward Gateway as there is no downstream transportation within Reward Gateway's operations (as defined by the Greenhouse Gas Protocol).

Total Emissions

804.58 tCO₂e

Emissions intensity per revenue

7.18 tCO₂e
per £1m revenue

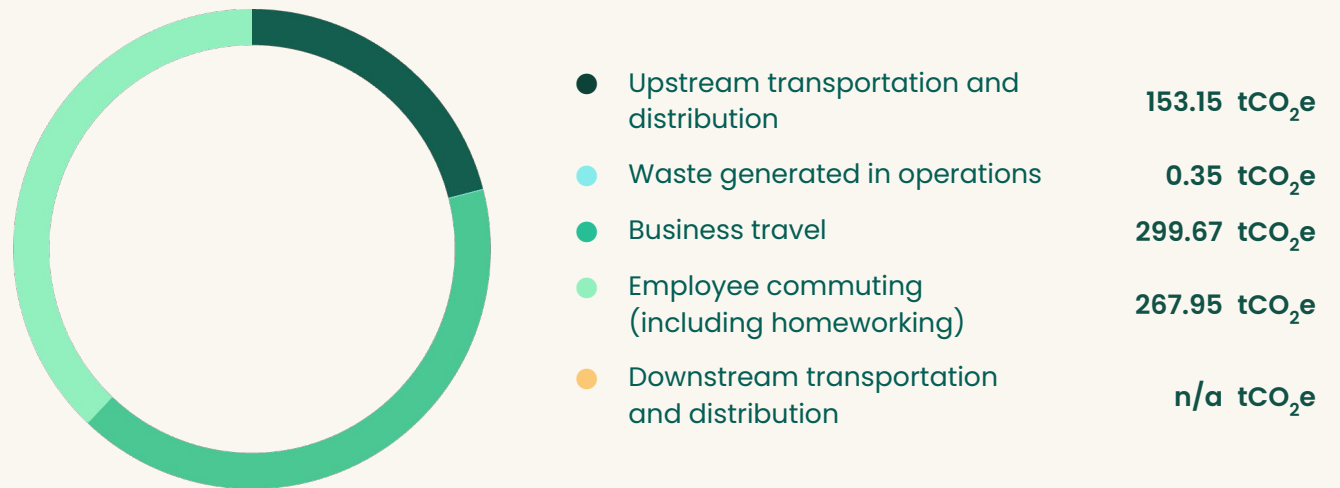
Emissions intensity per FTE

2.25 tCO₂e
per FTE

2024 Scope breakdown



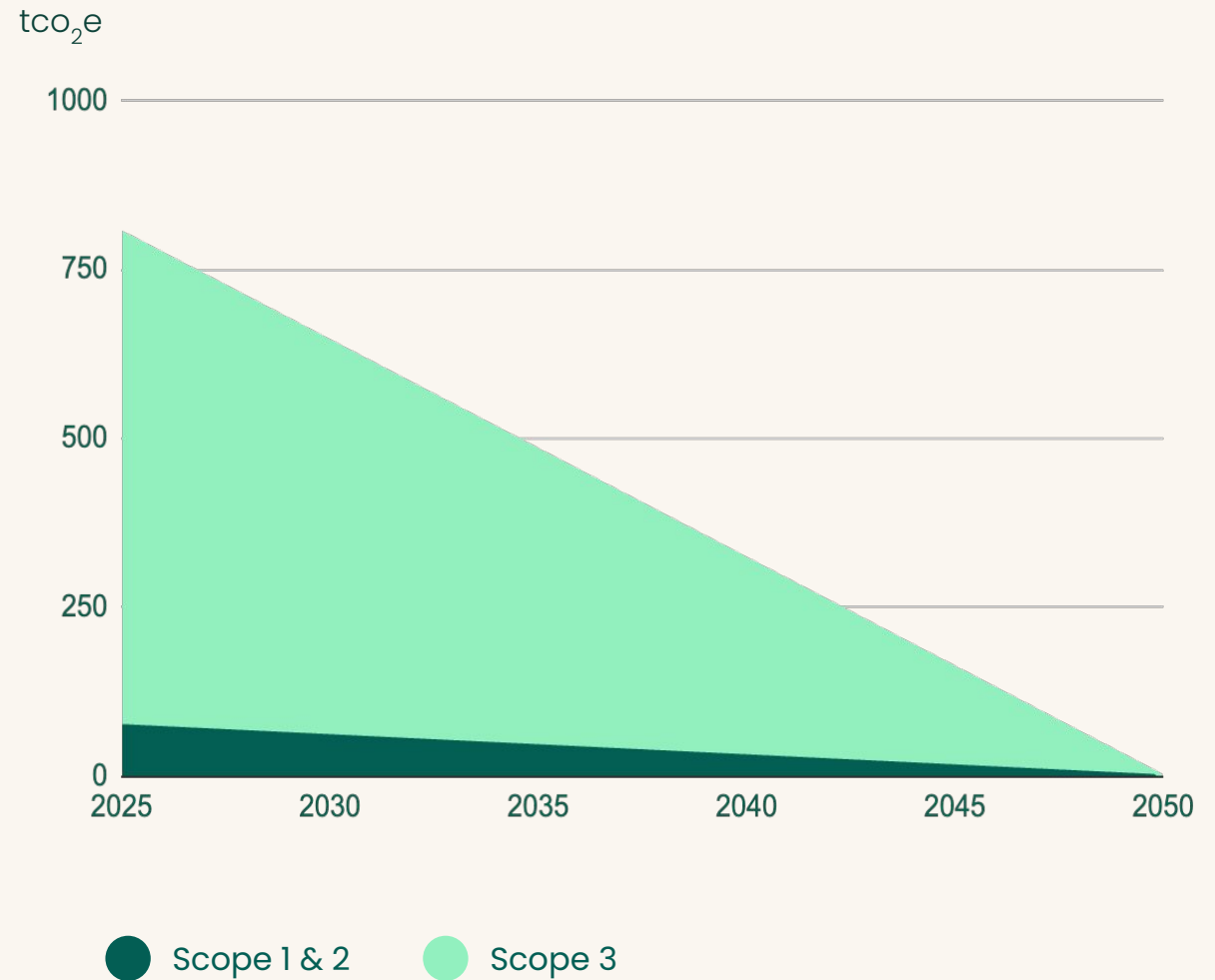
Scope 3 emissions by category



Emissions reductions targets

In alignment with the UK Government's 2050 Net Zero targets and global efforts to limit global warming and the worst effects of climate change, Reward Gateway is committed to achieving Net Zero emissions across the entire value chain (Scopes 1, 2, and 3) by 2050. Where possible, ambitious emissions reduction actions will be implemented to advance the achievement of net zero.

Reward Gateway's projected emissions reductions are charted to illustrate how progression towards these targets may look.



Emissions management

The following emissions management measures are already in place as Reward Gateway works towards net zero.



1. Hybrid-working structure

We operate a hybrid-working structure, reducing our Scope 1 and 2 greenhouse gas emissions. By eliminating the need for centralised office spaces, we minimise energy consumption related to heating, cooling, and powering facilities. Additionally, remote work decreases employee commuting, avoiding emissions associated with transportation to and from the office.

We appreciate that remote working results in an increase in domestic energy consumption within employees' homes. This incremental increase is calculated and reported within Scope 3 emissions. However, given the reduced need for office energy and commuting, remote working within a hybrid-working structure is likely to result in a net reduction in overall emissions.



2. Business travel management

We have implemented Egencia travel portal to manage business travel and collect data. This platform centralises booking and collects detailed travel data (such as transport mode, distance, accommodation). This enables us identify opportunities for reduction through data analysis, inform sustainable travel policies and accurately track emissions.



3. Reducing electricity consumption

We have significantly decreased our Scope 2 (market-based) greenhouse gas emissions through the introduction of renewable electricity contracts, ensuring our electricity is sourced from zero-carbon sources. Complementing this, we have also focused on energy efficiency. This included implementing "Switch it Off" awareness campaigns for staff in areas without automated lighting to minimise consumption. We also proactively upgraded our lighting infrastructure by installing energy-efficient LED lighting at our Chester location. This commitment to efficient lighting continued with the consolidation of our two London offices (TCR and VBR) into a fully LED-lit facility at 1 Dean Street. These combined efforts have materially reduced our reliance on fossil fuel-based electricity and lowered our overall carbon footprint.



4. Waste management policies

We minimise landfill waste and associated emissions through long-standing waste separation policies. These policies ensure the segregation of materials including Paper, Card, Glass, Plastics, Food, Electrical, and Hazardous waste streams. By maximizing recycling and appropriate disposal, we reduce the environmental impact associated with waste.

Climate action plan

Reward Gateway is committed to embedding practices within our business to mitigate our environmental impact. The following strategy outlines further decarbonisation interventions contributing to our roadmap for achieving net zero across the entire value chain. Specific reference is given to emissions hotspots and priority areas identified within the emissions inventory published above. Interventions include both short and long-term actions dedicated to the pursuit of the overarching net zero ambition.

1 Committed to measuring and iterating on our emissions data

We are committed to building on the foundational work of this GHG emissions report, and furthering our collaboration with Ecologi, utilising their Ecologi Zero platform to measure our emissions and progress. This process has already enhanced our understanding of our environmental impact, allowing us to identify areas for emissions reductions and operational efficiency improvements. These insights will enable us to implement the progress necessary to monitor performance and assess the effectiveness of emissions reduction initiatives moving forward, supporting our goal of developing sustainable and transparent operations.

2 Adopting Reward Gateway's group travel policy

We will further reduce our Scope 3 emissions from business travel by adopting Reward Gateway's group travel policy. This policy includes clear guidelines for minimising business travel by maintaining travel levels below those recorded in 2024. This can be achieved through promoting virtual meeting alternatives, implementing stricter travel approval processes, and encouraging consideration of the environmental impact when planning necessary travel.

For business travel that does need to take place, we will look to implement a sustainable travel hierarchy, encouraging the use of public transport over personal vehicle use and flying where possible.

3 Reduce logistics-related emissions

To gain a more accurate understanding and reduction of our Scope 3 logistics emissions, we will actively engage with our logistics suppliers to request activity data, such as information on vehicle types used, distances travelled, and the weight of items for delivery. This will enable us to transition from using a spend-based methodology to estimate emissions to a more accurate methodology. This improved data granularity will enable us to identify key areas for optimisation and to make informed decisions when selecting logistics partners.

As part of this strategy, we will explore sourcing from low-carbon logistics suppliers who demonstrate a commitment to reducing their environmental impact through fleet efficiency, alternative fuels, and emissions tracking.

4 Support for employees remote-working

Operating a hybrid-working structure, we have several challenges in reducing and measuring our GHG emissions. Whilst we have control over office-related emissions, we still need to be mindful of emissions resulting from remote-working. To take action, we need to engage our staff to ensure they champion environmental stewardship both within their decision making at work but also to support them to reduce their own individual emissions in their home working environment. Actions will have varying levels of measurability but that doesn't make their impact any more or less important. We will look at how we can support employees in making educated decisions about their home energy utilities and being able to more accurately collect data and estimate emissions associated with home working.

5 Optimising office space energy efficiency

We are planning to conduct a review of our Chester office space, with consideration for relocation to a property with an improved Energy Performance Certificate (EPC) rating. This assessment will evaluate the potential for significant reductions in Scope 2 emissions through enhanced building energy efficiency. Relocating to a higher-rated EPC property could lead to lower energy consumption for heating, cooling, and lighting, contributing to our overall decarbonisation goals and reducing operational costs.

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 and use 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 Reward Gateway:



Lee O'Connor, Operations Director

Date: 23 May 2025