

Commitment to achieving Net Zero

Head Office Group is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

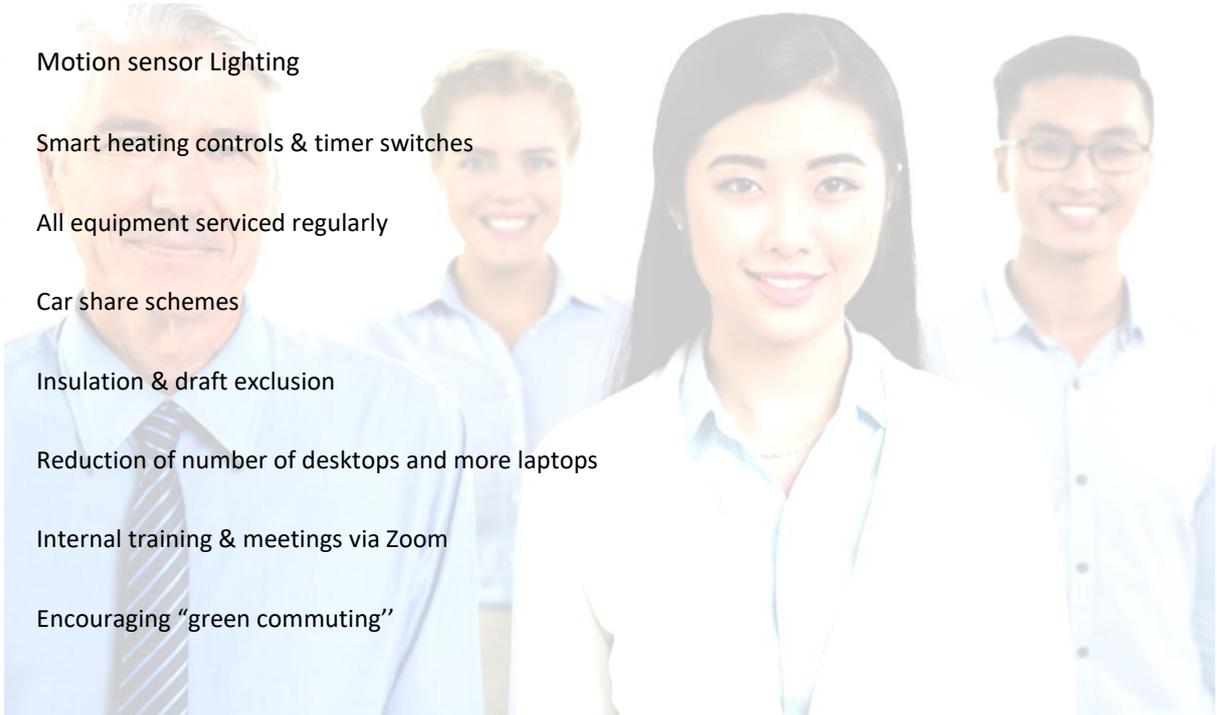
Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

| First Reporting Year 2024 - 2025 | |
|--|----------------------------|
| Additional Details relating to the Baseline Emissions calculations. | |
| This is our first year of reporting. | |
| Baseline year emissions: | |
| EMMISSIONS | TOTAL (tCO ₂ e) |
| Scope 1 | 0 |
| Scope 2 | 1.5 |
| Scope 3 (Included Sources) | 4 |
| Total Emissions | 5.5 |

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted a number of steps including:

- Energy saving lightbulb
- Motion sensor Lighting
- Smart heating controls & timer switches
- All equipment serviced regularly
- Car share schemes
- Insulation & draft exclusion
- Reduction of number of desktops and more laptops
- Internal training & meetings via Zoom
- Encouraging “green commuting”



Carbon Reduction Plan

- Flexible working from home for eligible employees
- Bulk buying
- Environmentally friendly kitchen & cleaning products
- Re-usable utensils, mugs etc.
- Elimination of “for show” stationary items such as compliments slips & business cards

We project that carbon emissions will decrease over the next five years to zero tCO₂e by 2050.

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.

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 Corporate Value Chain (Scope 3) Standard.

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

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| Signature: |  |
| Name: | Charlotte Harkin |
| Position: | Group HR & Compliance Director |
| Date: | 30th April 2025 |



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| Version Number | 1.0 | Date Issued | 30 th April 2025 | Reference Number | GU-POL-P018 |
| Authorised by | Charlotte Harkin | | | Page 2 of 2 | |