

An aerial night view of a city skyline, likely New York City, with a strong blue color overlay. The buildings are illuminated with lights, and the overall scene is a dense urban landscape.

RED ENVIRONMENTAL MANAGEMENT REPORT 2022

Prepared by the Sustainability Solutions & Climate Change Team

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RED

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Foreword



Martin Sieh
CEO



I am pleased to present to you the 2022 Environmental Statement for RED Engineering. This report highlights our continued commitment to sustainability and our progress in achieving our goals.

The past year has been a time of growth and innovation for our company. We have expanded our services to help our clients on their net zero journey and established a dedicated research and development team to create innovative and sustainable solutions. Our team has continued to work hard and adapt to the challenges presented by the post COVID-19 world.

In this year's report, we are happy to share that we have made progress on some categories towards our carbon, energy, waste, and water targets. Further and with the company's continuous growth, we have maintained our carbon footprint per capita, despite the challenges of reopening offices and restarting business travel.



Iain MacDougall
Head of Sustainable
Solutions &
Climate Change



We recognize that sustainability is a shared responsibility, and we are committed to engaging our employees, clients, and suppliers in this journey. Our sustainability training and inductions have continued to inspire our staff to seek innovative ways to improve our environmental performance.

As we look to the future, we remain committed to our purpose of making sustainability happen today. We will continue to seek out new ways to reduce our environmental impact and help our clients achieve their sustainability goals.

We would like to thank all of our stakeholders for their continued support and contributions to our sustainability journey. We look forward to working together to create a more sustainable future for all.

I'd like to thank the staff who help collect, process and order and present this report every year. Your efforts help lift our carbon journey from the pages of a report to physical action.

RED is expectedly a net carbon positive contributor to the footprint of our parent company ENGIE Impact.

1.0

Introduction

Introduction

This report is the third in series of annual reports to be disseminated by the RED sustainability team. The aim is to use this report to communicate to our stakeholders the carbon footprint of RED, our net-zero emissions plans and how well we are executing them. This will then allow the management to review methods and ensure we achieve actual reductions in our carbon footprint incrementally to zero. The process will address, not only carbon, but also any other GHG emissions. These all along are net positive carbon contributor with regards to waste, energy, water usage and other indirect environmental considerations. The baseline is set from 2019 measured performance and the report discusses the progress against our overarching targets on an annual basis for the foreseeable future.

All subsequent reports will provide comprehensive review and analysis of our environmental performance across our offices, with RED's sustainability goals and ISO 14001 and 50001 certification commitments (limited to UK sites). This Annual Environmental Statement given through this report is aligned with the Engie Impact Environmental Policy and Energy Management System.

Our Purpose: Make Sustainability Happen Today



As the sustainability consulting division of ENGIE, ENGIE Impact partners with corporations, governments and municipalities around the world to address the transformations necessary to reduce their carbon footprint on their Net Zero journey. Through strategic consulting, global reporting and analytics, and market-leading technical engineering, ENGIE Impact becomes an implementation partner for organizations working toward ambitious sustainability goals.

By being involved in each aspect of the decarbonization journey—from establishing actionable roadmaps to managing on-the-ground execution—ENGIE Impact can help reduce carbon contributions and control energy expenditures. We go beyond consulting, staying for the long run—making the journey less complex, more reliable and financially viable.

www.engieimpact.com

1.1 Performance Figures Dashboard

RED performance throughout the period from 2019 to 2022 is used to identify needed improvement and estimate future performance. The following main figures show the breakdown of use categories and annual performance for the above-mentioned period.

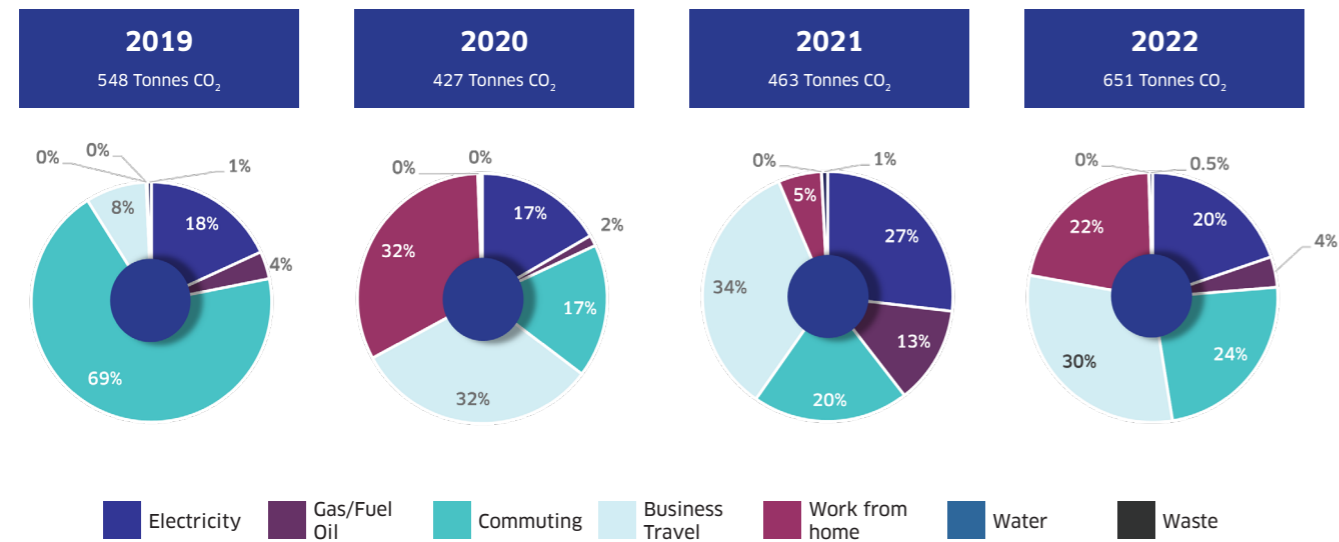


Figure 1 Carbon emission by category for period 2019-2022, in percentage of Tonnes CO₂ equivalent

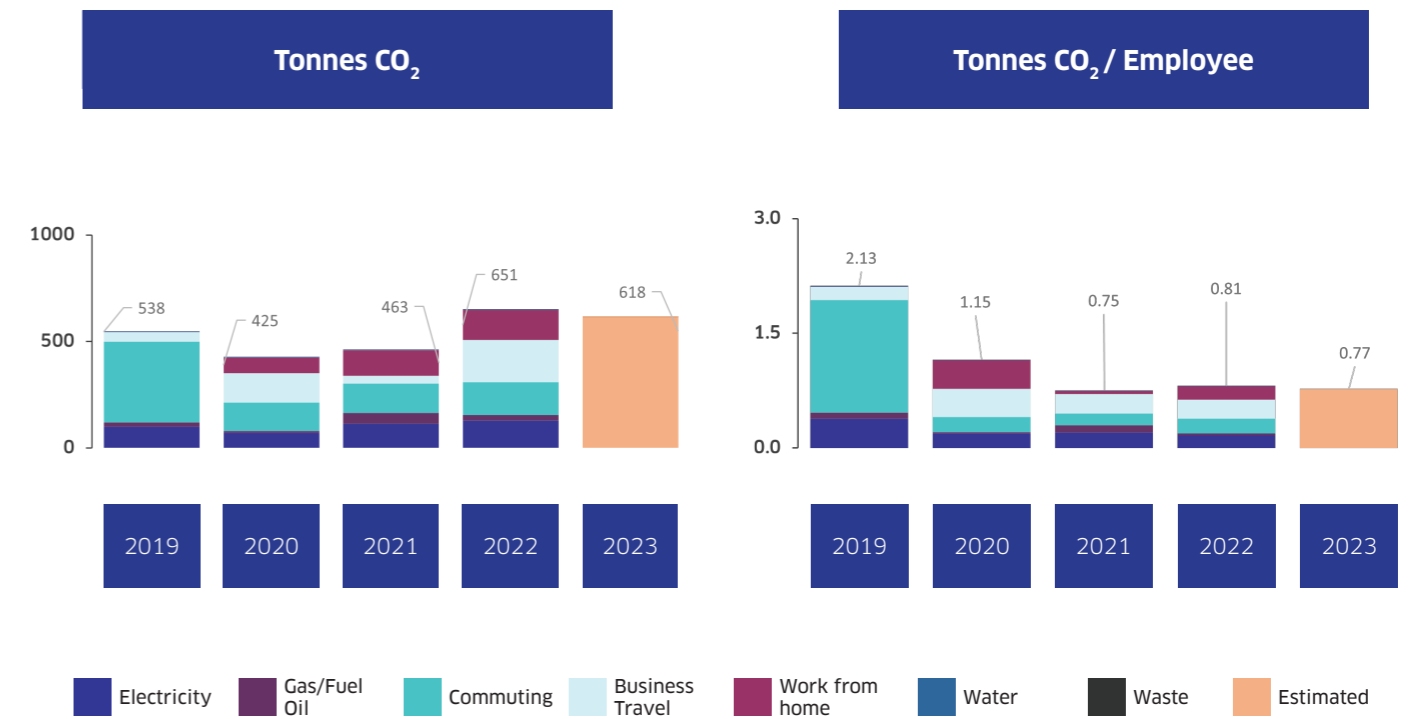


Figure 2 Annual carbon emissions with and without normalisation from 2019 to 2022 and future projection

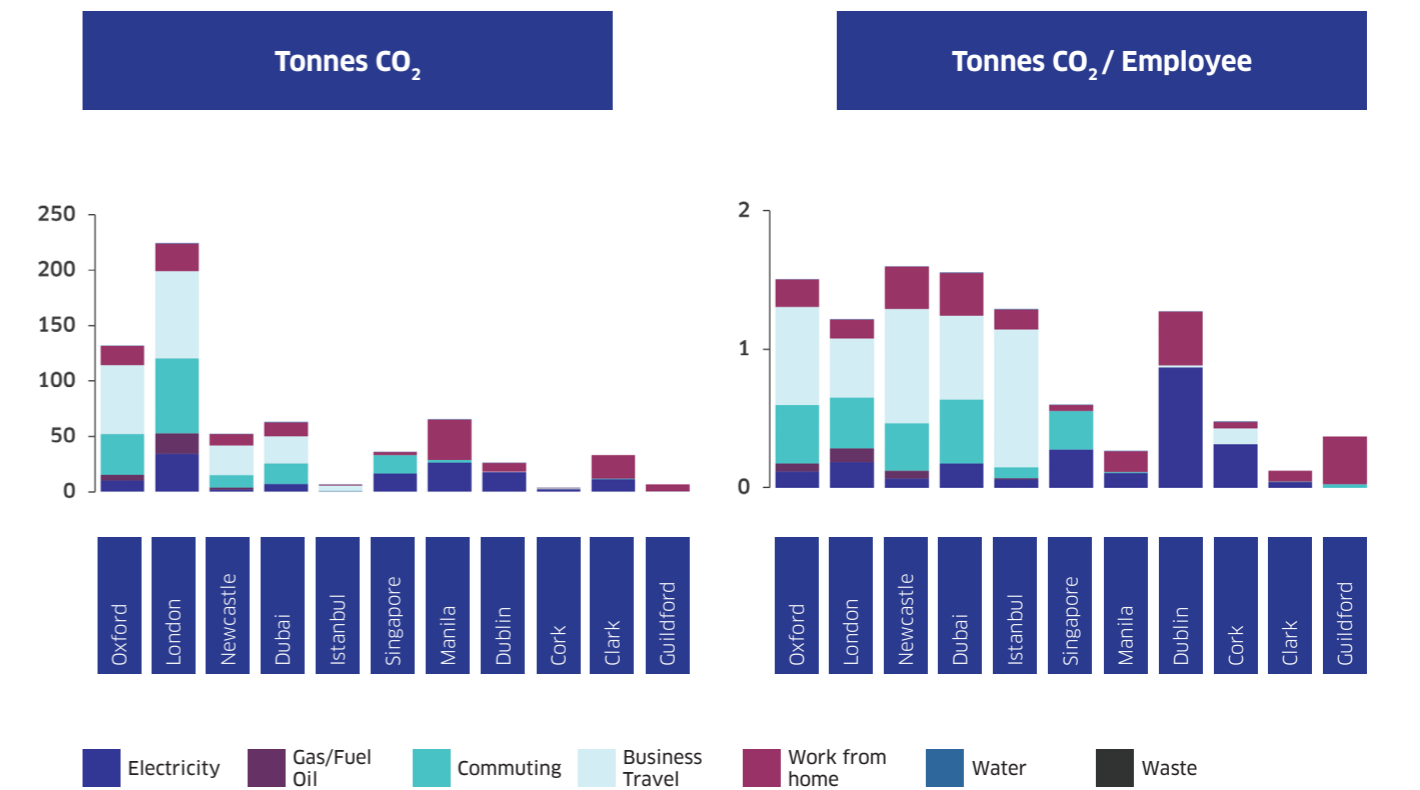


Figure 3 Carbon emissions of 2022 with and without normalisation for RED sites

1.2 Annual Targets and Future Monitoring Plans

RED's threshold for annual saving is a minimum reduction in CO2 emissions by 5%. This includes the categories managed by the company itself. The savings due to work from home are not accounted here within but also are expected to go along this reporting and with regular sustainability inductions and information shared with our staff.



Potential Demand Reduction
(11MWh/yr)



Potential Cost Reduction
(£1,570/yr)



Potential Carbon Reduction
(3 t/yr)

Figure 4 Annual targets and expected savings

A monitoring plan, put in place in 2021, is still subject to approvals. Hence, this year's reporting still relies on collection of utility bills and manual meter readings to track progress against our annual target. Improvement to the data collection process, however, was implemented. The monitoring plan covers all the emissions categories including energy, water, and material waste. The plan is mainly based on using smart meters and procedures to minimise manual work and eliminate errors. Further information on targets for each office are identified below. Figure 5 shows the indicative basis for the investment with a return on investment that excludes the saved working hours in gathering data.



11

Annual Energy Saving (MWh)



3

Annual CO₂ Savings (t)



1,570

Annual Cost Saving (£)



9,000

Required CapEx (£)



6

Simple ROI (Yrs)



YES

Grants and Subsidies

Figure 5 RED environmental target and monitoring plan in lined with expected investment and return

1.3 Management Systems

To assist in achieving our goals, RED has implemented an ISO 14001 Environmental Management System (EnMS) and an ISO 50001 Energy Management System (EMS) which are both certified through a third party and apply to the UK offices only. The EMS and EnMS are integrated into business processes and designed to assist in achieving the sustainability goals. They are regularly reviewed at Management Review meetings by the senior management team and the policies are signed off by the CEO (See Appendix A and B). As part of the EMS, we have a number of objectives which are reviewed on annual basis. These objectives relate to our identified environmental aspects.

Our environmental aspects are:

- Design activities
- Electricity consumption
- Paper consumption
- Procurement
- Employee transport
- Waste management



To achieve these objectives an emphasis on monitoring and measuring is crucial. As the business grows and expands, it is important to use normalisation of energy and resultant emissions. Thus, the performance is evaluated using key energy performance indicators (EnPI) as set out in the EnMS, these are as follows:

- EnPI 001: kWh of electrical energy used per m² of office space
- EnPI 002: kWh of heating fuel energy used per m² of office space
- EnPI 003: Total kWh of energy used per employee

This will help to ensure the focus in applying future measures will be on areas of the business that contribute to significant CO₂ emissions.

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2.0

About RED

RED

About RED

RED is a global company of specialist building services and ICT engineers. RED has led the drive towards the zero-carbon goal for over a decade. This has been based on, an insistence, from the start, on providing step-change low carbon solutions which are also commercially viable. RED Engineering services cover the entire life cycle of any construction project with broad capability offering, that is saving our clients the time, costs, and effort. RED services range from Mechanical, Electrical and Public Health Engineering to Process Design and Advisory Consultancy. RED also provides Specialist Engineering services, Sustainability Solutions, ICT Design and Consultancy and Digital and Virtual Engineering.

The key facts that describe RED Engineering are:

- Experienced team working across all construction sectors.
- History of measured performance improvement helping to reduce operation costs and CO₂ emissions.
- Due diligence and audits have supported organisations across the world and aided in environmental performance reporting for fortune 500 companies.
- Advanced analytical tools and policies created to entrench continuous improvement cycles.

RED as part of ENGIE Impact contributes worldwide to meeting the sustainable growth challenge, with our strategy and core services primarily aligning with ten of the 17 SDGs that tie closely with our unique operational risks.

3.0

RED Sustainability Goals

3.0 RED Sustainability Goals

At RED work goes under one purpose: to 'Make Sustainability Happen Today'. The Sustainability Solutions and Climate Change (SS&CC) team are working with RED colleagues on achieving our Sustainability goals. RED are a net positive carbon contributor to our parent company, Engie Impact who will offset those emissions in order to achieve the groups sustainability goals.

- **Carbon Negative by end of 2021**

Goal was achieved first by reducing 21% of 2020 emissions, second by purchasing both renewable electricity certificates and carbon offset credits for the remaining emissions to become carbon neutral, and finally a step further, purchased more offsets to achieve the negative carbon goal.

- **Balance water footprint internationally by 2023**

Goal is on track with successful balance of 2021 water consumption started in U.S. offices through the purchase of Water Restoration Certificates (WRCs). All WRC projects are certified by a qualified third party against a strict set of criteria to ensure flow is restored to the environment in locations and at a time that will have optimum environmental benefit.

- **Reduce upstream and waste to landfills to achieve zero waste by 2023**

Goal is on track with continuous focus on collecting waste data in part of our sites.

In order to assist in achieving the groups goals RED has set targets specific to our own operations:

- 5% potential demand reduction year on year
- 5% potential cost reduction year on year
- 5% potential carbon reduction year on year

The subsections below give more details on the means used to achieve the above goals.

3.1 Office Energy Audits

The energy audit is a site survey that examines energy conservation and energy flows using data collection, measurement, and their analysis. It identifies the opportunities for system optimization and reduction of carbon footprint. Office level data is typically collected on monthly basis, as a minimum requirement for energy audit, or using existing or secondary smart meters installed to monitor major energy usage. Ideally, this data streamed from smart meters allows the auditor to analyse hourly energy profile and energy delivered to each system. Subsequently, suitable Energy Efficiency Measures (EEMs) can be identified and applied towards the carbon neutral transition.

3.2 Office Waste Audits

Waste audit practice has started in 2021 and is carried out to assess RED's current practices relating to office waste and recycling rates. Further, it is used to identify key levers to increase that rate. This has started by the Oxford office audit with the results shared between RED sustainability team and office management. These results were used in 2022 to plan the TRUE certification for the office.

The TRUE (Total Resource Use and Efficiency) Certification is the new GBCI's product aimed at dealing with material waste. The TRUE certification program enables facilities to define, pursue and achieve their zero waste goals, cutting their carbon footprint and supporting public health. TRUE scheme was released in 2016 and has been put into practice by giant companies e.g. Tesla, HP. Engie Impact aims to pilot TRUE to attain its waste targets in the US and in Europe. RED Bicester office is the candidate to pilot the TRUE process.



4.0

RED Sites

RED

4.0 RED Sites

RED operates throughout its core offices across Europe, Middle East (EMEA) and Asia (APAC) regions and utilises its global experts to support local delivery in country through ENGIE Impact sites.

RED sites in EMEA are five offices in the UK and Ireland, plus an office in Dubai and Istanbul covering the Middle East services. The sites in Asia include Singapore, Manila and very recently Hong Kong.

The engineering and consulting services by RED are geographically based with continuous collaboration and cooperation between sites. RED international standard way of working is generally based on:

- Global delivery strategy
- Diverse time zones
- Efficient project delivery



Figure 6

RED global existence with representations over continents

| Office | Year | Number of Office Staff | Floor area (sq m) | Point of Contact |
|----------------------------|------|------------------------|-------------------|-----------------------|
| Clark, Philippines | 2022 | 272 | 2102 | Jo Montoya |
| | 2023 | 272 | | |
| Cork, Ireland | 2021 | 3 | 170 | Killian O'Neil |
| | 2022 | 6 | | |
| | 2023 | 8 | | |
| Dubai, UAE | 2019 | 10 | 135 | Gemma Walton |
| | 2020 | 13 | | |
| | 2021 | 20 | | |
| | 2022 | 33 | | |
| | 2023 | 48 | | |
| Dublin, Ireland | 2019 | n/a | 578 | Killian O'Neil |
| | 2020 | n/a | | |
| | 2021 | 19 | | |
| | 2022 | 19 | | |
| | 2023 | 22 | | |
| Guildford, UK | 2023 | 19 | 17 | Leon Green |
| Istanbul, Turkey | 2019 | 3 | 105 | Kerim Oktay |
| | 2020 | 3 | | |
| | 2021 | 4 | | |
| | 2022 | 5 | | |
| | 2023 | 5 | | |
| London, UK | 2019 | 65 | 557 | Alex Vella |
| | 2020 | 105 | | |
| | 2021 | 143 | | |
| | 2022 | 163 | | |
| | 2023 | 206 | | |
| Manila, Philippines | 2019 | 79 | 856 | Jo Montoya |
| | 2020 | 109 | | |
| | 2021 | 156 | | |
| | 2022 | 248 | | |
| | 2023 | 520 | | |
| Newcastle, UK | 2019 | 27 | 130 | David Bridely |
| | 2020 | 18 | | |
| | 2021 | 30 | | |
| | 2022 | 32 | | |
| | 2023 | 33 | | |
| Oxford, UK | 2019 | 51 | 456 | Olly Hanson |
| | 2020 | 73 | | |
| | 2021 | 89 | | |
| | 2022 | 90 | | |
| | 2023 | 85 | | |
| Singapore | 2019 | 18 | 546 | Yimin Huang |
| | 2020 | 54 | | |
| | 2021 | 68 | | |
| | 2022 | 60 | | |
| | 2023 | 60 | | |

Table 1

RED sites—variable numbers of employees and floor area, and sustainability point of contact



5.0

RED Performance by Category

RED Performance by Category

The following subsections summarise RED's environmental performance during period from 2019 to 2022. RED's environmental performance targets will be based on improvements against the 2019 baseline year. In future versions of this report, the annual performance figures will be omitted to only include baseline, previous and current years.

5.1 Energy Use and Carbon Emission

The energy consumption by RED sites has considerably varied since the COVID-19 breakout and till this time of reporting has not seen the so-called 'back-to-normal' indications. Figure 7 shows the breakdown of use category for the period from 2019 to 2022. As can be seen, the work-from-home (WFH) category was estimated to represent a nearly 50% of the total consumption in 2022. The estimation of WFH contribution to emissions was based on a survey of individuals consumption through a sample of employees written diary.

The newly implemented office registration system, showing daily office attendance, is used in this reporting period to calculate the carbon emission due to WFH (see section 5.4 for details).

Table 2 shows the used carbon emission factors by category and geographical locations associated with the RED sites:

| Country | Electricity | Gas | Heating Oil | Water kg/m ³ * | Commuting kg/km* | Air travel kg/km* |
|-------------|-------------|-------|-------------|------------------------------|---------------------|----------------------|
| Ireland | 0.265 | | | 0.000298 | 0.2 | 0.115 |
| Philippines | 0.702 | | | | | |
| Singapore | 0.389 | | | | | |
| Turkey | 0.412 | 0.202 | | | | |
| UAE | 0.52 | | | | | |
| UK | 0.193 | 0.18 | 0.25 | | | |

Table 2 Carbon emission factors for the different RED sites

*Not a country-based value

Table 3 shows the energy usage in kWh and its associated carbon emissions, in Tonnes CO₂, calculated using the above factors. It should be noted that the estimated CO₂ emissions given here, and throughout this report, are absolute values from data collection and did not involve estimations (and/or their corresponding smoothing methods) except for work-from-home; and water and waste contribution to that, given under following two sub-sections.

| Consumption | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|----------------|---------------|------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity | 250896.2 | 99.5 | 186492.6 | 70.6 | 359288.1 | 114.7 | 428,619 | 109 |
| Gas / Fuel Oil | 99693.8 | 20.3 | 41463.8 | 8.8 | 235644.7 | 50.4 | 134,458 | 48 |
| Work-from-home | 0.0 | 0.0 | 310129.9 | 73.5 | 481049.9 | 120.2 | 451,923 | 114 |

Table 3 Main energy consumptions' categories, carbon emissions and future projection

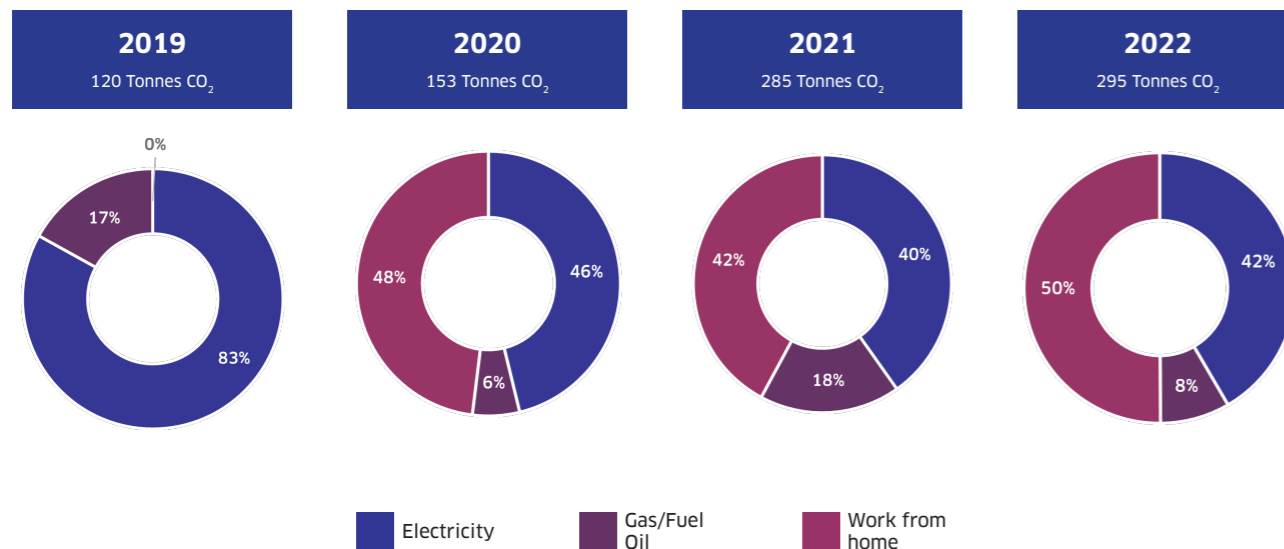


Figure 7 Breakdown of energy consumption for period from 2019 to 2022

Figure 8 shows normalised carbon emissions by number of employees and for the different energy use categories over the period from 2019 to 2022.



Figure 8 Annual carbon emissions due to energy consumption with normalisation and future projection

5.2 Water Consumption

The water consumption by many RED sites is currently not metered due to sites being on shared common services with neighbours inside the same facility and/or inclusiveness of water costs in the lease contracts. Hence, this is based, in this report, on an estimated average of 12 m³ / annum / employee, taken from a wider company investigation conducted by the Engie Impact team. The use of metered water data is part of RED's future monitoring plan described under section 1.2 and will be incorporated in future reporting.

| Consumption | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|-----------------------------|----------------|------------------------|----------------|------------------------|----------------|------------------------|----------------|------------------------|
| | m ³ | Tonnes CO ₂ | m ³ | Tonnes CO ₂ | m ³ | Tonnes CO ₂ | m ³ | Tonnes CO ₂ |
| Water (annual) ^a | 3,444 | 0.001 | 5,016 | 0.0015 | 7,080 | 0.002 | 12,072 | 0.004 |

Table 4 Water annual consumption average

^a Estimated from 12 m³ annual average per employee, where RED employees' annual average numbers were: 287, 418, 590, 1006 for the years 2019-2022, respectively.

5.3 Materials and Waste

The materials and waste are handled on local basis at the RED sites and this in the UK represents a part of RED's implementation of the ISO14001. The quantification of carbon footprint due to waste is a complex task and is part of RED's future monitoring plan. In this report, the listed data below (Table 5) only represent an estimate based on example audits conducted by the Engie Impact team and that was used in this 2022 reporting. Figure 9 shows a bar chart of normalised carbon footprint per employee due to the estimate of generated waste for the period from 2019 to 2022 and future projection assuming 5% carbon reduction.

| Consumption | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|----------------|---------------|------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Material Waste | - | 3 | - | 1.25 | - | 3 | - | 3 |

Table 5 Carbon emissions due to the handling of material waste and future projection

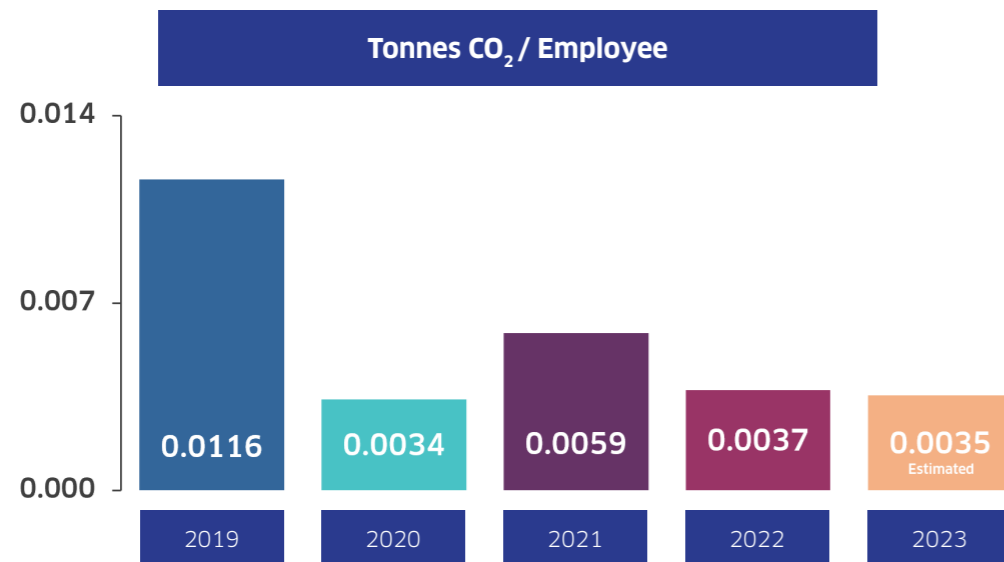


Figure 9 Annual carbon emissions due to handling of waste with normalisation and future projection

5.4 Commuting and Business travel

Commuting and business travel represent the highest category contributing to RED's emissions. This was evaluated to be in range of 70% of total emissions in 2019. During 2020 and 2021 with the COVID-19 restrictions in place, business travel was reduced but remained among highest contributors to RED emissions. The commuting emission was roughly estimated with help from the Engie Impact team in 2019. In following years, this was just weighted using the increase in number of employees. In this reporting, the weighting of the commuting emission is further based on the attendance percentage (occupancy tracking) at the RED sites. However, the carbon factor to this emission remains to be based on assumption of private car usage although public transportation is popular at several RED sites (e.g., London, Singapore).

| Consumption | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|-------------|---------------|------------------------|-----------|------------------------|---------|------------------------|------------|------------------------|
| | km | Tonnes CO ₂ | km | Tonnes CO ₂ | km | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Commuting | 1,897,000 | 379 | 672,600 | 135 | 711,867 | 138 | 774,006 | 155 |
| Air Travel | 391,304 | 45 | 1,193,217 | 137 | 314,200 | 37 | 1,709,511 | 198 |

Table 6 Carbon emissions due to travelling and future projection

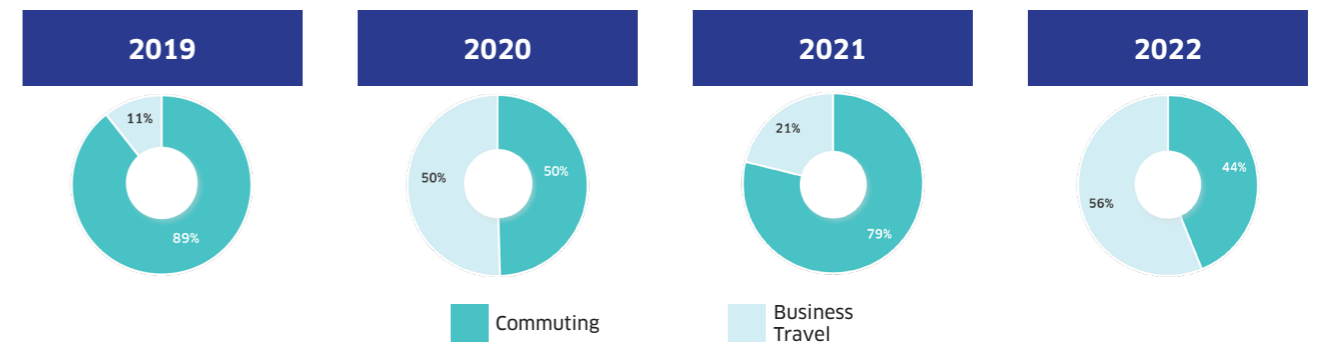


Figure 10 Breakdown of travelling categories from 2019 to 2022



Figure 11 Annual carbon emissions due to travelling with normalisation and future projection

6.0

RED Performance by Site



6.1 Oxford

Office Characteristics

Lease type: **Three year contract**
 Total Floor Area: **456 m² (end of 2019)**
 Number of Staff: **51 (end of 2019)**
 Total Floor Area: **539 m² (end of 2020)**
 Number of Staff: **73 (end of 2020)**
 Number of Staff: **89 (end of 2021)**
 Number of Staff: **85 (end of 2022)**



Contact

Sustainability Champion: Oliver Hanson
Admin contact: Rachel Bambrook
Office Manager: Emma Watson

Systems

Heating: **Oil fired and DX**
 Air conditioning: **VRF DX system**
 Power: **Day/Night rate**
 Water: **estimate per sq. meter**
 Renewables: **indirect**

Carbon Emissions

| | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|-------------------------|---------------|------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| Consumption | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | 59,216 | 15 | 38,026 | 9 | 81,082 | 17 | 53,242 | 10 |
| Gas / Fuel Oil (kWh) | 31,707 | 8 | 18,455 | 5 | 113,486 | 28 | 20,679 | 5 |
| Commuting (km) | 611,000 | 122 | 298,250 | 60 | 298,250 | 60 | 183,706 | 37 |
| Business Travel (km) | 136,522 | 16 | 416,261 | 48 | 59,528 | 7 | 538,853 | 62 |
| Work from home (kWh) | 0 | 0 | 88,650 | 18 | 108,080 | 22 | 90,141 | 17 |
| Water (m ³) | 612 | 0 | 876 | 0 | 36 | 0 | 184 | 0 |

Table 7 Carbon emissions by category for the last three years and future projection

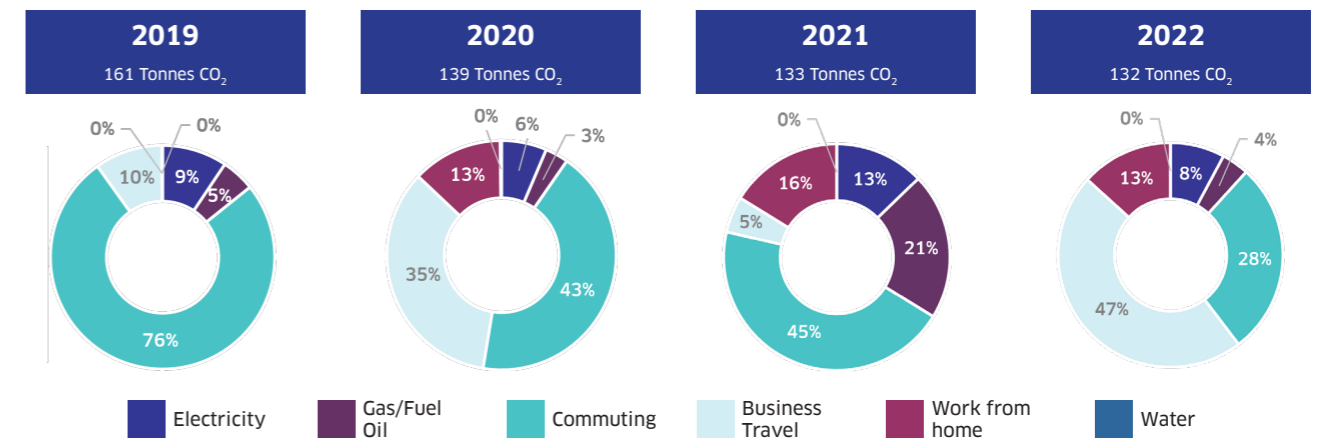


Figure 12 Breakdown of carbon emissions categories for period from 2019 to 2022

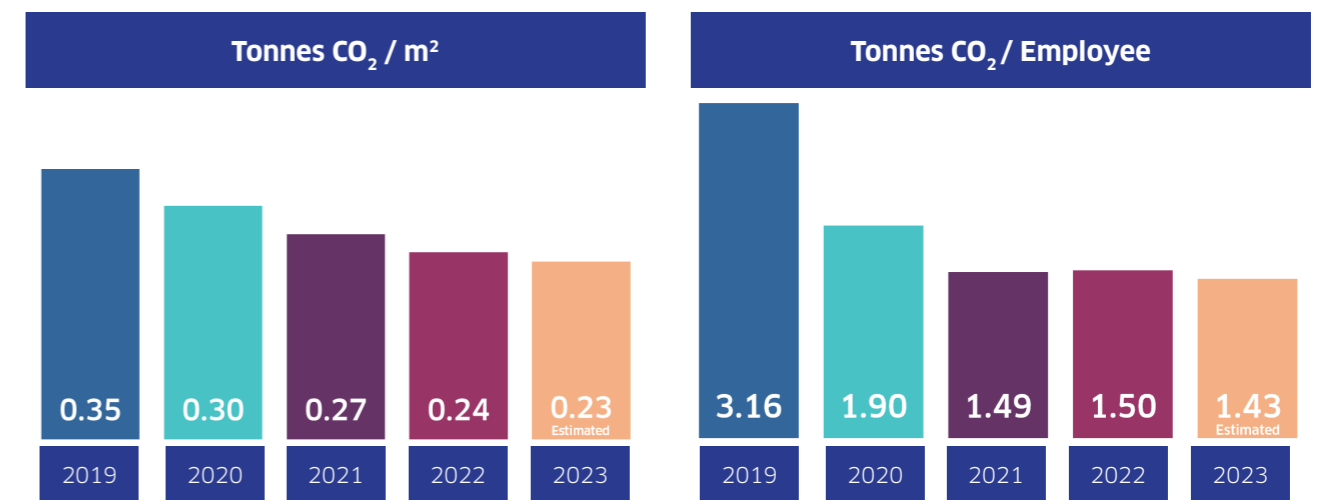


Figure 13 Annual carbon emissions with normalisation by site floor area and future projection

Figure 14 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Oxford office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from utility bills. End of year months i.e., November and December were assumed similar to 2021 data.
- Commuting data and Work from Home:** based on survey data. This is planned to be reviewed in the next reporting period. Office occupancy factor is applied in this reporting period.
- Business travel data:** based on company's system and well documented records.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.2 London (Head Office)

Office Characteristics

Lease type: **Two year contract**
 Total Floor Area: **557 m²**
 Number of Staff: **65 (end of 2019)**
 Number of Staff: **105 (end of 2020)**
 Number of Staff: **163 (end of 2021)**
 Number of Staff: **206 (end of 2022)**



Contact

Sustainability Champion: Alex Vella
Admin contact: Rachel Long
Office Manager: Clarissa Bird

Systems

Heating: **Gas central heating**
 Airconditioning: **Chilled water system**
 Power: **Day/Night rate**
 Water: **estimate per sq. meter**
 Renewables: **indirect**

Carbon Emissions

| | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|-------------------------|---------------|------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| Consumption | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | 51,608 | 13 | 64,936 | 15 | 100,992 | 21 | 177,300 | 34 |
| Gas / Fuel Oil (kWh) | 53,856 | 10 | 15,826 | 3 | 111,588 | 21 | 103,028 | 19 |
| Commuting (km) | 646,000 | 129 | 165,250 | 33 | 165,250 | 33 | 337,121 | 67 |
| Business Travel (km) | 170,435 | 20 | 519,739 | 60 | 75,616 | 9 | 684,489 | 79 |
| Work from home (kWh) | 0 | 0 | 102,900 | 21 | 140,140 | 28 | 130,371 | 25 |
| Water (m ³) | 780 | 0 | 1,260 | 0 | 58 | 0 | 407 | 0 |

Table 8 Carbon emissions by category for the period from 2019 to 2022

¹ Electricity is 100% backed by REGO (Renewable Energy Guarantees Origin) and gas is 100% carbon offset

² Gas data for 2019 and 2020 were missing December-March winter months and assumption was made to fill in using 2021 data

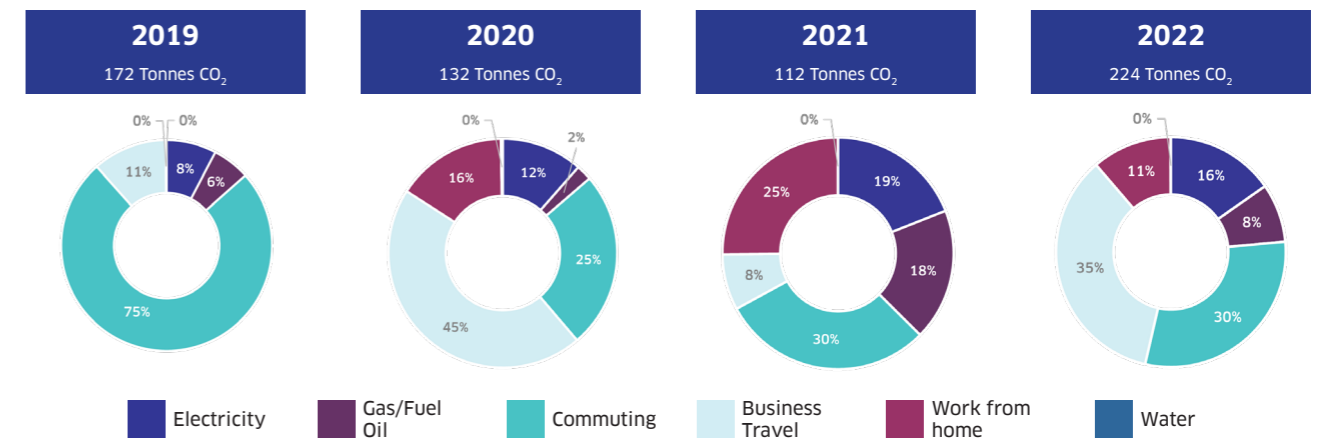


Figure 15 Breakdown of carbon emissions categories for period from 2019 to 2022

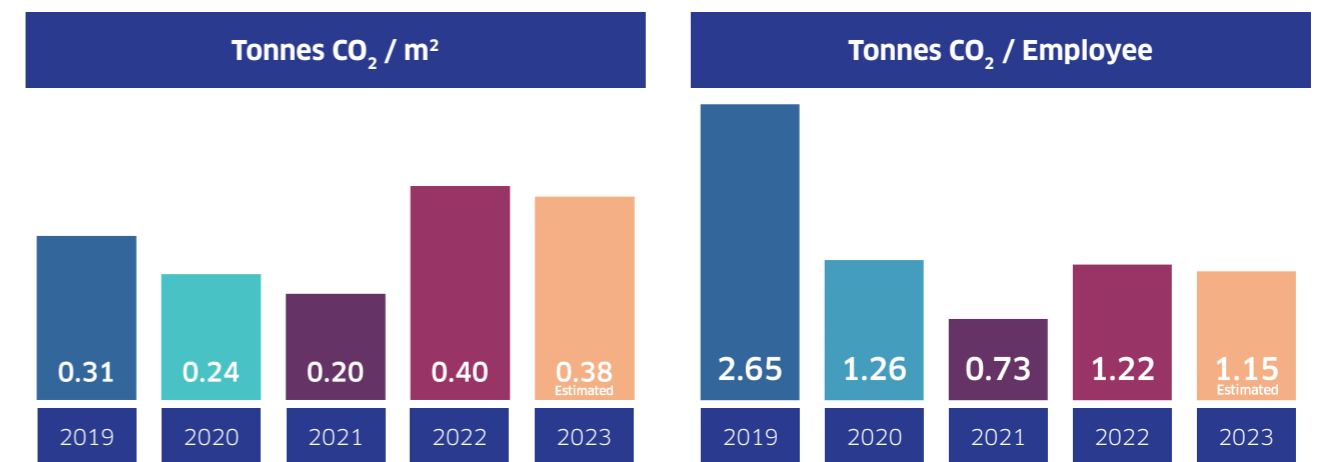


Figure 16 Annual carbon emissions with normalisation by site floor area and future projection

Figure 17 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for London office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from utility bills. December consumption was based on 2021 data.
- Commuting data and Work from Home:** based on survey data. This is planned to be reviewed in the next reporting period. Office occupancy factor is applied in this reporting period.
- Business travel data:** based on company's system and well documented.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.3 Newcastle

Office Characteristics

Lease type: **Three years contract**
 Total Floor Area: **130 m²**
 Number of Staff: **27 (end of 2019)**
 Number of Staff: **18 (end of 2020)**
 Number of Staff: **32 (end of 2021)**
 Total Floor Area: **228 m² (Jul 2022)**
 Number of Staff: **33 (end of 2022)**



Contact

Sustainability Champion: David Ridely
Admin contact: Christine Gorman
Office Manager: Christine Gorman

Systems

Heating: **Gas central heating**
 Airconditioning: **NA**
 Power: **Day/Night rate**
 Water: **estimate per sq. meter**
 Renewables: **indirect**

Carbon Emissions

| | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|-------------------------|---------------|------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| Consumption | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | 33,333 | 9 | 2,704 | 1 | 18,257 | 4 | 11,070 | 2 |
| Gas / Fuel Oil (kWh) | 14,130 | 3 | 7,011 | 1 | 10,571 | 2 | 10,571 | 2 |
| Commuting (km) | 289,000 | 58 | 110,200 | 22 | 110,200 | 22 | 55,798 | 11 |
| Business Travel (km) | 55,652 | 6 | 169,739 | 20 | 25,742 | 3 | 233,018 | 27 |
| Work from home (kWh) | 0 | 0 | 34,550 | 7 | 57,583 | 12 | 51,570 | 10 |
| Water (m ³) | 324 | 0 | 216 | 0 | 332 | 0 | 63 | 0 |

Table 9

Carbon emissions by category for the period from 2019 to 2022

¹ Gas included in lease hence no bills were available. Tabulated values are based on an estimate by ENGIE Impact

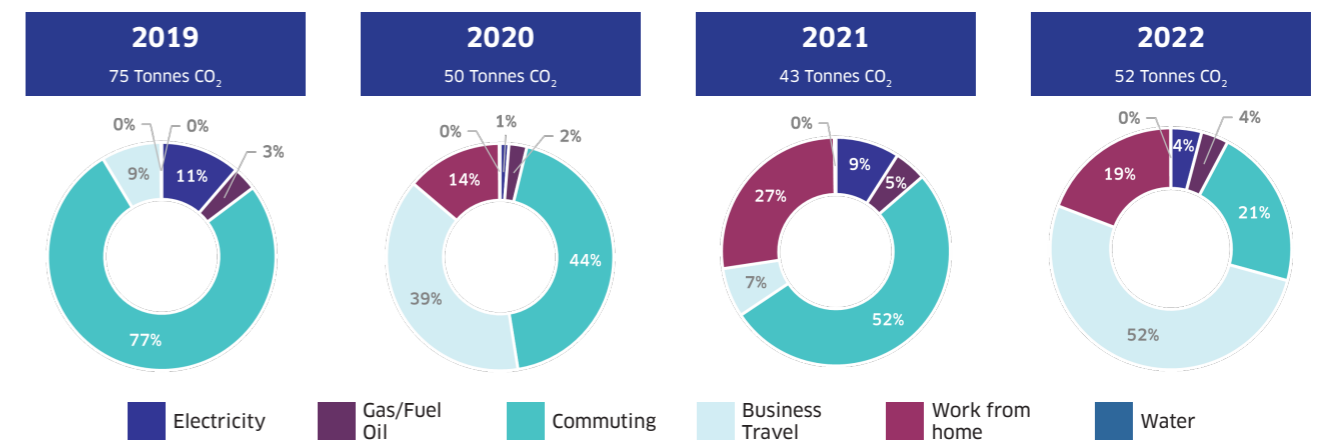


Figure 18

Breakdown of carbon emissions categories for period from 2019 to 2022

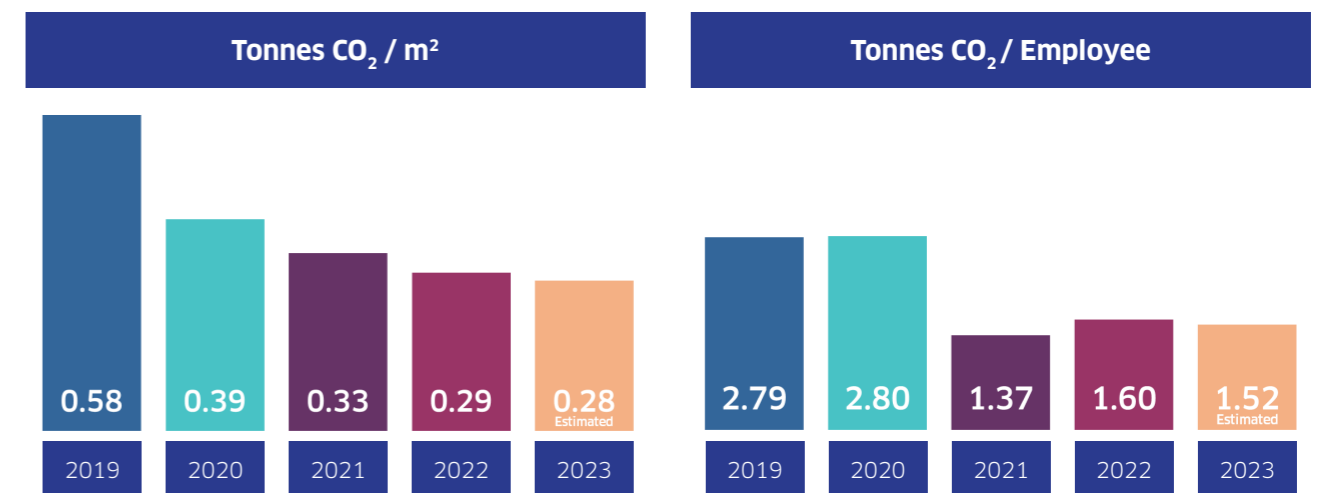


Figure 19

Annual carbon emissions with normalisation by site floor area and future projection

Figure 20

Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Newcastle office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from utility bills till mid-year. A new office was leased with all utility inclusive.
- Commuting data and Work from Home:** based on survey data. This is planned to be reviewed in the next reporting period. Office occupancy factor is applied in this reporting period.
- Business travel data:** based on company's system and well documented records.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.4 Dubai

Office Characteristics

Lease type: **NA**
 Total Floor Area: **135 m² (till mid 2022)**
 Number of Staff: **10 (end of 2019)**
 Number of Staff: **13 (end of 2020)**
 Number of Staff: **33 (end of 2021)**
 Number of Staff: **48 (end of 2022)**
 Total Floor Area: **539 m² (mid 2022)**



Contact

Sustainability Champion: Gemma Walton
Admin contact: Cheryl Cerafica
Office Manager: Loyal Villamayor

Systems

Heating: **NA**
 Airconditioning: **DX**
 Power: **consumption-based rate**
 Water: **estimate per sq. meter**
 Renewables: **indirect**

Carbon Emissions

| | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|-------------------------|---------------|------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| Consumption | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | 13,269 | 7 | 10,673 | 6 | 16,420 | 9 | 13,677 | 7 |
| Gas / Fuel Oil (kWh) | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Commuting (km) | 147,500 | 30 | 25,250 | 5 | 38,846 | 8 | 93,697 | 19 |
| Business Travel (km) | 28,696 | 3 | 87,478 | 10 | 134,582 | 15 | 212,348 | 24 |
| Work from home (kWh) | 0 | 0 | 11,288 | 6 | 17,367 | 3 | 24,161 | 13 |
| Water (m ³) | 120 | 0 | 0 | 0 | 0 | 0 | 76 | 0 |

Table 11 Carbon emissions by category for the period from 2019 to 2022

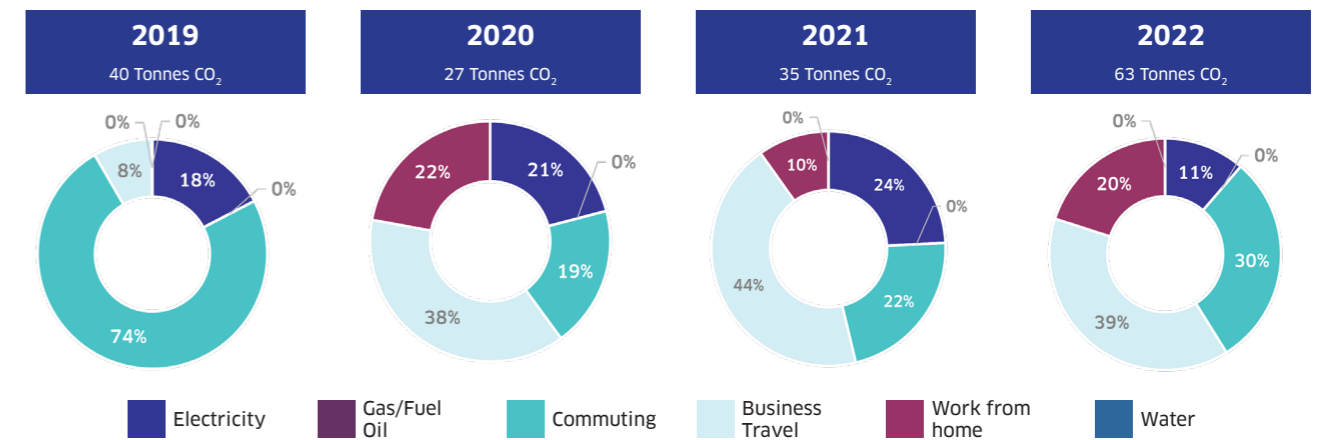


Figure 21 Breakdown of carbon emissions categories for period from 2019 to 2022

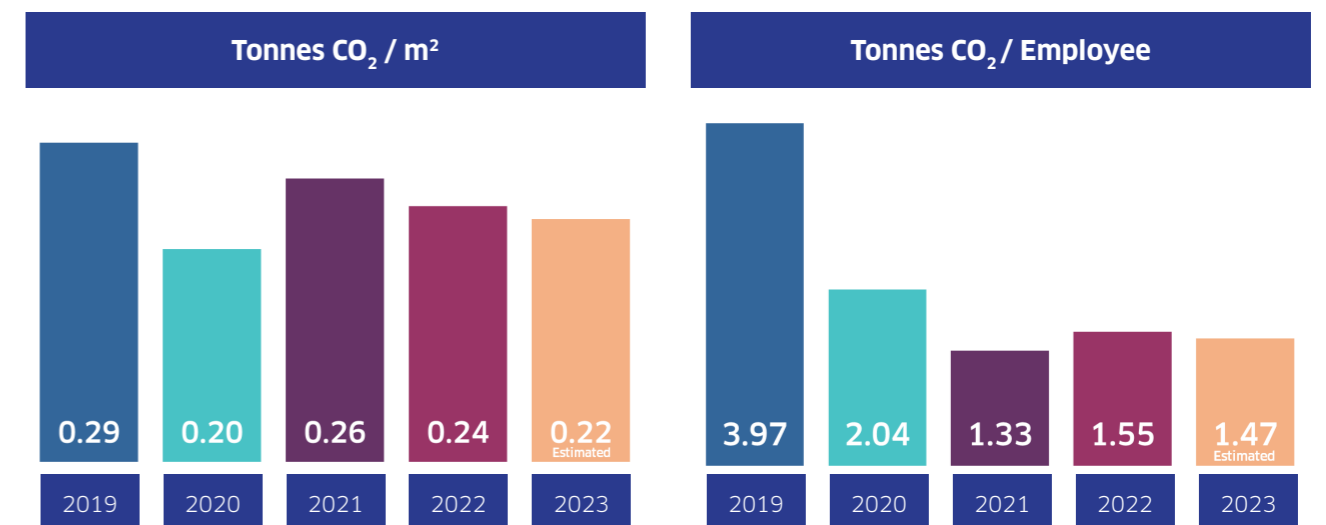


Figure 22 Annual carbon emissions with normalisation by site floor area and future projection

Figure 23 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Dubai office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from utility bills till August 2022. A new office was leased with all utility inclusive.
- Commuting data and Work from Home:** based on survey data. This is planned to be reviewed in the next reporting period. Office occupancy factor is applied in this reporting period.
- Business travel data:** based on company's system and well documented records.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.5 Singapore

Office Characteristics

Lease type: **Three year lease**
 Total Floor Area: **149 m² (end of 2019)**
 Number of Staff: **18 (end of 2019)**
 Total Floor Area: **546 m² (end of 2020)¹**
 Number of Staff: **54 (end of 2020)**
 Number of Staff: **60 (end of 2021)**



Contact

Sustainability Champion: Yimin Huang
Admin contact: Hwee Hoon Ang
Office Manager: Hwee Hoon Ang

Systems

Heating: **NA**
 Airconditioning: **VRV/DX**
 Power: **fixed rate**
 Water: **estimate per sq. meter**
 Renewables: **indirect**

Carbon Emissions

| Consumption | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|-------------------------|---------------|------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | 31,105 | 12 | 27,738 | 11 | 31,762 | 12 | 43,153 | 17 |
| Gas / Fuel Oil (kWh) | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Commuting (km) | 67,000 | 13 | 33,400 | 7 | 33,400 | 7 | 83,869 | 17 |
| Business Travel (km) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Work from home (kWh) | 0 | 0 | 9,589 | 4 | 12,075 | 5 | 6,653 | 3 |
| Water (m ³) | 216 | 0 | 648 | 0 | 10 | 0 | 20 | 0 |

Table 11 Carbon emissions by category for the period from 2019 to 2022

¹New office leased in 2020.

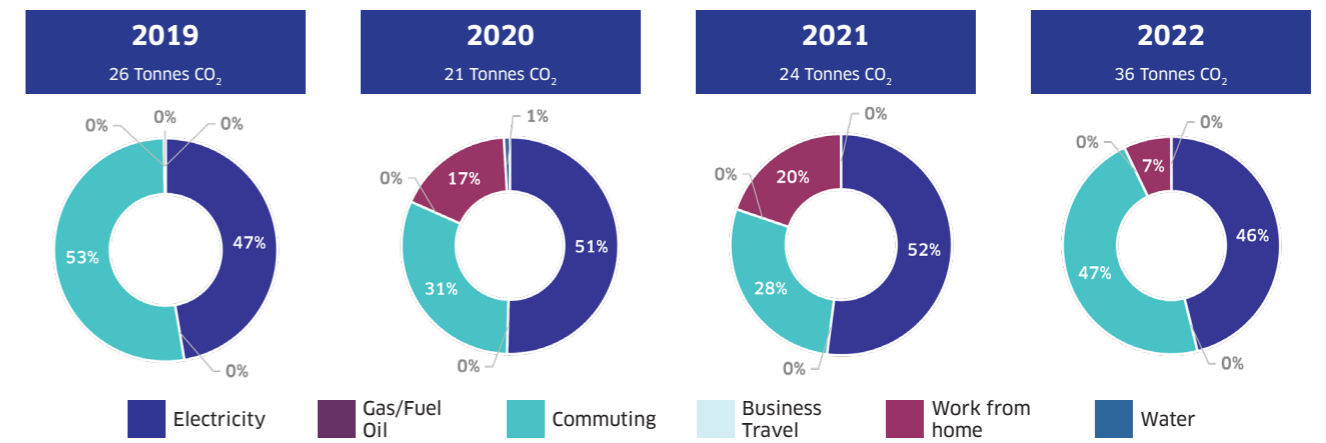


Figure 24 Breakdown of carbon emissions categories for period from 2019 to 2022

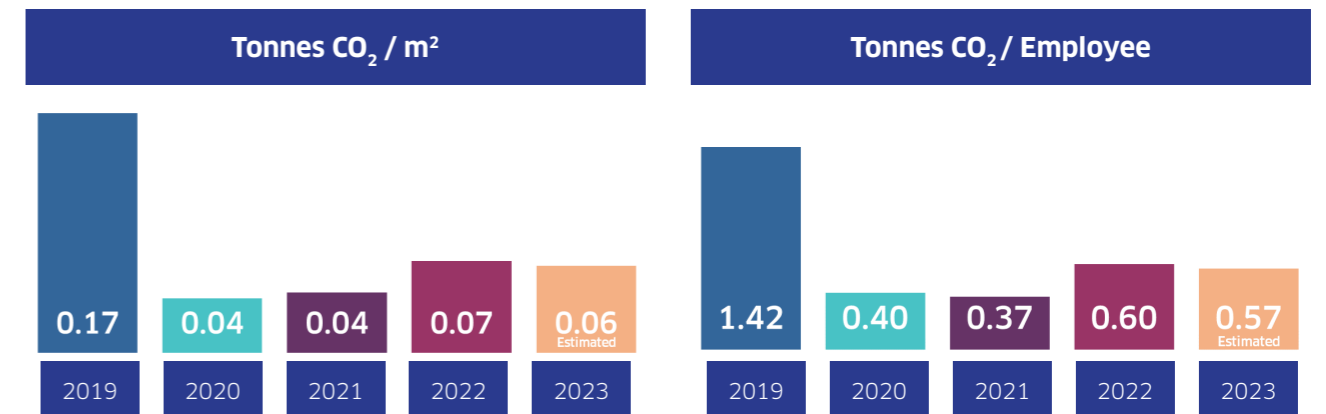


Figure 25 Annual carbon emissions with normalisation by site floor area and future projection

Figure 26 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Singapore office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from utility bills.
- Commuting data and Work from Home:** based on survey data. This is planned to be reviewed in the next reporting period. Office occupancy factor is applied in this reporting period.
- Business travel data:** included in UK data.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.6 Istanbul

Office Characteristics

Lease type: **Three year lease**
 Total Floor Area: **105 m²**
 Number of Staff: **3 (end of 2020)**
 Number of Staff: **5 (end of 2021)**

Systems

Heating: **Gas fired**
 Airconditioning: **DX split unit**
 Power: **fixed rate**
 Water: **estimate per sq. meter**
 Renewables: **indirect**



Contact

Sustainability Champion: Kerim Oktay
Admin contact: NA
Office Manager: Kerim Oktay

Carbon Emissions

| Consumption | 2020 | | 2021 | | 2022 | |
|-------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | 451 | 0.2 | 156 | 0.1 | 734 | 0.3 |
| Gas / Fuel Oil (kWh) | 172 | 0.1 | 0 | 0.0 | 180 | 0.0 |
| Commuting (km) | 0 | 0.4 | 4,071 | 0.4 | 2,036 | 0.4 |
| Business Travel (km) | 0 | 0.0 | 18,733 | 2.9 | 31,536 | 5.0 |
| Work from home (kWh) | 1,524 | 0.7 | 2,031 | 0.9 | 1,778 | 0.7 |
| Water (m ³) | 36 | 0.0 | 48 | 0.0 | 18 | 0.0 |

Table 12 Carbon emissions by category for the period from 2020 to 2022

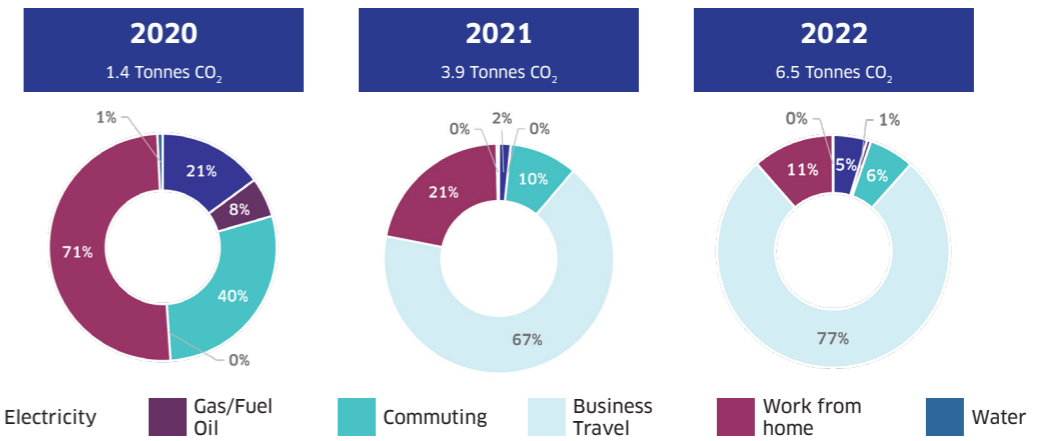


Figure 27 Breakdown of carbon emissions categories for period from 2020 to 2022

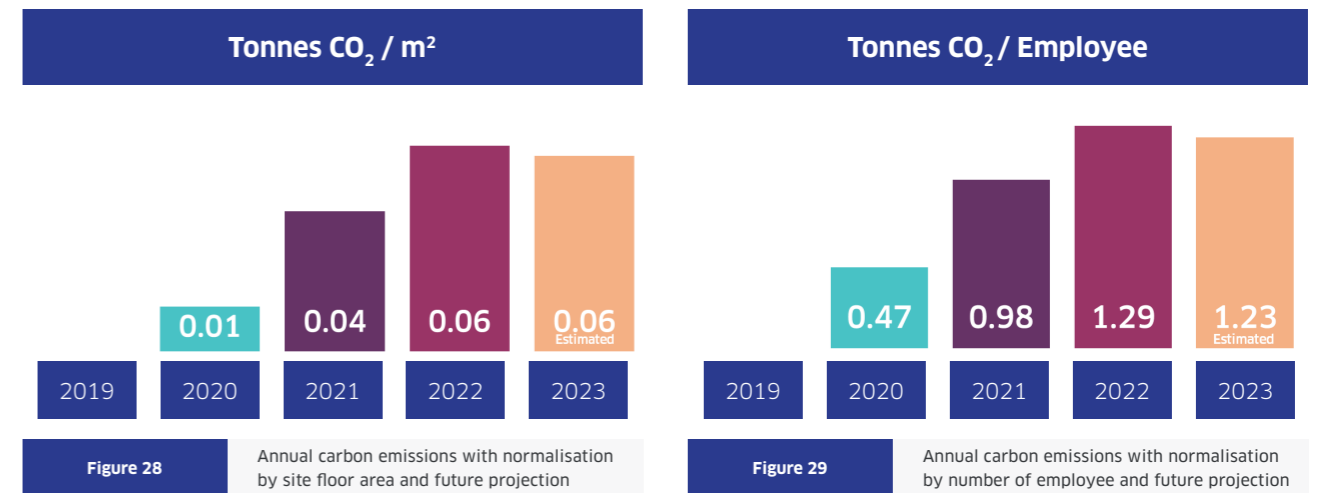


Figure 28 Annual carbon emissions with normalisation by site floor area and future projection

Figure 29 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Istanbul office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from meter's readings.
- Commuting data and Work from Home:** based on survey data. This is planned to be reviewed in the next reporting period. Office occupancy factor is applied in this reporting period.
- Business travel data:** based on company's system and well documented records.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.7 Manila

Office Characteristics

Lease type: **Three year lease**
 Total Floor Area: **656 m² (end of 2018)**
 Number of Staff: **109 (end of 2019)**
 Total Floor Area: **856 m² (end of 2019)**
 Number of Staff: **156 (end of 2020)**
 Number of Staff: **248 (end of 2021)**



Systems

Heating: **NA**
 Airconditioning: **DX**
 Power: **fixed rate**
 Water: **estimate per sq. meter**
 Renewables: **indirect**

Contact

Sustainability Champion: Jok Montoya
Business manager: Jennylyn Flores
Office Manager: Lauraine Montesa

Carbon Emissions

| | 2019 Baseline | | 2020 | | 2021 | | 2022 | |
|-------------------------|---------------|------------------------|------------|------------------------|------------|------------------------|------------|------------------------|
| Consumption | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | 62,365 | 44 | 41,966 | 29 | 46,728 | 33 | 37,710 | 26 |
| Gas / Fuel Oil (kWh) | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Commuting (km) | 136,500 | 27 | 40,250 | 8 | 40,250 | 8 | 11,603 | 2 |
| Business Travel (km) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Work from home (kWh) | 0 | 0 | 25,556 | 18 | 36,575 | 26 | 51,791 | 36 |
| Water (m ³) | 948 | 0 | 1,308 | 0 | 58 | 0 | 69 | 0 |

Table 13 Carbon emissions by category for the period from 2019 to 2022

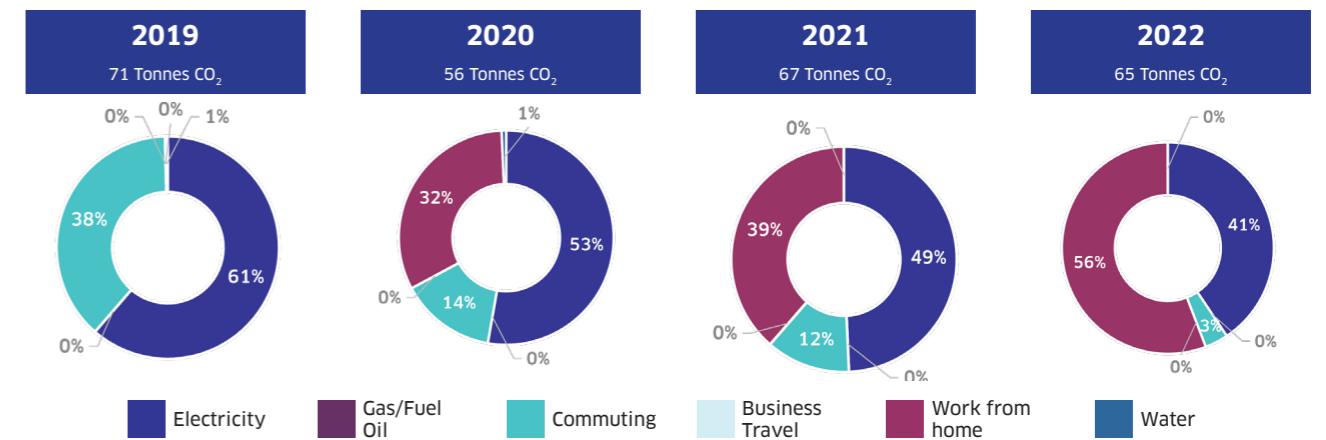


Figure 30 Breakdown of carbon emissions categories for period from 2019 to 2022



Figure 31 Annual carbon emissions with normalisation by site floor area and future projection

Figure 32 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Manila office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from utility bills.
- Commuting data and Work from Home:** based on survey data. This is planned to be reviewed in the next reporting period. Office occupancy factor is applied in this reporting period.
- Business travel data:** included in UK data.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.8 Dublin

Office Characteristics

Lease type: **Three year lease**
 Total Floor Area: **578 m²**
 Number of Staff: **26 (end of 2019)**
 Number of Staff: **28 (end of 2020)**
 Number of Staff: **19 (end of 2021)**
 Number of Staff: **22 (end of 2022)**

Systems

Heating: **DX**
 Airconditioning: **NA**
 Power: **Day/Night rates**
 Water: **Metered**
 Renewables: **NA**



Contact

Sustainability Champion: Killian O'Neil
Admin contact: Cristina Gonzalez
Office Manager: Juliana Braga

Carbon Emissions

| Consumption | 2021 <i>Callaghan joins RED</i> | | 2022 | |
|-------------------------|------------------------------------|------------------------|------------|------------------------|
| | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | 63,891 | 19 | 67,146 | 18 |
| Gas / Fuel Oil (kWh) | N/A | N/A | N/A | N/A |
| Commuting (km) | 0.0 | 0.0 | 0.0 | 0.0 |
| Business Travel (km) | 0.0 | 0.0 | 2,538 | 0.0 |
| Work from home (kWh) | 34,550 | 24 | 30,147 | 8 |
| Water (m ³) | 286 | 0.1 | 31 | 0.0 |

Table 14 Carbon emissions by category for the period from 2021 to 2022

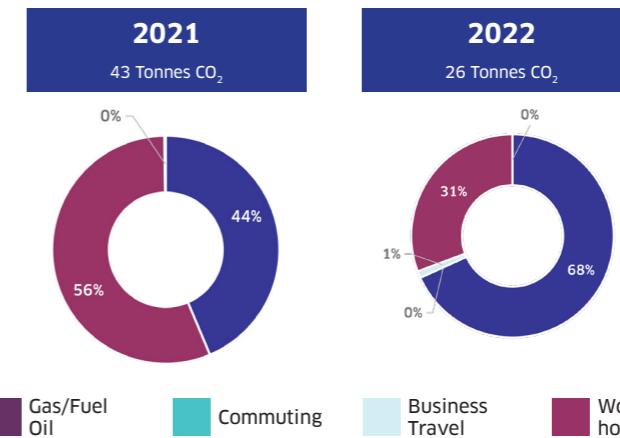


Figure 33 Breakdown of carbon emissions categories for period from 2021 to 2022

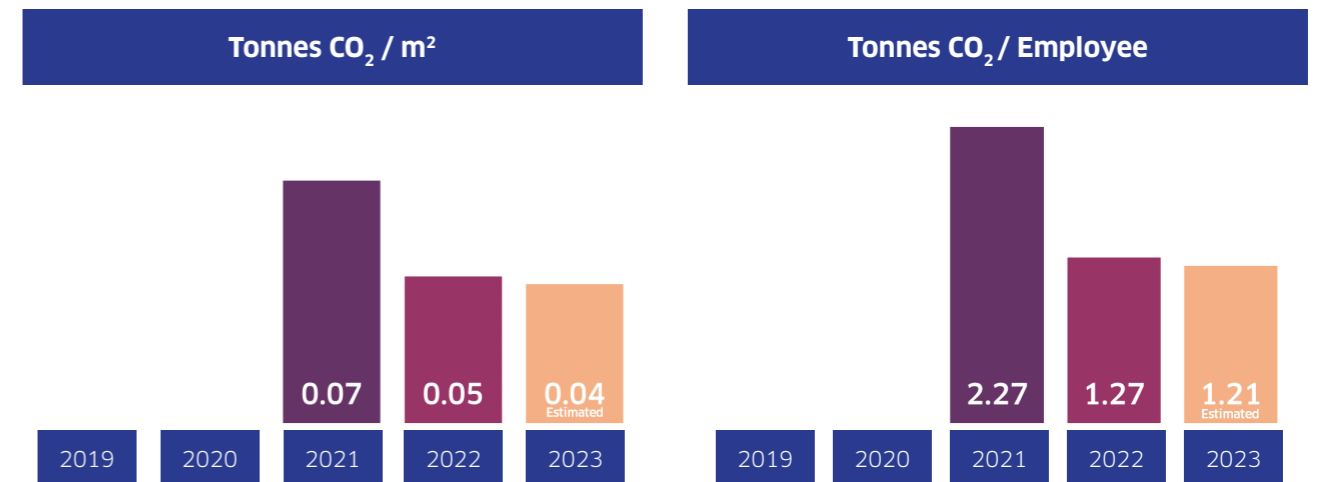


Figure 34 Annual carbon emissions with normalisation by site floor area and future projection

Figure 35 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Dublin office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from utility bills till November 2022. The office was moved to a new office and bills to be provided in next reporting period.
- Commuting data:** Not surveyed yet.
- Work from Home:** was estimated based on UK survey. This is planned to be reviewed in next reporting period.
- Business travel data:** based on company's system and well documented records.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.9 Clark

Office Characteristics

Lease type: **Three year lease**
 Total Floor Area: **1,436 m²**
 Number of Staff: **272 (end of 2022)**

Systems

Heating: **NA**
 Airconditioning: **DX**
 Power: **Fixed rates**
 Water: **estimated per sq. meter**
 Renewables: **Indirect**



Contact

Sustainability Champion: Jok Montoya
Admin contact: Jennylyn Flores
Office Manager: Lauraine Montesa

Carbon Emissions

| Consumption | 2021 | | 2022 | |
|-------------------------|-----------------|------------------------|------------|------------------------|
| | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | | 16,230 | 11 | |
| Gas / Fuel Oil (kWh) | | 0 | 0 | |
| Commuting (km) | | 3,739 | 1 | |
| Business Travel (km) | Site was Opened | 0 | 0 | |
| Work from home (kWh) | | 30,244 | 21 | |
| Water (m ³) | | 58 | 0 | |

Table 15 Carbon emissions by category for 2022

Tonnes CO₂ / m²

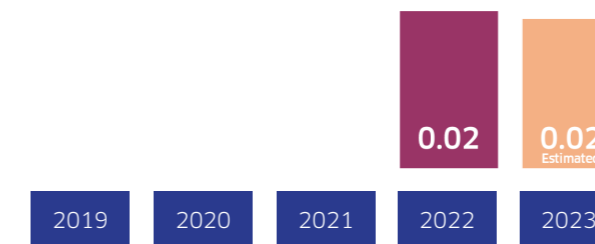


Figure 36 Annual carbon emissions with normalisation by site floor area and future projection

Tonnes CO₂ / Employee

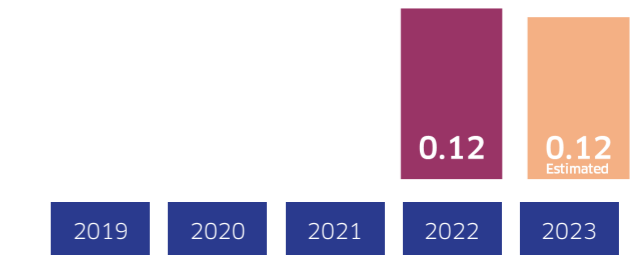


Figure 37 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Clark office's emissions by category were based on:

- 1 Gas/fuel, Electricity, and Water consumption:** from utility bills.
- 2 Commuting data and Work from Home:** based on survey data. This is planned to be reviewed in the next reporting period. Office occupancy factor is applied in this reporting period.
- 3 Business travel data:** included in UK data.
- 4 Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.10 Cork

Office Characteristics

Lease type: **Three year lease**
 Total Floor Area: **578 m²**
 Number of Staff: **6 (end of 2021)**
 Number of Staff: **8 (end of 2022)**

Systems

Heating: **DX**
 Airconditioning: **DX**
 Power: **TBC**
 Water: **estimated per sq. meter**
 Renewables: **NA**



Contact

Sustainability Champion: Killian O'Neil
Admin contact: Cristina Gonzalez
Office Manager: Juliana Braga

Carbon Emissions

| Consumption | 2021 <i>Callaghan joins RED</i> | | 2022 | |
|-------------------------|------------------------------------|------------------------|------------|------------------------|
| | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | | | 8,357 | 2 |
| Gas / Fuel Oil (kWh) | | | 0 | 0 |
| Commuting (km) | No data was made available | | 0 | 0 |
| Business Travel (km) | | | 6,730 | 1 |
| Work from home (kWh) | | | 1,280 | 0 |
| Water (m ³) | | | 25 | 0 |

Table 16

Carbon emissions by category for the period from 2021 to 2022

Tonnes CO₂ / m²

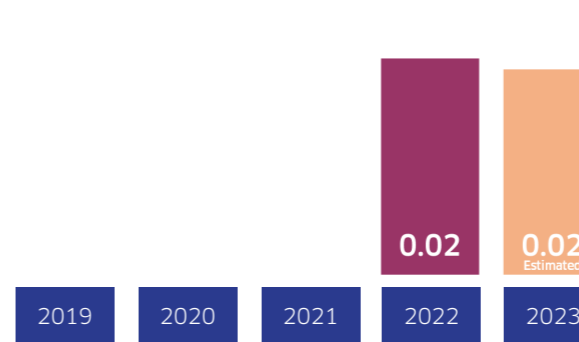


Figure 38

Annual carbon emissions with normalisation by site floor area and future projection

Tonnes CO₂ / Employee

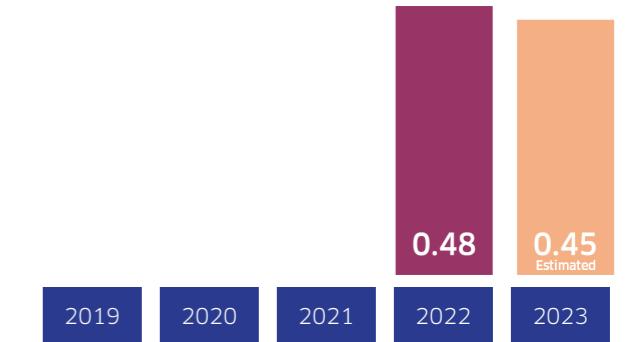


Figure 39

Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Cork office's emissions by category were based on:

- Gas/fuel, Electricity, and Water consumption:** from meter's reading.
- Commuting data:** Not surveyed yet. This is planned to be reviewed in next reporting period.
- Work from Home:** was estimated based on UK survey. This is planned to be reviewed in next reporting period.
- Business travel data:** based on company's system and well documented records.
- Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

6.11 Guildford

Office Characteristics

Lease type: **Six-month lease**
 Total Floor Area: **17 m²**
 Number of Staff: **19 (end of 2022)**
 Max Occupancy: **6**
 Average: **3**

Systems

Heating: **DX**
 Airconditioning: **DX**
 Power: **Included in Lease**
 Water: **Included in Lease**
 Renewables: **Central**



Contact

Sustainability Champion: Leon Green
Admin contact: [reception.stationview](#)
Office Manager: Carol Tinker

Carbon Emissions

| Consumption | 2021 <i>Callaghan joins RED</i> | | 2022 | |
|-------------------------|------------------------------------|------------------------|------------|------------------------|
| | Usage Unit | Tonnes CO ₂ | Usage Unit | Tonnes CO ₂ |
| Electricity (kWh) | | | 0 | 0.0 |
| Gas / Fuel Oil (kWh) | | | 0 | 0.0 |
| Commuting (km) | Site was Opened | | 2436 | 0.5 |
| Business Travel (km) | | | 0 | 0.0 |
| Work from home (kWh) | | | 33786 | 6.5 |
| Water (m ³) | | | 5 | 0.0 |

Table 17 Carbon emissions by category for 2022

Tonnes CO₂ / m²

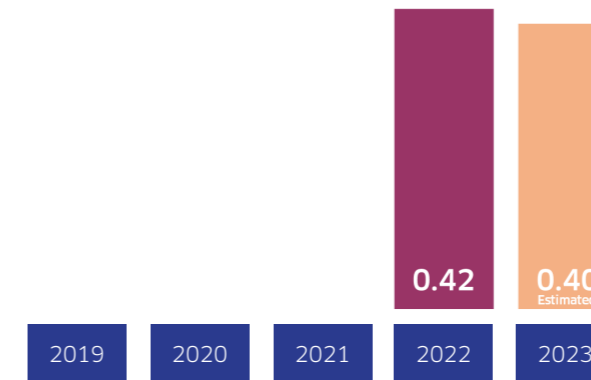


Figure 40 Annual carbon emissions with normalisation by site floor area and future projection

Tonnes CO₂ / Employee

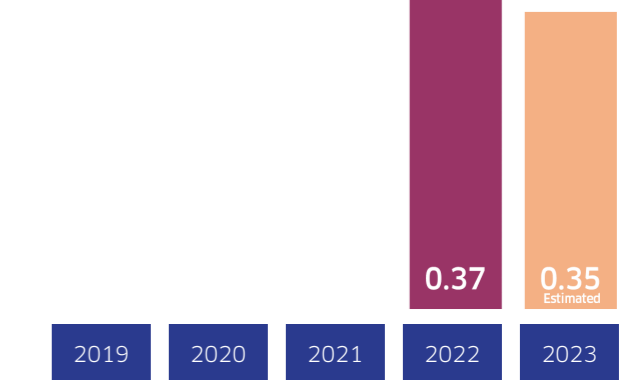


Figure 41 Annual carbon emissions with normalisation by number of employee and future projection

Data and Assumptions

Data collected for Guildford office's emissions by category were based on:

- 1 Gas/fuel, Electricity, and Water consumption:** inclusive in lease. An estimation method is planned for next period.
- 2 Commuting data:** Not surveyed yet. This is planned to be reviewed in next reporting period.
- 3 Work from Home:** was estimated based on UK survey. This is planned to be reviewed in next reporting period.
- 4 Business travel data:** based on company's system and well documented records.
- 5 Waste:** based on company's estimated average. This is planned to be reviewed in the next reporting period and to incorporate office occupancy factor.

7.0

RED Performance by Employee

7.0 RED Performance by Employee



The emissions rate by employee is the main key performance index RED uses to evaluate its carbon footprint. Whilst the performance by categories is used to highlight areas for potential improvement, the performance by employee is used to provide a comparable figure among corporates.

Figure 42 shows the annual performance of RED and future projection for 2023. The projection with this summed figure could not be based on regression with partly missing data and difficulties associated with the COVID-19 interruptions to use profiles. In addition, the prediction could not be broken down to the different categories with the above listed reasons. Future reporting will target to enhance data gathering methods and eliminate errors.

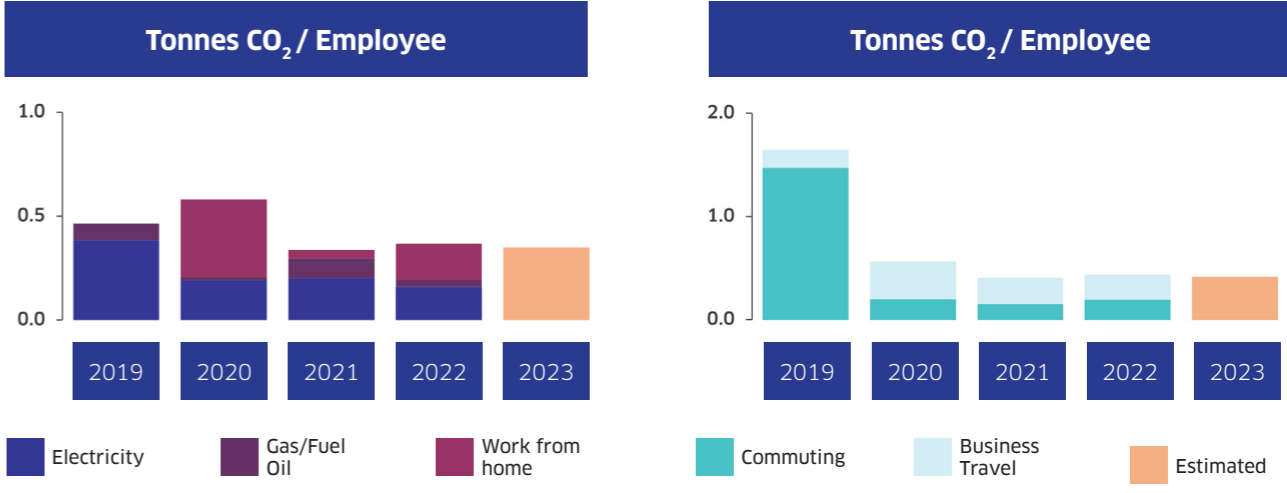


Figure 42 Total sum of carbon emissions normalised by number of employees over last years and future projection

8.0

Summary

8.0 Summary



This report is the third of our annual Environmental statements which will be disseminated by the RED sustainability team to the wider company and externally. The report deals with RED environmental performance and specifically their operational CO₂ emissions from all RED sites.

This reporting period has followed a new process to deal with data collection on quarterly basis; and a communication platform to establish connection with RED sites. Quarterly brief reporting was also implemented internally to feed in ISO 50001 and ISO 14001 documentation. Further, an improved workflow was implemented to enhance data wrangling and cover missing data. Furthermore, an occupancy tracking tool was used to inform on site's occupancy rates against work-from-home that continues to be part of the business. After all, and in addition to flexibility given to our employees, this work-from-home was a game changer that could enable RED to expand its organisation without the need to increase their sites' footprint.

The RED performance, in this report, was broken down by category of use or consumption, by site, and by employee. This basically shows the different perspectives of analysis and visualises the potential improvement in categories or at sites. The data normalisation was mainly based on number of employees and additionally per square meter of site floor area. Hence, the performance indicators in this report were the emissions per employee (as the main KPI) and emissions per floor area unit as a secondary one. The latter was shown to reflect on the remarkably variable density of sites' occupancy and differences between APAC and EMEA sites.

The RED performance is finally stated as the total carbon emissions in Tonnes CO₂ divided by the number of employees. That represents the single value indicator to evaluate RED's annual performance.

The total emissions by RED in 2022 was 651 Tonnes CO₂ which represents a 0.8 Tonnes CO₂ / employee.

9.0

9.0 Next Steps

9.0 Next Steps

This report has highlighted that progress is not necessarily straightforward, nor is it always linear. Therefore, we are setting out a company wide strategy to enable appropriate progress in all locations throughout the world. Each location will have its own challenges and therefore progress should look distinct.

As we issue this report, RED has now moved into a new company structure and so we are working on a new integration with Tractebel that means further efforts are being made to promote our sustainability goals and align our sustainability journey with that of Tractebel. We will continue with our ISO 14001 and ISO 50001 certifications as an individual entity for our UK offices and further promote all the efforts within this report to demonstrate we take our sustainability journey seriously.

Summary of our targeted actions for improving our monitoring, measurement and reporting against our sustainability goals at the local level. Detailed targets for each site are also listed below.

| 2023 Target | RED Offices | | | | | | | | | | |
|---|-------------|--------|-----------|-------|-----------|----------|--------|--------|-------|------|-----------|
| | Oxford | London | Newcastle | Dubai | Singapore | Istanbul | Manila | Dublin | Clark | Cork | Guildford |
| Focus on water metering to determine use and develop ideas for water balance. | ✓ | | | | | | | | | | |
| Investigate smart metering for electricity consumption | | ✓ | | | | | | | | | |
| Determine if possible, to meter any utilities on site. | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Analyse findings in greater detail to determine office right sizing and/or development | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Gather necessary data for TRUE waste certification application. Consider pre-certification submission. | ✓ | | | | | | | | | | |
| Gather at least six-months' worth of data necessary for TRUE certification. Complete first waste audit. | | ✓ | | | | | | | | | |
| Work with local staff to determine possibility of waste monitoring. Identify key contact. | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Review existing ideas for development of garden space and develop into plan to present to Board. | ✓ | | | | | | | | | | |
| Investigate water collection opportunities within the garden space development plans. | ✓ | | | | | | | | | | |
| Raise possibility of additional lighting sensors at regular building sustainability meetings. | | ✓ | | | | | | | | | |
| Discuss division of lighting with local staff to determine possibilities. | | | ✓ | ✓ | ✓ | | ✓ | | ✓ | | |
| Promote one local low and/or zero carbon transport option within local area. | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Table 18 RED sites' targets for 2023

9.1 Targets for 2023

Oxford Targets for 2023

The Oxford office offers specific opportunities for improvement due to its rural location. As a result, for 2023 we will target improvements to the office space and commuting opportunities for employees. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started |
|-------------|--|---|---|
| | Investigate monitoring staff numbers | Investigate use of smart EV charging | Investigate smart metering for all utilities |
| | | TRUE certification for waste management | Garden space development |
| | | | Investigate site water collection opportunities |
| ACTIONS | Access gained to data from Lodge desk booking system | Discussed at board level and rejected due to complications on provision of vehicle fuel for some but not all staff. | Training completed. Equipment acquired. Monthly waste weighing. Annual waste audit delayed from November while equipment was acquired, now scheduled for February 2023. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development | Focus on water metering to determine use and develop ideas for water balance. | Gather necessary data for TRUE waste certification application. Consider pre-certification submission. |

London Targets for 2023

The London office is located centrally and thus offers limited opportunity to improve energy consumption. As a result, for 2023 we will target improvements to monitoring and measurement waste management. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started |
|-------------|---|--|--|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures |
| | | | Consider increased opportunities for division of lighting sensors |
| ACTIONS | Access gained to data from Lodge desk booking system. | - | Focus has been on Oxford office. Equipment has been acquired but no auditing or monitoring completed. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development. | Investigate smart metering for electricity consumption | Gather at least six-months worth of data necessary for TRUE certification. Complete first waste audit. |

Newcastle Targets for 2023

The Newcastle office offers opportunities for improvement through particularly engaged local staff. As a result, for 2023 we will target improvements to monitoring and measurement and commuting opportunities. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started |
|-------------|---|---|--|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures |
| | | | Consider increased opportunities for division of lighting sensors |
| | | | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system. | Requested during office move but not implemented. | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development. | - | Work with local staff to determine possibility of waste monitoring. Identify key contact. |

Dubai Targets for 2023

The Dubai office offers opportunities for improvement through data management. As a result, for 2023 we will target improvements to monitoring and measurement. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started |
|-------------|---|--|--|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures |
| | | | Consider increased opportunities for division of lighting sensors |
| | | | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system. | Requested during office move, but new office has all utilities included. | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development. | Determine if possible to meter any utilities on site. | Work with local staff to determine possibility of waste monitoring. |

Singapore Targets for 2023

The Singapore office offers opportunities for improvement through data management. As a result, for 2023 we will target improvements to monitoring and measurement. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started | |
|-------------|---|--|--|--|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system. | Requested during office move, but new office has all utilities included. | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. | No progress on this, in part due to increased occupancy. No progress on this due to the change in office location. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development. | Determine if possible to meter any utilities on site. | Work with local staff to determine possibility of waste monitoring. | Promote one local low and/or zero carbon transport option within Singapore local area. |

Istanbul Targets for 2023

The Istanbul office offers opportunities for improvement through data management and the high proportion of business travel. As a result, for 2023 we will target improvements to monitoring and measurement and commuting options. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started | |
|-------------|---|--|--|---|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system. | Requested during office move, but new office has all utilities included. | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. | No progress on this due to the change in office location. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development. | Determine if possible to meter any utilities on site. | Work with local staff to determine possibility of waste monitoring. | Promote one local low and/or zero carbon transport option within Istanbul local area. |

Manila Targets for 2023

The Manila office offers opportunities for improvement through data management, particularly as the return to work has not commenced for this office. As a result, for 2023 we will target improvements to monitoring and measurement. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started | |
|-------------|--|--|--|--|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system | Requested during office move, but new office has all utilities included. | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. | No progress on this, in part due to increased occupancy. No progress on this due to the change in office location. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development | Determine if possible to meter any utilities on site. | Work with local staff to determine possibility of waste monitoring. | Promote one local low and/or zero carbon transport option within Newcastle local area. |

Dublin Targets for 2023

The Dubai office offers opportunities for improvement through data management. As a result, for 2023 we will target improvements to monitoring and measurement. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started | |
|-------------|---|---|--|---|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system. | - | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. | No progress on this due to the change in office location. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development. | Determine if possible to meter any utilities on site. | Work with local staff to determine possibility of waste monitoring. | Promote one local low and/or zero carbon transport option within Dublin local area. |

Clark Targets for 2023

The Clark office offers opportunities for improvement through data management, particularly as the return to work has not commenced for this office. As a result, for 2023 we will target improvements to monitoring and measurement. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started | | |
|-------------|---|--|--|---|--|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures | Consider increased opportunities for division of lighting sensors | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system. | Requested during office move, but new office has all utilities included. | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. | No progress on this, in part due to increased occupancy. | No progress on this due to the change in office location. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development. | Determine if possible to meter any utilities on site. | Work with local staff to determine possibility of waste monitoring. | Discuss opportunities for division of lighting and daylight possibilities with local staff. | Promote one local low and/or zero carbon transport option within Singapore local area. |

Cork Targets for 2023

The Cork office offers opportunities for improvement through data management. As a result, for 2023 we will target improvements to monitoring and measurement. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started | |
|-------------|---|---|--|---|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system. | - | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. | No progress on this due to the change in office location. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development. | Determine if possible to meter any utilities on site. | Work with local staff to determine possibility of waste monitoring. | Promote one local low and/or zero carbon transport option within Istanbul local area. |

Guildford Targets for 2023

The Guildford office offers opportunities for improvement through data management. As a result, for 2023 we will target improvements to monitoring and measurement. Targets are being monitored for progress and developed further where possible for 2023.

| | Completed | On-going | Not Started | |
|-------------|--|---|--|--|
| | Investigate monitoring staff numbers | Investigate smart metering for all utilities | Conduct regular waste auditing and monitoring of waste figures | Review the potential for low and zero carbon transport options for short journeys |
| ACTIONS | Access gained to data from Lodge desk booking system | - | Focus has been on Oxford office. No equipment acquired, no auditing or monitoring completed. No staff identified as key contact. | No progress on this due to the change in office location. |
| 2023 TARGET | Analyse findings in greater detail to determine office right sizing and/or development | Determine if possible to meter any utilities on site. | Work with local staff to determine possibility of waste monitoring. | Promote one local low and/or zero carbon transport option within Newcastle local area. |

Appendix A



ISO 14001 Environmental Management System (EnMS) Summary

Our ISO 14001 EMS covers the environmental impact of our offices within the UK. As part of the EMS we have a number of objectives which are reviewed on an annual basis. These objectives relate to our environmental aspects, which are as follows:

- Design activities
- Electricity consumption
- Paper consumption
- Procurement
- Employee transport
- Waste management

Identified as part of our risk assessment, these aspects reflect the activities of our organisation (UK based) that we have identified as having the greatest impact on the environment.

Appendix B



ISO 50001 Energy Management System (EMS) Summary

Our ISO 50001 EnMS covers our energy use within our UK based offices. As part of our ISO 14001 EMS, a number of objectives related to our energy use are set and reviewed on an annual basis. To help us achieve our objectives an emphasis on monitoring and measuring is crucial. As the business grows and expands, it is important to use normalisation of energy and resultant emissions. Thus, the performance is evaluated using key energy performance indicators as set out in the EnMS, these are as follows:

- EnPI 001: kWh of electrical energy used per m² of office space
- EnPI 002: kWh of heating fuel energy used per m² of office space
- EnPI 003: Total kWh of energy used per employee

To ensure we have a quantitative reference enabling us to effectively track our performance over time, these three EnPI's are compared against our energy baseline year of 2019.

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2022 Environmental Management Report