

# Carbon Reduction Plan

The Instant Group

September 2021



**Incendium**  
RETHINKING REAL ESTATE

# The Instant Group Net Zero Commitment

In a year that has seen first-hand the effects of climate change, The Instant Group is pleased to announce its commitment to achieving Net Zero Carbon by 2050.

This commitment covers Instant's operations in addition to supporting clients and supply partners in achieving their own net zero ambitions through the services and delivery that the company undertakes on their behalf.

Post-pandemic, as the corporate real estate sector evolves, The Instant Group will be at the forefront of driving flexibility into corporate and public sector portfolios. With this commitment, we hope to draw on the wealth of experience within the business and unique service offering to reduce the carbon impact of the sector as a whole.

Instant's commitment is based on three key aspects to achieve by 2030:

- A reduction of 42% in our Scope 1 and 2 emissions across our operations against our baseline year, aligning our emissions reduction targets with the Science Based Target Initiative
- Proactively increasing the accuracy and completeness of Instant's Scope 3 carbon inventory through engagement with its whole value chain including both suppliers and customers
- Take a proactive and increasingly leading role in driving the net zero agenda throughout the flexible office sector

## Carbon Emissions – Baseline Year – FY2020 (1<sup>st</sup> August 2019 – 31<sup>st</sup> July 2020)

Emissions	Total (tCO <sub>2</sub> e)
Scope 1	12.5
Scope 2 (location-based)	44.0
Scope 3* <ul style="list-style-type: none"> <li>Includes only Category 6 emissions associated with our grey fleet</li> </ul>	21.2
<b>Total Emissions</b>	<b>77.7</b>

Table 1: Emissions from FY2020

The emissions associated with our operations in the UK for the period 1<sup>st</sup> August 2019 – 31<sup>st</sup> July 2020 (FY2020) to are shown in Table 1. This is in line with our financial year.

Our Scope 1 & 2 emissions for our baseline year come from the running of our offices and the consumption of energy when refitting office space in preparation for our clients' occupation in the UK.

Our Scope 3 emissions for our baseline year only include those from business travel in rental cars or employee-owned vehicles where the company is responsible for purchasing the fuel (grey fleet) in the UK. There was no previous reporting of further Scope 3 emissions.

From year-to-year the number of projects we undertake on behalf of clients can heavily fluctuate. To account for this, we are disclosing the amount of carbon per square foot of our operating area. For FY2020, this is:

**tCO<sub>2</sub>e (Scope 1 & 2) / sqft**      **0.00069**

## Carbon Emissions – Reporting Year – FY2021 (1<sup>st</sup> August 2020 – 31<sup>st</sup> July 2021)

Emissions	Total (tCO <sub>2</sub> e)
Scope 1	12.2
Scope 2 (location-based)	278.2
Scope 3	497.0
Category 4 - Upstream transportation and distribution	444.2
Category 5 - Waste generated in operations	3.4
Category 6 - Business travel	34.2
Category 7 - Employee commuting	15.1
Category 9 - Downstream transportation and distribution	0
<b>Total Emissions</b>	<b>787.4</b>

Table 2: Emissions from FY2021

The emissions associated with our operations in the UK for the period 1<sup>st</sup> August 2020 – 31<sup>st</sup> July 2021 (FY2021) to are shown in Table 2. This is in line with our financial year.

Our Scope 1 & 2 emissions for our baseline year come from the running of our offices and the consumption of energy when refitting office space in preparation for our clients' occupation in the UK.

Our Scope 3 emissions for our reporting year include all the categories required to comply with PPN 06/21. We undertook an in-depth inventory of our Scope 3 emissions for the first time this year and will continue to expand on this and improve our methodologies as we develop our programme and engage further with our tier 1 suppliers this year. As we do not manufacture or produce any goods, we do not produce emissions associated the Category 9.

From year-to-year the number of projects we undertake on behalf of clients can heavily fluctuate. In FY2021, we undertook a large contract to include many fit-outs, which saw a large increase in our Scope 2 emissions. To account for this, we are disclosing the amount of carbon per square foot of our operating area. For our reporting year, For FY2021, this is:

**tCO<sub>2</sub>e (Scope 1 & 2) / sqft** **0.00027**

## Carbon Accounting Methodology

- Our disclosed emissions have been calculated in line with the Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard (revised edition) and use the UK Government GHG Conversion Factors for Company Reporting for each respective accounting year.
- Our emissions have been calculated for our UK-based operations and have been calculated using the “Operational Control” boundary approach.
- We have used primary evidence in the form of meter reads, building reports from our landlords and energy invoices to establish the energy consumption used to calculate our emissions. Where this data is incomplete, we have applied an appropriate estimation methodology in line with the GHG Protocol reporting standard.
- As we continue to establish the emissions associated with our value chain, we will implement more accurate data collection for our Scope 3 emissions including engaging with our suppliers to collect and provide us with the emissions our contracts are responsible for.

## Environmental Management Measures

There is widespread interest and engagement in sustainability across our business, including within our direct operations and as part of the services we provide across our client base. The Executive team within Instant are also passionate about reducing our environmental impact and that of our clients.

As part of our business, we provide solutions to our clients that range from enterprise strategy development and renewable energy procurement to sustainable building and operational certifications. Our agile space solutions have helped our clients achieve recognition as exceptional examples of sustainable design and project delivery. Recent managed office examples include the delivery of a solution in Singapore which earned Greenmark Gold Status on behalf of a global financial firm, and an office project in Argentina to analyse and reduce the embodied carbon associated with the design.

Led by our Incendium Consulting sustainability experts, we are now focused on further developing The Instant Group ESG agenda and approach. This year we are developing our approach to net zero as a business, including developing a strategy to achieve net zero emissions from our direct operations and across our value chain.

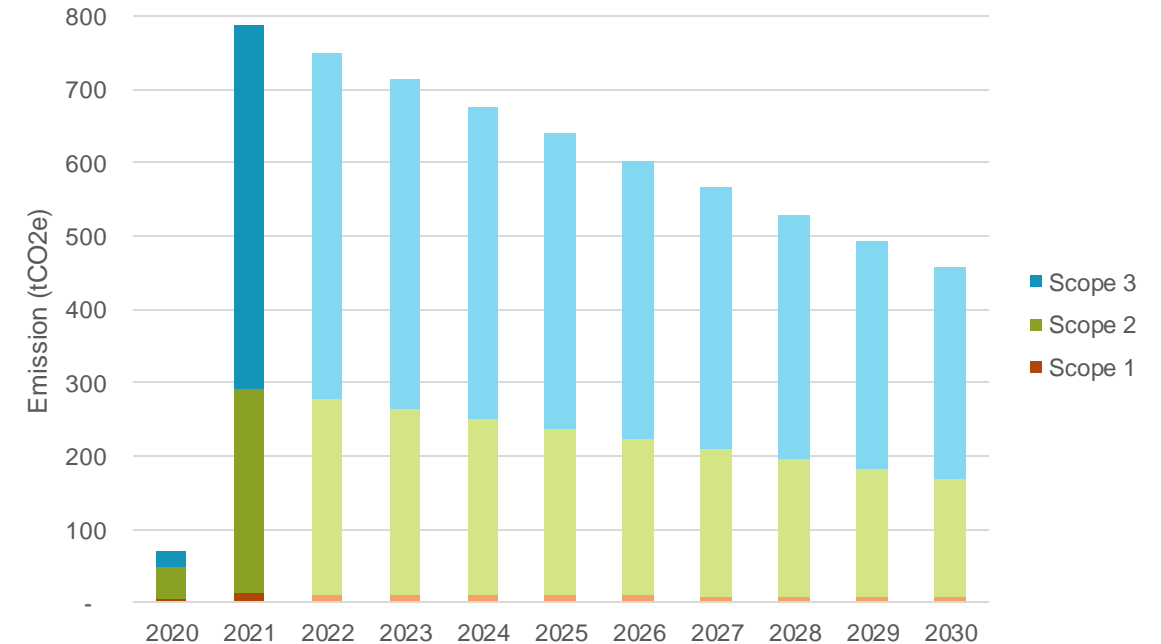
# The Instant Group Carbon Reduction Plan

In order to achieve Net Zero emissions, we will follow this trajectory.

- This is based on the location-based methodology for calculating Scope 2 emissions and so relies on the greening of the UK electricity grid by 2030.
- Using a market-based methodology, we will procure 100% renewable electricity by 2023, eliminating our Scope 2 emissions.
- Our scope 1 emissions come from the combustion of natural gas for heat in our offices. We will prioritise the office space that has full electrification as our organisation develops.
- For scope 3, we will implement strategies to further engage with our supply chain partners and employees to decrease our emissions to as near 0 as possible and offset any unavoidable emissions.

**Note:** As FY2021 is the first year that we undertook an in-depth inventory of our Scope 3 emissions, FY2021 will now become our baseline year. Subsequent annual updates to the CRP will reflect this.

Instant's UK Emissions Projections to 2030



# The Instant Group Carbon Reduction Plan

To achieve our ambition to achieve Net Zero by 2050, we have identified the following measures which will be in effect when delivering the contract:

- 1 Ensure all our direct office operations procure 100% renewable electricity by 2023 and when introducing new workplaces into our portfolio.
- 2 Update our travel policy to eliminate unnecessary travel. Where travel is essential, trains and public transport will be prioritised over individual car travel and commercial air travel. We are also planning to introduce an internal price on the carbon emissions associated with business travel to help our managers make more sustainable choices.
- 3 Implement an engagement strategy with our employees to decrease the amount of waste produced in our offices and increase recycling rates. We will also work with the managing agents of our offices to obtain more accurate waste data from our offices.
- 4 Implement an engagement strategy with our employees to help them make more sustainable choices during their commute, and equip them to work from home in the most sustainable way possible.
- 5 Improve how we monitor and measure the carbon emissions associated with our clients' fit-outs, including prioritising procuring 100% renewable electricity and making more sustainable design choices including the reduction and reuse of materials.
- 6 Producing a guide to help our clients increase the energy efficiency and reduce the carbon emissions of their office spaces during their occupation.
- 7 Engaging with our supply chain to increase the accuracy of our Scope 3 emissions and incorporate sustainability requirements into our procurement process.
- 8 Develop a process that is both fair and transparent for offsetting unavoidable emissions to achieve Net Zero by 2050.



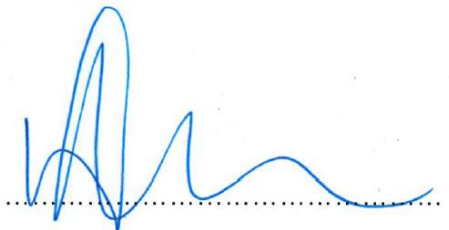
## Declaration and Sign Off

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 Will Duncan, General Counsel & Corporate Development Director  
Signed on behalf of The Instant Group by:



Date: ...06 October 2022.....

# Rethinking Real Estate.

Incendium was founded on a rebellious and independent spirit that remains to this day.

Our 6 founders had built enviable careers and reputations in their respective fields delivering results in senior positions in the Big 4, top Real Estate consultancies and Fortune 100 businesses.

But in 2014, driven by a goal to disrupt how clients accessed innovative and independent CRE expertise, they quit their jobs and Incendium was born. Their passion for sourcing the best talent and delivering transformational results quickly attracted a diverse pool of like-minded rebels.

Combined with a commitment to working shoulder-to-shoulder with clients, the business grew rapidly. Then, on a fateful day in 2018 the founders met the team at **The Instant Group**, and it became very clear, very quickly they were kindred spirits. Shortly after, Incendium joined Instant and the rest is, as they say, history.

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. With offices across the globe, Instant employs 300 experts and has clients in more than 150 countries.

[www.incendiumconsulting.com](http://www.incendiumconsulting.com)  
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