Cabinet Office

Carbon Reduction Plan

Supplier name: Q5 LTD

Publication date: 17/12/2024

Commitment to achieving Net Zero

Q5 LTD is committed to achieving Net Zero by 2035.

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: 2022/23
Additional Details relating to the Baseline Emissions calculations.
Our company's baseline emissions included in this submission cover our carbon footprint, across our operations in the UK, Australia, Oman and the US, for the following emissions sources: *Scope 1: Natural gas (using kWh data where available, and floor area benchmark estimations where primary data was unavailable).*   *Scope 2: Electricity (using kWh data where available, and floor area benchmark estimations where primary data was unavailable).*   *Scope 3: Category 6 business travel (spend-based analysis), Category 7 (using employee-survey data). Categories 4 & 9 (upstream and downstream transport) and Category 5 (waste) were di minimus and therefore not included. We have measured Categories 1, 2, 3 and 8 as well, but excluded them for this submission as they are out of the categories considered relevant by PPN 06/21.*

Baseline year emissions: 2022/23	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	**Natural gas** - 29

Scope 2	Electricity - 11

Scope 3	**a. Upstream transportation and distribution –** deemed immaterial as there are no physical goods in supply chain.
	
	b. Waste generated in operations – not included in baseline as data is unavailable.
	
	c. Business Travel - 777
	
	d. Employee Commuting – 77
	
	e. Downstream transportation and distribution - deemed immaterial as we do not send out physical goods.
	
	Other Scope 3 categories (excluded from PPN06-21):
	
	  • *Category 1: Purchased goods and services – 484*
	  • *Category 2: Capital goods – 21*
	  • *Category 3: Fuel and energy-related activities – 6*
	  • *Category 8: Upstream leased assets - 18*
	
	Total Scope 3 – 1,383

Total Emissions (PPN categories)	**894 tCO2e**
Total Emissions	**1,423 (7.9 tCO2e/employee)**

Current Emissions Reporting

Reporting Year: 2023/24	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	**Natural gas** - 29
Scope 2	**Electricity** - 12
Scope 3 **(3.1 Purchased Goods, 3.6 Business Travel, 3.7 Employee Commuting)**	**a. Upstream transportation and distribution –** deemed immaterial as there are no physical goods in supply chain. **b. Waste generated in operations –** not included in measurement as data is unavailable. **c. Business Travel** - 752

	d. **Employee Commuting –** 87
	e. Downstream transportation and distribution - deemed immaterial as we do not send out physical goods.
	Other Scope 3 categories (excluded from PPN06-21):
	• *Category 1: Purchased goods and services – 663*
	• *Category 2: Capital goods – 29*
	• *Category 3: Fuel and energy-related activities – 6*
	• *Category 8: Upstream leased assets - 7*
	Total Scope 3 – 1,544
Total Emissions (PPN categories)	**880 tCO2e**
Total Emissions (all measured emissions)	**1,585 (7.8 tCO2e/employee)**

Emissions reduction targets

At Q5 we are committed to Net Zero emissions by 2035. Our Net Zero target includes long-term and interim reduction targets created in line with SBTI guidance. Our ambition to achieve Net Zero by 2035 includes a commitment to reduce or remove our emissions across Scope 1, 2 and 3 by 90% relative to our 2023 baseline.

By 2035 to offset Q5's remaining residual emissions, our ambition is to utilise long-term removal technologies to achieve Net Zero. As these technologies are currently nascent, we will have a higher reliance on carbon offsetting.

In order to continue our progress to achieving Net Zero, we have adopted the following interim carbon reduction target:

- By 2030 50% reduction in absolute tCO_2e

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Focus Area	Initiatives	Reductions achieved
Business Travel and Commuting	Q5 have partnered with Octopus Electric Vehicles to offer Q5ers the ability to lease an electric vehicle.	Data unavailable to determine reduction, but 11 people have made use of the scheme so far.
	Participating in the Cycle to work Scheme: a government-backed initiative allowing you to buy a bike to cycle to work in a tax efficient way. This facilitates our employees in using zero-emission solutions to both commute and travel outside of work.	Data unavailable to determine impact, but over 20 people have made use of the scheme so far.

	Travel policy: highly restricted business class flying, encouraged to not fly internally, only fly when necessary for clients and advice on business development travel.	Premium economy flight emissions reduced by 12 tCO2e. Business class flight emissions reduced by 3 tCO2e.
	Virtual working policy: continued virtual working policy for client work to minimise commuting emissions and business travel to client site where possible.	Less in-person client work has seen a reduced need for hotel stays, achieving emissions reductions of 129 tCO2e.
Procurement and disposal policies	For our office redesign we used all sustainable or second hand furniture.	Data unavailable to determine impact.
	All of our offices now have waste recycling available for food, paper and plastic minimise the downstream emissions of our consumption. As a result of this, we recycle over 50% of our waste and received First Mile's Silver standard (our recycling firm of choice).	Data unavailable to determine impact.
	Our coffee supplier is Puro coffee which is fairtrade, carbon neutral, protects the rainforest and runs social initiatives.	Data unavailable to determine impact.
Education and awareness	Sustainability Week / Month: promoting sustainability initiatives, considered purchasing and sustainable business practices.	N/a
	Internal sustainability training: we developed and ran an internal training for senior leaders on sustainability	N/a

Future Carbon Reduction Initiatives

Focus Area	Initiatives
Business Travel	Transformation alliance travel cap.
	Only approve company "away days" in locations accessible by public transport.
Green investment	Re-direct budget into green investment as opposed to our previous focus of carbon-neutrality.
Procurement	Improve supplier data gathering (e.g. Hotels, travel etc) to move from spend to activity-based measurement.
	Develop a low-carbon supplier list for our top 5 spend categories
	Develop a low-carbon procurement policy
Energy	Switch to renewable tariffs across all offices.
	Move from gas to electric heating at our head office in London.
Data quality	Work with finance on CMAP 2.0 requirements and improving data gathering efficiency.
Digital emissions	Minimising data storage (e.g. email deletion, SharePoint cleansing).
	Make sure all data centre providers use renewable energy.
	Introduce a reuse & repair policy to reduce frequency of device purchasing.
Business model	Creating sufficient scale in all offices to ensure geographically non-fungible workforce, thereby reducing the need for international travel.

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 GHG Protocol (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:

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Date: 20 December 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