

## **Amillan Sustainability Policy**

Saving the environment is the world's greatest challenge, and we are committed to being part of the solution. Even as an SME (Small to Medium Enterprise), we recognise that every decision we make has an impact, and we are doing everything possible to ensure that impact is positive.

Amillan aims to promote the protection and enhancement of the environment, and to educate Customers, Staff, Suppliers, and partners on environmental issues.

We aim to contribute, as responsible members of society, to a reduction in waste and carbon usage and to provide a safe, sustainable and pleasant environment in which to live and work.

Amillan's underpinning ethos is to:

- Ensure that we are compliant with environmental legislation
- Recognise that we are both a consumer and provider of services and respond appropriately to this; to review our environmental impact at regular points via action plans and take action as appropriate
- Recognise our areas for development and implement improvements
- To use resources carefully, which in turn will help to reduce operating costs
- Ensure that partners and stakeholders with whom we work, e.g. suppliers and subcontractors, adopt and abide by Amillan's environmental and sustainability principles. Amillan will ensure that due diligence is carried out before working with partners and stakeholders and will monitor the relationship on an ongoing basis to assess the extent of compliance with these principles.

Amillan has committed to focusing on:

- Reducing waste,
- Reducing materials at every opportunity,
- Repair rather than throw away where we can, and
- Recycle at any given opportunity.

As our 'energy-responsible' culture becomes established and embedded, we aim to:

- Encourage our employees and suppliers to be responsible, corporate green citizens,
- Utilise energies and water sparingly,
- Consider environmental impacts in our purchasing,
- Endeavour to work with partnering organisations that share our ethos on "carbon footprint" and
- Reduce the need for transport and its impacts on the environment.

We intend to operate our business in an environmentally friendly and sustainable way as possible.

Amillan has already introduced:

- A Carbon Reduction Plan with the target to become a Carbon Net Zero Organisation by 2040.
  - From 2019, Amillan began tracking our emissions and has developed a carbon reduction plan in line with Procurement Policy Note PPN06/21. It is our ambition to become a Carbon Net Zero company by 2040. Our key performance indicators to measure our progress against this goal are:
    - To achieve a continual reduction in our tCO<sub>2</sub>e every year until we reach Net Zero.
    - To keep our Scope 1 at Zero.
    - To halve our tCO<sub>2</sub>e within Scope 2 by 2025. Further reducing to Zero by 2030
    - To halve our tCO<sub>2</sub>e within Scope 3 by 2030. Further reducing to Zero by 2040 (offsetting if required)
- We reuse, or recycle, all of our packaging materials such as cardboard, polystyrene, shredded paper, etc. All materials that can be recycled are segregated into specific waste bins/skips and forwarded to waste transfer stations.
- Amillan encourages homeworking to reduce carbon emissions. When possible, Amillan encourages car-sharing to meetings and in the commute to work.
- The minimisation of the use of paper in our offices, using email, has greatly reduced the amount of paper used within the workplace. Previously, we would have sent hard copy correspondence in the post, and letters in the post. Processing information electronically is also much more energy and carbon-efficient than physically sending hard copy correspondence.
- The installation of multi-function devices to handle faxing, printing and photocopying demands in our offices, this greatly helps reduce energy and also reduces paper usage.
- Internal recycle bins for our office paper.
- Our consumption of fuel and energy is closely monitored, and we take care that it is not wasted through inefficiency or casualness. The Amillan office is split into two, and separate thermostats have been installed to enable only partial heating of the building if there is a small workforce in the office at that particular time.
- We use signage to remind staff to turn off lights when leaving a room, and ask staff to use computers responsibly, i.e turning them off at night and using standby mode during the daytime when not in use.
- We recycle old computers responsibly (in line with WEEE directives) and will do so through our IT replacement strategy.
- We recycle mobile phones and printer cartridges.
- All Fluorescent light tubes in our offices have been replaced with energy-efficient LED units.
- We have reduced the amount of our landfill waste by finding ways to recycle waste material more efficiently, either in-house or through working in conjunction with others who can constructively use the material.

- We ensure that all our workplaces, either in our offices or out on site, adhere to current environmental standards and energy conservation requirements.

What we intend to do for the future:

- We intend to purchase our electricity from suppliers who re-invest in renewable energy sources and investigate more environmentally sustainable sources of energy, e.g. solar panels and wind turbines.
- Where possible, we will source our materials from suppliers who operate in an environmentally friendly manner and who are geographically local to us to reduce road traffic, road traffic costs and carbon emissions.
- We will encourage our staff to choose vehicles with fuel efficiency and CO2 emissions in mind, encouraging a move towards hybrid and electric vehicles as appropriate. Fuel efficiency and mileage will be closely monitored with the help of tracker systems.
- We will encourage web links to sites promoting sensible and sustainable attitudes towards the environment, renewable energy, etc.
- We will encourage suppliers to strive for the same level of environmental care as we provide to offset their carbon footprint.
- We will deliver awareness-raising CPD training on green issues and sustainable development to all employees to inspire them to reduce their carbon footprint and encourage them to take action to offset their carbon footprint in innovative ways.
- We will strive to reduce our carbon footprint year on year by measuring and calculating current standards in each of our offices.
- We will identify and quantify the sources of carbon emissions.
- We will identify carbon reduction initiatives.
- We will carry out ongoing measurements of the impact of reduction initiatives to aid the company's reporting of greenhouse gas emissions.

Signed:



Patrick Daly  
Managing Director

## Amillan CARBON REDUCTION PLAN

Publication date: 29<sup>th</sup> August 2025

### ***Commitment to achieving Net Zero***

Amillan Limited is committed to achieving Net Zero emissions by 2040.

### ***Baseline Emissions Footprint***

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced before the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

<b>Baseline Year: 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>2019 was Amillan's first time measuring and reporting emissions. We have used the market-based method of calculation for Scope 2 emissions.</p> <p>Our baseline calculation includes:</p> <p>Scope 1: Direct Emissions*</p> <p>Scope 2: Indirect Emissions</p> <p>Scope 3 Categories: 4. Upstream transportation and distribution, 5. Waste Generated in Operations, 6. Business Travel, 7. Employee Commuting, 9. Downstream transportation and distribution, 12. End-of-Life Treatment of Sold Products</p> <p><i>*Amillan is an IT Professional Services organisation, and it does not directly own or control any Scope 1 emission sources.</i></p>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1*</b>	<b>0</b>
<b>Scope 2</b>	<b>21.58</b>
<b>Scope 3</b> (Included Sources as above)	<b>105.31</b>



Total Emissions	126.89
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## Current Emissions Reporting

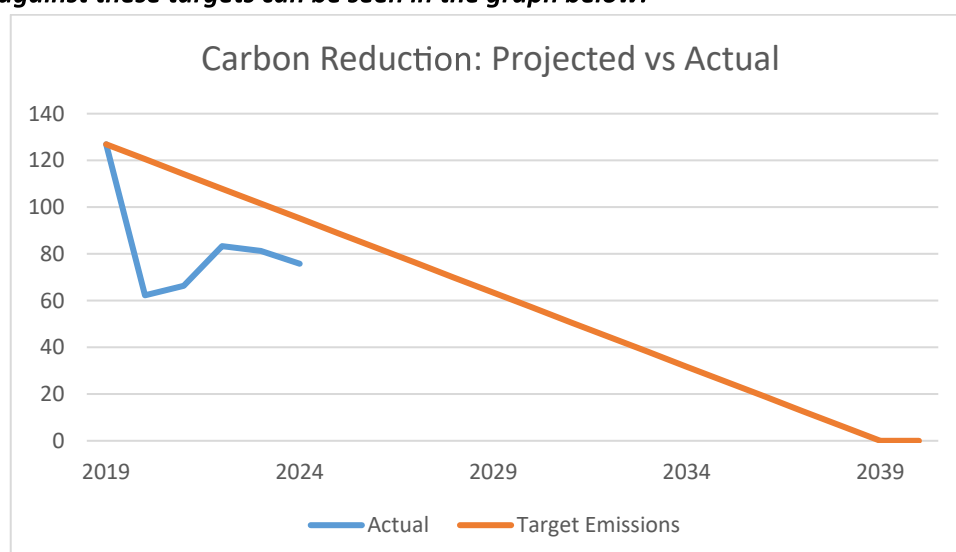
Reporting Year: 2025	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1*	0
Scope 2	14.60
Scope 3 (Included Sources as above)	61.14
Total Emissions	75.74

## Emissions reduction targets

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

*We project that carbon emissions will decrease over the next five years to 95.17 tCO<sub>2</sub>e by 2024. This is a reduction of 25% from the baseline year.*

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



## ***Carbon Reduction Projects***

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equates to 60.58 tCO<sub>2</sub>e, a 47.7% reduction against the 2019 baseline.

- In 2019, we undertook a thorough review of all carbon emissions reporting processes and data to form a robust baseline from which to set interim targets to achieve net zero.
- A move to hybrid/ homeworking for 90% of staff and a drive to hold 90% of our customer/ supplier meetings remotely– accelerated by the pandemic, this has dramatically reduced our emissions caused by travelling and commuting, as well as reduced the electric, gas and water requirements for our head office. In future, this will also lead to a reduction in our physical office footprint.
- Replacement of all office lighting with modern, energy-efficient LED fittings to reduce our electricity consumption.
- ISO 14001 Certification to guide our environmental performance through more efficient use of resources and reduction of waste. This certification is annually audited by a third-party to ensure continued compliance.

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

- Encourage Amillan's staff to switch to Electric vehicles for business travel- Currently, business travel accounts for the majority of our carbon emissions, and 100% of employee journeys use Petrol/ Diesel vehicles. Over the next five years, we will encourage our staff to switch to Electric alternatives via subsidy/ incentive schemes, preferential expense mileage rates and via the implementation of electric vehicle charging stations at our offices. From 2032, we will mandate that any company car allowance and expenses can only be spent on electric vehicles.
- Downsize / Eliminate Amillan's office footprint- with 90% of staff now working from home, we aim to reduce the physical footprint of Amillan's office space by 75%. We are also investigating eliminating our office space and moving to a managed service office space with hotdesking and meeting room facilities used when required. By the end of 2022, we will have sold 50% of our office space and are looking to reduce by a further 25% in 2023. When we have settled on our office footprint, we will look to install Solar PV at our new office location.
- Development of a supplier engagement plan to gain commitments from our suppliers to ensure they have carbon reduction plans in place and that they will reduce their emissions.
- Full Server Audit- As an ICT and Telecommunications company, Amillan has a large server room on our premises, with the majority of our Scope 2 emissions comprising purchased electricity. We will conduct a full review of all our on-site equipment, removing obsolete technology and logging the energy usage of all servers and switches. Where possible, we will look to update older technology with more energy-efficient models to reduce electricity consumption. We will also work with our suppliers to ensure the energy we use comes from

more sustainable sources and will investigate the use of renewable energy (e.g. Solar) to reduce dependence on the grid.

- Obsolete/damaged electronic devices are reused or recycled in a WEEE-compliant manner.
- Off-Setting- Amillan is committed to achieving net zero across all three greenhouse gas emissions scopes by no later than 2040. For all the energy and carbon emitted as part of scopes 1 and 2, we will achieve net zero by 2040 and aim to do this without needing to offset.

For Amillan, offsetting is a last step and will not be prioritised over making real reductions in carbon emissions; however, following requests from our private sector customers, we have begun work on an offsetting program due to launch in 2024:

**“Tree’s for Tech”:** Due to the high environmental impact in the manufacture, shipping, packaging and installation of physical hardware, Amillan is actively trying to move customers towards shared cloud infrastructure. When providing physical hardware is unavoidable, we will introduce a programme to offset the carbon associated with physical goods. In Amillan’s “Trees for Tech” programme, we will work with a third-party organisation to plant trees for all physical hardware we install. Initially, we will plant enough trees to offset 1 tCO<sub>2</sub>e for every £1,000 spent on hardware, eventually increasing to 1 tCO<sub>2</sub>e tree for every £500 spent. It is our ambition that this program will eventually become a carbon-positive endeavour and that it will plant enough trees annually to cover 2x the emissions generated by hardware, helping us to further offset the carbon we produce as an organisation. We are still finalising this programme and have been trialling it with select customers during 2022. We intend to have Trees for Tech fully operational for all Amillan customers in 2026.

### ***Declaration and Sign Off***

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the 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<sup>1</sup>, and use the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup><https://ghgprotocol.org/standards/scope-3-standard>

*Signed on behalf of Amillan Limited:*



Name: Patrick Daly  
Position: Managing Director

Date: 29<sup>th</sup> August 2025