

Carbon Reduction Plan

Commitment to achieving Net Zero emissions by 2030

4 January 2023

Our commitment

As part of Maximus, a global and responsible company, Maximus UK is committed to achieving Net Zero emissions by 2030.

Background

Maximus UK is committed to being net-zero and contributing to emission reduction activities by becoming 'Carbon positive' by 2030. Keen to demonstrate action towards our commitment and comply with PPN 06/21 and SECR requirements, we set out to measure, monitor, and communicate climate impacts resulting from our scope 1, 2 and 3 emissions and report on progress on activities to reduce these impacts from 2022. Subsequently, the baseline year was set to 2018/19. Due to limited data from all scopes, baseline emissions relied on estimates and data from business travel.

Baseline emissions footprint

We reported estimates of our baseline emissions in 2021 as we took steps to conduct enhanced actions understand our impact and accurately report same. We set our baseline to 2018/19 as it was prior to the introduction of any strategies to reduce greenhouse gas emissions.

Baseline emissions reporting year: 2018/19			
Emissions:	Scope 1	Total (tCO ₂ e):	128
Emissions:	Scope 2	Total (tCO ₂ e):	124
Emissions:	Scope 3	Total (tCO ₂ e):	1,470
Sources included for Scope 3:			
1. Upstream transportation and distribution	During 2022 we will be reviewing upstream activities to establish requirements, to drive improvement and report progress		0
2. Waste generated in operations	During Q1/Q2 2022 we will be reviewing our waste data to add to the baseline, set our reduction targets to drive improvement and report progress		0
3. Business travel	Business travel: mileage claim data		1,470

4. Employee commuting	Not currently monitoring, implementing plans during 2022 to undertake annual employee survey to add to baseline drive improvement and report progress	0
5. Downstream transportation and distribution	During 2022 we will be reviewing downstream activities to establish requirements, to drive improvement and report progress	0
Emissions: Scope 1,2 & 3 Total (tCO₂e): 1,723		

Being cognisant that the Corporate Greenhouse Gas Protocol states, “greenhouse gas reductions must be quantified relative to a reference level of GHG emissions. Under national and corporate-level accounting, reductions are typically quantified against actual GHG emissions in a historical year¹” we have undertaken steps to address the data gaps in our inventory by undertaking the following steps:

Comprehensive review of scope 1 sources (facilities and fleet) across all our sites, including those owned and leased from 2018 till date.

Comprehensive review of scope 2 sources (purchased electricity, heating, and cooling) across all sites, including those owned and leased from 2018 till date.

Comprehensive review of scope 3 sources (purchased goods and services, employee commuting, work from home as this is 20% of the workforce, waste generated, leased assets, use of sold products and investments).

Analyse data returns from all colleague surveys, historical data from business travel, hotels, waste generated, and energy consumption across all sites and calculate energy, water, heating, and cooling estimates based on the methodology for estimating leased landlord-controlled sites.

Define data collection, reporting and ownership parameters for all sources under each scope across the business.

We are committed to continue to develop an inventory of the 2018/19 baseline from actual emissions. In line with our commitment to be net-zero by 2030 and strengthen our green credentials in the marketplace by being transparent, credible, and consistent.

Current emissions reporting

Maximus UK delivers health, wellbeing, and recruitment solutions to large public and private sector organisations from two-hundred and seventeen owned and leased sites across the United Kingdom with a 5400-strong workforce – 20% of whom work from home.

As a service organisation, we anticipate significant scope 2 and 3 emissions from purchased goods and services, employee commuting, investments, fugitive emissions from air-conditioning, purchased heat, waste, water and electricity from the leased and landlord-controlled sites we operate from across the UK.

Using the Corporate GHG Protocol area method², we will quantify emissions from landlord-controlled sites where metered electricity consumption or utility bills specifying MWh or kWh

¹ The GHG Protocol for Project Accounting, pg.13 [accessed on 30/11/2022 at https://ghgprotocol.org/sites/default/files/standards/ghg_project_accounting.pdf]

² Past, Present and Future of the GHG Protocol, pg.44 [accessed on the 14/12/22. Available at <http://resource-solutions.org/images/events/rem/presentations/2012/Sotos.pdf>]

are unavailable. We will use estimations from allocating an entire building's electricity usage to all tenants based on the reporter's square footage and the building's occupancy rate. Using these approaches, we will be able to:

- Quantify our GHG reduction relative to reference levels of GHG emissions.
- Identify and quantify risks and opportunities from purchased and consumed electricity.
- Identify internal GHG reduction opportunities, set reduction targets, and track performance.
- Engage energy suppliers and partners in GHG management
- Enhance stakeholder information and corporate reputation through transparent public reporting

Current emissions reporting year: 2022			
Emissions:	Scope 1	Total (tCO ₂ e):	58.20
Emissions:	Scope 2	Total (tCO ₂ e):	236.47
Emissions:	Scope 3	Total (tCO ₂ e):	409.48
Sources included for Scope 1:			
1. Fugitive emissions from air-conditioning	An audit is underway across sites to quantify and report emissions in Q2 2023.		0
2. Other fugitive or process emissions	An audit is underway across sites to quantify and report emissions in Q2 2023.		0
3. Stationary combustion	An audit is under across sites to quantify and report emissions from boilers for heating building, gas furnaces and gas-fired combined heat and power (CHP) plants.		0
4. Mobile combustion	Quantified emissions from twenty-five mobile health units (MHU) vans		58.20
Sources included for Scope 2:			
1. Purchased electricity – location based	Emissions from eleven Maximus UK controlled have been reported. An audit is underway across the rest of the sites to quantify and report emissions in Q2 2023.		236.47
2. Purchased heat and steam	An audit is underway across sites to quantify and report emissions in Q2 2023.		0
Sources included for Scope 3			
1. Purchased goods and services	An audit is underway to quantify and report emissions in Q2 2023.		0
2. Capital goods	An audit is underway to quantify and report emissions in Q2 2023.		
3. Waste generated in operations	An audit is underway across sites to quantify and report emissions waste data in Q2 2023. to add to the baseline, set our reduction targets to drive improvement and report progress		0

4. Business travel	Emissions from air, rail and employee mileage claims in Q3 2022 extrapolated to cover emissions from 2022.	409.48
5. Employee commuting *Includes extrapolations from home working ³	All colleague survey completed.	4835.95
5. Downstream transportation and distribution	During 2023 we will be reviewing downstream activities to establish requirements, to drive improvement and report progress	0
6. End of life treatment of sold products	An audit is underway across sites to quantify and report emissions in Q2 2023.	0
7. Downstream leased assets	An audit is underway across sites to quantify and report emissions in Q2 2023.	0
8. Investments	An audit is underway across sites to quantify and report emissions in Q2 2023.	0
Emissions: Scope 1,2 & 3		Total (tCO₂e): 5,541

Note: Reviewing our Scope 3 emissions sources has increased our emissions as generally accepted, viewing this increase positively also highlights the environmental management measures and projects we have implemented since the 2018/19 baseline to quantify our emissions more accurately.

Progress on reduction targets

To continue our progress to achieving Net Zero, we adopted the following strategic reduction targets, for which annual reduction plans will be implemented to include all requirements of Scope 1, 2 and 3. Further annual reduction targets will be implemented throughout 2023 – 2030 to ensure we meet our Carbon Net Zero commitments by 2030.

The carbon emission reduction achieved by schemes to increase homeworking equate to 19 tCO₂e a **18.29%** reduction against the 2018/19 baseline.

Carbon Reduction Projects

2022 Completed Carbon Reduction Initiatives:

During 2022 we created, launched, and analysed an employee survey to understand our employee commuting and homeworking emissions. Our employee location data shows a quadrupling of homeworkers from pre-Covid pandemic levels and a doubling from post-Covid pandemic levels, thereby demonstrating our commitment to direct action that reduces our carbon emissions in line with our target to be net-zero by 2030 and be Carbon positive.

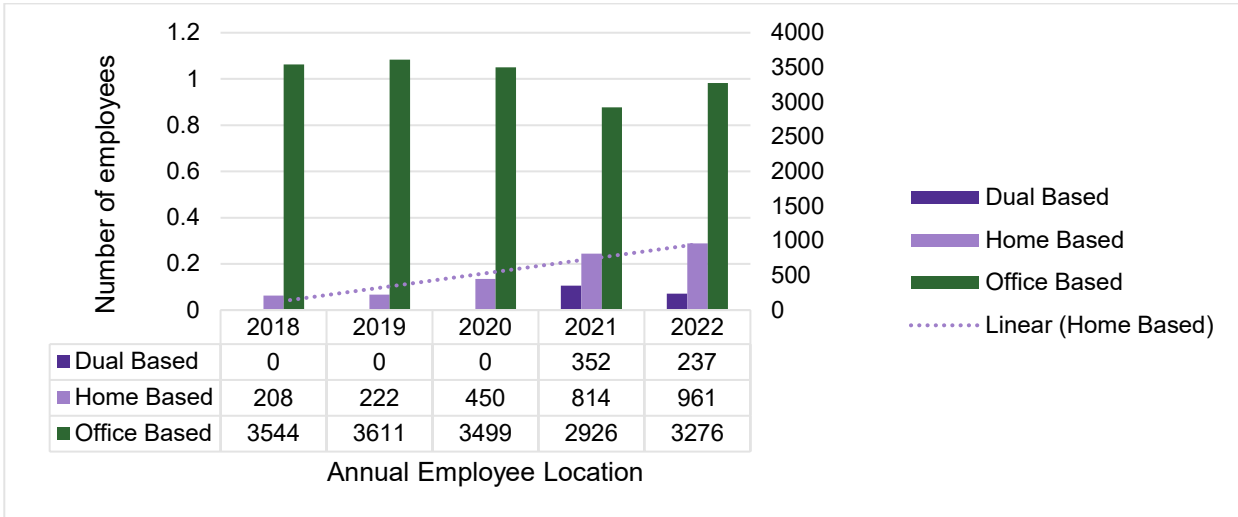
Using three emerging methodologies for calculating emissions from in-office and homeworking from International Energy Association under license to Anthesis, EcoAct and Energise using CIBSE data, our estimates show that homeworking emissions are less than

³ Following literature review from studies conducted to develop methodologies for

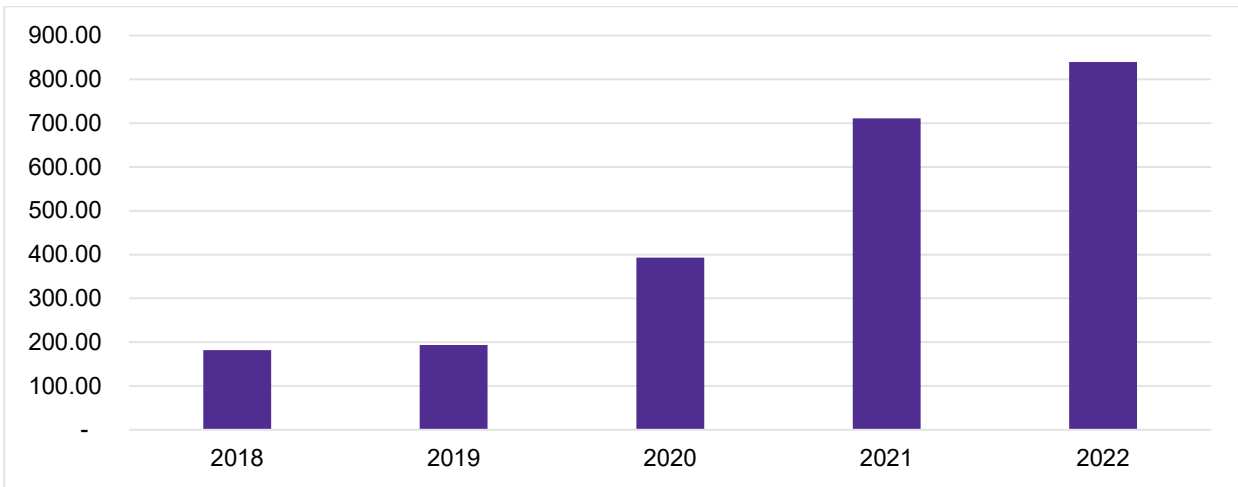
in-office emissions. Consequently, although there has been an overall growth in employees, our emissions are less than what they could be under business-as-usual scenario.

Employee Survey Data:

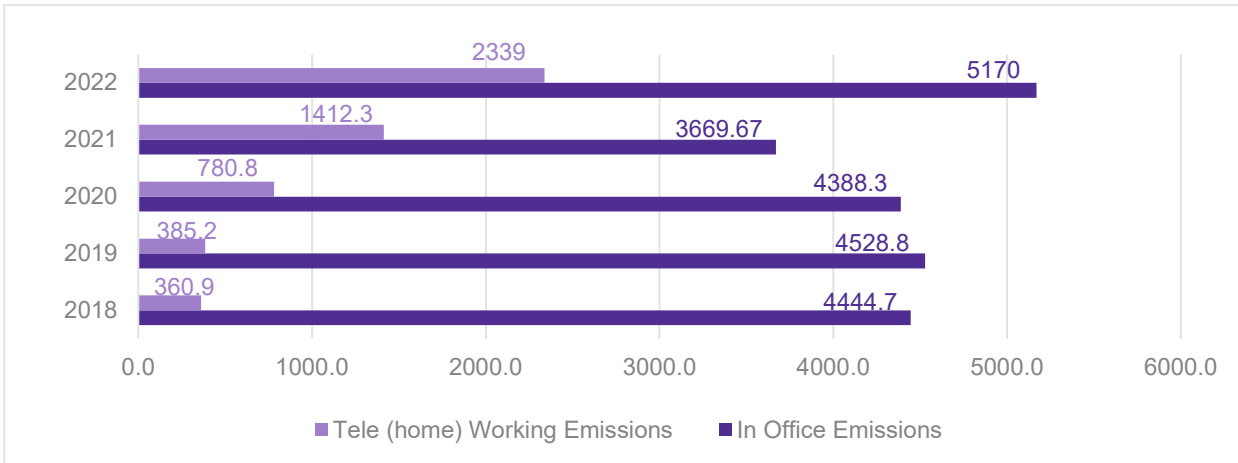
Maximus employee location



Homeworking emission tCO2e



Employee location emissions



Current carbon emission factor per employee are as follows:

Employee Numbers	Total Annual Carbon Emissions all employees (tCO_{2e})	Total Annual Carbon Emissions per employee (tCO_{2e}) - 2022
4122 staff working from office	3996.5	20.0
1348 staff working from home, heating their whole house	3410.0	17.0
1348 staff working from home, and heating just their "home office"	835.4	0.6

- We have implemented a policy to swap all our office consumables to only sustainable and environmentally friendly alternatives, our overall Sustainable Product Mix through Lyreco will grow from 41% to 67%. This means approximately 12,000 annual units of previously non-sustainable products will now be sustainable.
- We introduced Mandatory Environmental Awareness training for all existing and new colleagues.
- Set up an employee network of green champions.
- Integrated environmental monitoring into our existing Divisional health & Safety Boards.
- Successfully maintained our ISO 14001 accreditation.
- Monthly colleague engagement comms to promote Maximus carbon objectives and provide guidance on how employees can also make reductions outside of the workplace.
- We also commissioned an external review of our emissions and reporting which has provided great insight into the areas we need to focus on next.

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

- Switching all our energy contracts to green energy suppliers as and when contracts are up for renewal
- Switching our diesel mobile health fleet to electric vehicles by 2028 in line with leasing agreements
- Implement a green property strategy ensuring environmental credentials are met when refurbishing or acquiring new buildings e.g. no gas by 2030
- Introduce further Hybrid working opportunities decreasing our office footprint and carbon emissions
- Colleague engagement to educate, support our reduction plans and encourage reductions in the home – throughout 2023 on onwards
- Baselining our waste generated in operations data and implementing reduction targets and monitoring methods – by Q2 2023
- Segmenting waste streams, increase recycling and reducing waste to landfill
- Removal of single use plastics and reducing the use of paper and card where possible – during 2023
- We will review downstream and upstream activities to establish our Scope 3 requirements, drive improvement and report progress - during 2023

⁴ Adapted WSP methodology for calculating office and home working emissions [accessed on 05/01/2023 available at <https://www.wsp.com/en-gb/insights/office-vs-home-working-how-we-can-save-our-carbon-footprint>]

- We will work with suppliers to support in their carbon reduction and encourage carbon reduction if no plan in place
- Identify and quantify risks and opportunities from purchased and consumed electricity.
- Identify internal GHG reduction opportunities, set reduction targets, and track performance.
- Enhance stakeholder information and corporate reputation through transparent public reporting

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 standard⁵ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁶.

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) Standard⁷.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body). **13 January 2023**



Dr Paul Williams – UK Division President

Maximus UK Services Limited (registered number: 9072343; VAT number: 357219976) (with trading names including but not limited to Centre for Health and Disability Assessments and Remploy) and Health Management Limited (registered number: 4369949; VAT number: 357219976) and Connect Assist Limited (registered number: 05540728; VAT number: 862629501) are registered in England and Wales. The registered office for Maximus UK Services Limited and Health Management Limited is: 18c Meridian East, Meridian Business Park, Leicester, Leicestershire, LE19 1WZ, United Kingdom. The registered office for Connect Assist Limited is: Unit 3 Cefn Coed, Nantgarw, Cardiff, Wales, CF15 7QQ, United Kingdom.

⁵ <https://ghgprotocol.org/corporate-standard>

⁶ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁷ <https://ghgprotocol.org/standards/scope-3-standard>