Carbon Reduction Plan

Commitment to Achieving Net Zero

Executive report on carbon emissions
In-house Research Ltd

Prepared by	**In-house Research Ltd**
Report date	**June 2026**

Public

Commitment to Achieving Net Zero

In-house Research Ltd is committed to achieving Net Zero greenhouse gas emissions by 2050 for its UK operations.

BASELINE EMISSIONS FOOTPRINT

Historical Context and Progress

In-house Research Ltd has already made significant progress in reducing its carbon footprint. In 2019, the company operated with approximately 30 full-time staff based in the office. By 2024-25, the company has transitioned to a hybrid working model with approximately 30 employees total, of which over 30% now work from home three or more days per week on average.

This transition to hybrid working has resulted in an estimated 40-45% reduction in commuting-related emissions between 2019 and 2024-25, demonstration the company's commitment to emissions reduction through operational change.

Baseline Year for this report: 2024-25 (1 April 2024 to 31 March 2025)

Additional Details Relating to Baseline Emissions Calculations

This is In-house Research Ltd's first formal carbon footprint assessment conducted in accordance with the GHG Protocol and Defra greenhouse gas reporting methodology (2024). The baseline year of 2024-25 reflects the company's current operational structure, including:

- 28 employees (hybrid working model with one third remote 3+ days per week)
- Office location: Royal Wootton Bassett, Wiltshire
- Business activities: Independent market research specialising in the housing sector
- Scope 1 & 2: Direct combustion (gas heating, petrol vehicles) and purchased electricity
- Scope 3: Business travel (train, hotel) and employee commuting (private vehicles and public transport)

Baseline Year Emissions (2024-25)

Emissions Source	Emissions (tCO2e)
Scope 1: Gas Heating (14,878 kWh)	3.05
Scope 1: Petrol Vehicle Mileage (618 miles)	0.12
Scope 1: Subtotal	3.17
Scope 2: Purchase Electricity (11,696 kWh, green tariff with RECs)	0.00*
Scope 3: Train Travel (2,228 passenger-miles)	0.09
Scope 3: Hotel Nights (5 nights)	0.20
Scope 3: Employee Car Commuting (21,476 miles)	4.14
Scope 3: Employee Bus Commuting (6,552 miles)	0.58
Scope 3: Subtotal	5.02
TOTAL BASELINE EMISSIONS	8.19

*Electricity consumption assumes green tariff with verified Renewable Energy Certificates (RECs). This equates to zero residual emissions from electricity supply. The company will verify and document REC ownership.

Intensity Metric: 0.29 tonnes CO2e per Full-Time Equivalent Employee (based on 28 FTE headcount).

Emissions Reduction Targets

In order to continue progress towards achieving Net Zero by 2050, In-house Research Ltd has adopted the following carbon reduction targets:

Emissions Source	Target Emissions (tCO2e)	Reduction from Baseline
2024-25 (Baseline)	8.19	-
2025-26	6.8-7.0	15-17%
2026-27	5.5-6.0	30-33%
2027-28 (Target)	4.0-4.1	45-50%

This represents a reduction of 4.1-4.2 tonnes CO2e against the baseline by 2027-28.

CARBON REDUCTION PROJECTS

Completed Carbon Reduction Initiatives

Hybrid Working Model (2020-2024-25)

The company has successfully transitioned from a fully office-based workforce of 30 staff to a hybrid model with approximately 28 employees, of which over one third work from home three or more days per week. This operational change has resulted in an estimated 40-45% reduction in commuting-related emissions (approximately 2.4-2.9 tonnes of CO2e saved). This measure is already in effect and will remain during performance of any contract.

Business Travel Policy (2021-ongoing)

The company has prioritised rail travel over road journeys for business travel to London and the South East. Promotional and client client travel is conducted via scheduled train services from stations closed to staff home addresses. The company also maintains a conservative business hotel booking policy with minimal overnight stays required. This measure is ongoing and will be maintained. Where possible, meetings are arranged remotely using Microsoft Teams or similar. This not only reduces the company's carbon emissions, but those of clients with dispersed work forces.

Fleet Management (ongoing)

The business currently owns two vehicles, both of which are fully electric. One employee currently uses a personal petrol car for business mileage. With over 50% of business journeys undertaken in a fully electric vehicle (EV), a reduction in emissions has been recorded compared to the previous wholly petrol-based fleet.

Planned Carbon Reduction Initiatives (2025-2027-28)

Heat Pump Installation and Building Decarbonisation (Year 1-2: 2025-26)

In-house Research Ltd will upgrade its office heating system from gas boilers to air source heat pumps by the end of 2026 pending landlord approval. This will reduce Scope 1 emissions from gas heating annually.

Salary Sacrifice Electric Vehicle Scheme (Years 2-3 2026-2027-28)

The company will launch a salary sacrifice scheme to enable employees to transition to electric vehicles. The target is to reduce the proportion of petrol business and commuting miles by offering affordable EV access to staff. Realistic uptake projection is 20-30% of eligible employees (4-5 vehicles) by 2028, resulting in an estimated 1-1.2 tonnes of CO_2e reduction from employee car commuting (from 4.14 to 2.94 to 3.14 tonnes). The scheme will be promoted and actively supported by the company during contract performance.

Future initiatives (2027-28 onwards)

- Expanded cycle-to-work scheme and carpool matching programme for staff.
- Solar panel installation on office building (if feasible).
- Carbon offsetting partnerships for residual emissions (Post-2028).
- Supply chain sustainability engagement and Scope 3 measurement expansion.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the 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, the GHG Reporting Protocol corporate standard, and the UK Government's Defra greenhouse gas reporting conversion factors for 2024.

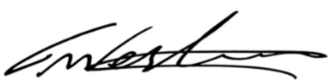
Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting (SECR) requirements. Scope 3 emissions have been reported in accordance with the Corporate Value Chain (Scope 3) Standard and the published reporting standard for Carbon Reduction Plans.

The company confirms:

- Commitment to achieving Net Zero greenhouse gas emissions for UK operations by 2050
- Comprehensive environmental management measures are in place and will remain in effect during contract performance
- This plan will be reviewed and updated at least annually
- Progress against reduction targets will be measured and reported transparently

This Carbon Reduction Plan has been reviewed and approved by the Board of Directors of In-house Research Ltd, demonstration clear commitment to emissions reduction at the highest level of the organisation.

Signed on behalf of In-house Research Ltd:



Name: Tom Weston
Position: Chief Executive Officer
Date: 18th June 2026