

Sustainability Policy & Carbon Reduction Plan

21st June 2025

3pm



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VERSION CONTROL				
REV	Summary of changes	Issued by	Checked by	Date of issue
01	First issue	IH	JBW	21/06/2025

Environmental Policy

3pm (the 'Organisation') recognises the importance of environmental protection and is committed to operating its business responsibly and in fulfilment of its compliance obligations relating to the climate change emergency and in the Organisation of our professional obligations for portfolio management, programme management and project management. It is the Organisation's declared policy to operate with and to maintain good relations with all regulatory bodies and innovations resulting to the drive towards a low carbon approach to projects.

3pm have developed a bespoke route map approach to facilitate the reduction of the carbon impact of our client's capital projects. This route map aims to encourage enhanced sustainable development goals and seeks to lower both the embodied & operational carbon impact of our schemes.

The Organisation's Environmental Objectives are to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements, to protect the environment and to continually improve the Environmental Management System to enhance environmental performance through the implementation of the following:

- Assess and regularly re-assess the environmental effects of the Organisation's activities including measurement of our Group 1 & 2 Carbon metrics.
- Training of employees in environmental issues, including:
 - a. Consideration of business travel arrangements for environmental impact.
 - b. Consideration of carbon impact using carbon counting software.
 - c. Sustainable construction methods and practices. Minimise the production of waste.
- Minimise material wastage.
- Minimise energy wastage.
- Promote the use of recyclable and renewable materials.
- Prevent pollution in all its forms.
- Control noise emissions from operations.
- Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation.

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The Organisation's Management Team demonstrates leadership and commitment with respect to the Environmental Management System by:

- Taking accountability for the effectiveness of the Environmental Management System.
- Ensuring that the Environmental Policy and Procedures are established and are compatible with the strategic direction and the context of the Organisation.
- Ensuring the integration of the Environmental Management System requirements into the Organisation's business processes.
- Instigating a process to establish and measure the business Carbon footprint via its Group 1 & 2 Carbon emissions.
- Ensuring that the resources needed for the Environmental Management System are available.
- Communicating the importance of effective environmental management and of conforming to the environmental management system requirements.
- Ensuring that the Environmental Management System achieves its intended outcomes.
- Directing and supporting persons to contribute to the effectiveness of the environmental management system.
- Promoting continual improvement.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to interested parties.

Sustainability Policy

This document will support our Net Zero Reduction Plan and be managed within the Virtual Sustainability Officer®.

Mission

At 3pm we are committed to promoting sustainability, protecting the environment, and creating a prosperous world for future generations. Promoting a broader sustainability agenda is integral to 3pm's professional activities and our management. We aim to lead by example by following good sustainability practices, reducing the direct environmental impacts of all our activities, advancing our positive contributions to the planet and our society, and helping our clients and partners to do the same. As our industry moves towards net zero, we will support it within our own day-to-day management and operations. We want to support the direct transition to a low-carbon economy.

Principles

In order to fulfil our mission, this Sustainability Policy is based on the following principles:

- To make data-led decisions to reduce our operational footprint whenever possible and set science-based targets that we are committed to reaching.
- To minimise the impact on the planet of all day-to-day activities including responses, wider travel, purchasing, working practices, and disposal.
- To integrate sustainability considerations into all our business decisions.
- To help our employees to engage with and implement our sustainability initiatives.
- To engage with clients and suppliers to help them to adopt their own sustainability practices.
- To review, annually report on, and continually strive to improve our sustainability performance.
- To conduct our sustainability efforts with complete transparency.

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Practice

To put our principles into practice we will do the following:

- To formalise Sustainable Thinking into quarterly meetings.
- Use a third-party company to annually audit and report our carbon footprint and review our performance against predefined metrics.
- To offset unavoidable emissions and operate as a carbon-neutral company.

Our actions will support our net-zero goals directly by implementing the following steps:

- For all our operations we will continue to target emission hotspots to reduce emission intensive components of our business as quickly as possible.

For our employees, we will:

- Support and educate employees to ensure they have the skills and knowledge to reduce their personal impact inside and outside of the workplace.
- This will include helping them to reduce their commute and working from home impact.

For our travel policy, we will:

- If viable, use video conferencing as an alternative to face-to-face meetings.
- Prioritise train travel for long-distance travel, and if European travel is required, we will consider whether train travel is a viable option.

In our office we will:

- Minimise our use of paper and other office consumables.
- As far as possible arrange for the reuse or recycling of office waste, including paper, and e-Waste (computer supplies and redundant equipment).
- Reduce the energy consumption of office equipment by purchasing energy-efficient equipment.

Through our supply chain we will:

- Challenge and encourage companies, clients, and partners we work with to join us in committing to an environmentally responsible future.
- Use an Environmentally Preferred Procurement strategy for purchasing decisions.

In our facilities we will:

- Seek to procure 100% low-carbon power for our facilities.
- Aim for zero emissions from direct combustion of fuels.
- Keep up to date with our leaser's Sustainability Policy, and challenge, wherever we believe, is necessary.

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Carbon Reduction Plan

Commitment Statement

RLF 3PM LLP is committed to achieving Net Zero emissions by 2030 for Scope 1 & Scope emissions, and 2050 for Scope 3 emissions.

3pm commits to:

- Regular reporting of carbon emissions.
- Taking reasonable steps to the elimination of carbon.
- Purchasing of credible carbon offsets where required to achieve carbon reduction targets.

The data on the following pages are RLF 3PM LLP's carbon emissions as calculated and published in our virtual sustainability officer – Alectro.

Please click on the following for the published Alectro reporting
<https://vso.alectro.io/companies/ee4a23b5-ed8b-46ce-b1f2-47a7d5f6ca85>

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Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 1st Jun 2022 - 31st May 2023

Emissions	Total (tCO ₂ e)	Comments
Scope 1	18.309 tCO ₂ e	Company vehicles, office heating and refrigerant usage.
Scope 2	2.519 tCO ₂ e	Purchased electricity for the office.
Scope 3	59.503 tCO ₂ e	Employee travel, purchased goods and material usage, socials and events, working from home facilities, waste, transmission and distribution from Electricity.
Total Emissions	80.331 tCO ₂ e	
Total Emissions after Offset	80.331 tCO ₂ e	No Carbon Offset credit purchased in reporting period

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Current Emissions Reporting

Emissions for period: 1st Jun 2024 - 31st May 2025

Emissions	Total (tCO ₂ e)	Comments
Scope 1	11.386 tCO ₂ e	Company vehicles, office heating and refrigerant usage.
Scope 2	0 tCO ₂ e	Purchased electricity for the office.
Scope 3	42.908 tCO ₂ e	Employee travel, purchased goods and material usage, socials and events, working from home facilities, waste, transmission and distribution from Electricity.
Total Emissions	54.294 tCO ₂ e	
Total Emissions after Offset	54.294 tCO ₂ e	No Carbon Offset credit purchased in reporting period

Completed Carbon Reduction Initiatives

The carbon emission reduction achieved by these schemes equate to 26.037 tCO₂e, a 32.4% reduction against the 2023 baseline.

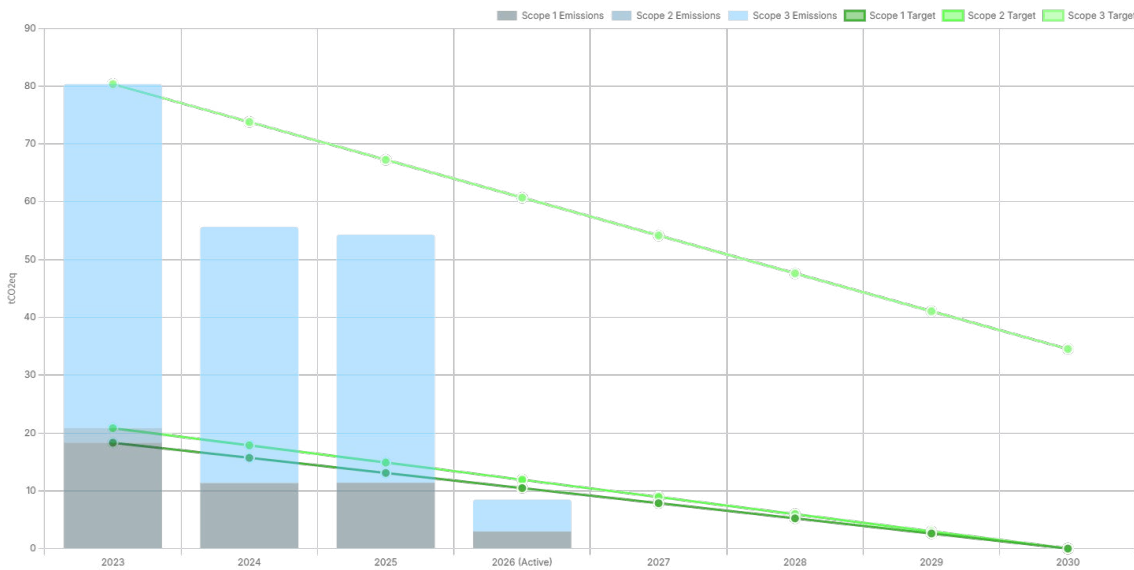


Emissions Reduction Targets

Emission Reduction Targets

- Actively encourage staff to consider minimising travel, but wherever possible use of public transport or vehicle sharing.
- Work with our landlords to encourage the move to REGO-certified electricity tariffs and we will review office moves in line with our Net Zero target.
- Where necessary to achieve carbon reduction targets, our unavoidable emissions arising from business critical activities will be offset by the purchase of Gold Standard or VCS carbon offsets aligned to the Oxford Principles.

We aim to achieve a reduction in CO₂ emissions of 5% per year until 2030. The target is to achieve Net Zero by 2050.



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Carbon Reduction Plan Initiatives

The following initiatives include measures taken to reduce greenhouse gas emissions:

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline:

- Relocating to an office building with LED lighting with PIR controls.
- Rigorous operational control of equipment including small power uses.
- Reduced commuting and business travel through flexible/remote working.
- We hold accreditation to ISO14001 – Environmental Management Standards, demonstrating our commitment to sustainable operations.
- We have implemented a comprehensive operational waste management system at our main office, enabling effective recycling and the separation of organic food and drink waste.
- A salary sacrifice scheme is available to employees who commute using electric vehicles (EVs), supporting low-carbon travel choices.
- Our main office benefits from reduced carbon emissions through the use of renewable electricity sources.

Ongoing / Future Carbon Reduction Initiatives

- We will reduce Scope 1 emissions by 100% by 2030. We will do this by working with our facilities team to minimise the use of fossil fuel for heating then We will do this by transitioning our fleet to electric vehicles.
- We will reduce Scope 2 emissions by 100% by 2030. We will do this by ensuring we are supplied by low carbon electricity sources.
- We will reduce our Scope 3 emissions by 42% by 2030 in line with the Science Based Targets initiative. We will achieve this by:
 1. We will do this by encouraging and supporting our employees as they transition to low-carbon modes of transport.
 2. We will do this by purchasing from suppliers who have strong net zero commitments that match our ambition.
 3. We will do this by focusing on public transport rather than individual modes of transport.
- We will also do this by aligning at least 80% of our supply chain to a high standard including (but not limited to) published carbon reporting and a published net zero plan.
- We are committed to the concept of aligning the impact of all our Capital Projects into our Scope 3 procedures as part of our commitment to a wider carbon reduction plan. Having been actively delivering low carbon exemplars for over a decade we practice what we preach and have demonstrably influenced the brief of our recent schemes.

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Declaration and Sign Off

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

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the Alectro Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the Partners:



Suzannah Howson
Partner
21st June 2025



James Buckley-Walker
Partner
21st June 2025



Patrick Watson
Partner
21st June 2025



Rob Burborough
Partner
21st June 2025



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