

# Carbon Reduction Plan

*This Carbon Reduction Plan covers ICF's UK operations and has been published by ICF Consulting Services Ltd. in response to the UK Government PPN 06/21<sup>1</sup> following associated guidance and reporting standards for Carbon Reduction Plans.*

*Supplier name: ICF Consulting Services Ltd.*

*Publication date: 7 October 2024.*

## Commitment to Achieving Net Zero

ICF Consulting Services Ltd (hereafter ICF UK) has active intentions of reducing carbon emissions and achieving net zero emissions by 2050 in the UK. Since 2006, we've measured and reduced carbon emissions—including those from our business travel and employee commuting.

At ICF UK, we are committed to a shared future defined by ambitious actions, radically reduced greenhouse gas emissions, and removing CO<sub>2</sub> from the atmosphere. In the race to address climate change, we recognise that we will all need to be in this together, so we must approach this challenge in a way that respects people and nature. For more than 40 years, ICF expert teams in and outside of the UK have worked with clients to study climate change and help them achieve emission reduction goals and identify pathways to a low-carbon economy.

While we are doing our part to curb climate change through the services we provide, we are also working to reduce our own carbon footprint by setting carbon reduction targets, adapting our operations to be more resilient and to prepare for new climate change laws and regulations

ICF UK's carbon reduction plan involves four key activities:

- **Realise:** measure and analyse our environmental footprint on an annual basis.
- **Resolve:** set ambitious targets to reduce GHG emissions.
- **Reduce:** follow a strategy to reduce emissions from material sources.
- **Report:** disclose transparently in line with globally recognised frameworks and initiatives (e.g., CDP (formerly the Carbon Disclosure Project), Task Force on Climate-related Financial Disclosure (TCFD, now part of the International Sustainability Standards Board), Sustainable Development Goals, Sustainability Accounting Standards Board (SASB), the UN Global Compact (UNGC) and Science Based Targets initiative (SBTi).

ICF, at an international level continues to maintain its climate and environmental leadership by achieving once again the 2023 Climate Leadership Award by The Climate Registry (TCR). The award recognises exemplary corporate, organisational and individual leadership in reducing carbon pollution and addressing climate change in both our social actions and client work. ICF global was recognised for having comprehensive GHG inventories and effective engagement of supply chain

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<sup>1</sup> <https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts>

peers and partners. More information about ICF's environmental global recognition and climate awards in the past year is available in our latest [corporate citizenship report](#). In 2015, ICF global set a 60% reduction target in absolute scope 1 and 2 emissions by 2025, compared to 2013 emissions. The organisation, with its 2023 emission inventory, has surpassed this target by achieving a 90% reduction in GHG emissions relative to 2013.

The below targets are an expression of ICF UK's continuous commitment to reduce GHG emissions. The emissions reduction targets are relative to 2018 base year (building on the earlier commitment relative to 2013).

### ICF UK Baseline Emissions

| Baseline Year: 2018    |                            |
|------------------------|----------------------------|
| EMISSIONS              | TOTAL (tCO <sub>2</sub> e) |
| Scope 1                | 50                         |
| Scope 2                | 153                        |
| Scope 3 <sup>2</sup>   | 361                        |
| <b>Total Emissions</b> | <b>565</b>                 |

### ICF UK Current Emissions

| Reporting Year: 2023   |                            |
|------------------------|----------------------------|
| EMISSIONS              | TOTAL (tCO <sub>2</sub> e) |
| Scope 1                | 24                         |
| Scope 2                | 64                         |
| Scope 3 <sup>2</sup>   | 364                        |
| <b>Total Emissions</b> | <b>452</b>                 |

### Emissions Reduction Targets

We are proud that we first embarked on our carbon management journey 18 years ago, and we remain committed to reducing our greenhouse gas (GHG) emissions. To continue our progress to achieving net zero, we have adopted the following reduction targets for 2025 relative to 2018 baseline emissions.

**Current emission reduction targets:**

- Reduce absolute scope 1 and 2 GHG emissions 23% by 2025 from 2018 base year.
- Continue annually sourcing 100% renewable electricity through 2025.

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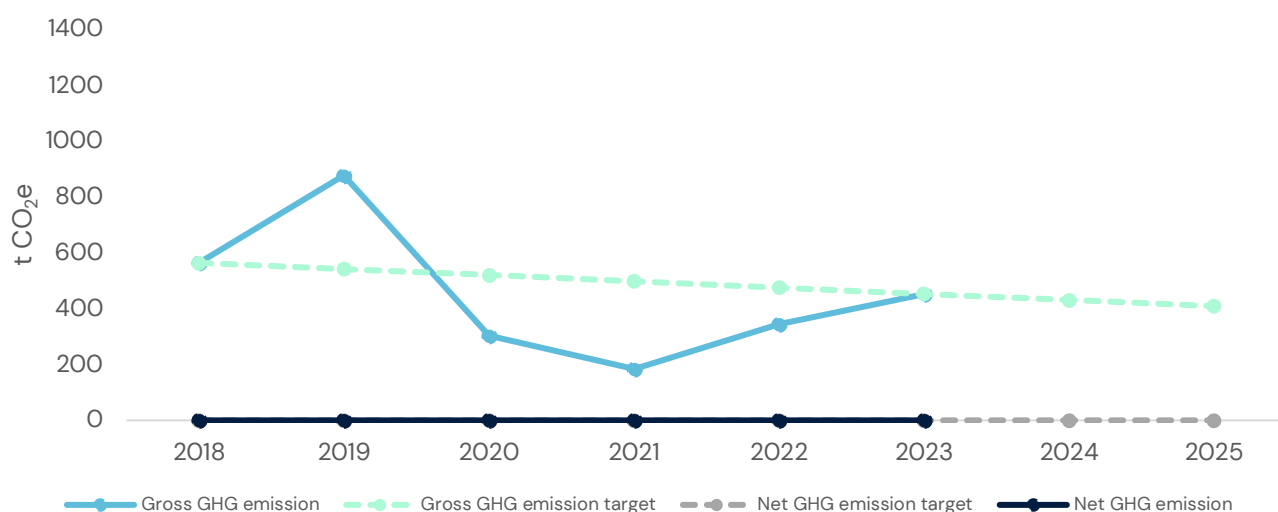
<sup>2</sup> Our scope 3 emissions include the following sources: employee business travel (air travel, train travel, and rental cars), employee commuting, and waste generated in our operations. ICF is a professional services firm, and the nature of our business is providing our clients with services and solutions, rather than goods. For that reason, upstream and downstream transportation and distribution of goods are not a material source of GHG emissions for ICF.



- Reduce scope 3 GHG emissions 30% per benefits-eligible employee by 2025 from a 2018 base year.

Our target (with its three components) is based on the concept of a global carbon budget that will limit global warming to well below the internationally recognised target of 2°C. In March 2021, the Science Based Targets initiative (SBTi) approved our target, adding ICF global to the list of pioneering companies driving change to a zero-carbon economy. In the spring of 2024, ICF global submitted new targets to SBTi for review, the result of which is expected to be announced by the end of 2024.

The graph below presents our historic net and gross UK emissions between 2018 (baseline year) and 2023 (current year) as well as our emission targets until 2025 and our net greenhouse gas emissions. We project that our gross carbon emissions will decrease over the next five years to 409 tCO<sub>2</sub>e by 2025<sup>3</sup>.



## Carbon Reduction Initiatives

ICF UK's sustainability strategy begins with mitigation and making our environmental footprint as small as possible in the primary sources of our emissions (e.g., business travel) Key carbon reduction initiatives to help us meet our GHG emissions reduction targets include:

- Purchased renewable energy attribute certificates equivalent to 100% of the 2023 electricity used at our offices worldwide

<sup>3</sup> The breakdown of this target is 39 tCO<sub>2</sub>e for scope 1, 118 tCO<sub>2</sub>e for scope 2, and 253 tCO<sub>2</sub>e for scope 3. Our scope 3 emission reduction target is a 30% reduction per benefits-eligible employee by 2025. Hence, this is not an absolute target and its value, and the graph should change over time as the number of ICF's benefit-eligible employees changes.

- Reduce UK facilities footprint i.e., continuing to grant employees greater flexibility to work remotely, reducing the square footage of our leased space by at least 35% by closing and consolidating offices to optimise our use of space, prioritising leases in sustainable buildings that use energy and water more efficiently and located near mass transit.
- Apply green IT policies: require laptops to be EPEAT Gold-certified and all IT equipment be ENERGY STAR qualified – using 25% less energy, issue laptops with power-management setting activated so computers enter sleep mode when not in use.
- Train employees in efficient energy use practices as well as have dedicated facilities staff who conduct morning and evening energy use inspections.
- Minimise emissions from business travel and employee commuting by enhanced virtual collaboration, where feasible.
- Booking less-carbon intensive travel through a travel system, where employees can see the carbon emissions associated with flight options.
- In 2024 ICF global acquired a new vendor management system capturing data about our suppliers' ESG practices which helps develop criteria for sustainable procurement. ICF UK is working to fully adopt and benefit from the new system.
- Prioritise reduction and reuse over recycling.
- Invest in verified carbon offsets only after reducing our carbon emissions as much as possible and purchasing renewable energy certificates.

## **Completed carbon reduction initiatives in the UK**

**In the UK we continue to review and analyse our office activity closely while successfully serving our clients and aiming to maintain low-carbon operations.**

- During 2023, many of our employees continued to work remotely. Our work continued smoothly as we collaborated remotely, maintained productivity, and continued growing the business.
- In March 2024, London business was relocated to a new office of an appropriate size and layout to meet the needs of the team and to support an activity based working model. Similarly, the Birmingham teams were also relocated to a smaller serviced office with reduced seating capacity in the second quarter of the year.
- Offices in London and Birmingham have certified environmental management systems that adhere to the ISO14001 standard.
- LED lighting is installed throughout our facilities.
- Our UK offices ensure they use HVAC systems efficiently and only during working hours and use thermostat controls to reduce energy use where possible.
- Our UK offices undergo temperature adjustments to conserve energy based on consumption data and employee feedback – currently at 20°C reduced from 22°C.
- Heating in office zones that are rarely in use is switched off during the colder seasons.
- Our London office follows hot water timings to run from 9am to 5pm on weekdays and switched off during the weekends.

- We have schemes in place to encourage low carbon employee commuting (e.g., bike to work, rail cards paid for, season pass loans).
- The printers in our UK offices require employees' access card to avoid energy and materials waste
- We work with suppliers who can meet our requests for emissions data and expressed preferences for more carbon-reducing products and services (e.g. equipment, car rental companies, hotel chains, travel management vendors and office supply vendors, cleaning contractors etc.) in line with our Supplier Code of Conduct.

## Declaration and Sign Off

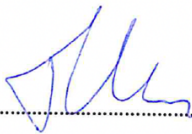
This Carbon Reduction Plan has been completed in connection with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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<sup>6</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

**Signed on behalf of ICF Consulting Services Ltd**



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Tobias Schaefer  
Senior Vice President and Group Lead for Europe & Asia  
13 September 2024

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<sup>4</sup> <https://ghgprotocol.org/corporate-standard>

<sup>5</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>6</sup> <https://ghgprotocol.org/standards/scope-3-standard>