



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 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.

The organisation has 2 administrative offices based in London and Chester. We do not own or operate a fleet of vehicles, nor do we have much land to use or develop on. As such, we have a small carbon footprint, but we're able to reduce this through various actions.

Baseline Emissions Footprint

Baseline year: Full year 1st January 2013 to 31st December 2013

Scope 1

The Scope 1 data consists of natural gas consumption and air conditioning refrigerant gases recharged across the London and Chester offices: -

Location	Surface Area	Occupancy	(tCO ₂ eq/kWh)		Scope 1 GHG
			GHG Natural Gas	GHG Refrigerants	
London	1,495 m ²	128 people	17.3	7.5	24.8
Chester	684 m ²	75 people	3.6	3.4	7.0
Total			20.9	10.9	31.8

Scope 2

The Scope 2 data consists of the electricity purchased at both offices

Office Location	Tonnes CO ₂ e
London	178.6t
Chester	32.6t
Total	211.2t

Scope 3

The Scope 3 footprint is made up of emissions that are not produced by the company itself, but by those that it's indirectly responsible for up and down its value chain.

Category	Tonnes CO ₂ e	Description
Upstream Transportation	0.0	The organisation does not own any vehicles. Inbound shipping of goods is minimal and there is no available data, so are not included in the inventory
Trans. and Dist.	18.1	Associated energy grid losses for kWh of electricity purchased
Water Supply	0.5	Water delivered through mains network supply
Water Treatment	1.0	Water returned to the sewage system through mains drains
Waste	29.1	Waste generated by the business treated through combustion
National Rail	16.3	Business Travel extensively by national rail
Short Haul Flights	25.1	Business Travel by Air, short haul
Long Haul Flights	0.0	Business Travel by Air, long haul
Hotel Stays	4.1	Emissions from hotel stays during business travel
Working from Home	8.7	Emissions associated with staff working from home
Commuting	113.7	Emissions associated with staff commuting between work / home
Downstream Transportation	0.0	Emissions are immaterial as there is no downstream transportation with the operations of the organisation
Total	216.6	

Baseline Year: 2013

Emissions	Total (tCO ₂ e)
Scope 1	31.80
Scope 2	211.23
Scope 3	216.60
Total Emissions	459.63

Current Emissions Reporting

Baseline year: Full year 1st January 2023 to 31st December 2023

Scope 1

The Scope 1 data consists of natural gas consumption and air conditioning refrigerant gases recharged across the London and Chester offices: -

Location	Surface Area	Occupancy	(tCO ₂ eq/kWh)		Scope 1 GHG
			GHG Natural Gas	GHG Refrigerants	
London	1,495 m ²	108 people	7.3	7.7	15.0
Chester	684 m ²	60 people	1.5	3.2	4.7
Total			8.8	10.9	19.7

Scope 2

The Scope 2 data consists of the electricity purchased at both offices (a switch to renewable electricity was completed during 2023).

Office Location	Tonnes CO ₂ e
London	10.7
Chester	3.8
Total	14.4

Scope 3

The Scope 3 footprint is made up of emissions that are not produced by the company itself, but by those that it's indirectly responsible for up and down its value chain.

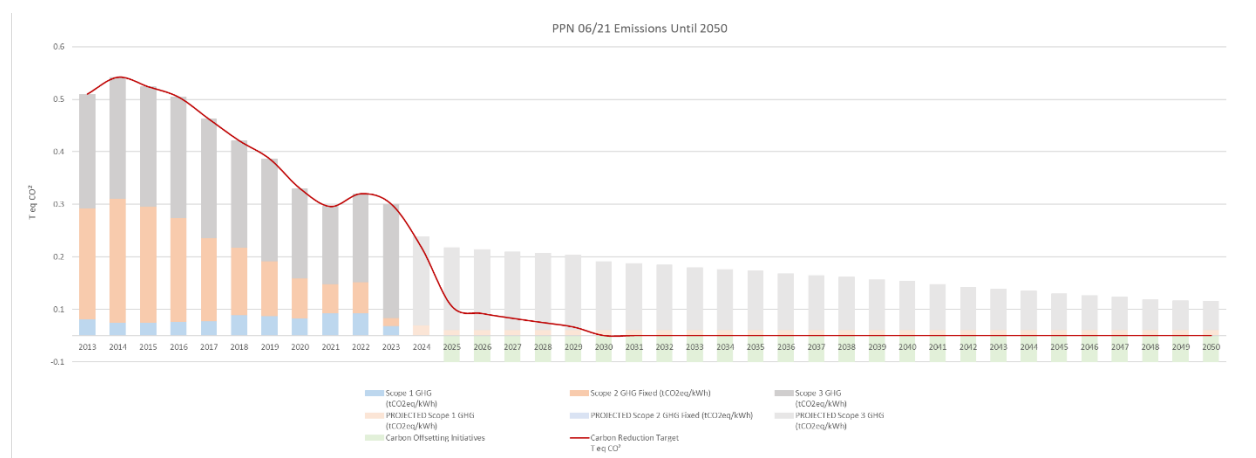
Category	Tonnes CO ₂ e	Description
Upstream Transportation	0.0	The organisation does not own any vehicles. Inbound shipping of goods is minimal and there is no available data, so are not included in the inventory
Trans. and Dist.	4.3	Associated energy grid losses for kWh of electricity purchased
Water Supply	0.2	Water delivered through mains network supply
Water Treatment	0.3	Water returned to the sewage system through mains drains
Waste	22.9	Waste generated by the business treated through combustion
National Rail	16.9	Business Travel extensively by national rail
Short Haul Flights	13.3	Business Travel by Air, short haul
Long Haul Flights	36.1	Business Travel by Air, long haul
Hotel Stays	4.1	Emissions from hotel stays during business travel
Working from Home	34.5	Emissions associated with staff working from home
Commuting	83.7	Emissions associated with staff commuting between work / home
Downstream Transport	0.0	Emissions are immaterial as there is no downstream transportation with the operations of the organisation
Total	216.4	

Reporting Year: 2023

Emissions	Total (tCO ₂ e)
Scope 1	19.7
Scope 2	14.4
Scope 3	216.4
Total Emissions	250.5

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 and a switch to renewable electricity supply.

GHG emissions intensity for Scope 3 however was flat (0%) versus the 2013 baseline, as a result of some exceptional business travel during 2023.

The total reduction target of 71% for 2023 has been adjusted to align with the enhanced Scope 3 reporting from this year to 46%.

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 129 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: -

- 
- 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#
- All new suppliers are required to acknowledge our charter of ethics

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 towards the end of 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
31st October 2024