

2023 Carbon Reduction Plan (CRP)

Supplier name: P1vital Products Limited

Publication date*: 26 September 2023

Reporting year: 2022 (01 January 2022 – 31 December 2022)

*Please note this is Company's first CRP which was published in September 2023 to cover baseline year (2021) and current reporting year (2022). First year CRP publication was delayed, however, going forward Company will aim to publish CRP annually in May.

1. Executive Summary

Commitment to achieving Net Zero

P1vital Products Limited is committed to achieving **Net Zero emissions by 2050**.

We are aware that reducing our Greenhouse Gas (GHG) emissions represents significant benefits for us, our customers, suppliers and the wider community. Our Carbon Reduction Plan (CRP) covers the strategies for Company's ongoing commitment to the management and reduction of our business-related carbon emissions.

The plan will cover Company' baseline year information, setting clear targets for reducing GHG emissions over key timeframes and listing our planned projects to achieve carbon net zero by 2050.

Due to the nature of our office-based business we have a low carbon emissions baseline. The points below show the journey we are taking as a part of our Climate Transition Plan (CTP):

- **2021 baseline** - Company GHG baseline emissions were **11.215 tCO₂e** in 2021. However, Company recognises that this was an unconventional year due to Covid-19 restrictions which resulted in less commute and business travel.
- **2022 reporting year** - Company's GHG emissions were **24.017 tCO₂e**. This is a more representative year for Company's GHG emissions due to lifted Covid-19 restrictions.
- Company aims to reduce its GHG emissions at least by 50% by 2037 based on 2022 carbon emissions.
- Staff training and behaviour change projects - We will be pushing our business and working with all of our employees and contractors to embrace this plan and work in more carbon efficient way. We acknowledge that while some of these carbon reduction projects will be achieved through behavioural change, it is noted that this will provide limited carbon reduction due to the nature of our office-based business with no manufacturing production.
- Carbon offsetting projects - Most significant change would be made by supporting carbon offsetting projects. Where funding is needed, it will be accessed to take these projects to the right outcome.

2. Introduction

2.1. About Company

P1vital Products Limited (Company) develops and licences digital clinical trial solutions (software) for use by client companies, including electronic patient reported outcome (ePRO) system and biomarker efficacy tasks for depression, schizophrenia and cognitive disorders. Company provides clinical data management services and develops and markets digital solutions for mental health and well-being.

2.2. Governance

To ensure accountability for development of CRP including CTP section, board-level oversight of climate-related issues is provided. CRP-related items are discussed during annual Quality Assurance (QA) Review Meeting and ad hoc as required. At least 2 board members review Company CRP (this document) before it is finalised and signed off by the Chief Executive Officer.

2.3. Risks and Opportunities

Company evaluates exposure to climate-related risks and opportunities which allows us to form a strategy for the transition to a net-zero carbon economy recognised in the Paris Agreement and United Nations (UN) Sustainable Development Goals (SDGs). We focus on identifying, assessing, and responding to climate-related risks via our Risk Assessment process as well as identifying opportunities that could be realised via completion of Strengths, Weaknesses, Opportunities and Threat (SWOT) analysis.

2.3.1. SWOT Analysis

We have completed SWOT analysis to identify any opportunities that Company could utilise. SWOT analysis is available as a separate document, with the following opportunities being considered as having most potential impact:

Opportunity description	Description of response
Requirement of zero emission targets and transition to net zero economy by UK Government.	Company will develop CRP (this document) including commitment to Net Zero by 2050.
Clients / Customers are increasingly interested in companies that incorporate sustainability.	Company will develop CRP including commitment to Net Zero by 2050. Company will publish their CRP to make it available to any stakeholders. Where any specific requirements are needed for a client, Company will complete these.
Increase in certified climate projects / carbon offset providers and schemes. The company could utilise these to offset carbon.	Company has a low carbon production due to the nature of its business (software development), therefore, it would be difficult to try to minimise carbon even further. However, there has been an increase in carbon reduction initiative / carbon offset initiatives in which

Opportunity description	Description of response
	Company can participate and offset their carbon.
Increase in publicly available educational materials and growth of 'green initiatives' for businesses e.g., 3Ps (Planet, Planning and Purpose / Profit). This gives Company an opportunity to harness its potential for a greener, renewable and sustainable business strategy.	New Company initiatives will be introduced to staff, encouraging them to actively reduce carbon at individual level.

2.3.2. Risk Assessment

We have completed risk assessment to identify risks that Company should mitigate. Risk Assessment is available as a separate document, with the following risks identified as highest risk.

Risk description	Description of response
Non-compliance with carbon requirements leading to increase in carbon emissions or no improvements made.	CRP including implementation actions will be drawn up to provide a framework on how we can reduce our current CO2 emissions. These will be regularly monitored and published to ensure compliance.
Lack of specific expertise in the company regarding Carbon Reduction resulting in a failure to deliver on the climate declaration and consequent reputational damage.	QA role will keep up to date with the current and upcoming regulations published to ensure compliance with carbon reduction.
Lack of resources in the company supporting Carbon Reduction resulting in a failure to deliver on the climate declaration and consequent reputational damage.	Quality Assurance role will keep up to date with the current and upcoming regulations published in order to ensure compliance with carbon reduction. The CEO will be involved to ensure availability of resources to meet net zero target. Carbon reduction will be added to annual QA meetings which are attended by the Chief Executive Officer, Director and Quality Assurance. Regular monitoring of the action plan by the Quality Assurance role will flag up issues with reports to Senior Management and Members to secure additional staff resources for projects with the potential to significantly reduce carbon. Business Development Manager / Project Manager will feedback on partner or potential partner CRP requirements to assure we are not missing opportunities.
High reliance on supplier for waste management of electronic devices.	Supplier for disposal of electronic devices will be assessed as per Subcontractor Selection and Management process. A thorough quality assessment and risk assessment will be performed to ensure the supplier is WEEE regulations compliant.
Commitment to sustainability is not adequately communicated to or recognised	Staff will be advised of Company's Carbon Reduction Plan. One of the actions is to educate and train staff.

Risk description	Description of response
by staff / customers / clients leading to reputational risks related to climate change.	Company's Carbon Reduction Plan will be published online and be available to any stakeholders. Where clients require Company to complete a separate assessment, this will be completed in accordance with their requirements.
Reliance on landlord in Howbery Park regarding Gas, Electricity and Water leading to Company not being able to change to a green energy supplier.	Company can approach Howbery Park to identify green energy tariff that could be used by the landlord. Company can also move to a different office space within the business park. Howbery Business Park has the Manor House offices which is where Company is currently based in but also has modern buildings with more efficient energy rating i.e., we could be based in the same size or even bigger size office but have less energy spent and thus less carbon emissions.
Natural disaster or extreme weather event e.g., flood (close proximity to the river), fire, drought, cyclone etc. impact staff's ability to work at Company office.	Company would invoke Disaster Recovery Plan which is reviewed and tested annually. Staff would work remotely which is routinely done as a part of hybrid working.
Company does not have active supplier engagement in place due to nature of their business which results in low carbon emissions.	Quality Assurance will update subcontractor assessment process to include consideration of their carbon reduction initiatives. Where possible, Company will reach out to critical supplier to work with them to reduce their carbon emissions.

3. Emissions Methodology and Data

3.1. Method of Data Collection / Carbon Footprint Methodology

In accordance with the GHG protocol's corporate standard, the reported emissions will be reported against an operational boundary using the following reporting methodology:

- financial control – Company will report on all sources of carbon emissions over which it has financial control (where we have the ability to direct the financial and operating policies of the service with a view to financially manage its activities).
- operational control – Company will report on all sources of carbon emissions over which it has operational control (where we have full authority to introduce and implement our operating policies).

Company's carbon footprint will be reported based on our operational model being largely administration based (office-based software developer) and that our premises are controlled by a third party (our landlord), Howbery Park in Wallingford.

3.2. Baseline Emissions Footprint - 2021

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: 2021 (01-Jan-2021 – 31-Dec-2021)	
Additional Details relating to the Baseline Emissions calculations.	
Emissions data had not been published in prior years; therefore, we selected 2021 as our baseline year.	
The methodology for measuring our carbon footprint is in line with the Streamlined Energy and Carbon Reporting (SECR). In accordance with these requirements, we have reported relevant Scope 1, Scope 2 and Scope 3 emissions. The calculations were completed using the UK Government emissions factors.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e) – 11.215 tCO₂e.
Scope 1	Scope 1 – not relevant – explanation provided. Company Facilities

Baseline Year: 2021 (01-Jan-2021 – 31-Dec-2021)	
	<p>We are tenants in buildings managed by Howbery Park (Howbery Park Estates). Any carbon reporting will be published by them and will be excluded from our CRP to avoid double reporting.</p> <p>Company Vehicles</p> <p>We do not have any company vehicles.</p>
Scope 2	<p>Scope 2 - 8.814 tCO₂e.</p> <p>Purchased electricity, steam, heating, and cooling for own use.</p> <p>We are tenants in buildings managed by Howbery Park (Howbery Park Estates) and we only acquire 13.39%.</p> <p>Please note we do not purchase any of the energy needed for our buildings as they are all leased and are covered by the landlord.</p>
Scope 3 (Included Sources)	<p>Scope 3 total - 2.401 tCO₂e.</p> <p>Category 4 Upstream transportation and distribution – not relevant – explanation provided.</p> <p>We provide online services rather than goods and, as such, transportation and distribution of goods are not relevant to us.</p> <p>Category 5 Waste generated in operations – not relevant – explanation provided.</p> <p>We provide online services rather than goods and, as such we have no waste generated in operations other than standard waste bin in office which generates minimum waste. Office waste disposal is arranged by our landlord, Howbery Park.</p> <p>Category 6 Business travel – 0.00 – explanation provided.</p> <p>There was no business travel in 2021 as a result of the COVID-19 pandemic.</p> <p>Category 7 Employee commuting – 2.401.</p> <p>There was a reduced number of commuting to the office due to the COVID-19 pandemic. Employees were mainly working from home, therefore, the base year emissions were unusually low.</p>

Baseline Year: 2021 (01-Jan-2021 – 31-Dec-2021)											
	<p>Downstream transportation and distribution – not relevant – explanation provided</p> <p>We provide online services rather than goods and, as such, transportation and distribution of goods are not relevant to us.</p>										
Total Emissions	<table> <tr> <th>Emissions</th><th>Total (tCO₂e)</th></tr> <tr> <td>Scope 1</td><td>Zero, rationale detailed above</td></tr> <tr> <td>Scope 2</td><td>8.814</td></tr> <tr> <td>Scope 3</td><td> Category 4 – Zero, rationale detailed above Category 5 – Zero, rationale detailed above Category 6 – Zero, rationale detailed above Category 7 – 2.401 Category 9 – Zero, rationale detailed above </td></tr> <tr> <td>Total emissions</td><td>11.215 tCO₂e.</td></tr> </table>	Emissions	Total (tCO ₂ e)	Scope 1	Zero, rationale detailed above	Scope 2	8.814	Scope 3	Category 4 – Zero, rationale detailed above Category 5 – Zero, rationale detailed above Category 6 – Zero, rationale detailed above Category 7 – 2.401 Category 9 – Zero, rationale detailed above	Total emissions	11.215 tCO₂e.
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3.3. Current Emissions Reporting - 2022

Reporting Year: 2022 (01-Jan-2022 – 31-Dec-2022)	
EMISSIONS	TOTAL (tCO₂e) – 24.017 tCO₂e.
Scope 1	<p>Scope 1 – not relevant – explanation provided.</p> <p>Company Facilities</p> <p>We are tenants in buildings managed by Howbery Park (Howbery Park Estates). Any carbon reporting will be published by them and will be excluded from our CRP to avoid double reporting.</p> <p>Company Vehicles</p> <p>We do not have any company vehicles.</p>
Scope 2	<p>Scope 2 – 9.508 tCO₂e.</p> <p>Purchased electricity, steam, heating, and cooling for own use</p> <p>We are tenants in buildings managed by Howbery Park (Howbery Park Estates) and we only acquire 13.39%.</p> <p>Please note we do not purchase any of the energy needed for our buildings as they are all leased and are covered by the landlord.</p>

Scope 3 (Included Sources)	<p>Scope 3 total – 14.509 tCO₂e.</p> <p>Upstream transportation and distribution – not relevant – explanation provided.</p> <p>We provide online services rather than goods and, as such, transportation and distribution of goods are not relevant to us.</p> <p>Waste generated in operations – not relevant – explanation provided.</p> <p>We provide online services rather than goods and, as such, waste is not relevant to us.</p> <p>Business travel – 1.328</p> <p>Once COVID-19 restrictions were eased, staff started travelling for business.</p> <p>Official business travel expenditure on official business travel.</p> <p>Type of travel Tonnes CO₂e</p> <p>Official travel: Road 0.979</p> <p>Official travel: Rail 0.084</p> <p>Official travel: Air 0.265</p> <p>Total GHG emissions 1.328</p> <p>Employee commuting – 13.181</p> <p>For the reporting year of 2022, we are able to provide accurate figures as most staff were working from home majority of the time, with commuting to the office on a weekly/monthly basis once COVID-19 restrictions were eased.</p> <p>Downstream transportation and distribution – not relevant – explanation provided</p> <p>We provide online services rather than goods and, as such, transportation and distribution of goods are not relevant to us.</p>										
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	<p>Category 6 – 1.328</p> <p>Category 7 – 13.181</p> <p>Category 9 – Zero, rationale detailed above</p> <p>Total emissions 24.017 tCO₂e.</p>
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4. Climate Transition Plan

We have no previous emissions reduction commitment. However, Company is committed to setting emission reduction targets which align with a 1.5°C world.

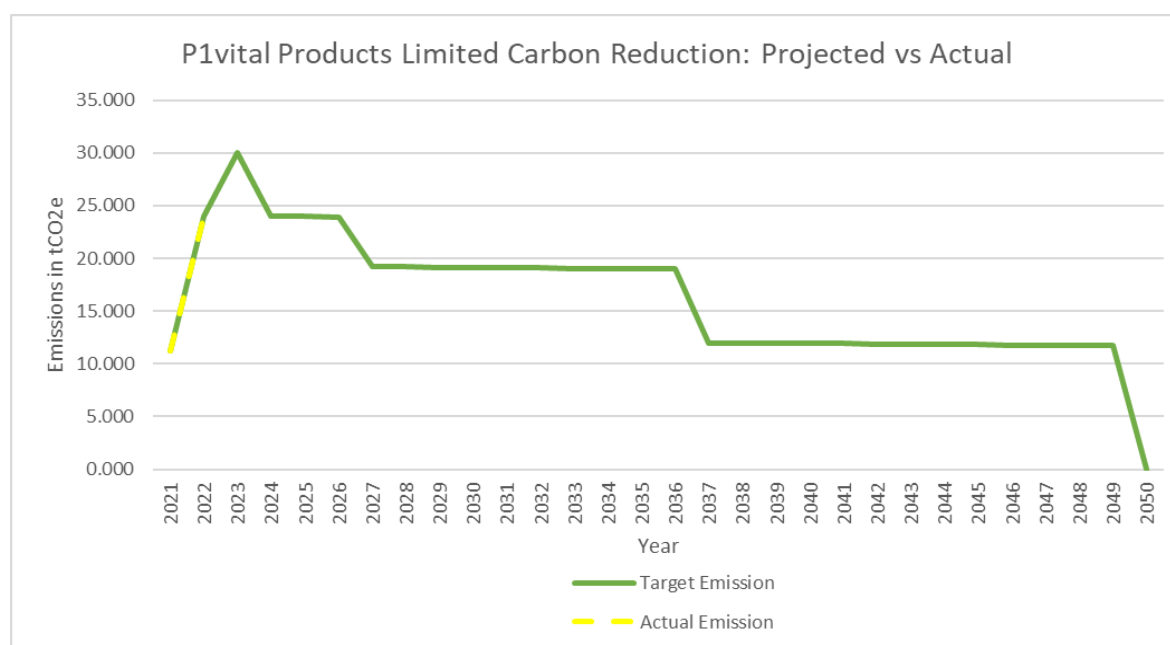
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

- Short term: We project that carbon emissions will decrease over the next five years from 24.017 tCO₂e in 2022 to 19.213 tCO₂e in 2027. This will be a reduction of 20% since 2022.
 - Please note this is an increase from baseline year (11.215 tCO₂e in 2021). However, 2021 was not a conventional operational year due to Covid-19 restrictions.
- Medium term: We intend to achieve a 50% decrease in emissions in 2037 i.e., 12.008 tCO₂e in 2037 which is 50% decrease since 2022.
- Long term: We intend to achieve Net Zero by 2050.

We will maintain Carbon Reduction Projects as detailed in the next section. We acknowledge that while some of these carbon reduction projects will be achieved through behavioural change, it is noted that this will provide limited carbon reduction due to the nature of our office-based business with no manufacturing production.

Carbon offsetting projects such as reforestation will be supported to achieve the difference between actual reduced carbon emissions and our net zero carbon target.

Progress against these targets can be seen in the graph below:



5. Carbon Reduction Projects - Targets and Performance

5.1. Completed and In Progress Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented since the 2021 baseline. We are unable to quantify the extent as there are no previous reporting because our organisation has not been previously assessed.

- Switch to e-signature:
 - Introduction of e-signature instead of hard copy signatures.
- Switch to hybrid working:
 - During COVID-19 staff were working from home where possible due to governmental guidance. As a result, this reduced the number of staff commuting, business travel and dependency on office space.
 - When governmental restrictions were eased, company decided to continue hybrid working including:
 - different teams have been encouraged to organise team days in the office rather than being in office full time.
 - staff have been encouraged to work from home and come to the office for in person meetings as required.
 - reduced dependency on office space which resulted in Company giving up some office space and moving to hot desking office set up.

5.2. Future Carbon Reduction Initiatives

In the future we hope to implement further measures such as:

- Introduce the 3Ps of sustainable travel as part of colleagues' new ways of working: Purpose, Planet and Planning.
- Educate staff by:
 - introducing webinars / flyers / posters on the impact of carbon emissions and ways to mitigate it e.g., information on 3Ps.
 - introducing a carbon footprint calculator to support our colleagues to explore the environmental impact of both their business and personal travel choices.
- Reduce business travel and commute by:
 - Encouraging carpool to minimise unnecessary business travel / employee commute.
 - Encouraging the use of train and other public transport instead of using their own vehicles or taking local flights e.g., London to Edinburgh.
- Develop a concise working policy to ensure effective working practices and reduce carbon emissions from unnecessary travel.
- Contribute to certified climate projects / carbon offset providers and schemes.

6. Declaration and Sign Off

This CRP has been completed in accordance with United Kingdom (UK) Government's Procurement Policy Note (PPN) 06/21 'Taking account of Carbon Reduction Plans in the procurement of major government contracts' and associated guidance and reporting standard for CRPs.

Emissions have been reported and recorded in accordance with the published reporting standard for CRPs, the Greenhouse Gas (GHG) Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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 CRPs and the Corporate Value Chain (Scope 3) Standard³.

This CRP has been reviewed and signed off by the board of directors.

Signed on behalf of the P1vital Products Limited:

Name: Jonathan Kingslake

Job Title: Chief Executive Officer

Signature: *J Kingslake*

Date: 26/09/2023

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>

7. Version Control

Version #	Description of Revision
1.0	New document