



8th Floor, 24 Chiswell Street, London EC1Y 4TY

Carbon Reduction Plan.

Supplier name: **ODGroup**.....

Publication date: **15th December 2025**.....

ODGroup is committed to operating with integrity and embedding sustainable practices across its operations, projects and supply chain, in order to minimise environmental impact and contribute positively to society. As part of this commitment, ODGroup works collaboratively with clients and suppliers to reduce its carbon footprint and deliver sustainable outcomes.

This carbon reduction plan has been prepared as part of ODGroup’s work to reduce its carbon footprint. It has been prepared in accordance with Procurement Policy Note 006 (PPN 006). It sets out ODGroup’s commitment to measuring, managing and reducing greenhouse gas (GHG) emissions across scope 1, scope 2 and relevant scope 3 categories.

ODGroup’s carbon footprint baseline is aligned to the reporting year of 1st July 2024 to 30th June 2025. It provides transparency on current emissions and a foundation for future reductions. The plan details baseline emissions, near-term and long-term reduction targets, and the carbon reduction initiatives in place to support continuous improvement and accountability over time.

Commitment to achieving Net Zero

ODGroup is committed to achieving net zero GHG emissions by 2050, in line with UK Government policy and the requirements of PPN 006.

This commitment applies to business operations, which are based in the UK, and covers scope 1, scope 2 and select scope 3 emissions in accordance with the GHG Protocol.

Baseline Emissions Footprint

Baseline emissions are a record of the GHGs that have been produced in the past, prior to the introduction of any strategies to reduce emissions. They are the reference point against which emissions reduction can be measured.

ODGroup’s financial year runs from July 1st to June 30th, with the baseline year for this plan running from 1st July 2024 to 30th June 2025.

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Baseline Year/Current Reporting Year: Jul 2024- Jun 2025

Emissions are calculated using Sustain IQ carbon reporting. They are calculated in accordance with the GHG Protocol and UK Government guidance, covering all Kyoto gases and reported as tonnes of carbon dioxide equivalent (tCO₂e) categorised into scope 1, scope 2 and scope 3. Emission factors are sourced from the UK Government DESNZ annual conversion factors. Data quality, assumptions and factors are reviewed annually, with transparent audit trails retained.

For Scope 3 emissions, ODGroup currently calculates Category 4 (Upstream Transportation and Distribution), Category 5 (Waste Generated in Operations), and Category 7 (Employee Commuting). Measures are being implemented to expand the Scope 3 categories that are calculated and reported. These include improving internal data-capture processes, engaging with key suppliers to enhance the quality of primary data, and developing consistent and repeatable calculation methodologies. This approach supports increased transparency, comparability and accuracy over time and will enable the progressive expansion and refinement of Scope 3 reporting in line with PPN 06/21 and UK Government carbon reporting guidance.

Baseline year emissions:

Emissions	Total (tCO ₂ e)
Scope 1	0
Scope 2	10.1
Scope 3	336.1
Category 4: Upstream Transportation and Distribution	282.4
Category 5: Waste Generated in Operations	17.6
Category 6: Business Travel	<i>Not currently reported**</i>
Category 7: Employee Commuting	36.1
Category 9: Downstream Transportation and Distribution	<i>N/A***</i>
Total Emissions	346.2

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** Scope 1 emissions are reported as zero for the baseline year as refrigerant (fugitive) emissions have not yet been quantified or included within the emissions inventory. ODGroup recognises that refrigerant emissions are likely to occur in practice and is developing a proportionate, GHG Protocol-aligned methodology to calculate and report these emissions in future reporting periods.*

*** Scope 3 Category 6 (Business Travel) has not been included in the baseline emissions as, while relevant source data is available, a consistent and auditable process for collating this data and a formal methodology for calculating emissions has not yet been established. Work is underway to develop a GHG Protocol-aligned business travel emissions methodology, including defined assumptions, boundaries, and calculation approaches. Once this methodology is finalised and data quality has been assured, business travel emissions will be quantified and incorporated into the baseline in a future reporting period, in line with PPN 006 requirements.*

**** ODGroup operates primarily as an office fit-out contractor and does not undertake downstream transport or distribution of products.*

Emissions reduction targets

In support of ODGroup's commitment to net zero by 2050 it will progressively reduce GHG emissions across all relevant scopes supported by a combination of operational controls, supply-chain engagement and improved emissions data quality.

ODGroup has no scope 1 emissions from stationary or mobile combustion and limited influence over scope 2 electricity procurement, as office space is rented and electricity purchasing arrangements are managed by the landlord. Scope 2 emissions are therefore reported using a location-based methodology in line with the GHG Protocol. Our primary emissions reduction focus is on maintaining low operational emissions and improving the management of material scope 3 emissions, which represent the majority of the carbon footprint.

Current Targets

- **Scope 1:**
 - Maintain zero scope 1 emissions from stationary and mobile combustion on an ongoing basis.
- **Scope 2:**
 - Monitor and manage electricity consumption within the rented office space and maintain low location-based scope 2 emissions, recognising that the procurement of electricity is outside of the organisation's direct control.
- **Scope 3 (Office Upstream Transport and Distribution – Category 4):**
 - Commit to a 50% reduction in office-related scope 3 delivery emissions (with 2023 as a baseline year), achieved through reduced order frequency, grouped deliveries and staff awareness initiatives.

Development of Future Targets

ODGroup recognises that, beyond the commitments above, it does not yet have comprehensive, quantified emissions reduction targets across all scope 3 categories. This reflects the current stage of data maturity rather than a lack of ambition.

ODGroup is in the process of developing future targets. To ensure these are meaningful, comparable, and appropriate to the business model, it intends to explore emissions-intensity metrics alongside absolute reductions. These metrics will allow performance to be tracked over time, benchmarked across projects, and transparently reported in future carbon reduction plans. They will also allow ODGroup to understand its emissions performance independently of business growth.

Future carbon reduction initiatives

ODGroup has developed a number of carbon reduction measures to support the reduction of greenhouse gas emissions associated with its operations. Using the emissions profile of the company and a detailed analysis of key emissions sources, we have established a comprehensive set of carbon reduction initiatives targeted at the areas where emissions are most material to our activities.

ODGroup recognises that its office operations and project sites give rise to different activities and emissions sources and therefore require tailored approaches to carbon reduction. In response, ODGroup has developed carbon reduction initiatives that are targeted separately at office-based activities and site-based operations. This approach enables it to address the specific emissions drivers within each environment and to apply appropriate, practical measures that support ongoing emissions reductions across the organisation.

Some carbon reduction initiatives were implemented during the baseline reporting year and the impacts will be seen in the next iteration of this plan, while others are scheduled for implementation in future reporting periods. All measures are detailed below and are also presented in a tabular format as an appendix to this document.

Governance, Strategy and Management Systems

- ODGroup will maintain, review and annually publish this PPN 006 complaint carbon reduction plan, ensuring it accurately reflects the operational emissions profile, progress against targets, and any changes in organisational scope or activities.

The carbon reduction plan acts as the central governance document for ODGroup's net zero and emissions reduction commitments. It will be

reviewed on a quarterly basis to ensure it remains robust, current, and aligned with Government expectations.

Future updates will be approved and signed off at Board level (as this version has been), demonstrating clear Board-level ownership of carbon reduction. Outcomes of the quarterly reviews will be reported back to the Board to support oversight, accountability, and continuous improvement.

- ODGroup will maintain and regularly update a net zero roadmap aligned with UK Government Net Zero trajectories. This will be delivered through a structured framework of SMART carbon reduction targets, supported by defined measures and initiatives across business operations and the supply chain. Progress against targets will be monitored on an ongoing basis, with regular reviews to ensure alignment with net zero objectives and continuous improvement as operational scope, data quality and best practice evolve. This approach ensures that the net zero transition is practical, measurable, and responsive to change, while providing a clear pathway toward long-term emissions reduction.

Staff Engagement, Behaviour Change and Culture

- ODGroup will continue its delivery of sustainability and carbon literacy training to improve staff understanding of climate change and emissions reduction, including education on scope 1, scope 2 and scope 3 emissions. Training will continue to be delivered through structured Continuing Professional Development (CPD) sessions led by the internal sustainability team and external specialist speakers. This supports informed decision-making, staff engagement, and effective delivery of carbon reduction objectives across the organisation.
- The carbon literacy training will be supplemented by regular internal communications on carbon performance, progress against targets, and key emissions reduction initiatives. Internal reporting platforms are being developed to provide accessible, accurate and timely carbon data to staff and management. These communications will support transparency, accountability and staff engagement, helping embed carbon reduction objectives into day-to-day decision-making and driving continuous improvement across the organisation.

Scope 1 – Direct Emissions

Stationary Combustion

- When relocating or securing new office premises, buildings that operate without on-site gas or other forms of stationary fossil fuel combustion will be prioritised. This approach supports the zero emissions of scope 1 emissions associated with space heating and hot water, and aligns with longer-term net zero objectives by favouring electrically heated, energy-efficient buildings with strong environmental performance credentials.

Fugitive Emissions

- ODGroup will continue to use air-conditioning systems using R-32 refrigerant in all installations. R-32 has a global warming potential (GWP) of 677, representing a reduction of approximately 70% compared to R-410A (GWP 2,088), while maintaining high energy efficiency and performance. This supports direct emissions reduction (from refrigerant leakage).
- ODGroup will develop and implement a proportionate, GHG Protocol-aligned methodology to identify and quantify fugitive emissions associated with ODGroup office operations, emissions from refrigerants used in air-conditioning or cooling equipment. This will include reviewing asset inventories, improving data collection processes and working with facilities managers and suppliers to support consistent and repeatable reporting. The resulting data will be used to integrate fugitive emissions into the carbon footprint, supporting the completeness and accuracy of scope 1 emissions reporting and informing future emissions reduction actions.

Scope 2 – Purchased Energy

- Upon moving to current premises, ODGroup ensured that energy-efficient measures were embedded within the fit-out and building specification, including LED lighting, smart controls and energy-efficient IT equipment. Building on this approach, ODGroup will ensure that any future office moves, refurbishments or procurement of office space incorporate equivalent or improved energy-efficiency initiatives as a standard requirement, supporting continued reductions in operational energy demand and scope 2 emissions.
- ODGroup will monitor, analyse and regularly review office electricity consumption trends to identify opportunities for further demand reduction and improved energy efficiency. Findings will be used to inform continuous improvement actions and support ongoing reductions in scope 2 emissions, with progress reviewed as part of wider carbon performance monitoring.

Scope 3 – Value Chain Emissions

Category 4: Upstream Transportation and Distribution

Construction and Project

- ODGroup will monitor and report on the proportion of subcontractors engaged within defined distance bands (10, 20 and 50 miles) of project locations. This will support improved understanding of emissions associated with subcontractor travel and logistics, help identify opportunities to increase local sourcing where appropriate, and inform future measures to reduce scope 3 transportation-related emissions.
- Carbon performance management will be strengthened through the introduction of Category 4 (transport and logistics) KPIs within monthly project dashboards, including metrics such as:
 - deliveries per £ of spend
 - deliveries per 100m²

In parallel, logistics carbon baselines split by project type will be developed, using reference benchmarks for typical project sizes. These KPIs will enable consistent performance comparison, targeted interventions, and continuous reduction of scope 3 transport-related emissions across projects.

- Project-related transport emissions will be minimised by enforcing a no-vehicle-idling policy, communicated through the Construction Environmental Management Plan and implemented by site teams. Where deliveries are unrestricted, efficient scheduling will be promoted to avoid unnecessary waiting times. Where client or site constraints require restricted access or shared loading bays, deliveries will be actively managed within defined time windows to reduce idling, congestion during peak periods, and associated scope 3 transport emissions.
- Long distance travel will be reduced by using digital collaboration tools to support remote project coordination. This includes offering platforms such as OpenSpace for projects with client teams based outside the UK or requiring long-distance travel. This will reduce the need for in-person site visits, supporting lower travel demand and associated scope 3 emissions while maintaining effective project delivery.
- The use of modern methods of construction and off-site manufacturing will be promoted where this reduces the number of deliveries to site and associated transport emissions. Off-site manufacture will be encouraged for elements such as joinery and metalwork, supporting both material efficiency and logistics optimisation. This approach builds on existing reporting for BREEAM material efficiency credits and will contribute to reductions in scope 3 category 4 emissions through fewer deliveries and improved supply chain efficiency.

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Office

- ODGroup have committed to a 50% reduction in scope 3 category 4 emissions from deliveries to ODGroup offices (using 2023 emissions as a baseline). This will be achieved by raising staff awareness of delivery-related carbon impacts, reducing the frequency of orders, and grouping orders where possible. These actions will minimise delivery journeys and support sustained reductions in transport emissions linked to office-based procurement.

Category 5: Waste Generated in Operations

Construction and Project Waste

ODGroup aim to minimise waste generated during project delivery and reduce the associated environmental impact through robust targets, controls and monitoring. These initiatives have been established practices on ODGroup project sites and will be maintained for future projects:

- Clear waste performance for all projects, including:
 - 99% diversion from landfill
 - Minimum 95% recycling rate for all construction waste
- Project-specific Resource Efficiency Management Plans / Site Waste Management Plans will continue to be implemented on each project and delivered by appointed waste contractors.
- Site teams will adhere to defined waste segregation strategies and project waste targets, including any requirements linked to environmental accreditations such as BREEAM.
- The sustainability team will undertake monthly project audits to assess performance against waste targets, supported by annual waste contractor performance reviews.
- Project waste intensity targets will be applied, including:
 - 3.5 tonnes per 100m² on major projects
 - 2.5 tonnes per 100m² on all other projects
- For refurbishment projects, pre-refurbishment audits and circular economy strategies will be implemented to maximise reuse. This includes take-back schemes where suppliers collect packaging, pallets and offcuts during subsequent deliveries, reducing waste and demand for virgin materials.

Office-Based Waste

Waste generated through office operations will be minimised through waste prevention and resource efficiency measures, including:

- Encouraging the use of clearly labelled recycling bins and effective waste segregation
- Reducing paper consumption through the use of digital platforms and software
- Minimising single-use plastic waste by promoting and providing reusable cups and bottles

Category 6: Business Travel

- Monitoring and management of business travel emissions will be strengthened by utilising expense claims processes that require staff to record travel mode, trip purpose, and origin and destination. This data will be used to establish a documented, GHG Protocol-aligned business travel emissions methodology, defining calculation approaches, assumptions, and organisational boundaries. This will ensure consistent, transparent and auditable reporting of business travel emissions and will support targeted actions to reduce scope 3 emissions over time.
- ODGroup will strengthen its approach to reducing business travel emissions by implementing an updated business travel policy that explicitly prioritises low-emission transport modes. The policy will favour rail over car travel where practicable and appropriate, alongside other lower-emission options. This builds on the existing expenses policy and supports informed travel choices, helping to reduce scope 3 category 6 business travel emissions while maintaining operational effectiveness.

Category 7: Employee Commuting

- Employee commuting emissions will continue to be limited through a four-day per week office-based working arrangement, reducing the overall number of commuting journeys when compared with typical five-day attendance patterns in the construction and fit-out sector. This structural reduction in commuting demand will contribute to lower scope 3 category 7 emissions while maintaining consistent in-office collaboration.
- Accuracy and coverage of employee commuting emissions data will be improved by conducting an annual commuting survey. The survey will capture primary travel modes, typical journey distances, days per week spent in the office, homeworking days, and any multi-modal journeys. This data will support GHG Protocol-aligned calculation of scope 3 category 7 emissions and informs future reduction measures.
- Commuting data will be periodically analysed to understand changes in travel behaviour, improve the reliability of emissions estimates, and highlight areas of higher emissions intensity. Insights from this review process are used to identify and prioritise practical opportunities to further reduce employee commuting emissions over time.

Category 9: Downstream Transportation and Distribution

- **Not applicable.** The organisation operates primarily as an office fit-out contractor and does not undertake downstream transport or distribution of products.

Other Scope 3 Categories – Data and Methodology Development

- As part of the continuous improvement of reporting accuracy and completeness ODGroup will continue to undertake a structured review of scope 3 emissions data availability and is progressively developing GHG Protocol-aligned methodologies to quantify all relevant scope 3 categories. Upstream categories identified as material include Purchased Goods and Services (Category 1), Capital Goods (Category 2) and Fuel and Energy Related Activities Not Included in Scope 1 or 2 (Category 3). Downstream categories include Use of Sold Products (Category 11) and End-of-Life Treatment of Sold Products (Category 12). This review covers improving internal data capture, engaging with key suppliers, and applying consistent, repeatable calculation methodologies to enable improved coverage, transparency and accuracy of scope 3 emissions reporting over time.

Declaration and Sign Off

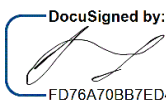
This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standards for Carbon Reduction Plans.

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 GHG company reporting.

Scope 1 and scope 2 emissions have been reported in accordance with Streamlined Energy & Carbon Reporting (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) Standard.

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

Signed on behalf of the Supplier:

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Date: 15th December 2025