Net Zero Carbon
Supplier Tool

CO-FOUNDERS
NETpositive
FUTURES
NTU Nottingham Trent University
eauc
The Alliance for Sustainability Leadership in Education
GO4GROWTH

The Net Zero Carbon Supplier Tool

Carbon Reduction Plan for Quorum Network Resources Ltd

We are declaring our commitment to Net Zero 2050.

This commitment covers our emissions from direct energy use, indirect energy use and transport but currently does not include emissions from refrigerant gas loss or any scope 3 activity. The calculation of our carbon footprint follows guidance within both the international Greenhouse Gas Protocol and the UK government guidance. The calculation is based on our best available information and will be regularly reviewed.

The carbon calculation for our organisation is: 7.00 tCO2e.
Energy use in buildings is 7.00 tCO2e
Fleet fuel consumption is: 0.00 tCO2e

Heating and Cooling

Your issues

Your action plan

---

1 Ensure our heating use remains efficient, and look at how we can improve our usage of heat control within the office..

$\rightarrow$

Investigate remote/app-controlled thermostatic controls. In progress

Evidence
Currently looking for options available in the market, in order to assess suitability for our office environment.
Evidence last updated: 15 September 2025

Waste and Water Management

Your issues

Your action plan

---

1 We engage/will do more to engage our partners/suppliers on sustainable waste management
Engaging and influencing suppliers is a long term commitment. Having a clear plan and understanding where to start will help you move this forward. If you ask the question of suppliers to find out what they are doing and what they can do for you, you may be surprised by the results.

$\rightarrow$

Ask your waste provider for a breakdown of the waste you produce Completed
Waste providers can more often than not provide you with statistics on your recycling rates and how much waste is sent to landfill. In addition to business-specific statistics, waste providers also have national targets to minimise their waste sent to landfill. This can then be used to set targets or even look at other options.

Evidence
We receive a monthly carbon report from Changeworks, which details: category/weight of material recycled, category/weight of carbon diverted, and changes/trend in both. This is presented in a report document that can be shared with customers, etc.
Evidence last updated: 15 September 2025

Ask suppliers to reduce the packaging on the products you purchase In progress
As part of your supplier engagement ask about packaging options. They may be able to reduce the amount of packaging or use recycled packaging materials.

Evidence
We search, where possible, for purchase options that allow us to reduce packaging received, and for the more environmentally friendly options that we can recycle correctly.
Evidence last updated: 15 September 2025

Ask suppliers to offer waste take back schemes In progress
Increasingly suppliers are offering take back schemes on packaging and waste. Start the conversation to see what the options are.

Evidence
We search, where possible, for purchase options that allow us to reduce packaging received, and for options that will remove packaging for recycling at the supplier end.
Evidence last updated: 15 September 2025

Travel and Transport

Your issues

Your action plan

1 We have explored/will explore opportunities related to remote working
One of the impacts of covid has been the increase in frequency of home working. However, many businesses are finding positive benefits in terms of efficiency, staff satisfaction and some financial savings. There are also carbon savings to be made by having a clear commitment and plan to get the most our of home working opportunities.

→ **Identify ways to support and manage remote workers** Completed
Whilst the carbon savings of home working are clear for your business. Home working needs to managed effectively. This includes both physical and mental wellbeing.

Evidence
Quorum has been remote-capable for a very long time, however moved to fully-remote at the start of lockdown and has remained mostly-remote but hybrid and flexible ever since. Cloud-based working is at the core of our business. We have proper H&S; processes in place to support our employees and other workers as necessary, and have a company ''Wellbeing' Teams channel for communication, information, and support. Regular contact is kept up across the company, and we have robust processes in place for employee support and management.
Evidence last updated: 15 September 2025

Increase the use of video conferencing software Completed
Ensure that staff have the most appropriate tools to support video conferencing. Deciding on the best package for the business and ensuring online security is considered can help improve the home working experience.

Evidence
We use Teams across the company, and with customers. We have been working remotely, then hybrid working, since lockdown, and were remote-working enabled long before that. We use Teams meetings by preference, with on-site customer attendance only when required.
Evidence last updated: 11 September 2025

Review your software requirements to increase agile working Completed
Ensuring home working software and office packages are compatible is important to ensure communication is safe and efficient. Staff feeling comfortable working from home can reduce the need for commuting and make them more productive.

Evidence
Quorum specialises in Microsoft cloud-based working practices, across Office 365 and Azure. Laptop hardware is kept up-to-date for all employees, and company iPhones provided. All hardware is managed remotely for software updates and security management.
Evidence last updated: 15 September 2025

2 We commit/will commit to reducing the impact of our business travel
Understanding and planning to reduce business travel is an easy way to save time, money and carbon. We are not suggesting that people never travel but better planning and understanding why, when and how people travel can have a real positive impact on your business bottom line and carbon footprint.

→ **Develop a travel policy which reduces your carbon footprint** In progress
Develop a simple travel policy to help you commit and communicate your intent to staff and stakeholders.

Evidence
Our standard guidance across the company has long been to reduce travel where possible, and use video conferencing for meetings that do not require an in-person event. If travel is required, employees should use public transport where possible, and share car journeys if possible and appropriate for other travel. Flights should only be used where is this the most practical solution for the business purpose. We will develop an appropriate policy to support this.
Evidence last updated: 15 September 2025

Reduce the impact of your travel by implementing the sustainable travel hierarchy In progress

The sustainable travel hierarchy is a useful tool to help you think about improving the impact of your journeys. The higher up the hierarchy, the more sustainable and greener the travel option.

Evidence

As above; our standard guidance across the company has long been to reduce travel where possible, and use video conferencing for meetings that do not require an in-person event. If travel is required, employees should use public transport where possible, and share car journeys if possible and appropriate for other travel. Flights should only be used where is this the most practical solution for the business purpose. We will incorporate the sustainable travel hierarchy into our travel policy.

Evidence last updated: 15 September 2025

Set a target to reduce business travel In progress

Understanding your baseline and setting targets to reduce business travel can help motivate and help you calculate the carbon and financial savings.

Evidence

We will need to assess business travel across the company in order to arrive at an appropriate travel-reduction target. As noted previously, we already keep this to a minimum if we can, and do not have instances of continued unnecessary travel.

Evidence last updated: 15 September 2025

Reduce the need, where possible, for in person site visits Completed

Modern ways of working can reduce your need to travel. Be mindful when inviting stakeholders, suppliers, or other 3rd parties to attend site visits/meetings of where an online alternative is feasible.

Evidence

Quorum is fully remote-working capable, and part of our business service enabling this in our customers' businesses too. Our preference is to utilise video conferencing unless an in-person site visit is necessary.

Evidence last updated: 15 September 2025

Energy Use

Your issues		Your action plan

1 We have committed to/will explore purchasing renewable energy
Engaging with other business who are on the same journey is a great way to share ideas and learn from others. The only cost is often a little bit of time and can help build your confidence to take action.

→

We already purchase 100% renewable energy Completed

Ensure existing renewable tariffs are properly certified and provide transparency about the sources of renewable energy. Tariff

Evidence

Quorum is a British Gas customer. Energy provision is carbon neutral, with electricity 100% renewable.

Evidence last updated: 15 September 2025

2 We have optimised/will optimise energy efficiency across equipment
Looking at how you use equipment on site and reviewing your future purchases of equipment will save energy and money.

→

We will prioritise purchase of energy efficient equipment In progress

Implement a policy to purchase energy efficient equipment. Committing to minimum energy performance ratings, for example through the energy efficiency labels such as ENERGY STAR®, Energy Saving Recommended and the EU Ecolabel, businesses can improve the energy performance of equipment and reduce energy costs.

Evidence

We always look for energy efficiency in our office equipment, and will continue to make improvements in this over time. We have changed all office lighting to LED bulbs, for example.

Evidence last updated: 15 September 2025

We will optimise energy efficiency across user processes In progress
Focus on challenging current processes and ways of working to reduce energy usage, for example switching off after use. This can save you money off your bottom line. Please explain what measures have been installed to improve energy efficiency.

Evidence
We always look for energy efficiency in our working practices and will continue to make improvements in this over time. Office lights must not be left on unnecessarily, nor should equipment be left on that can be switched off between usage. For example, we have motion-detected lighting in the office bathrooms. All employees are made aware of ensuing lights are switched off when not needed, that radiators should be turned down if the room is not in use, and that windows should not be left open at times when office heating is needed.
Evidence last updated: 15 September 2025

Review your IT systems, software and server rooms to identify ways to reduce energy consumption Completed
The carbon footprint of our gadgets, the internet and the systems supporting them account for about 3.7% of global greenhouse emissions, according to some estimates. Undertaking a thorough review of your requirements and looking for energy efficient alternatives can have a significant impact.

Evidence
We have already moved all our server requirements, and our business-required software platforms, to the cloud. This not only improves our energy usage in our office environment, but also makes our remote-working practices more resilient and supports our business continuity and security plans.
Evidence last updated: 15 September 2025

Work towards reducing the number of emails, files and folders saved on your server or personal computers Completed
Encourage sharing links to documents rather than attachments. Regularly engage with employees about deleting unwanted digital files.

Evidence
Quorum uses SharePoint/OneDrive for company file storage; collaborative working is required, and sharing links is advocated. Users are actively discouraged from saving local/user-OneDrive duplicate versions of documents unless this is absolutely necessary, as this also contravenes our ISO working principles. Users are encouraged to communicate via Teams if email is not required.
Evidence last updated: 15 September 2025

Commitments and Engagement

Your issues

Your action plan

1 We have made/are ready to make a commitment to reduce our carbon emissions
The first step in developing a Carbon Reduction Plan is having clearly defined carbon reduction targets aligned to your carbon footprint. The UK Government has committed to Net Zero Carbon by 2050.

→

Commit to achieving net zero carbon emissions In progress
The term net zero means achieving a balance between the carbon emitted into the atmosphere and the carbon removed from it. Achieving net zero includes a commitment to reduce emissions as much as possible and only offsetting any residual emissions at the end. This balance – or net zero – will happen when the amount of carbon we add to the atmosphere is no more than the amount removed. When committing to achieving net zero carbon choose a target year to achieve this by, and identify which sources of carbon emissions are included. Please state if the target is externally verified; e.g. SBTi. Please add a link to your plan in the evidence box.

Evidence
We are actively working toward collecting more data on our energy usage practices, to enable us to better understand our business impact and address our action plan appropriately. We have not yet set a target, as we do not yet have full information across the company.
Evidence last updated: 15 September 2025

Commit to achieving carbon neutrality In progress
The term carbon neutral means no new emissions are released into the atmosphere, but where this does occur, they must be offset. Although not a substitute to net zero, carbon neutrality can be attained whilst working towards net zero targets. When committing to achieving carbon neutrality please include the target year to achieve this by and which sources of carbon emissions are being addressed. Please state if the target is externally verified; e.g. PAS2060. If offsetting emissions, ensure offets are verfied as carbon removal and verified to an internationally recognised standard, e.g. Gold Standard or Woodland Carbon Code. Please add a link to your plan in the evidence box.

Evidence
We are actively working toward collecting more data on our energy usage practices, to enable us to better understand our business impact and address our action plan appropriately.
Evidence last updated: 15 September 2025

2 We will commit to driving and delivering our sustainability commitments
Plans do not deliver themselves. To avoid the 'implementation gap' ensure your have a clear structure for managing your commitments. This should include regular reporting and review.

→ **Appoint a senior operational lead to drive the delivery of carbon reduction** Completed
Carbon reduction commitments work better what there is a named person responsible for moving things forward. It is important that the lead person is supported by a member of the senior leadership team.

Evidence
Environmental improvements are driven top-down from board level, and input and engagement is encouraged from all employees. Ruth Kinnear, Operations Director Katia Nikolova, Operations Manager
Evidence last updated: 15 September 2025

Commit to reporting progress on your carbon reduction journey annually In progress
Transparent reporting on progress will become increasingly important as you reduce your carbon impact. In many cases it is required by the public sector.

Evidence
We have not yet put reporting in place as we did not have a plan to report against, nor a full set of data to assess.
Evidence last updated: 15 September 2025

Set up a process to manage and monitor your progress towards carbon reduction In progress
Governance is important as it allows you to demonstrate progress and effectively manage your implementation.

Evidence
We are ISO14001 certified, and are working on improving our understanding of our business' environmental impact. We are working on a process to manage and monitor our progress effectively.
Evidence last updated: 15 September 2025

3 We will improve engagement with key stakeholders on sustainability issues and best practice
There are numerous stakeholders who will be interested in your commitments and action; clients, customers, business partners and suppliers. Take the time to prioritise who need to be informed.

→ **Publish your commitment to carbon reduction on your website** In progress
Make it clear to everyone you are committed!

Evidence
We will publish our action plan on our website and make updates as necessary.
Evidence last updated: 15 September 2025

Share your carbon reduction action plan with current and potential clients In progress
Telling people what you are doing, can build confidence amongst your clients and stakeholders that you are committed to action. It can provide a competitive advantage when bidding for contracts.

Evidence
We already provide environmental and sustainability compliance information to some customers, but will improve how this is done and ensure that all customers/potential customers are informed.
Evidence last updated: 15 September 2025

Join local networks focussing on delivering carbon reduction Not started
Engaging with other business who are on the same journey is a great way to share ideas and learn from others. The only cost is often a little bit of time and can help build your confidence to take action.

Evidence
We will investigate ways to to engage with other businesses, and include this in our plan.
Evidence last updated: 15 September 2025

Ask your suppliers to commit to being net zero Not started
As part of your journey to net zero there are opportunities to stimulate activity within your supply chain. This can be built into existing supplier engagement programmes or be added as part of a code of conduct. If you do ask for a commitment it is worth asking them as a minimum to share Scope 1 and Scope 2 reduction activities.

Evidence
We will investigate ways that we could do this with suppliers, and look into developing an appropriate supplier engagement programme as part of our supplier management processes.
Evidence last updated: 15 September 2025

Biodiversity

Your issues

Your action plan

1 We have assessed/we will assess how biodiversity is impacted by our resource use
Waste, water, and purchased goods/services all impact upon biodiversity. Review your impacts and take action to change them.

→ **Procure products which have biodiversity certifications** In progress
When buying goods, look for certifications that support biodiversity, including: - Rainforest Alliance - FSC Timber - Regenerative Organic Certified by Regenerative - Organic Alliance - Sustainable Palm Oil

Evidence
We already incorporate this into some of our office-based purchasing requirements, ie recyclable coffee products, environmentally friendly cleaning products where possible, local suppliers, recycled/recyclable office stationery products (low requirement for paper, etc, as printing is very limited). We will continue to look at ways to improve our purchasing requirements where we can.
Evidence last updated: 15 September 2025