



Carbon Reduction Plan



Reward Gateway (UK) Ltd

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Commitment to Achieving Net Zero Carbon

Reward Gateway (UK) Ltd is committed to achieving Net Zero Carbon emissions by 2030.

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: 2013

Additional details relating to the baseline emissions calculations:

Our baseline emissions inventory includes our measurable

- **Scope 1:** included fuel combustion (natural gas) and refrigerant emissions (from air conditioning)
- **Scope 2:** included the consumption of purchased electricity (used on site)
- **Scope 3:** includes emissions that are not produced by the company itself and are not the result of activities of assets owned or controlled by them, but by those that it's indirectly responsible for up and down its value chain.

We have started to measure the following upstream emissions: -

- Water supply and treatment
- Waste
- Transmission and distribution
- Business Travel and Hotel Stays
- Employee commuting and homeworking

We have historic data to support Transmission and Distribution factors, Water Supply and Treatment and Waste.

We have started to measure, during 2023, Business Travel by Rail and Air, Hotel Stays, Homeworking and Commuting. We have made estimates / assumptions for previous years based on organisation headcount.

Baseline Year Emissions:

Emissions	Total (tCO ₂ e)
Scope 1	20.90
Scope 2	211.23
Scope 3	478.97
Total Emissions	711.10

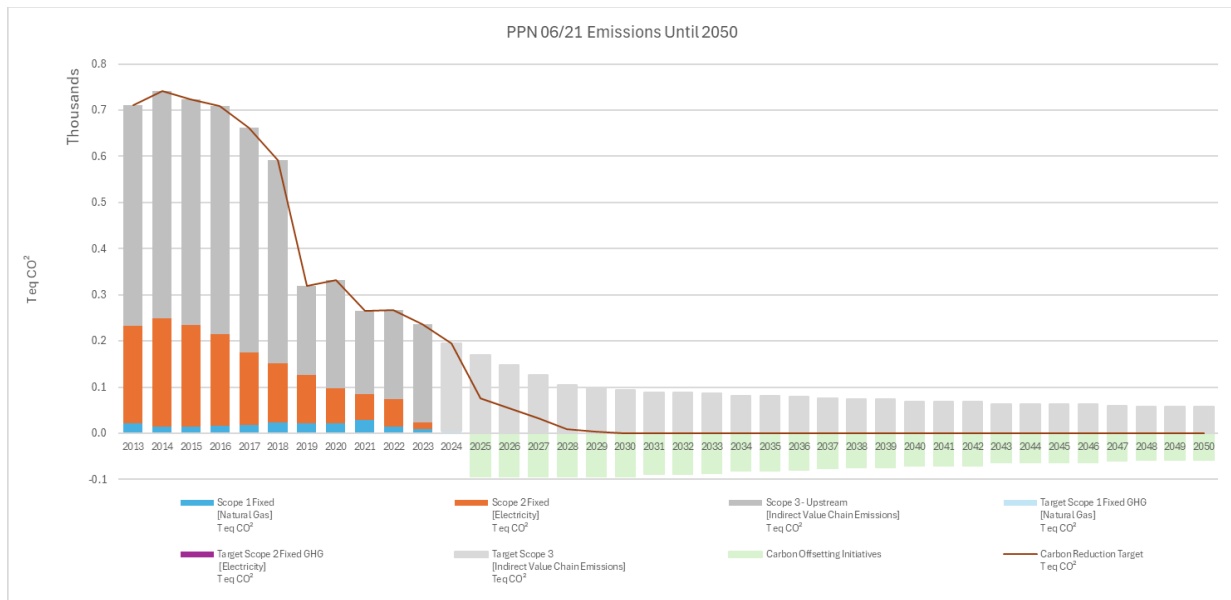
Current Emissions Reporting

Reporting Year: 2023

Emissions	Total (tCO ₂ e)
Scope 1	8.75
Scope 2	14.43
Scope 3	212.73
Total Emissions	235.91

Emissions Reduction Targets

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



GHG emissions intensity was reduced by 58% (Scope 1) and 93% (Scope 2) in 2023, from the 2013 baseline, partly due to enhancements made to heating, cooling, lighting, a switch to renewable electricity supply, and the wider adoption of hybrid working practices from 2020.

The total reduction target of 71% for 2023 has been adjusted to align with the enhanced Scope 3 reporting from this year to 67%.

We anticipate that we will achieve Zero Net Carbon by 2030.

Reward Gateway (UK) Ltd is committed to the focus on the **carbon footprint of our solutions** and enhance our **climate report disclosure**.

Our improvements to date, have been brought about through a series of initiatives, such as: -


1. **Employee Awareness of Energy Use** – posters in the building, information in our welcome packs, webinars
2. **Close Monitoring of Our Energy Consumption** – working with our energy providers to improve the information availability of usage and billing, allowing us to better follow where we consume peak
3. **Investment in Low-Energy Equipment** – such as LED lighting, lower-energy heating, more efficient equipment
4. **Decreasing the Number of Light Sources** – by organising the workplace according to natural light
5. **Favouring Central Heating** – rather than individual heating, and adopting a more widespread use of electrical heating through the HVAC systems
6. **Implementing Environmental Management System** - and achieving certification with ISO 14001
7. **Energy Audits** – to target weaknesses within the organisations premises, and to identify levers for reductions to improve the performance and reduce energy waste

We project that our GHG emissions will decrease to 93 tCO₂e by 2030 and we will target Zero Net Carbon at this point, through the use of Carbon Offsetting Initiatives (where we invest in bespoke, renewals or nature-based projects).

Carbon Reduction Projects

Completed and Ongoing Carbon Reduction Initiatives

The following environmental management measures and projects are some of those completed or implemented since the 2013 baseline: -

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- 2013
 - Introduction of electronic document scanning to avoid photocopying and reduce paper consumption
 - Reduction of the voucher size printed by the Operations Production Department to optimise paper use
 - 2014
 - Initiated a Staff Awareness program, focusing on “Switch it off when not in use” campaign
 - Implementation of Client / End User admin platform (4S) to promote electronic admin support requests
 - Reimbursement by BACS drive to reduce volume of cheque payments
 - 2015
 - IT Server virtualisation program to reduce physical number of machines within estate
 - Electronic Payment / Remittance advice notices
 - 2016
 - Instigated TM44 inspections of AC equipment to identify more efficient equipment
 - Electronic Welcome Pack issuing from DSV (Childcare Voucher Digital Platform)
 - 2017
 - Installed LED lighting across London site
 - Upgraded HVA controls for heating across London site
 - Launched eGift Card proposition
 - Developed and Promoted use of Online Ordering Platform for Clients
 - 2018
 - Extended LED lighting installations across to Chester site
 - Reclaim and Recycling program for Distribution Packaging
 - Developed and Prepaid Card digital card activation processing
 - 2019
 - Introduced corporate Video Conferencing to reduce travel between sites
 - 2021
 - Launched digital Luncheon Vouchers and digital Compliments Vouchers to reduce paper consumption and distribution
 - RPVC cards introduced for Prepaid Card
 - 2022
 - Installed more office planting to improve overall office environment and support CO₂ reduction
 - Withdrawal of paper LV and CV from sale
 - 2023
 - Reduction of IT estate aligned to obsolescence program
 - Improved roof installation installed to London site
 - Property reviews underway for future needs

Other Carbon Reduction Initiatives and Projects

Practice sustainable procurement

- When tendering, ensure suppliers provide their green credentials
- Where practical, choose local suppliers to reduce travel
- Choose recycled or sustainable products where possible

Office Working Environment

- Following COVID19, the organisation has adopted a hybrid working policy, which allows employees to work from home two days per week, which reduces our carbon footprint as a company
- More Sales and / or Project consultations are now held virtually, reducing travel, and increasing overall efficiency and productivity
- Following the acquisition in May 2023, the merge of Edenred (UK Group) Ltd and Reward Gateway Ltd will continue with the coming together of both organisations under a single, energy efficient, roof during 2024

Monitoring

- Continue to monitor consumption and reconcile with bills monthly to identify anomalies quickly and take corrective action

Social Values

- The organisation is a member of the Social Value Portal. In 2022, we undertook a 12-week review to ensure our social value activities, metrics & reporting adhere to best practice. Led by our external consultant, a group of 12 stakeholders from all business units completed a social value diagnostic survey and attended workshops to determine and embed our social value commitments.
- As UN Global Compact signatories our KPI's are also aligned to the UN Sustainable Development Goals including Goal 13 - Climate action – cutting carbon to net-zero and building resilience against the physical impacts of climate change

Offsetting

- For the remaining emissions, the Organisation will seek to work with a climate specialist partner from 2025, with the initial aim of further refining the measurement of our carbon emissions footprint (especially scope 3) and will consider investing in appropriate offsetting initiatives.

Science Based Target Initiatives

- From 2025, the Organisation will sign up to ambitious emissions reductions targets, aligned with latest climate science. This 5-step process is: -
 - Register and submit the commitment letter
 - Develop science-based target(s) aligned with SBTi criteria
 - Submit the target(s) for official validation to the SBTi
 - Announce the target via the SBTi website

- Monitor and disclose our emissions annually versus our target

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.

The organisation looks to seek the ongoing support from its global parent company who has also have the stated objective of achieving Net Zero Carbon by 2050 in line with SBTi (science-based target initiatives) and who are part of CAC 40 ESG Index

<https://www.edenred.com/fr/groupe/planet-preserver-lenvironnement>

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).

This Carbon Reduction Plan has been reviewed and signed off by the board of directors



Lee O'Connor
Operations Director
Reward Gateway (UK) Ltd
15th March 2024