

# Carbon Reduction Plan

NDL Software Limited

June 2023

## About NDL Software Limited

Specialising in Public Sector digital transformation and with over 40 years of experience, NDL Software Limited is a privately owned UK business that enables digital transformation through the use of our innovative Robotic Process Automation (RPA), Intelligent Automation (IA), Mobile Application, eForm, Workflow and Integration products. Our software tools and services put digital transformation capabilities into the hands of UK healthcare & NHS, local government, social housing, policing, and higher education organisations - all delivered by the NDL Evolve Digital Transformation Platform.

Our aim is to help our Public Sector customer community drive efficiencies and create new digital services for themselves and the public they serve. We do this by helping organisations make the most of their existing systems and investments, integrating them together and adding a modern digital transformation capability. We aim to reduce the burden of administration to enable our customers to focus on their core purpose. Our software reduces the need for valuable people and resources to be spent on high volume, repetitive tasks using process automations, apps and eForms.

Over the last decade we have proactively sought to reduce our environmental impact, eliminating our direct impact wherever possible and succeeding in removing over 90% of the carbon emissions from our business lifecycle. This document sets out NDL's future carbon reduction plan.

## Commitment to achieving Net Zero

Using NDL products, our customers have reduced their emissions by millions of tonnes, as well as reducing their upstream impact on areas such as deforestation and water consumption by dramatically reducing their use of paper. NDL Software Limited is also committed to achieving and sustaining its goal of Net Zero emissions well in advance of the UK government target.

June 2023 has seen us achieve our Net Zero goal, seven years ahead of our original schedule. We will, however, seek to go further and ensure that as our business changes and grows we stay well ahead of our direct impact.

## Scope of Emissions Included in this Plan

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 new strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

For this Carbon Reduction Plan the baseline year is 2022, during which the impact of the Covid 19 pandemic, whilst reduced, was still evident, thus emissions are expected to rise. 2022 is the first year that we are formally reporting on:

- Within Scope 1 the only area to report on is one Company owned Hybrid vehicle and based on the milage of that vehicle as others are fully electric.
- Within Scope 2:
  - Due to the nature of our office service contract, energy consumption is part of the service contract, we have nothing to report.
  - Our Cloud computing via [Microsoft](#) is 100% offset.
- Within Scope 3 we have included the following areas:
  - Business Travel – Mileage from records.
  - Employee Commuting – Calculated from average days spent in the office and staff locations.
  - Upstream leased assets –
    - Office energy used – Calculated.
    - Energy used due to Working from Home – Estimated from asset records and staff survey information.
  - Waste disposal – Paper and IT waste – From recycling records.
- As a fully digital software enterprise, we have excluded the following areas because they are not deemed to be applicable for our business
  - Purchased goods and services.
  - Capital goods.
  - Fuel and energy related activities.
  - Downstream transportation and distribution and downstream leased products.
  - Processing, Use of and End of Life treatment of sold products.
  - Franchises & Investments.

## Baseline Emissions Footprint

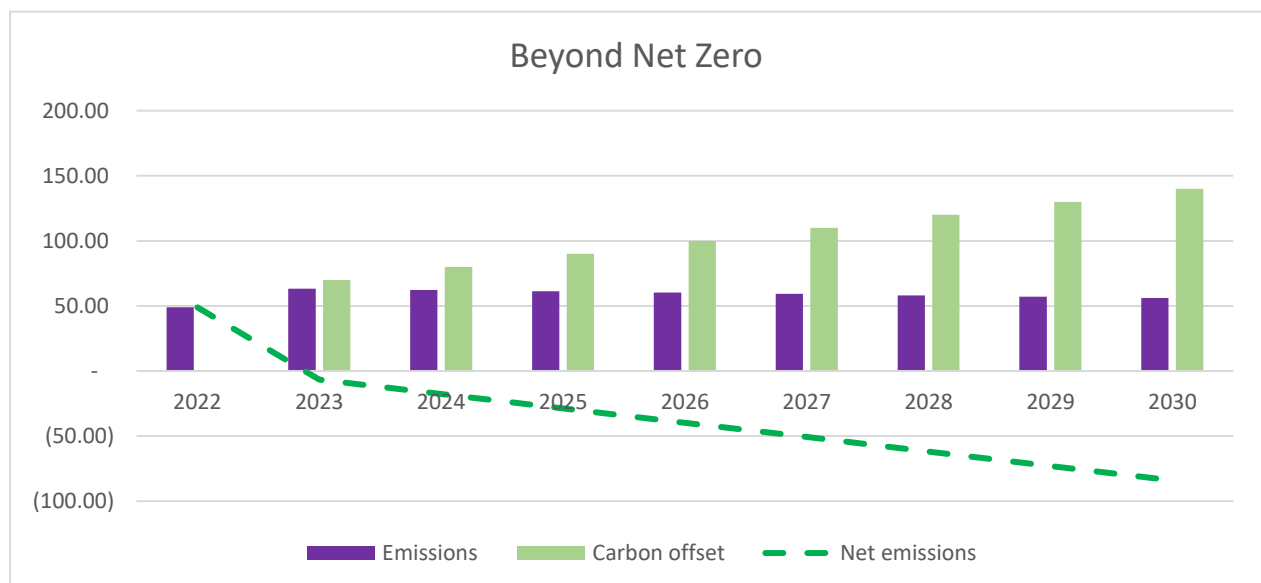
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## Baseline Year (And Current Emissions Reporting): 2022

Emissions Scope 1	Description	Total Tonnes CO <sub>2</sub>
	Company Hybrid Car	0.25
<b>Scope 2</b>		0
<b>Scope 3</b>	Business Travel	2.04
	Waste Disposal	0
	Employee Commuting	7.73
	Upstream leased assets – Office	13.50
	Upstream leased assets - WFH	25.37
<b>Total Emissions</b>		48.89

## Our Target

Having already been on a pathway to reduce carbon emissions, the Covid 19 pandemic contributed further by significantly reducing mileage and changing the way our staff worked. We are continuing to look to reduce emissions, however, we recognise that some of our normal business activities in our baseline year (2022) were still impacted by reduced activity from the Covid 19 pandemic. Therefore, our projected emissions in 2023 are expected to rise slightly from the 2022 emission baseline.



Over the following years, even allowing for a growing workforce, we aim to further reduce our overall carbon emissions and impact. We aim to move from net zero this year to an annual net negative number by 2030. Our preference is to take direct action to reduce emissions, however where we cannot reduce them, we will offset any remaining emissions to consistently exceed Net Zero.

We are committed to conducting our own activities and operations to reflect best environmental practice, controlling both our direct impacts and the more significant indirect impacts resulting from the businesses and projects we support.

## Carbon Reduction Projects

- The following activities will continue to have an impact on our emissions.
- Business travel is expected to grow slightly during this time although we will continue to promote the use of public transport and remote working. In addition, we are encouraging car sharing, helping staff switch to electric cars, and adopting cycle to work schemes.

We will work on the following activities to reduce our carbon emissions:

- Regular training on our environmental policy which outlines our commitment to minimising any negative environmental impact of our activities. We also share our environmental commitments through our [website](#) and a programme of staff engagements to encourage best practice at work and at home.
- Work with our suppliers and landlords to ensure that they too are looking to further reduce their Carbon Footprint.
- Where possible, deliver our services and any face-to-face meetings remotely, reducing the need to travel.
- Continually review our server infrastructure, decommissioning legacy on-premises systems and managing workloads to minimise their carbon impact.
- Continue the hybrid working approach that was initiated during the pandemic. This helps reduce the carbon generated through reduced employee commuting as well as improving work life balance for staff.
- Support our staff in their own CO2 reduction journey with initiatives such as a cycle to work and electric car schemes.
- Support our staff with switching to renewable energy.
- Minimise any potential office waste.
- Continue to recycle office waste, reaching the point where nothing that could have been recycled goes to landfill.
- Only source those remaining office supplies we do need from sustainable suppliers.
- Having achieved 98% paperless continue the journey to 100%.

The activities that we will continue with to offset any remaining emissions are:

- The direct planting of trees in, conjunction with local landowners, such as the NDL Orchard which already has 200+ native fruit and other trees in it.
- Support local environmental groups with their activities: planting trees, carbon free energy guidance etc [Boston Spa, Wetherby & Villages Green Group - Boston Green Group](#)
- Supporting our local Wildlife Trust through Business Membership [Home | YWT](#)
- Local carbon offset [Carbon offsetting for business by Make it Wild - Tree Planting](#)

### 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.

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 greenhouse gas company reporting.

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 (or equivalent management body).

Signed on behalf of the NDL Software Limited:

A handwritten signature in black ink, appearing to be 'D. Grogan', written over a faint horizontal line.

D. Grogan  
**Chief Executive**