CreativesOnCall

Science-Based Targets (SBT) Plan for Creatives On Call, Inc.



AS PART OF OUR ONGOING COMMITMENT to sustainability and environmental responsibility, Creatives On Call, Inc. has adopted a plan to guide our efforts in reducing greenhouse gas emissions. This plan will be guided by the Science-Based Targets initiative (SBTi) guidelines or other industry-recognized or reputable organizations, as per the directive of Creatives On Call's Board of Directors and the suggestions of our Sustainability Committee. The goal is to align our business practices with the overarching objective of limiting global warming, consistent with global climate goals.

Objectives

The primary objectives of our plan are:

- To reduce greenhouse gas (GHG) emissions in line with the latest climate science.
- To contribute to global efforts to mitigate climate change.
- To enhance our company's sustainability practices and operational efficiency.
- To strengthen our relationships with stakeholders by demonstrating our commitment to environmental stewardship.

Scope of Targets

Our plan will focus on the following scopes:

SCOPE 1: Direct emissions from owned or controlled sources, including company-owned vehicles and onsite fuel combustion.

SCOPE 2: Indirect emissions from the generation of purchased electricity, steam, heating, and cooling consumed by our operations.

SCOPE 3: Other indirect emissions that occur in our value chain, including business travel, waste management, and supply chain emissions.

Target Setting Process

We will follow the Science-Based Targets initiative (SBTi) methodology or other reputable industry guidelines for setting our targets, which include the following steps:

- **Committee Establishment:** Define roles and responsibilities; create committee.
- **Baseline Assessment:** Conduct a comprehensive assessment of our current GHG emissions across Scopes 1, 2, and 3 to establish a baseline.
- **Target Development:** Develop specific, measurable, and time-bound targets for GHG reductions that are in line with SBTi criteria or other recognized standards.
- **Implementation:** Develop and implement action plans to achieve these targets within the specified timeframe.

Note: *Creatives On Call is explicitly prohibited from paying fees to external organizations to achieve our sustainability initiatives.*

Action Plan

To achieve our targets, we will undertake the following actions:

1. **Energy Efficiency:** Implement energy efficiency measures across all facilities, including upgrading lighting, heating, cooling systems, and optimizing energy use in our operations.
2. **Renewable Energy:** Increase the use of renewable energy sources such as solar and wind power for our electricity needs.
3. **Sustainable Procurement:** Work with our suppliers to reduce emissions in our supply chain by adopting sustainable procurement practices and encouraging suppliers to set their own SBTs.
4. **Transportation:** Promote the use of low-emission or electric vehicles for company travel and encourage remote working and virtual meetings to reduce travel-related emissions.
5. **Waste Reduction:** Implement waste reduction and recycling programs to minimize the environmental impact of our operations.
6. **Employee Engagement:** Engage and educate our employees on sustainability practices and encourage their participation in initiatives that contribute to our goals.



Monitoring and Reporting

We will establish a robust monitoring and reporting framework to track our progress towards achieving our targets. This will include:

Regular Audits: Conduct regular audits of our GHG emissions to ensure accuracy and identify areas for improvement.

Progress Reports: Provide annual progress reports to internal and external stakeholders, detailing our achievements and any challenges encountered.

Continuous Improvement: Regularly review and update our plan to reflect new insights, technological advancements, and changes in our business operations.

Stakeholder Engagement

We recognize the importance of engaging with our stakeholders in our sustainability journey. We will:

Collaboration: Work closely with customers, suppliers, and partners to share best practices and collaborate on initiatives that support the achievement of our targets.

Communication: Transparently communicate our progress, challenges, and successes with our stakeholders through regular updates and reports.

Timeline

Our timeline for achieving our targets is as follows:

2025 → Baseline assessment, target setting, and initial implementation of key initiatives.

2026 – 2027 → Full-scale implementation of all initiatives, with continuous monitoring and reporting.

2028 – 2029 → Review and adjustment of targets as needed, continued progress monitoring, and final push to achieve all targets.

Conclusion

The adoption of this plan is a critical component of Creatives On Call's commitment to sustainability and environmental responsibility. We believe that by setting and achieving these targets, we will not only contribute to global climate goals but also enhance our operational efficiency, reduce costs, and strengthen our brand reputation.

We are committed to working diligently towards these goals and will continue to engage with our stakeholders to ensure the success of our plan.

Sustainability Committee Structure and Governance

Committee Overview

The Sustainability Committee at Creatives On Call, Inc. is tasked with overseeing the implementation of the Science-Based Targets (SBT) plan and ensuring that the company adheres to its sustainability commitments. The committee is composed of key stakeholders from various departments, each bringing unique expertise to the table. The committee operates under the guidance of the Board of Directors and the Sustainability Committee Chair.

Roles and Responsibilities

Sustainability Committee Chair

Role: Leads the committee, sets agendas, and ensures alignment with corporate goals.

Responsibilities:

- Chair all committee meetings.
- Liaise with senior management and the Board of Directors.
- Oversee the progress of the SBT plan and ensure deadlines are met.

Environmental Compliance Officer

Role: Ensures compliance with environmental regulations.

Responsibilities:

- Monitor and report on regulatory compliance.
- Keep the committee updated on changes in environmental laws.

Energy Manager

Role: Oversees energy efficiency and renewable energy initiatives.

Responsibilities:

- Lead projects to reduce energy consumption.
- Report on energy use and progress toward renewable energy goals.

Sustainability Procurement Lead

Role: Manages sustainable procurement practices.

Responsibilities:

- Develop and implement sustainable procurement policies.
- Engage suppliers to support their sustainability efforts.

Corporate Social Responsibility (CSR) Manager

Role: Oversees CSR strategy and internal communication.

Responsibilities:

- Coordinate employee engagement in sustainability initiatives.
- Manage external communications regarding sustainability efforts.

Data Analyst/Environmental Data Specialist

Role: Manages data collection and analysis related to GHG emissions.

Responsibilities:

- Track and report on GHG emissions data.
- Provide analytical insights to guide decision-making.

Human Resources (HR) Representative

Role: Integrates sustainability into HR policies.

Responsibilities:

- Develop training programs focused on sustainability.
- Foster a culture of sustainability within the company.

Finance Manager

Role: Oversees Oversees the financial aspects of sustainability initiatives.

Responsibilities:

- Perform financial analyses of sustainability projects.
- Report on the financial impact of sustainability initiatives.

External Affairs/Public Relations Specialist

Role: Manages external communication and stakeholder engagement.

Responsibilities:

- Publicize sustainability efforts and achievements.
- Engage with external stakeholders to enhance the company's sustainability reputation

Legal Counsel

Role: Provides legal guidance on sustainability initiatives.

Responsibilities:

- Ensure compliance with environmental laws.
- Review contracts related to sustainability efforts.

Meeting Schedule and Itineraries

Suggested Itinerary

1. **Welcome and Agenda Overview** *(5 minutes)*
   - Chair introduces the meeting agenda and goals.
2. **Review of Action Items from Previous Meeting** *(10 minutes)*
   - Brief review of tasks assigned in the last meeting, status updates.
3. **Progress Reports by Role** *(45 minutes)*
   - **Environmental Compliance Officer:** Updates on regulatory compliance.
   - **Energy Manager:** Report on energy efficiency projects.
   - **Sustainable Procurement Lead:** Supplier engagement updates.
   - **CSR Manager:** Employee engagement activities and external communication updates.
   - **Data Analyst:** GHG emissions data and analysis.
   - **Finance Manager:** Financial status of sustainability initiatives.
   - **HR Representative:** Updates on training programs.
   - **External Affairs Specialist:** Public relations and stakeholder engagement activities.
   - **Legal Counsel:** Updates on legal matters.
4. **Discussion of New Initiatives or Challenges** *(20 minutes)*
   - Open discussion on any new projects or emerging issues.
5. **Assignment of Action Items** *(10 minutes)*
   - Define tasks and responsibilities for the next month.
6. **Conclusion and Next Steps** *(5 minutes)*
   - Summary of decisions made, and overview of next steps.



Monthly Meetings

Objective: Review ongoing initiatives, track progress, address any immediate issues, and plan for the next steps.

Frequency: Monthly

Duration: 1-2 hours

Annual Meetings

Objective: Comprehensive review of the year's progress, setting objectives for the upcoming year, and aligning with long-term goals.

Frequency: Annually

Duration: 4-6 hours



Suggested Itinerary

1. **Opening Remarks by the Committee Chair** *(10 minutes)*
   - Overview of the year's achievements and challenges.
2. **Detailed Review of Each Role's Annual Report** *(2-3 hours)*
   - Each committee member presents a detailed report on their area of responsibility.
   - In-depth discussion on successes, challenges, and lessons learned.
3. **SBT Plan Review and Update** *(1 hour)*
   - Evaluate progress against the SBT targets.
   - Adjust the SBT plan as necessary based on the latest data and developments.
4. **Strategic Planning for the Upcoming Year** *(1-2 hours)*
   - Set goals and priorities for the next year.
   - Develop high-level action plans for key initiatives.
5. **Stakeholder Feedback Review** *(30 minutes)*
   - Review feedback from external stakeholders and internal employees.
   - Incorporate feedback into the planning process.
6. **Budget Review and Resource Allocation** *(30 minutes)*
   - Assess financial performance related to sustainability initiatives.
   - Allocate resources for the upcoming year's projects.
7. **Closing Remarks and Next Steps** *(20 minutes)*
   - Summarize decisions made, assign responsibilities, and set the date for the next annual meeting.

Detailed Action Plan for Baseline Assessment of GHG Emissions

Objectives

The goal of this baseline assessment is to comprehensively evaluate Creatives On Call, Inc.'s current greenhouse gas (GHG) emissions across Scopes 1, 2, and 3. Establishing this baseline is critical for setting science-based targets (SBTs) and tracking progress in reducing emissions over time.

Step 1: Define Scope and Boundaries

IDENTIFY EMISSION SOURCES

1. **Scope 1 (Direct Emissions)**
    - Company-owned vehicles.
    - Onsite fuel combustion (e.g., natural gas for heating).
2. **Scope 2 (Indirect Emissions)**
    - Purchased electricity, steam, heating, and cooling.
3. **Scope 3 (Other Indirect Emissions)**
    - Business travel (flights, car rentals, hotel stays).
    - Waste management (disposal and recycling).
    - Supply chain emissions (procurement of goods and services, employee commuting).

SET BOUNDARIES

- Determine which operations, facilities, and activities will be included in the assessment.
- Decide on any exclusions and justify them (e.g., small or insignificant emission sources).

SELECT REPORTING YEAR

- Choose a base year for which data will be collected, ideally the most recent year with complete and accurate data.

Step 2: Data Collection

GATHER ACTIVITY DATA

1. **Scope 1**
    - Record fuel usage for company-owned vehicles (liters or gallons of fuel).
    - Record natural gas or other fuel use for heating (cubic meters or cubic feet).

Detailed Action Plan for Baseline Assessment of GHG Emissions

2. **Scope 2**
    - Collect electricity consumption data from utility bills (kWh).
    - Gather data on purchased steam, heating, and cooling (e.g., kWh, therms).
3. **Scope 3**
    - Collect data on business travel (e.g., number of flights, distance traveled, fuel consumption, hotel stays).
    - Obtain waste management data (e.g., weight of waste generated, recycling rates).
    - Request emission data from key suppliers (e.g., carbon footprint of products and services).

DATA SOURCES

- Utility bills, fuel purchase receipts, travel logs, expense reports, waste management records, and supplier-provided data.

ENGAGE STAKEHOLDERS

- Involve relevant departments (e.g., finance, procurement, facilities management) to ensure accurate and comprehensive data collection.
- Communicate the importance of accurate data to stakeholders and provide guidance on data collection procedures.

Step 3: Emission Factors and Calculation



SELECT EMISSION FACTORS

- Use recognized sources for emission factors, such as:
    - The Greenhouse Gas Protocol.
    - U.S. Environmental Protection Agency (EPA) emission factors.
    - Intergovernmental Panel on Climate Change (IPCC) emission factors.
- Apply appropriate emission factors to each activity data source (e.g., kg CO2e per kWh of electricity, kg CO2e per liter of fuel).

CALCULATE EMISSIONS

- Convert activity data to GHG emissions using the selected emission factors.
- Calculate emissions for each scope separately (Scopes 1, 2, and 3).
- Aggregate emissions data to provide a total GHG footprint for Creatives On Call, Inc.

Step 4: Data Validation and Verification

Detailed Action Plan for Baseline Assessment of GHG Emissions

INTERNAL VALIDATION

- Review data collection and calculations for accuracy and consistency.
- Cross-check data with financial records and other relevant documentation.

EXTERNAL VERIFICATION

- Consider engaging a third-party auditor to verify the accuracy of the baseline assessment.
- Ensure compliance with standards set by the Science-Based Targets initiative (SBTi).

Step 5: Reporting and Documentation

DOCUMENT FINDINGS

- Prepare a detailed report outlining the baseline GHG emissions, including:
  - Data sources and methods used.
  - Emission factors applied.
  - Calculations and results for each scope.
- Highlight any assumptions made and justify exclusions or limitations in the assessment.

STAKEHOLDER COMMUNICATION

- Present the baseline assessment results to internal stakeholders (e.g., management, sustainability team).
- Provide an overview to external stakeholders, including clients, suppliers, and investors, as part of the company's sustainability reporting.

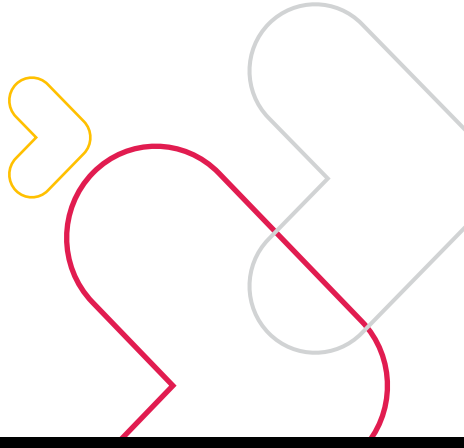
Step 6: Continuous Improvement

IDENTIFY AREAS FOR IMPROVEMENT

- Analyze the baseline assessment to identify major sources of emissions and opportunities for reduction.
- Develop recommendations for improving data collection and reducing GHG emissions in future assessments.

IDENTIFY AREAS FOR IMPROVEMENT

- Use the baseline data to inform the development of specific, measurable, and time-bound science-based targets (SBTs).
- Prepare for the next steps in the SBTi target-setting process, including target validation and action plan implementation.



Detailed Action Plan for Target Development

Objectives

The goal of this action plan is to develop specific, measurable, and time-bound targets for greenhouse gas (GHG) reductions at Creatives On Call, Inc. These targets will be aligned with the Science-Based Targets initiative (SBTi) criteria and will guide the company in reducing its emissions in line with global climate goals.

Step 1: Understanding SBTi Criteria

FAMILIARIZE WITH SBTI GUIDELINES

- Review the latest SBTi criteria and target-setting manual.
- Understand the key principles of target setting, including relevance, completeness, consistency, transparency, and accuracy.
- Ensure that targets are aligned with limiting global warming to well below 2°C, preferably to 1.5°C, above pre-industrial levels.

ENGAGE SBTI RESOURCES

- Utilize the SBTi Target Validation Protocol to understand the requirements for target validation.
- Explore case studies of companies in similar industries that have successfully set and validated their science-based targets.

Step 2: Analyzing Baseline Data

REVIEW BASELINE GHG EMISSIONS

- Analyze the results of the baseline assessment across Scopes 1, 2, and 3.
- Identify key sources of emissions and their contribution to the overall GHG footprint.

BENCHMARKING

- Compare Creatives On Call, Inc.'s emissions data with industry benchmarks to identify areas where the company is lagging or leading.
- Research industry-specific reduction targets to understand the typical range of commitments.

IDENTIFY OPPORTUNITIES FOR REDUCTION

- Pinpoint emission sources that have the greatest potential for reduction (e.g., energy use, transportation, supply chain).
- Evaluate the feasibility of reduction measures based on current and emerging technologies.

Detailed Action Plan for Target Development

Step 3: Setting Reduction Targets

DEFINE THE TARGET SCOPE

- Decide whether the targets will be absolute (total GHG emissions reduction) or intensity-based (GHG emissions per unit of revenue, employee, or other metric).
- Consider setting separate targets for each scope (1, 2, and 3) or developing an integrated target.

ESTABLISH REDUCTION PATHWAYS

- Use SBTi tools, such as the Science-Based Target Setting Tool, to model different reduction pathways.
- Choose a pathway that aligns with the company's sustainability ambitions and operational realities (e.g., linear reduction, exponential reduction).

SET TIME-BOUND TARGETS

- Determine the timeline for achieving the targets, typically 5-15 years.
- Consider setting interim targets (e.g., 3-year, 5-year milestones) to track progress and maintain momentum.

ENSURE TARGETS ARE SPECIFIC AND MEASURABLE

- Clearly define the percentage reduction in GHG emissions to be achieved.
- Ensure targets are measurable using the data collection and monitoring systems established in the baseline assessment.



Step 4: Target Validation and Approval

INTERNAL REVIEW AND APPROVAL

- Present the proposed targets to senior management for review and approval.
- Ensure that the targets align with the company's overall strategic objectives and are supported by all relevant departments.

SUBMIT TO SBTI FOR VALIDATION

- Prepare the necessary documentation, including baseline data, reduction pathways, and target rationale.
- Submit the targets to the SBTi for validation, following the SBTi submission process.

RESPOND TO FEEDBACK

- Address any feedback from the SBTi during the validation process.
- Revise targets if necessary to ensure alignment with SBTi criteria.

Detailed Action Plan for Target Development

Step 5: Action Planning for Target Achievemen

DEVELOP IMPLEMENTATION PLANS

- Create detailed action plans for achieving each target, covering areas such as energy efficiency, renewable energy adoption, sustainable procurement, transportation, and waste reduction.
- Assign responsibilities and timelines to ensure accountability.

RESOURCE ALLOCATION

- Identify the resources (e.g., budget, personnel, technology) required to achieve the targets.
- Secure necessary investments and ensure ongoing support from leadership.

EMPLOYEE ENGAGEMENT AND TRAINING

- Educate employees on the targets and their role in achieving them.
- Foster a culture of sustainability by incorporating GHG reduction goals into employee performance metrics.

Step 6: Monitoring, Reporting, and Adjusting

ESTABLISH MONITORING SYSTEMS

- Set up a robust system for tracking progress against the targets, including regular data collection, analysis, and reporting.
- Use key performance indicators (KPIs) to measure progress and identify areas for improvement.

REPORTING PROGRESS

- Develop a regular reporting schedule to keep internal and external stakeholders informed of progress.
- Transparently communicate both successes and challenges, and adjust strategies as needed.

CONTINUOUS IMPROVEMENT

- Regularly review and update targets based on new insights, technological advancements, and changes in business operations.
- Consider revising targets to be more ambitious if significant progress is made ahead of schedule.

Step 7: Stakeholder Engagement

COMMUNICATE TARGETS

- Announce the targets to all stakeholders, including employees, clients, suppliers, investors, and the broader public.
- Highlight the company's commitment to sustainability and the steps being taken to reduce GHG emissions.

COLLABORATE WITH STAKEHOLDERS

- Work closely with suppliers and partners to align their practices with the company's GHG reduction targets.
- Encourage collaboration and the sharing of best practices across the value chain.

Detailed Action Plan for Target Validation with SBTi

Objectives

The purpose of this action plan is to guide Creatives On Call, Inc. through the process of submitting its greenhouse gas (GHG) reduction targets to the Science-Based Targets initiative (SBTi) for validation. The goal is to ensure that the targets meet SBTi's standards and are aligned with the latest climate science.

Step 1: Preparation for Submission

REVIEW SBTI CRITERIA AND GUIDELINES

- Thoroughly review the latest SBTi criteria, target-setting manual, and validation protocol to ensure a full understanding of the requirements.
- Verify that the company's targets are in line with the SBTi's ambition to limit global warming to well below 2°C, aiming for 1.5°C above pre-industrial levels.

DOCUMENTATION COMPILATION

- Assemble all relevant documentation, including
  - **Baseline Assessment Report:** A detailed report of the baseline GHG emissions across Scopes 1, 2, and 3.
  - **Target Development Rationale:** A comprehensive explanation of the chosen reduction pathways, target scope, timeline, and methodologies used.
  - **Data Sources and Assumptions:** Clear identification of data sources, emission factors, and any assumptions or exclusions made in the target-setting process.
- Ensure all documents are accurate, complete, and reflect the company's commitment to the targets.

INTERNAL REVIEW AND FINALIZATION

- Conduct a thorough internal review of the targets and supporting documentation by relevant departments (e.g., sustainability, finance, operations).
- Address any discrepancies or gaps in data and ensure that the targets are realistic and achievable.
- Obtain final approval from senior management, confirming alignment with the company's strategic goals.



Detailed Action Plan for Target Validation with SBTi

Step 2: Engagement with the SBTi

INITIAL CONTACT

- Reach out to the SBTi team to express the company's intention to submit targets for validation.
- Clarify any questions about the submission process, timelines, or specific requirements.
- Request any additional resources or guidance that may assist in the validation process.

SUBMISSION PLATFORM ACCESS

- Ensure that the company has access to the SBTi submission platform.
- Familiarize the team with the submission portal, including any specific forms or fields that need to be completed.

FEE PAYMENT

- Prepare for any applicable submission fees. The SBTi typically charges a fee for target validation, which varies depending on the size of the company.
- Ensure timely payment of the fee to avoid delays in the validation process.

Step 3: Target Submission

COMPLETE THE SUBMISSION FORM

- Accurately complete the SBTi submission form, providing all required details about the targets.
- Attach all necessary documentation, including the baseline assessment, target development rationale, and any additional supporting materials.

REVIEW AND CONFIRM SUBMISSION

- Double-check all entries and attachments in the submission form to ensure completeness and accuracy.
- Confirm that all sections of the form are correctly filled out and that the attached documents meet the SBTi's requirements.

SUBMIT THE TARGETS:

- Officially submit the targets and documentation through the SBTi submission platform.
- Save a copy of the submission confirmation and any reference numbers provided for tracking purposes.

Detailed Action Plan for Target Validation with SBTi

Step 4: SBTi Review Process

MONITOR SUBMISSION STATUS

- Regularly check the status of the submission through the SBTi platform or via direct communication with the SBTi team.
- Be prepared to respond to any requests for additional information or clarification from the SBTi reviewers.

RESPOND TO FEEDBACK

- If the SBTi provides feedback or requests revisions, promptly address the issues raised.
- Engage relevant internal teams to revise targets or provide additional data as necessary.
- Resubmit revised documentation if required, ensuring all feedback has been adequately addressed.

VALIDATION OUTCOME

- Once the review is complete, the SBTi will notify the company of the validation outcome.
- If targets are approved, the company will receive an official validation letter or certificate from the SBTi.
- If the targets are not approved, review the feedback provided, and work on the necessary adjustments for resubmission.

Step 5: Post-Validation Actions

INTERNAL COMMUNICATION

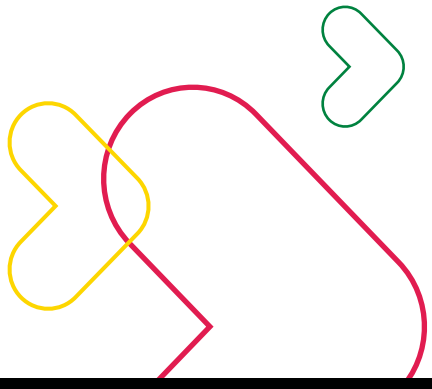
- Announce the successful validation of the targets to all employees, emphasizing the importance of this achievement in the company's sustainability journey.
- Integrate the validated targets into the company's broader sustainability strategy and operational plans.

EXTERNAL COMMUNICATION

- Publicize the validation through press releases, social media, and the company's website to demonstrate commitment to climate action.
- Share the validation news with clients, suppliers, investors, and other stakeholders to strengthen the company's reputation as a leader in sustainability.

INCORPORATE FEEDBACK

- Incorporate any feedback from the SBTi into the company's ongoing sustainability initiatives.
- Use the validation as a foundation for continuous improvement, setting the stage for future enhancements to the company's climate action plans.





Detailed Action Plan for Target Validation with SBTi

Step 6: Continuous Engagement with SBTi

ANNUAL REPORTING

- Commit to annual reporting of progress against the validated targets to maintain alignment with the SBTi's ongoing requirements.
- Use these reports to monitor performance, adjust strategies, and ensure that the company stays on track to meet its GHG reduction goals.

REVALIDATION AND UPDATES

- Be aware that targets may need to be revalidated periodically, especially if there are significant changes in the company's operations or emissions profile.
- Stay informed about updates to SBTi criteria and methodologies to ensure continued compliance.

ENGAGE IN THE SBTI NETWORK

- Participate in SBTi events, webinars, and workshops to stay connected with the latest developments in science-based target setting.
- Share experiences and best practices with other companies in the SBTi network to contribute to the global effort to combat climate change.

Detailed Action Plan for Implementation: Developing and Implementing Action Plans to Achieve Science-Based Targets

Objectives

The goal of this action plan is to guide Creatives On Call, Inc. through the development and implementation of specific, measurable, and time-bound action plans to achieve the company's Science-Based Targets (SBTs) within the specified timeframe.

Governance and Leadership Commitment

ESTABLISH A SUSTAINABILITY TASK FORCE

Composition: Include representatives from key departments (e.g., operations, HR, finance, procurement, IT).

Roles and Responsibilities: Define clear roles for each member, including oversight, execution, and reporting duties.

Leadership Commitment: Ensure senior management, including the CEO, publicly commits to the SBTs and actively participates in the task force.

DEVELOP A REPORTING STRUCTURE

Internal Reporting: Set up regular meetings to review progress, address challenges, and adjust strategies as needed.

External Reporting: Develop a communication plan to keep external stakeholders informed about progress.

Action Plan Development

Energy Efficiency Initiatives

Objectives: Reduce energy consumption across all facilities.

Actions:

- Conduct energy audits to identify inefficiencies in lighting, heating, cooling, and equipment.
- Upgrade to energy-efficient lighting (e.g., LED) and HVAC systems.
- Implement energy management systems to monitor and optimize energy use in real-time.

Transition to Renewable Energy

Objectives: Increase the proportion of energy from renewable sources.

Actions:

- Negotiate power purchase agreements (PPAs) for renewable energy.
- Install on-site renewable energy generation systems (e.g., solar panels).
- Purchase renewable energy certificates (RECs) to offset non-renewable energy use.

Detailed Action Plan for Implementation: Developing and Implementing Action Plans to Achieve Science-Based Targets

Sustainable Procurement Practices

Objectives: Reduce emissions from the supply chain.

Actions:

- Develop a supplier code of conduct that includes sustainability criteria.
- Prioritize sourcing from suppliers who have committed to SBTs.
- Encourage and support suppliers in setting and achieving their own SBTs.

Transportation and Mobility

Objectives: Minimize emissions from business travel and logistics.

Actions:

- Promote the use of electric or low-emission vehicles for company operations.
- Increase the use of video conferencing to reduce the need for travel.
- Implement a carpooling program and incentivize the use of public transportation.

Waste Management and Reduction

Objectives: Reduce waste generation and improve recycling rates.

Actions:

- Conduct a waste audit to identify major sources of waste.
- Implement waste reduction initiatives, such as reducing single-use plastics.
- Partner with waste management companies that prioritize recycling and waste-to-energy solutions.

Employee Engagement and Training

Objectives: Foster a culture of sustainability within the company.

Actions:

- Launch a company-wide sustainability education program.
- Offer training on specific practices, such as energy conservation and waste reduction.
- Develop an incentive program to reward employees who contribute to sustainability goals.

Resource Allocation

BUDGETING

Funding: Allocate a dedicated budget for sustainability initiatives, including energy upgrades, renewable energy projects, and employee training.

Cost-Benefit Analysis: Perform a cost-benefit analysis for each major initiative to prioritize actions that offer the best return on investment.

TECHNOLOGY AND TOOLS

Energy Management Systems: Invest in technology to monitor and optimize energy use.

Sustainability Software: Implement software to track progress on GHG reduction and other sustainability metrics.

Training Platforms: Utilize e-learning platforms for employee training on sustainability practices.

Detailed Action Plan for Implementation: Developing and Implementing Action Plans to Achieve Science-Based Targets

Timeline and Milestones

YEAR ONE

Milestones:

- Complete baseline assessments and finalize target validation with SBTi.
- Initiate energy efficiency projects and renewable energy procurement.
- Begin supplier engagement and develop sustainable procurement policies

YEAR TWO – THREE

Milestones:

- Full-scale implementation of all action plans.
- Regular monitoring and reporting of progress.
- Review and refine strategies based on initial results.

YEAR FOUR – FIVE

Milestones:

- Comprehensive review of progress towards targets.
- Make final adjustments to ensure targets are met.
- Prepare for revalidation or update of targets based on progress and new insights.

Monitoring, Reporting, and Continuous Improvement

MONITORING PROGRESS

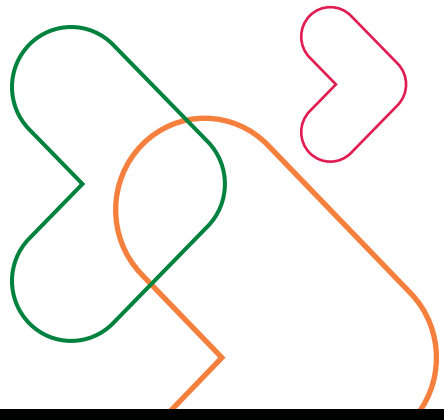
- **Key Performance Indicators (KPIs):** Establish KPIs for each action plan to measure progress.
- **Data Collection:** Set up systems for real-time data collection and analysis.

REPORTING TO STAKEHOLDERS

- **Internal Reports:** Develop quarterly reports for internal review by the sustainability task force and senior management.
- **External Reports:** Provide annual sustainability reports to external stakeholders, including clients, investors, and the public.

REPORTING TO STAKEHOLDERS

- **Regular Reviews:** Conduct regular reviews to assess progress, identify challenges, and adjust plans.
- **Incorporate Feedback:** Gather feedback from stakeholders and incorporate it into ongoing plans.
- **Technology Upgrades:** Stay updated on new technologies and best practices that could enhance implementation efforts.



Detailed Action Plan for Implementation: Developing and Implementing Action Plans to Achieve Science-Based Targets

Risk Management

RISK IDENTIFICATION

- **Operational Risks:** Identify potential risks, such as technological failures or supply chain disruptions, that could impact the implementation of action plans.
- **Financial Risks:** Assess the financial risks associated with implementing sustainability initiatives, including the cost of technology and potential fluctuations in energy prices.

RISK MITIGATION

- **Contingency Planning:** Develop contingency plans to address identified risks, such as backup energy sources or alternative suppliers.
- **Flexibility in Implementation:** Ensure that the implementation plan is flexible enough to adapt to unforeseen challenges.

Stakeholder Engagement and Communication

ENGAGING SUPPLIERS AND PARTNERS

- **Collaboration:** Work closely with suppliers and partners to align their practices with the company's SBT goals.
- **Best Practices Sharing: F**acilitate workshops and forums to share best practices and encourage collaboration on sustainability initiatives.

COMMUNICATING PROGRESS

- **Internal Communication:** Keep employees informed about progress through regular updates and internal newsletters.
- **External Communication:** Publicize successes and milestones through press releases, social media, and the company's website.

Conclusion and Next Steps

ONGOING COMMITMENT:

- Reaffirm the company's commitment to achieving its SBTs and highlight the progress made so far.
- Outline the next steps, including any upcoming initiatives or changes to the implementation plan.

CALL TO ACTION

- Encourage all employees, suppliers, and partners to actively participate in the sustainability journey.
- Seek continuous feedback to refine and improve the action plan as it evolves