



Carbon Reduction Plan

Supplier name

Q5 LTD

Publication date

13/05/2026

Commitment to achieving net zero

Q5 LTD is committed to achieving net zero emissions by 2035.

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.

Baseline year: 2023

Additional details relating to the baseline emissions calculations:

Our company's baseline emissions included in this submission cover our carbon footprint, across our operations in the UK, Australia, Oman and the US, for the following emissions sources:

Scope 1: Natural gas (using kWh data where available, and floor area benchmark estimations where primary data was unavailable).

Scope 2: Electricity (using kWh data where available, and floor area benchmark estimations where primary data was unavailable).

Scope 3: Category 6 business travel (spend-based analysis), Category 7 (using employee-survey data). Categories 4 & 9 (upstream and downstream transport) and Category 5 (waste) were di minimus and therefore not included. We have measured Categories 1, 2, 3 and 8 as well, but excluded them for this submission as they are out of the categories considered relevant by PPN 06/21.

Baseline year emissions:

Emissions	Total (tCO ₂ e)
Scope 1	29
Scope 2	11
Scope 3 (included sources)	a. Upstream transportation and distribution – deemed immaterial as there are no physical goods in supply chain. b. Waste generated in operations – not included in baseline as data is unavailable. c. Business Travel – 777

- d. Employee Commuting – 77
 - e. Downstream transportation and distribution - deemed immaterial as we do not send out physical goods.
- Other Scope 3 categories (excluded from PPN06-21):
- Category 1: Purchased goods and services – 484
 - Category 2: Capital goods – 21
 - Category 3: Fuel and energy-related activities – 6
 - Category 8: Upstream leased assets - 18

Total Scope 3 – 1,383

Total emissions (PPN Categories)	894 tCO₂e
Total emissions	1,423 (7.9 tCO₂e/employee)

Current emissions reporting

Reporting year: 2025

Emissions	TOTAL (tCO ₂ e)
Scope 1	25
Scope 2	13

Scope 3 (included sources)

a. Upstream transportation and distribution – deemed immaterial as there are no physical goods in supply chain.

b. Waste generated in operations – not included in measurement as data is unavailable.

c. Business Travel - 1359

d. Employee Commuting – 73

e. Downstream transportation and distribution - deemed immaterial as we do not send out physical goods.

Other Scope 3 categories (excluded from PPN06-21):

- *Category 1: Purchased goods and services – 566*
- *Category 2: Capital goods – 88*
- *Category 3: Fuel and energy-related activities – 193*

Total Scope 3 – 2,279

Total emissions (PPN Categories)	1,470 tCO₂e
Total emissions	2,371 (10.8 tCO₂e/employee)

Emissions reduction targets

In order to continue our progress to achieving net zero, we have adopted the following carbon reduction targets.

To reduce emissions in line with science-based targets to achieve Net Zero by 2035, carbon emissions must decrease over the next five years to 712 tCO₂e by 2030. This is a reduction of 69.3%.

Carbon reduction projects

Completed carbon reduction initiatives

Focus Area	Initiatives	Reductions achieved
Business Travel and Commuting	Q5 have partnered with Octopus Electric Vehicles to offer Q5ers the ability to lease an electric vehicle.	Data unavailable to determine reduction, but 11 people have made use of the scheme so far.
	Participating in the Cycle to work Scheme: a government-backed initiative allowing you to buy a bike to cycle to work in a tax efficient way. This facilitates our employees in using zero-emission solutions to both commute and travel outside of work.	Data unavailable to determine impact, but over 11 people have made use of the scheme so far.
	Travel policy: highly restricted business class flying, encouraged to not fly internally, only fly when necessary for clients and advice on business development travel.	Data unavailable to determine impact.
	Travel policy: refreshed business travel policy to increase effectiveness.	Data unavailable to determine impact.
	Virtual working policy: continued virtual working policy for client work to minimise commuting emissions and business travel to client site where possible.	Less in-person client work has seen a reduced need for hotel stays, achieving emissions reductions of 40 tCO ₂ e since the baseline year.
Procurement and disposal policies	For our office redesign we used all sustainable or second hand furniture.	Data unavailable to determine impact.
	All of our offices now have waste recycling available for food, paper and plastic minimise the downstream emissions of our consumption. As a result of this, we recycle over 50% of our waste and received First Mile's Silver standard (our recycling firm of choice).	Data unavailable to determine impact.
	Our coffee supplier is Puro coffee which is fairtrade, carbon neutral, protects the rainforest and runs social initiatives.	Data unavailable to determine impact.
Education and awareness	Sustainability Week / Month: promoting sustainability initiatives, considered purchasing and sustainable business practices.	N/a
	Internal sustainability training: we developed and ran an internal training for senior leaders on sustainability	N/a
	Materiality assessment: Sustainability-focused materiality assessment carried out for Q5	Data unavailable to determine impact.
Green investment	Refreshed offsetting approach to focus on investing in removal technologies rather than neutrality	Data unavailable to determine impact.
Data quality	Moved to emburse and setting up accounting package integration with Flotilla platform to improve nominal alignment with Flotilla activities, increasing the volume and accuracy of data captured.	Data unavailable to determine impact.

Future carbon reduction initiatives

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

Focus Area	Initiatives
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Governance	Validate reduction targets through SBTi.
Business Travel	Transformation alliance travel cap.
	Only approve company “away days” in locations accessible by public transport.
Procurement	Improve supplier data gathering (e.g. Hotels, travel etc) to move from spend to activity-based measurement.
	Develop a low-carbon supplier list for our top 5 spend categories
	Develop a low-carbon procurement policy
Energy	Switch to renewable tariffs across all offices.
	Move from gas to electric heating at our head office in London.
Digital emissions	Minimising data storage (e.g. email deletion, SharePoint cleansing).
	Make sure all data centre providers use renewable energy.
	Introduce a reuse & repair policy to reduce frequency of device purchasing.
Business model	Creating sufficient scale in all offices to ensure geographically non-fungible workforce, thereby reducing the need for international travel.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

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.¹⁵

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

Signed on behalf of the supplier:

Amanda Lewis

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Date: 23/06/2026

¹³ <https://ghgprotocol.org/corporate-standard>

¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

