

# Carbon Reduction Plan

Leidos Contract/Document Number: Q-EHS-PLN-0020  
Revision No: 3.0

## Author

Dean Morgan  
dean.morgan@leidos.com

## Date Published

27 June 2022

This document and any attachments to it are intended only for the identified recipients. It may contain proprietary or otherwise legally protected information of Leidos. Any unauthorised use or its disclosure of this communication is strictly prohibited. If you have received this document in error, please notify the author and delete or otherwise destroy the document and all attachments immediately.

## Issue Record

The content of this document is wholly defined by the issue. The first published version is Revision 1. Draft documents are issued as, (e.g. 1.1, 1.2, etc., with a full version published as the next complete number, e.g. 2.0.) The document will be reproduced in its entirety when any change has been incorporated and approved.

Revision	Incorporated By	Revision Date	Comments
1.0	Dean Morgan	29 September 2021	Initial Release
2.0	Dean Morgan	03 February 2022	Intelligent data update
3.0	Dean Morgan	27 June 2022	2021 data added

## Authorisation Notification

Authorisation applies to the current version of this document only.

Role	Name	Company	Job Title
Prepared By	Dean Morgan	Leidos Innovations UK Ltd	Director of Real Estate, UK & Europe
Reviewed By	Lisa McAllister	Leidos Innovations UK Ltd	EHS Engineer
Checked By	Krista Russell	Leidos Innovations UK Ltd	Document Format Specialist
Authorised By	Nigel Dougherty	Leidos Innovations UK Ltd	Vice President, Chief Finance Officer, UK & Europe

## Hold Table

This table contains details that are not available at this time but will be added in future revisions of the document.

Hold No	Section	Description	Responsible



## Table of Contents

1	Carbon Reduction Plan.....	4
1.1	Commitment to Achieving Net Zero .....	4
1.2	Baseline Emissions Footprint.....	4
1.3	2021 Reporting Year.....	5
1.4	Emissions Reduction Targets .....	6
1.5	Carbon Reduction Projects .....	7
1.6	Declaration and Sign Off.....	8
Appendix A	2020 Reporting Year.....	9

## Figure(s)

Figure 1 - Leidos Innovations - Carbon Reduction: Projected vs Actual.....	7
--	---

## 1 Carbon Reduction Plan

Supplier name: Leidos Innovations UK Ltd and Leidos Europe (Emersons Green site only) hereinafter Leidos

Publication date: 27 June 2022

### 1.1 Commitment to Achieving Net Zero

Leidos is committed to achieving Net Zero emissions by 2040.

### 1.2 Baseline Emissions Footprint

2019 has been selected as the baseline for emissions and will act as the reference point against which emissions reduction can be measured.

2019 Baseline
The reporting scope covers the Scope 1, Scope 2 and Scope 3 energy sources detailed in the 'Description' column of the below table.
For some data sources, assumptions have been used where energy and carbon use cannot be calculated exactly from primary data. For example, Leidos occupied a number of small offices over 2019 for which electricity consumption was wrapped up in service charge values and estimates for usage over this period are based on recognised standard benchmark guidelines. Additionally, a number of assumptions have been made in relation to Scope 3 data. These are all recorded and any changes and improvements in source data and methodology in future years will be reported.
The reporting scope covers energy and carbon used over the baseline period from 1 January 2019 – 31 December 2019; this is in line with the financial year and other reporting requirements.
All carbon emissions factors are taken from 'UK Government GHG Conversion Factors for Company Reporting' issued by Defra and BEIS, for the appropriate years. In 2020 the Defra and BEIS 'commercial and industrial waste' landfill factor was updated due to a change in their emission factor calculation methodology. This change meant that the emissions intensity of the 2020 factor increased by 359%. We recalculated the 2019 landfill waste emissions based on this updated 2020 factor to ensure more representative year on year comparisons.
In line with the wider Global Leidos reporting, emissions from electricity used for owned or leased Leidos UK sites and employee business travel and commuting account for the largest proportions of total emissions over 2019.

Emissions	Description	tCO <sub>2</sub> e
Scope 1	Gas used to heat owned and leased Leidos UK sites (138,184kWh over 2019)	25.4
	Red diesel used to heat owned and leased Leidos UK sites (1,934kWh over 2019)	0.5
Scope 2	Electricity used for owned and leased Leidos UK sites (2,682,001 kWh over 2019)	685.5
Scope 3	Business travel in employee-owned vehicles or hire cars, air travel, rail travel and taxi travel	990.5
	Upstream transport and distribution	0.4
	Waste generated in operations	163.5
	Wastewater generated in operations	6.8
	Employee commuting	336.6
	Employee working from home	51.2
	Downstream transport and distribution (0tCO <sub>2</sub> e total as Leidos sell services, not goods)	0.0
<b>Total location based emissions</b>		<b>2260.6</b>

Emissions	Description	tCO <sub>2</sub> e
<b>Total market based emissions</b>	Electricity at the Whiteley site was backed by Renewable Energy Guarantees of Origin (REGO) certified sources	2093.2

### 1.3 2021 Reporting Year

2021 Reporting Year
<p>The reporting scope covers the Scope 1, Scope 2 and Scope 3 energy sources detailed in the 'Description' column of the below table.</p> <p>For some data sources, assumptions have been used where energy and carbon use cannot be calculated exactly from primary data. For example, Leidos offices in Lincoln and Coventry electricity consumption was wrapped up in service charge values and estimates for usage over this period are based on recognised standard benchmark guidelines. Additionally, a number of assumptions have been made in relation to Scope 3 data. These are all recorded and any changes and improvements in source data and methodology in future years will be reported.</p> <p>The reporting scope covers energy and carbon used over the period from 1 January 2021 – 31 December 2021; this is in line with the financial year and other reporting requirements.</p> <p>All carbon emissions factors are taken from 'UK Government GHG Conversion Factors for Company Reporting' issued by Defra and BEIS, for the appropriate years.</p> <p>Overall energy consumption of procured electricity and natural gas decreased in 2021 when compared with both 2020 and the baseline 2019. Waste has reduced by 62% (396.44 tonnes of waste and 101.42 tCO<sub>2</sub>e) . Business travel activity remains suppressed against the 2019 baseline and is also down from 2020. Total 2021 emissions are sitting well below the 2019 baseline, however the 2021 year was still impacted by COVID-19 restrictions.</p> <p>A narrative on established reduction targets, completed carbon reduction projects and planned projects are covered in sections 1.5 and 1.6.</p>

Emissions	Description	tCO <sub>2</sub> e
<b>Scope 1</b>	Gas used to heat owned and leased Leidos UK sites (117,816 kWh over 2021)	21.6
	Red diesel used to heat owned and leased Leidos UK sites (0kWh over 2021)	0.0
<b>Scope 2</b>	Electricity used for owned and leased Leidos UK sites (1,804,138 over 2021)	383.1
<b>Scope 3</b>	Business travel in employee-owned vehicles or hire cars, air travel, rail travel and taxi travel	171.2
	Upstream transport and distribution	0.55
	Waste generated in operations	62.1
	Wastewater generated in operations	1.4
	Employee commuting	155.2
	Employee working from home	493.7
	Downstream transport and distribution (0tCO <sub>2</sub> e total as Leidos sell services, not goods)	0.0
<b>Total location based emissions</b>		1288.9
<b>Total market based emissions</b>	Electricity at the Whiteley site was backed by Renewable Energy Guarantees of Origin (REGO) certified sources	1163.3

## 1.4 Emissions Reduction Targets

We are committed to reducing our environmental impact.

Globally, Leidos have eliminated under-performing real estate assets and improved efficiencies across our entire real estate portfolio. These actions have been the largest contributing factor to reaching our Legacy 2020 greenhouse gas (GHG) reduction goal of 25% six years early in 2014.

In order to continue to take action against the current climate crisis we have made a **UK commitment to achieving net zero by 2040**. The scope of our net zero commitment covers carbon emissions from Scope 1 and Scope 2 energy consumption and the following subsets of Scope 3 emissions - Upstream transport and distribution; Waste generated in operations; Business travel; Employee commuting; Downstream transport and distribution.

Our approach to meeting our commitment will prioritise energy and carbon reduction opportunities across our assets and activities. Three specific reduction targets are as follows:

- ▶ **Reduce relative energy consumption (kWh/ft<sup>2</sup>) from our UK sites by 15% by 2025 against the 2019 baseline;**
  - Progress update:
    - Against the baseline, 2021 saw a 10% improvement in kWh/ft<sup>2</sup> performance across the UK sites;
    - Energy surveys were conducted over autumn 2021; focusing on the 4 significant energy-using sites (where electricity and gas consumption accounted for 87.11% of 2020 total site energy consumption). Areas for energy reduction were identified (and recorded in the Energy and Carbon Reduction Action Plan and Register of Opportunities) and when implemented as part of a strategic programme of reductions works over 2021 – 2024; Leidos will be on track to meet and even exceed the 2025 target;
- ▶ **Reduce Scope 3 general commuting and business travel emissions by 40% by 2025 against the 2019 baseline;**
  - Progress update:
    - Against the baseline, 2021 saw a 75% reduction in general commuting and business travel emissions.

As a result of the trend for a hybrid home and office working approach expected to continue - within the Scope 3 emissions total, Leidos chose to include an estimation of the carbon emissions that result from employees working from home. Over 2021 homeworking accounted for a large proportion of total Scope 3 emissions.

In order to establish a realistic reduction target for total Scope 3 emissions we will look to further understand options for enhanced data collation in relation to employee's homeworking emissions.

Due to the nature of our UK sites, onsite generation is not currently an accessible option. However, in addition to setting ambitious energy and carbon reduction targets we have also made a commitment to:

- ▶ **Procure 80% of electricity through renewable contracts by 2030;**
  - Progress update:
    - 32.79% of procured electricity over 2021 was backed by Renewable Energy Guarantees of Origin (REGO) certified sources;
    - The contract for electricity at Bristol is due for renewal in 2022 and at Skypark in 2023 when we will look to procure REGO certified sources at these sites. At the other Leidos offices we continue to actively engage with landlords to work towards fulfilling our renewable energy goals.

Although our focus will be on energy reduction and efficiency improvement projects there will inevitably be carbon emissions associated with our business activities that we cannot eliminate. Therefore, we commit to:

- ▶ **Offset (through verified schemes) any remaining emissions that we can't eliminate from 2030 onwards;**
  - Progress update:
    - Over the coming years we plan to research options for a robust and transparent offsetting strategy which can then be successfully implemented to offset remaining emissions.

All targets will be reviewed at regular intervals to ensure that they remain both relevant and ambitious.

In order to achieve our targets and measure progress, we have recorded completed any planned projects and actions in our Energy and Carbon Reduction Action Plan and Register of Opportunities. The action plan is a live document that is updated quarterly in line with our regular energy and carbon data collation.

Overall progress to date can be seen in Figure 1 below. 2021 performance shows a 44% reduction against the 2019 baseline (a reduction of 929.9 tCO<sub>2</sub>e).

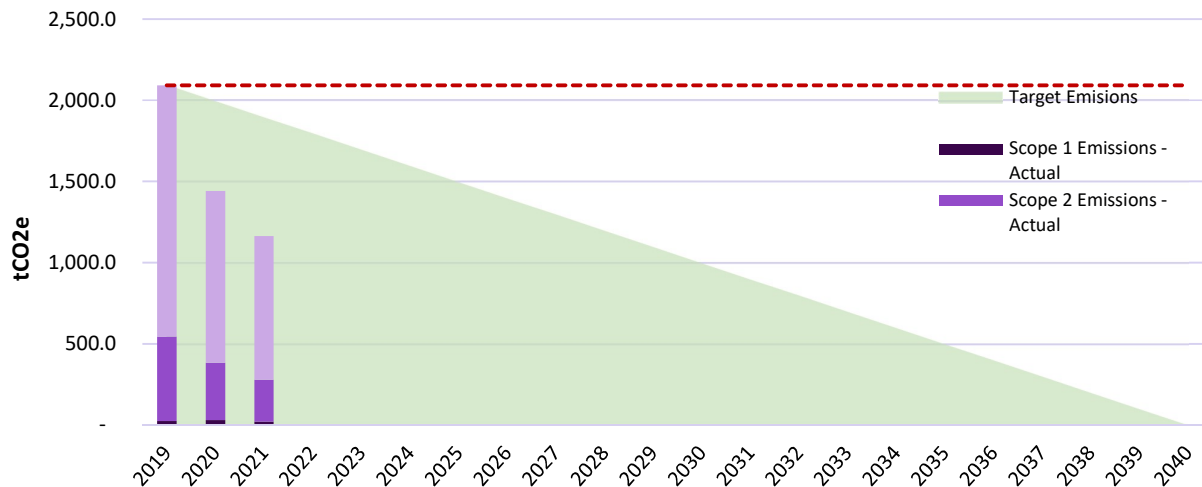


Figure 1 - Leidos Innovations - Carbon Reduction: Projected vs Actual

## 1.5 Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2019 baseline:

- ▶ **Exiting underutilised UK sites and implementing alternative workplace strategies and technologies;**
  - This is an ongoing initiative that was accelerated by the COVID-19 pandemic. Leidos are continually reviewing any business efficiencies developed during this period and implementing long term actions where feasible;
- ▶ **ISO 14001 Environmental Management System certification renewal;**
  - Leidos actively seek to achieve continual improvement in their environmental performance – the latest ISO 14001 certification was issued 11th June 2021 and will expire on 10 June 2024;
- ▶ **Energy and carbon surveys at Leidos' 4 largest energy consuming UK sites;**
  - Energy and carbon surveys were completed over autumn 2021 at Leidos' 4 largest energy consuming UK sites – Whiteley, Glasgow, Farnborough and Bristol. Identified projects are detailed in our Energy and Carbon Reduction Action Plan and Register of Opportunities. Proposed projects identified as part of the survey work will be reviewed and a programme of viable works planned. If a conservative saving of 10% is achieved from project implementation, this would deliver a reduction of 42tCO<sub>2</sub>e.

Leidos are continually looking to improve employee awareness of environmental sustainability and always seek to educate employees on how to improve workplace behaviours to reduce wasteful energy consumption. Energy Champions were appointed at each Leidos location, amongst specific responsibilities – nominated employees will act as a driving force behind continuous improvement and reinforcing positive behaviours.

The above measures will be in effect when performing the contract and in the future we hope to implement further measures covering the below areas (further detail is covered in our Energy and Carbon Reduction Action Plan and Register of Opportunities):

- ▶ Review recommended energy reduction projects across the autumn 2021 surveyed sites for feasibility and then establish a programme of works for viable project implementation over 2022/2023;
- ▶ Understand current renewables position and actively engage with landlords in order to reach our renewable energy goals;
- ▶ Research options for a robust and transparent offsetting strategy which can then be successfully implemented to offset remaining emissions in line with our Net Zero by 2040 target;
- ▶ Review areas for improved efficiency and performance across the Scope 3 areas;
- ▶ Review options for improved energy and carbon data collation across UK assets and activities;
- ▶ Consider collating energy and carbon data on a more frequent basis;
- ▶ Review all relevant policy documents to ensure continual improvement in relation to energy and carbon efficiency is advocated and clearly communicated with both employees and stakeholders.

## 1.6 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 GHG 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 board of directors (or equivalent management body).

### Signed on behalf of the Supplier:



Nigel Dougherty – Chief Financial Officer, UK & Europe

Date: 27 June 2022

<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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



## Appendix A 2020 Reporting Year

### 2020 Reporting Year

The reporting scope covers the Scope 1, Scope 2 and Scope 3 energy sources detailed in the 'Description' column of the below table.

For some data sources, assumptions have been used where energy and carbon use cannot be calculated exactly from primary data. For example, Leidos occupied a number of small offices over 2020 for which electricity consumption was wrapped up in service charge values and estimates for usage over this period are based on recognised standard benchmark guidelines. Additionally, a number of assumptions have been made in relation to Scope 3 data. These are all recorded and any changes and improvements in source data and methodology in future years will be reported.

The reporting scope covers energy and carbon used over the period from 1 January 2020 – 31 December 2020; this is in line with the financial year and other reporting requirements.

All carbon emissions factors are taken from 'UK Government GHG Conversion Factors for Company Reporting' issued by Defra and BEIS, for the appropriate years.

Understandably COVID-19 has had an effect on office usage and employee travel due to the guidance and restrictions set by the UK Government. As such the total tCO<sub>2</sub>e figure is not likely to be entirely representative of a normal operating year. However, Leidos are continually reviewing any business efficiencies developed during this period and implementing long term actions where feasible. As expected office energy consumption, business travel and commuting tCO<sub>2</sub>e totals have decreased significantly and employee working from home tCO<sub>2</sub>e has increased significantly.

A narrative on established reduction targets, completed carbon reduction projects and planned projects are covered in sections 1.4 and 1.5.

Emissions	Description	tCO <sub>2</sub> e
Scope 1	Gas used to heat owned and leased Leidos UK sites (162,235 kWh over 2020)	29.8
	Red diesel used to heat owned and leased Leidos UK sites (0kWh over 2020)	0.0
Scope 2	Electricity used for owned and leased Leidos UK sites (2,089,986kWh over 2020)	487.3
Scope 3	Business travel in employee-owned vehicles or hire cars, air travel, rail travel and taxi travel	270.7
	Upstream transport and distribution	0.6
	Waste generated in operations	52.2
	Wastewater generated in operations	4.4
	Employee commuting	111.1
	Employee working from home	619.1
	Downstream transport and distribution (0tCO <sub>2</sub> e total as Leidos sell services, not goods)	0.0
<b>Total location based emissions</b>		<b>1575.2</b>
<b>Total market based emissions</b>	Electricity at the Whiteley site was backed by Renewable Energy Guarantees of Origin (REGO) certified sources	<b>1,440.9</b>