

Carbon Reduction Plan: 2024 Annual Report

Ridgeway Information Ltd. is committed to acting in an environmentally conscious and responsible way. We recognise that our operations can have both direct and indirect impacts on the environment, and we are committed to minimising any negative impacts and making environmental sustainability a consideration in decision making and business operations.

As outlined in our Environmental Policy, and reaffirmed through our Responsible Business Framework, Ridgeway Information is **committed to achieving net zero emissions across our business operations by 2050.**

Baseline emissions footprint

This is the first full reporting year for Ridgeway Information’s carbon emissions, and figures from this year’s emissions calculations will be used as the baseline for future reporting.

Applying the standardised Scope 1, 2, 3 framework, Ridgeway used a variety of resources and tools to assist in the development of emissions calculations, including Heart of the City’s Carbon Footprint Data Collection guidance, Climate Impact Partners’ Calculator for Small Businesses, and UK Government’s greenhouse gas reporting conversion factors 2024.

The indicators we measured beneath each scope are as follows:

- Scope 1
 - Office building’s total gas consumption, and percentage that is renewable.¹
 - Type and global warming potential of gas used in refrigerants.
- Scope 2
 - Location-based electricity usage.
 - Percentage of market-based electricity usage that is renewable.
- Scope 3
 - Employee commuting.
 - Electricity and heating from employees working from home.
 - Business travel transportation.
 - Business travel accommodation.
 - Water usage.

Baseline year (2024) emissions:	
Emissions	Total (tCO2e)
Scope 1	1.30
Scope 2	3.83
Scope 3	13.33
Total emissions	18.46

¹ Our office is located on one floor within a building shared with other companies; we estimated our building-related emissions (across Scopes 1 and 2) by calculating our proportion of the emissions in relation to the total building’s consumption, based on the proportion of the total floor area that we occupy.

Emissions reduction targets

In order to achieve our net zero goal, **over the next 5 years (by 1 April 2030) we will reduce our carbon emission by at least 15.66%**, to 15.57 tCO₂e.

This reduction will primarily be achieved through initiatives targeted at reducing business travel emissions. As an organisation with global reach, business travel is an essential part of our work. However, we will take a number of actions to reduce our emissions in this area, including decreasing the amount of air travel undertaken, reducing the number of individuals travelling for business and the duration of business travel, and introducing more comprehensive guidance and support for staff to reduce accommodation-related emissions during business travel.

Carbon reduction projects

This 2024 report represents the first year that Ridgeway Information Ltd. has comprehensively collected emissions data across Scopes 1, 2 and 3. There are a number of environmental and carbon reduction initiatives underway, with updates and quantitative reporting on these initiatives to be made available in future iterations of this report.

Our ongoing environmental management measures and projects include:

- Development and revision of internal policies that outline the company's commitments to supporting staff to act in a sustainable and environmentally friendly way, including:
 - The company's Environmental Policy, which outlines Ridgeway Information's environmental sustainability commitments as a business, including pledging to achieve net zero by 2050, minimising resource consumption, promoting waste reduction, promoting sustainable practices, and complying with applicable environmental laws, regulations and requirements.
 - The company's Sustainable Business Travel Policy, which recognises the direct and indirect impact that Ridgeway's business operations and decision-making can have on the environment.
 - The company's Travel to Work Loan Scheme, which promotes more sustainable travel among staff while reducing travel costs.
 - The company's endorsement of the Co-op's Cycle to Work Scheme, which encourages more environmentally friendly travel among staff.
- Supporting 100% renewable energy contracts for our office building.
- Supporting the monitoring of recycling and waste disposal activities in our office building; in 2024, our landlord secured the 'Silver' First Mile Recycling Standard.

Future carbon reduction initiatives

In the future we will implement further measures, such as:

- Inclusion of additional data indicators to more comprehensively capture our emissions; this may include reporting on general office waste or purchased goods and services.
- Engagement with external organisations and initiatives committed to good environmental practices, such as the SME Climate Hub which supports SMEs to take measured pledges on climate action in line with the UN Climate Change High Level Champion's Race to Zero Campaign and Exponential Roadmap Initiative.


Declaration

This Carbon Reduction Plan has been completed in accordance with the Procurement Policy Note (PPN) 006 and associated guidance and reporting standard for Carbon Reduction Plans.² Our Carbon Reduction Plan will be reviewed and updated at least annually.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Protocol Corporate Accounting and Reporting Standard³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.⁵

This Carbon Reduction Plan has been reviewed and signed off by Dr Joanna Kidd, CEO of Ridgeway Information Ltd.

A handwritten signature in black ink, appearing to read 'Joanna Kidd', with a horizontal line drawn through the middle of the signature.

Date: 24/06/2025

² UK Cabinet Office, [2025-02-05 PPN 006 Guidance on taking account of carbon reduction plans - adopting and applying conditions of participation](#)

³ Greenhouse Gas Protocol, [Corporate Accounting and Reporting Standard](#)

⁴ Gov.uk, [Government conversion factors for company reporting of greenhouse gas emissions](#)

⁵ Greenhouse Gas Protocol, [Corporate Value Chain \(Scope 3\) Accounting and Reporting Standard](#)