PPN 06/21 Carbon Reduction Plan

Supplier name: CCS Media Limited

Publication date: 19th June 2025

Version: 6.0

Commitment to achieving Net Zero

CCS Media Limited is committed to achieving Net Zero emissions by 2050, through the implementation of Carbon Reduction Targets and initiatives.

CCS Media Limited is committed to annually reviewing its Greenhouse Gas Emissions (GHG) and maintaining its commitment to Net Zero. This commitment will be supported by an annual quantification of all Scope 1, Scope 2 and relevant Scope 3 emissions.

Emissions are quantified in accordance with ISO 14064-1:2019, the international standard for the quantification and reporting of GHG emissions. Emission factors produced by DEFRA have been used to calculate emissions in tCO2e, tCO2, tCH4 and tN2O.

This document has been aligned with PPN 06/21 formatting guidelines.

Baseline Year 2016

Baseline emissions are a record of the greenhouse gases that have been produced in the past, prior to the implementation of any emission reduction initiatives. Baseline emissions serve as a reference point against which emissions reductions can be measured.

Baseline Year: 2016 (1st January – 31st December)	
Additional Details relating to the Baseline Emissions calculations.	
Our 2016 baseline total emissions figure was derived from existing carbon reporting data provided by an external auditor. The scope emissions are outlined below, with Scope 3 emissions relating to Category 6 Business Travel. The data integrity is considered to be 'good'.	
Baseline year emissions: 2016	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	119.1
Scope 2	101.5
Scope 3 **(Included Sources)**	10.5
Total Emissions	**231.1**

Current Reporting Year: 2024

Reporting Year: 2024 (1st January – 31st December)	
Additional Details relating to the Current Year Emissions calculations.	
The year 2024 was CCS Media Limited's ninth period of emission reporting. The quantified and reported emission sources remain consistent with those in the 2016 base year. Scope 3 data comprises Category 6: Business Travel data only, which is consistent with the Base Year reporting Scope. We recognise the importance of capturing all relevant Scope 3 emissions and are committed to improving our data collection processes. Our goal is to progressively expand the scope of our reporting in line with PPN 06/21 requirements and best practice guidance. While every effort has been made to provide a comprehensive account of our emissions, data for certain Scope 3 categories—specifically Upstream and Downstream Transportation, Employee Commuting and Waste—has not been included in this reporting period due to limitations in data availability and quality. Waste-related emissions have not been reported this year due to incomplete data on waste volumes across our sites. We are working to enhance our waste tracking systems and collaborate with waste management providers to improve data accuracy. Emissions from employee commuting have not been included in this report due to insufficient data on commuting patterns and modes of transport. In November 2025, this information will be gathered through an employee survey which will enable inclusion of this data in the FY25 emissions report. We are actively engaging with key suppliers and transport partners to improve data transparency relating to upstream and downstream transportation: and plan to include this category in future reporting cycles. In the reporting cycle for 2025 emissions we are expecting to be able to provide data against all required categories.	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	77
Scope 2	31
Scope 3 **(Included Sources)**	66
Total Emissions	**175**

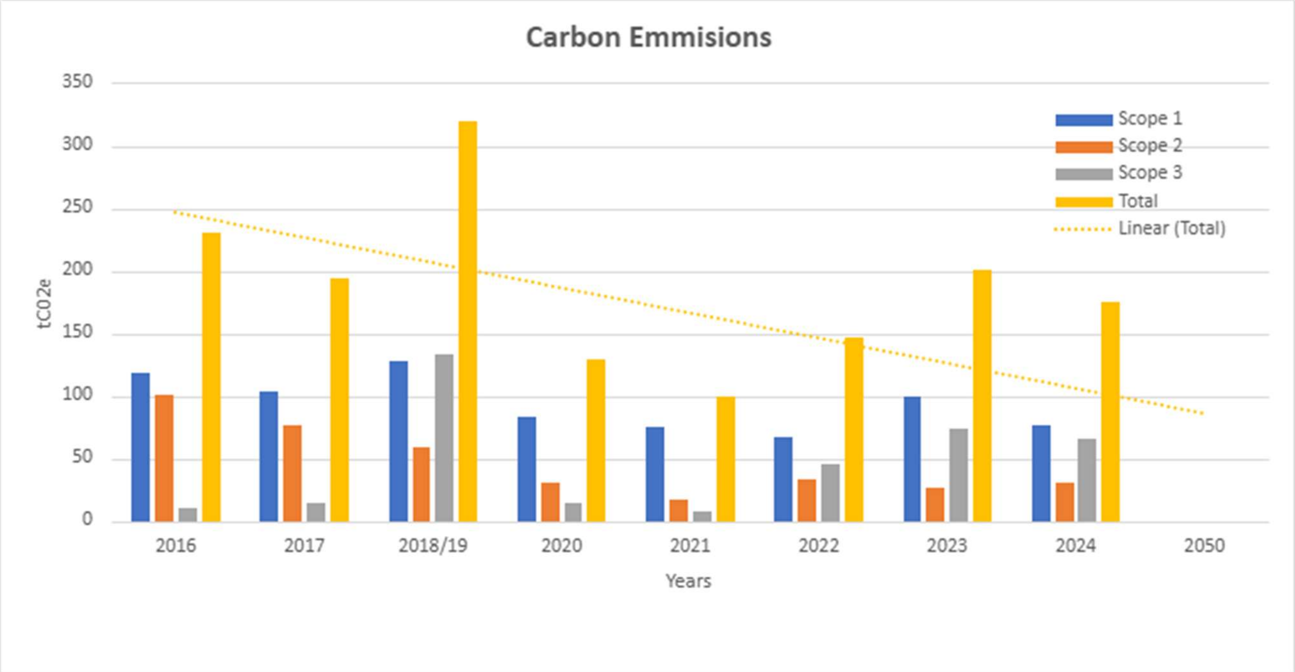
Emissions reduction targets

To ensure that we continually reduce our carbon emissions and achieve Net Zero by 2050, we have adopted the following carbon reduction initiatives.

1. Collaboration with our supply chain partners to promote sustainable practices throughout the supply chain. This includes sourcing materials from sustainable sources and reducing packaging waste
2. Employing sustainable transportation practices for orders that go through our UK warehouse
3. The relocation of our internal IT infrastructure from HQ in September 2024 to a third party Data Centre has reduced our electricity usage by 3539 kWh on average per month (21,237 kWh YTD)
4. As part of our supply chain re-evaluation, we have partnered with courier services company DPD who operate a green, electric vehicle fleet service
5. We have eliminated the use of single-use plastics in our offices
6. Zero to landfill for our office waste by segregation of waste streams (General Waste, Mixed Dry Recycling and Food Waste) utilising our waste partners
7. Renewed contract with British Gas for the next 12 months to use carbon neutral gas & electricity for the premises we own and encourage landlords to do the same
8. We use recycled paper for in-house printing requirements, although purchasing paper has been reduced significantly due to the automation of processes and adoption of emailing documentation
9. We have replaced strip & halogen lighting with LED lights in our owned premises and throughout the Warehouse as required
10. We continue to develop our Environmental Management Systems as part of our ongoing ISO 14001 certification
11. Our company car fleet consists of 100% multi-fuel hybrid and electric vehicles and we have five EV charging stations at our HQ
12. We continue to invest in IT equipment & infrastructure since implementing our Agile working program in 2019, reducing employee company travel time and business mileage by a further 12% against 2024 business mileage data.
13. We encourage sustainable practices amongst our employees as well as educating and raising awareness of eco-friendly & sustainable products we sell.

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

Carbon Reduction: Projected vs. Actual



Carbon Reporting Scope

Methodology

The reporting period is the most recent financial year from 01/01/2024 to 31/12/2024. This report has been compiled in line with the March 2019 BEIS 'Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance', and the EMA methodology for SECR Reporting. All measured emissions from activities which the organisation has financial control over are included as required under The Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018, unless otherwise stated in the exclusions statement.

The carbon figures have been calculated using the DESNZ 2024 carbon conversion factors for all fuels, other than the market-based electricity which has been taken from British Gas and Bruntwood Energy as the UK supplier.

We recognise the importance of capturing all relevant Scope 3 emissions and are committed to improving our data collection processes. Our goal is to progressively expand the scope of our reporting in line with PPN 06/21 requirements and best practice guidance. While every effort has been made to provide a comprehensive account of our Scope 3 emissions, data for certain categories, specifically Upstream and Downstream Transportation, Employee Commuting, and Waste, has not been included in this reporting period due to limitations in data availability and quality.

Carbon Reduction Projects

Environmental management measures and projects that have been completed or implemented since the 2016 baseline. The carbon emission reduction achieved by these schemes equates to 56.1 tCO_2e, a 24% reduction against the 2016 baseline. In the future we hope to implement further measures such as:

- Following the recent acquisition of CCS Media by Advania UK, and ongoing integration activities, a full review of our property requirements is in progress, including the consideration of opportunities to reduce carbon emissions
- Seek comprehensive WEEE data from recycling partners to record Carbon Savings and reductions within the IT marketplace.
- Create an enhanced robust Carbon Reduction Plan with expanded Scope 3 category data to meet our goals of Net Zero with the support of Advania UK
- Develop insight into how our operations can play a positive or negative role in Climate Change and the challenges we could potentially face due to extreme weather incidences
- If it makes commercial and operational sense to do so, consider consolidating customer orders using low emission delivery services

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 with 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[7]and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[8]. 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 theCorporate Value Chain (Scope 3) Standard[9]. The carbon figures have been calculated using the DESNZ 2023 carbon conversion factors for all fuels, other than the market-based electricity which has been taken from British Gas and Bruntwood Energy as the UK suppliers.

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

Andrew Insley
Chief Financial Officer

Date: 13th October 2025

[7] https://ghgprotocol.org/corporate-standard
[8] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[9] https://ghgprotocol.org/standards/scope-3-standard