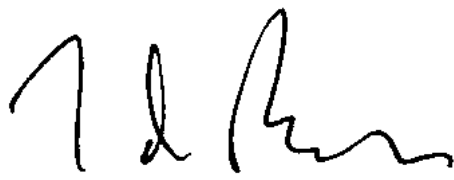


# CARBON REDUCTION PLAN

| Version Number | Purpose/Change   | Author        | Date       |
|----------------|------------------|---------------|------------|
| 0.1            | Initial draft    | Ellie Willis  | 17/09/2026 |
| 1.0            | Approved for use | Toby de Burgh | 22/09/2026 |
|                |                  |               |            |
|                |                  |               |            |

This document is to be reviewed annually. Next review date is **September 2027**.

## Approved by:

|                |                                                                                    |
|----------------|------------------------------------------------------------------------------------|
| Signature:     |  |
| Name/position: | Toby de Burgh, CEO                                                                 |
| Date:          | 22/09/2026                                                                         |

## Document information:

|                          |                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Supplier name            | Cineon Training Ltd                                                                                                          |
| Reporting standard       | Procurement Policy Note (PPN) 006: Taking Account of Carbon Reduction Plans in the Procurement of Major Government Contracts |
| Baseline period          | 1 April 2024 to 31 March 2025                                                                                                |
| Current reporting period | 31 March 2025 to 1 April 2026, as stated in the emissions report                                                             |
| Document owner           | Head of Business Operations                                                                                                  |

## Commitment to achieving Net Zero

Cineon Training Ltd is committed to achieving Net Zero greenhouse gas emissions by 2050.

Cineon will review its carbon footprint annually and prioritise practical measures to avoid and reduce emissions before considering proportionate action for residual emissions.

## Baseline emissions footprint

The baseline emissions footprint covers the reporting period 1 April 2024 to 31 March 2025. Emissions were calculated using the SME Climate Hub Small Business Carbon Calculator v2.0. Electricity is used for both power and heating.

| Scope                                          | Baseline emissions (tCO <sub>2</sub> e) |
|------------------------------------------------|-----------------------------------------|
| Scope 1: Direct emissions, fugitive gases      | 1.45                                    |
| Scope 2: Purchased electricity, location-based | 0.488                                   |
| Scope 3: Value-chain emissions                 | 16.61                                   |
| Total emissions                                | 18.55                                   |

### Scope 3 breakdown

| Category                                | Emissions (tCO <sub>2</sub> e) |
|-----------------------------------------|--------------------------------|
| 3.3 Fuel- and energy-related activities | 0.19                           |
| 3.5 Waste generated in operations       | 0.33                           |
| 3.6 Business travel                     | 4.43                           |
| 3.7 Employee commuting and homeworking  | 6.94                           |
| 3.8 Upstream leased assets              | 4.73                           |

Reported figures may not sum exactly due to rounding in the source calculator.

## Current emissions reporting

The current emissions footprint is based on the subsequent SME Climate Hub report and covers the reporting period 31 March 2025 to 1 April 2026.

| Scope                                          | Current emissions (tCO <sub>2</sub> e) |
|------------------------------------------------|----------------------------------------|
| Scope 1: Direct emissions, fugitive gases      | 0.135                                  |
| Scope 2: Purchased electricity, location-based | 0.453                                  |
| Scope 3: Value-chain emissions                 | 17.387                                 |
| Total emissions                                | 17.98                                  |

## Scope 3 breakdown

| Category                                | Emissions (tCO <sub>2</sub> e) |
|-----------------------------------------|--------------------------------|
| 3.1 Purchased goods and services        | 0.27                           |
| 3.3 Fuel- and energy-related activities | 0.18                           |
| 3.5 Waste generated in operations       | 0.33                           |
| 3.6 Business travel                     | 1.42                           |
| 3.7 Employee commuting and homeworking  | 10.44                          |
| 3.8 Upstream leased assets              | 4.73                           |

## Emissions performance

Total reported emissions reduced from 18.55 tCO<sub>2</sub>e in the baseline period to 17.98 tCO<sub>2</sub>e in the current period. This is a reduction of approximately 0.57 tCO<sub>2</sub>e, or 3.1%. Business-travel emissions reduced, while employee commuting and homeworking emissions increased. These areas will therefore remain priorities for future action.

| Measure                              | Baseline | Current | Change |
|--------------------------------------|----------|---------|--------|
| Total emissions (tCO <sub>2</sub> e) | 18.55    | 17.98   | -3.1%  |
| Scope 1 (tCO <sub>2</sub> e)         | 1.45     | 0.135   | -90.7% |
| Scope 2 (tCO <sub>2</sub> e)         | 0.488    | 0.453   | -7.2%  |
| Scope 3 (tCO <sub>2</sub> e)         | 16.61    | 17.387  | +4.7%  |

## Emissions reduction targets

To support progress towards Net Zero, Cineon Training Ltd will:

- Maintain its commitment to achieve Net Zero greenhouse gas emissions by 2050
- Measure and publish its organisational carbon footprint annually
- Seek year-on-year reductions where operationally practicable, with particular focus on business travel, employee commuting, homeworking and purchased goods and services
- Establish a quantified interim reduction target after the next annual footprint review, once data consistency and reporting boundaries have been validated

The baseline will be recalculated where improved data or a material change in reporting methodology significantly affects comparability.

## Carbon reduction projects and environmental management measures

Cineon Training Ltd has implemented, or is developing, the following measures to support carbon reduction and improved environmental performance.

| Area                      | Measures                                                                                                                                                                                                                                                                          |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Energy and premises       | <ul style="list-style-type: none"> <li>• Monitor office electricity use</li> <li>• Use electricity for power and heating</li> <li>• Review consumption trends</li> <li>• Work with premises providers to improve the accuracy of shared-building and leased-asset data</li> </ul> |
| Travel                    | <ul style="list-style-type: none"> <li>• Use virtual meetings where appropriate</li> <li>• Consider whether travel is necessary</li> <li>• Encourage rail and lower-carbon transport</li> <li>• Monitor business-travel emissions</li> </ul>                                      |
| Commuting and homeworking | <ul style="list-style-type: none"> <li>• Review commuting and homeworking assumptions annually</li> <li>• Encourage lower-carbon travel choices where practical</li> <li>• Use staff surveys to improve data quality</li> </ul>                                                   |
| Waste and resources       | <ul style="list-style-type: none"> <li>• Reduce, reuse and recycle materials where possible</li> <li>• Minimise paper use through digital-first working</li> <li>• Optimise the use and disposal of technology equipment</li> </ul>                                               |
| Procurement and suppliers | <ul style="list-style-type: none"> <li>• Consider environmental factors in purchasing decisions</li> <li>• Request supplier environmental information where proportionate</li> <li>• Work collaboratively to reduce supply-chain impacts.</li> </ul>                              |
| Governance and reporting  | <ul style="list-style-type: none"> <li>• Maintain an Environmental Policy</li> <li>• Review environmental risks and opportunities</li> <li>• Assign responsibility for actions</li> <li>• Report annually</li> <li>• Retain supporting calculation records</li> </ul>             |

## Required Scope 3 categories and reporting boundaries

| Required category                                      | Position                                                                                                                                                                          |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category 4: Upstream transportation and distribution   | No separate emissions were reported in the calculator outputs provided. Cineon will record relevant supplier transportation and distribution data where applicable and available. |
| Category 5: Waste generated in operations              | Reported: 0.33 tCO <sub>2</sub> e in both periods.                                                                                                                                |
| Category 6: Business travel                            | Reported: 4.43 tCO <sub>2</sub> e baseline and 1.42 tCO <sub>2</sub> e current.                                                                                                   |
| Category 7: Employee commuting                         | Reported together with homeworking: 6.94 tCO <sub>2</sub> e baseline and 10.44 tCO <sub>2</sub> e current.                                                                        |
| Category 9: Downstream transportation and distribution | No separate emissions were reported. Cineon principally provides technology, training and related services and will review this category annually for applicability.              |

## Methodology and data quality

The footprints were generated using the SME Climate Hub Small Business Carbon Calculator v2.0. The calculations cover Scope 1, Scope 2 and relevant Scope 3 emissions reported by the calculator. Location-based electricity emissions have been used. Some activity data may include estimates where supplier, landlord or employee-level information was unavailable.

The current methodology may not separately capture all lower-carbon commuting activities, including active travel such as cycling. Cineon will improve the accuracy of future reporting by refreshing employee commuting and homeworking data annually through a staff travel survey, covering all relevant modes of transport.

Cineon will also improve data quality by using finance and booking records for travel and purchased goods, and obtaining premises data where available.

## Declaration and sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and the associated guidance and reporting standard for Carbon Reduction Plans. Emissions have been reported and recorded in accordance with the published reporting requirements, using the organisational information available to Cineon Training Ltd.

This Carbon Reduction Plan has been reviewed and approved by the board of directors or an authorised company director.