

Carbon Reduction Plan

Commitment to achieving Net Zero emissions by 2030

5 January 2024

Our commitment

Maximus in the UK is committed to achieving net zero emissions by 2030 through our comprehensive carbon reduction plan.

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 against our 2022 emissions baseline.

Baseline emissions footprint

We set an estimated baseline year incorporating data from 2018/2019 to comply with the PPN 06/21 requirements in 2021, this was prior to the introduction of any strategies to reduce greenhouse gas emissions.

Throughout the course of 2023 we have developed a greater understanding of our scope 1, 2 and 3 emissions data for 2022, resulting in a more accurate reference point against which current and future emission reductions can be measured against. Taking this into account we have reset our emissions baseline year to be 2022.

Baseline emissions reporting year: 2022			
Emissions:	Scope 1	Total (tCO ₂ e):	221.69
Emissions:	Scope 2	Total (tCO ₂ e):	450.36
Emissions:	Scope 3	Total (tCO ₂ e):	19513.8
Sources included for Scope 1:			
1. Fugitive emissions from air-conditioning	We did not have any fugitive emissions from air-conditioning		0
2. Other fugitive or process emissions	No other fugitive emissions identified.		0
3. Stationary combustion	Working with landlords and property agents across our office spaces we have obtained either actual meter reading data or estimates from energy supplier invoices. Where data has not been available, we have used an estimation approach		221.69

4. Mobile combustion	No owned vehicles	0	
Sources included for Scope 2:			
1. Purchased electricity – location based	Working with landlords and property agents across our office spaces we have obtained either actual meter reading data or estimates from energy supplier invoices. Where data has not been available, we have used an estimation approach	450.36	
2. Purchased heat and steam	None	0	
Sources included for Scope 3			
1. Purchased goods and services	In accordance with GHG Protocol Corporate Accounting and Reporting Standards a spend base estimate apply relevant emissions factors has been used. Upstream and transmissions and distribution emissions of purchase fuels for heating and electricity use DEFRA UK Government GHG Conversion Factors has also been included	14,205	
2. Capital goods	We do not have any emissions from capital goods	0	
3. Waste generated in operations	Waste generated in our operations has been estimated using waste contractors waste transfer and consignment notes to determine quantities. This data has then been extrapolated to estimate emissions for offices where data is unavailable.	5.55	
4. Business travel	Emissions from air, rail and employee mileage claims extrapolated to cover emissions for 2022. Hotel stay, taxi and hire car usage has also been included.	602.8	
5. Employee commuting *Includes extrapolations from home working ¹	An annual employee commuting and home working survey has been implemented to determine commuting transport modes, distances, and home working numbers to estimate these emission sources.	4700.5	
5. Downstream transportation and distribution	We do not transport or distribute products.	0	
6. End of life treatment of sold products	We do not produce products.	0	
7. Downstream leased assets	We do not have any downstream leased assets.	0	
Emissions:	Scope 1,2 & 3	Total (tCO₂e):	20186

Having identified gaps in our emissions inventory data we have undertaken the following steps to ensure a reasonable level of assurance when producing our 2022 baseline estimate. These steps have been taken alongside the technical expertise of an external consultancy and adhering to Greenhouse Gas Protocol's Corporate Accounting and Reporting Standards:

A comprehensive review of our scope 1 and 2 emissions sources has resulted in the below methodologies being implemented:

- A robust system for capturing metered building energy consumption and associated emissions from building owners/managers and estimating using benchmarks where energy data is not currently available.

- Fugitive emissions from air-conditioning units have been captured through F Gas regulation compliance.

A comprehensive review of our scope 3 emissions sources has resulted in the below methodologies being implemented:

- Emissions from fuel and energy related activities, accounting for the extraction, production and transportation of fuels and energy purchased using DEFRA (Department for Environment Food & Rural Affairs) UK Government Green House Gas Conversion Factors for Company Reporting.
- Business travel emissions have been calculated using the appropriate DEFRA UK Government Green House Gas Conversion Factors.
- An annual employee commuting survey to determine commuter modes of transport and distances travelled has been undertaken to develop emissions estimate for all employees.
- An annual working from home survey to understand the proportion of employees working from home and estimate their associated emissions has been undertaken.
- Waste generated in our operations has been estimated using waste contractors waste transfer and consignment notes to determine quantities.
- Purchase goods and Services emissions estimate has been calculated using Green House Gas Protocols spend based methodology and applying the relevant emission factors.

Throughout 2023 we have committed to continually improve our emissions data quality to produce more accurate emissions figures. These mechanisms are 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 method¹, we will quantify emissions from landlord-controlled sites where metered electricity consumption or utility bills specifying MWh or kWh 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.

¹ 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>]

- 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: 2023			
Emissions:	Scope 1	Total (tCO ₂ e):	93.9
Emissions:	Scope 2	Total (tCO ₂ e):	291.1
Emissions:	Scope 3	Total (tCO ₂ e):	16105.6
Sources included for Scope 1:			
1. Fugitive emissions from air-conditioning	We did not have any fugitive emissions from air-conditioning		0
2. Other fugitive or process emissions	No other fugitive emissions identified.		0
3. Stationary combustion	Working with landlords and property agents across our office spaces we have obtained either actual meter reading data or estimates from energy supplier invoices. Where data has not been available, we have used an estimation approach		93.9
4. Mobile combustion	No owned vehicles		0
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.		291.1
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	In accordance with GHG Protocol Corporate Accounting and Reporting Standards a spend base estimate apply relevant emissions factors has been used. Upstream and transmissions and distribution emissions of purchase fuels for heating and electricity use DEFRA UK Government GHG Conversion Factors has also been included		10912.2
2. Capital goods	We do not have any emissions from Capital goods		0
3. Waste generated in operations	Waste generated in our operations has been estimated using waste contractors waste transfer and consignment notes to determine quantities. This data has then been extrapolated to estimate emissions for offices where data is unavailable.		5.3
4. Business travel	Emissions from air, rail and employee mileage claims extrapolated to cover emissions for 2022. Hotel stay, taxi, and hire car usage has also been included.		890.1
5. Employee commuting *Includes extrapolations from home working ²	An annual employee commuting and home working survey has been implemented to determine commuting transport modes, distances and home working numbers to estimate these emission sources.		4298
5. Downstream transportation and distribution	We do not transport or distribute products.		0
6. End of life treatment of sold products	We do not produce products.		0
7. Downstream leased assets	We do not have any downstream leased assets.		0

8. Investments	We do not have any emissions from investments	0
Emissions:	Scope 1,2 & 3	Total (tCO₂e):
		16491

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 developing and implementing throughout 2024 to ensure we meet our Carbon Net Zero commitments by 2030. Overall, we have achieved an **18%** emissions reduction against our 2022 baseline by implementing the projects detailed below throughout 2023.

Carbon Reduction Projects

2023 Completed Carbon Reduction Initiatives:

The following environmental management measures have been implemented since the introduction of the 2022 baseline:

- 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.
- Introduction of a green property strategy, providing a framework to prioritise the procurement of energy efficient workspaces.
- Switched all directly controlled energy contracts to green energy contracts (UK renewable 100%)
- Removed the use of single use plastics from all our operations.
- Successfully maintained our ISO 14001 accreditation with the 2023 surveillance audit with no non-conformances or improvement opportunities raised.
- Implemented an LED lighting with associated motion sensors across a number of sites within our employability division saving 11 tonnes of CO₂e per annum.
- Development of an employee engagement plan, supporting our reduction plans, educating employees, and encouraging emissions reductions both within the office spaces and working from home.
- We introduced Mandatory Environmental Awareness training for all existing and new colleagues.
- Switched all sites where we have direct control of waste disposal over to a waste management company to improve recycling rates and result in 100% of the waste being diverted from Landfill.
- Introduction of a season ticket loan scheme, offering an interest free season ticket loan to support employees take up of public transport.

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

- Implementation of a sustainability culture programme within our offices spaces to improve employee environmental awareness and drive down emissions.
- Implementation of a metering and monitoring programme within office spaces to improve energy data accuracy, set office space KPIs and track reduction progress.
- Introduce a salary sacrifice scheme for electric vehicles.
- Development of a sustainable procurement policy to minimise the negative environment impacts and emissions within our supply chain.
- Introduction of a supplier assessment questionnaire to help better understand our supply chain emissions and to make informed decisions to reduce our supply chain impact.
- We will work with suppliers to support in their carbon reduction and encourage carbon reduction if no plan in place.
- Working with waste management companies to identify further waste reduction, segregation, recycling improvements and reducing any waste to landfill.
- Identify further 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 standard² and uses the appropriate Government emission conversion factors for greenhouse gas company reporting³.

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) Standard⁴.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body). **5 January 2024**



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.

<https://ghgprotocol.org/corporate-standard>
<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
<https://ghgprotocol.org/standards/scope-3-standard>

