

Richardson Business Equipment & Distributors Ltd | 2025

Towards a Sustainable Future

An ambitious Carbon Reduction Plan
compliant with PPN 006



Richardsons

Introduction

On Monday 20th March 2023 António Guterres, Secretary-General of the United Nations said, “the world is rapidly approaching catastrophic levels of heating with international climate goals set to slip out of reach unless immediate and radical action is taken”. “The climate time-bomb is ticking” and “humanity is on this ice – and that ice is melting fast.”

In the report released that Monday by the U.N. Intergovernmental Panel on Climate Change (IPCC) draws on the findings of hundreds of scientists to provide a comprehensive assessment of how the climate crisis is unfolding. It concludes that the world is likely to pass a dangerous temperature threshold within the next 10 years, pushing the planet past the point of catastrophic warming unless nations drastically transform their economies and immediately transition away from fossil fuels. This is one of the most definitive reports ever published about climate change, showing that we all need to work together to protect the planet.

Researchers found that the world is on the brink of 1.5 degrees Celsius of warming, meaning it is close to surpassing an internationally agreed-upon threshold for climate warming. The current trajectory is for a 2.2 to 2.4 degrees Celsius of warming. Beyond that threshold, scientists have found, climate disasters will become so extreme that people will not be able to adapt. In fact, this amount of warming will threaten coral reefs, melt ice sheets, and contribute to sea level rise. We will see heat waves, famines, and more infectious diseases spread, claiming millions of additional lives by the end of the century.

In 2019 the UK became the first major economy to pass a Net Zero emissions law, meaning the UK government is now legally required to reach Net Zero emissions by 2050. When the UK government published its procurement policy note 006 (PPN 006), it was clear that businesses should focus on building back the economy in a sustainable fashion.

Our Approach

Richardson Office Equipment Limited is a customer focused company committed to bringing sustainability to the forefront of our business. In doing so, we are committed to creating a better future for our stakeholders and the environment around us.

As a value-led and customer-centric business, we recognise that sustainability is not only good for the planet, but it is also good for our customers.

We understand that humans are a huge part of the ecosystem and all species have a vital role to play in maintaining the balance. We seek to learn more and more every day to understand how our business can contribute to maintaining this balance and aid humanity in continuing to form a better relationship with nature.

Our company is conducting a strategic review to ensure that our carbon reduction endeavours are integrated throughout our business, from suppliers to operations, down to our customers. We are prioritising the most valuable areas for reducing our carbon footprint and have set a target to achieve Net Zero by 2050



Our Carbon Reduction Targets

Richardson Limited is committed to a 100% reduction in all scope 1, 2, and 3 emissions by 2050. Our carbon reduction goals align with the IPCC's carbon reduction roadmap.

2050

**BUSINESS
AMBITION FOR 1.5°C**

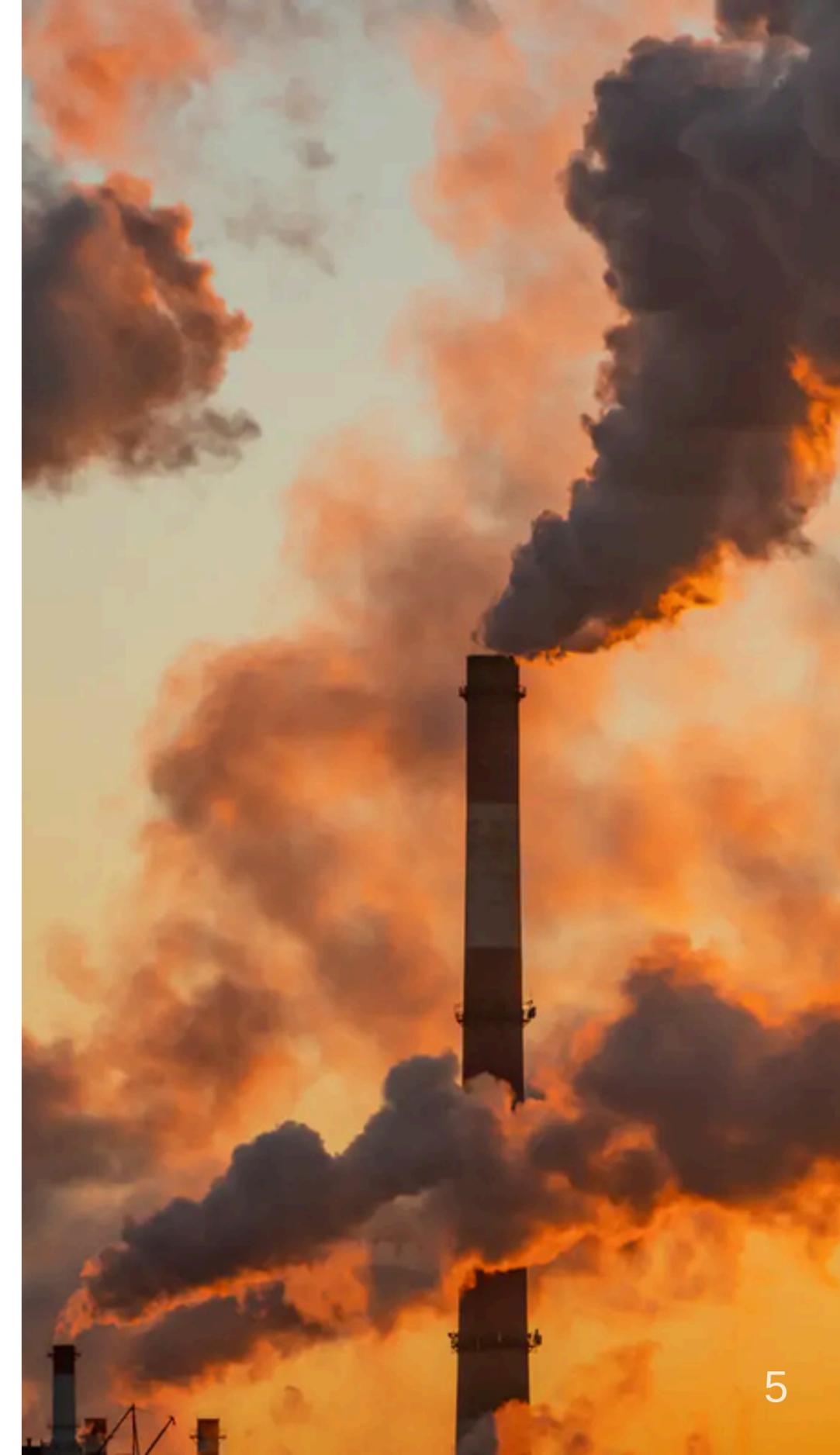
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GHG Scope	Emissions sources
Scope 1	Direct emissions resulting from sources that are owned and controlled by Richardson
Scope 2	Indirect emissions from purchase of electricity
Scope 3	Indirect emissions from other sources not included in Scope 1 and 2 categories

All our emissions reductions will be primarily achieved through ambitious carbon reduction projects and offsetting carbon emissions will only be considered in cases of unavoidable emissions. Richardson Limited will work to establish a yearly emission reduction target and this KPI will be integrated into our reporting system to ensure annual targets are met.

Emissions Categories

Currently, we measure all our scope 1 and scope 2 emissions following the GHG protocol, and we measure a subset of scope 3 emissions (PPN 006 requirement) following the Corporate Value Chain Scope 3 Standard.



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Carbon Reduction Plan

in accordance with requirements
for PPN 006



Richardsons

Commitment to Net Zero

In our commitment to becoming net zero, our carbon reduction goals align with the IPCC’s carbon reduction roadmap.

This report sets out a Net Zero roadmap, detailing the strategies we have put in place to achieve this goal.

Emissions Comparison

The table below shows both our baseline year (Jan 2022 - Dec 2022) and reporting year (Jan - Dec 2024) emissions. Baseline emissions are a record of the GHGs that have been produced in the past – before introducing any strategies to reduce emissions – and are the reference point against which emission reductions can be measured. 2022 was the first year where we started capturing emissions data. We have been refining and improving our data collection process, and are proud to state that our 2024 reporting year includes all of the Scope 1, Scope 2 and the relevant Scope 3 data required for PPN006 compliance. This has resulted in an increase in our Scope 3 emissions since our baseline year due to the additional operations now being accounted for. We will endeavor to continue refining our data collection methodologies, and increase the scope of our reporting in line with best practice.

Emissions	Reporting Year: Total (tCO2e) for Jan-Dec 2024	Total (tCO2e) for Jan-Dec 2023	Baseline year January-December 2022	% Change Reporting Year vs Base year
Scope 1	36.1	33.8	34.7	4.03%
Scope 2	5.2	6.3	5.6	-7.14%
Scope 3 (Including Sources)	82.5	18.4	20.9	294.74%
Total Emissions	123.8	58.5	61.2	102.29%

Previously reported emissions may change due to methodology revisions.



Calculation Assumptions:

- A sample of employees were surveyed for commuting and working from home. The answers were then extrapolated across the whole workforce

Emissions Breakdown

Scope 1	Reporting Year: Total (tCO2e) for Jan-Dec 2024	Total (tCO2e) for Jan - Dec 2023	Base Year: Total (tCO2e) for Jan - Dec 22	% Change Reporting Year vs Base year
1: Energy – Natural Gas	3.9	3.2	4.1	-4.9%
1: Company Vehicles	32.2	30.6	30.6	5.2%
Total Emissions Scope 1	36.1	33.8	34.7	4.0%

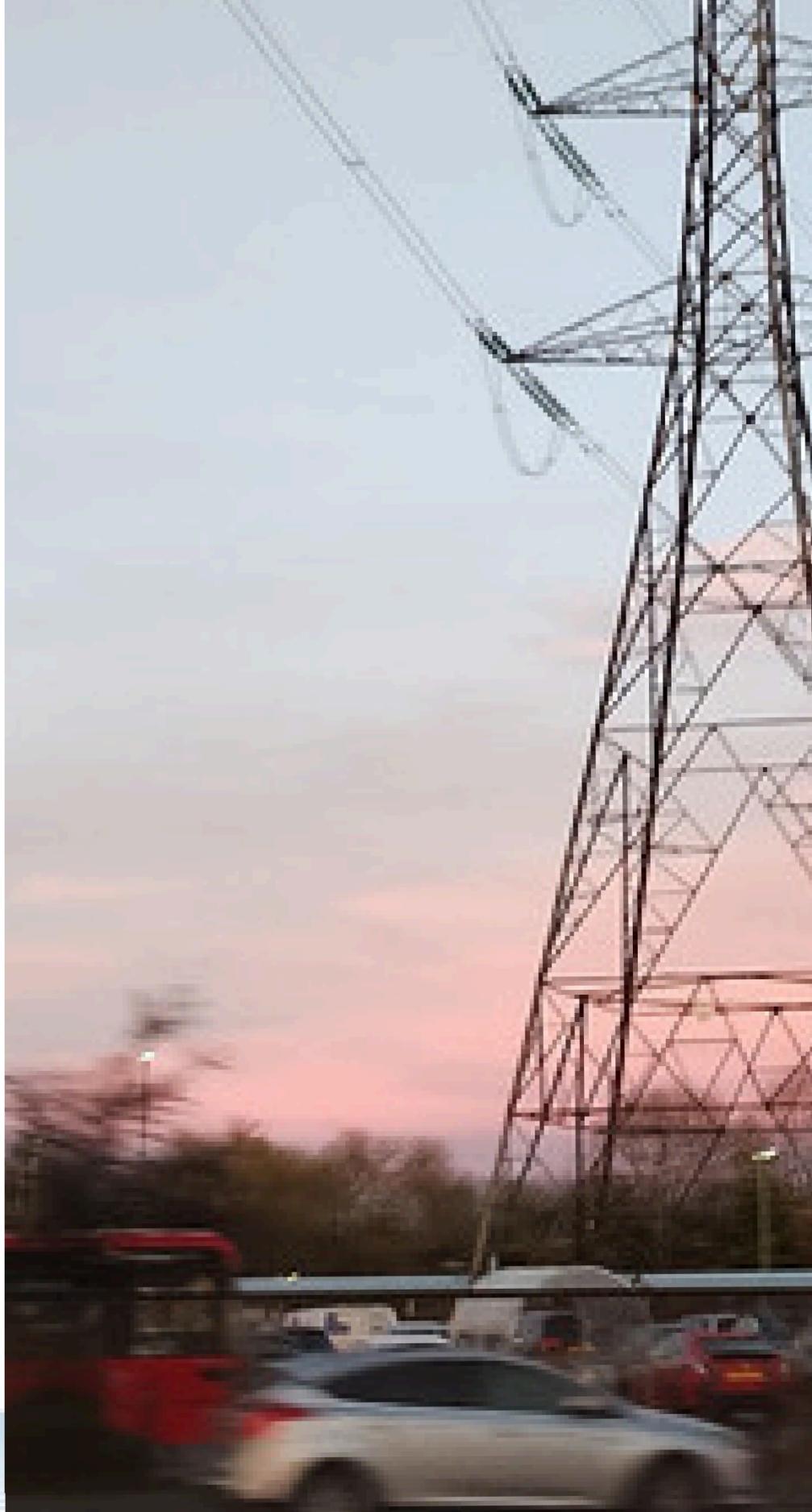
Scope 2	Reporting Year: Total (tCO2e) for Aug 24 - Jul 25	Total (tCO2e) for Aug 22 - Jul 23	Base Year: Total (tCO2e) for Jan 19 - Dec 19	% Change Reporting Year vs Base year
2: Energy – Electricity	5.2	6.3	5.6	-7.14%
Total Emissions Scope 2	5.2	6.3	5.6	-7.14%



Emissions Breakdown

Scope 3	Reporting Year: Total (tCO2e) for Aug 24 - Jul 25	Total (tCO2e) for Aug 23 - Jul 24	Base Year: Total (tCO2e) for Jan - Dec 22	% Change Reporting Year vs Base year
3.04: Deliveries (upstream)	21.1	-	-	-
3.05: Waste	0.04	-	-	-
3.06: Flights	3.4	0.9	2.1	62%
3.06: Hotel Stays	0.3	0.3	0.4	-25%
3.06: Staff mileage	5.2	5.3	5.8	-10%
3.06: Train	0.2	0.2	0.2	0%
3.07: Commuting	18.7	-	-	-
3.07: Working from home	4	-	-	-
3.09: Deliveries (downstream)	10	-	-	-
3.3: Well-to-Tank (WTT)	19.1	11.2	11.9	61%
3.3: Transmission and Distribution (T&D)	0.5	0.5	0.5	0%
Total	82.54	18.4	20.9	295%

Previously reported emissions may change due to methodology revisions.



Completed Carbon Reduction Projects

Installing LED Lights

The LED Lighting project involves replacing traditional lighting fixtures with energy-efficient LED lights across the company premises. LED lights consume significantly less energy compared to traditional incandescent or fluorescent lights, resulting in reduced carbon emissions. The project focuses on scope 2 energy use, as LED lighting directly reduces energy consumption within the company premises. By replacing traditional lighting with LED lights, the project aims to achieve a 50% reduction in energy-related carbon emissions.

Motion Sensors

Fitting motion sensors across offices and warehouses offers substantial benefits, primarily focusing on energy cost reduction, enhanced safety and security, and lower maintenance requirements. By automating lighting, these systems ensure that energy is only consumed in occupied areas, with warehouses often achieving a return on investment within 12–24 months. Other benefits include enhanced safety and workplace efficiency, hands free operation and increased security.

Recycling Programme

In 2023 we rolled out recycling stations in our office and warehouse and began working with our suppliers to deliver much higher rates of recycling. Stations include mixed recycling, paper, food and residual waste, in line with legislation change in 2025. Whilst this has a relatively small impact from an emissions perspective, we believe that encouraging better environmental practices at work can lead to a positive cultural change, which leads to a much wider impact.



Future Carbon Reduction Projects

Installing Solar Panels

We are investigating installing solar photovoltaic (PV) panels to power our site when we build our extension in 2026-27. Doing so will reduce (or even virtually eliminate) our electricity emissions, as well as contributing to the global building of renewable energy infrastructure.

Improving Insulation to existing warehouse

Improving site insulation is the single most effective way to reduce emissions and costs from heating and cooling. Taking this measure will stabilise room temperature with reduced air and heat being able to escape during winter, as well as minimising heat from entering during summer so air conditioning and fans work more efficiently.

Trialling Electric Vans

Electric vans are gaining popularity as the number of their models and ranges increases. They are a more environmentally friendly alternative to petrol or diesel for multiple reasons, and would significantly reduce our fleet's carbon and nitrogen dioxide emissions. With fewer emissions polluting the atmosphere, air quality in local communities improves. Electric vans are also considerably cheaper to run than diesel alternatives. We are running trials to evaluate the optimum vehicle, balancing weight transported (i.e. paper and furniture) against range and battery power.



Future Carbon Reduction Projects



Arranging more direct deliveries to cut road miles

By using our suppliers to deliver more products direct to our customers, we can cut the emissions from our own vehicles. This is particularly beneficial where the supplier delivery is made in electric vehicles.

Replacing existing boiler with a heat pump

Heat pumps work by moving heat around very efficiently: heating a site entails moving heat from the outside to the inside (and vice versa for cooling). Although air-source heat pumps (getting their source of heat from the outside air) are the most common type, ground-source heat pumps are sometimes viable alternatives and we will be investigating which of these is the most efficient in our circumstances.

Switching from a fossil-fuel-based heating system, such as gas, to heat pumps will enable us to use renewable electricity, virtually eliminating our carbon emissions from heating. In addition, as heat pumps also possess cooling capabilities, the office and warehouse are likely to remain cooler during the summer months (and as global warming becomes more severe).

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 the Streamlined Energy and Carbon Reporting (SECR) requirements, and the subset of Scope 3 emissions have been reported in accordance with the published 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 for Richardson Business Equipment & Distributors

Signed

[Handwritten Signature]

Position

Managing Director

Date

1st April 2026