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YOUR DIGITAL TRANSFORMATION PARTNER

NET ZERO STRATEGY

By 2045 our GHG emissions will be reduced by 90% against 2024 baseline.

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1. Executive Summary

This Net Zero Plan (NZ Plan) sets out our strategy for action, and a roadmap for progress to achieve net zero by 2045. Reducing greenhouse gas (GHG) emissions is not just about our commitment to reduce the effects of climate change but it is also about identifying and achieving financial savings through improved efficiency. In turn this will increase our resilience and help to grow our business sustainably.

Our baseline emissions were calculated to be 4.37 tonnes of carbon dioxide equivalent (tCO_2e) for the year 2023-24 and covered all our scope 1 emissions (gas only), all scope 2 emissions (location based electricity) and the following scope 3 emissions: water and wastewater, business travel, employee commuting & homeworking. Our scope 1 emissions accounted for 16%, scope 2 accounted for 21% and our included scope 3 accounted for 63%.

Based on this we have set a near-term target to reduce our total annual GHG emissions by 1.7 tCO_2e by the end of financial year 2030, this equates to a 40% reduction which will keep us on track to achieve our long-term target of reaching net zero by 2045.

> **By 2045, we will have reduced our GHG emissions by 90% against a 2024 baseline. This equates to a figure of 4 tonnes CO_2e.**

The following graphs detail our baseline carbon footprint.

Emissions Target Over Time
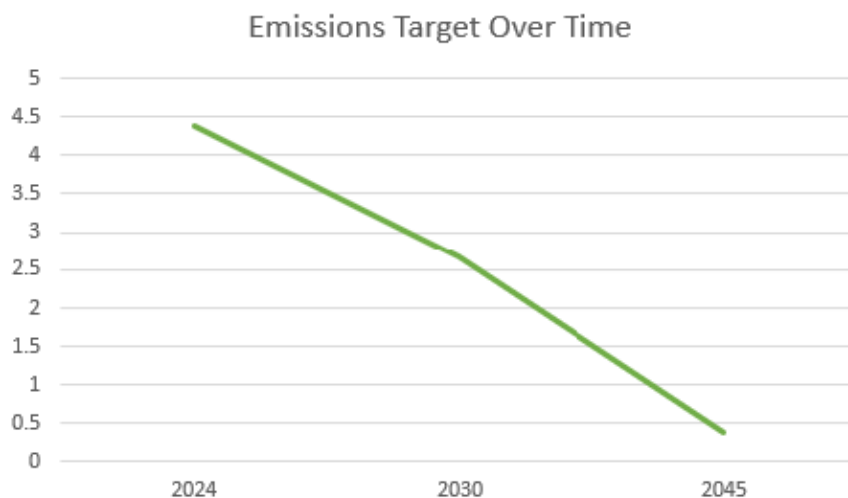
Reductions will be achieved through a range of near-term and long-term actions. In line with SBTi, near term targets outline what we will do now and over the next 5-10 years to reduce emissions. We will aim, wherever possible, to detail the carbon savings and financial savings from all our actions.

The lead for this Net Zero Plan is Mhairi Nisbet, Client Success Manager. The plan is viewed as a 'live' document. We commit to reviewing our progress on an annual basis and publishing annual updates on our website and through our Social Media.

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2. Foreword

2.1 Our Commitment to Net Zero

At the heart of our organisation lies a deep commitment to environmental responsibility and climate leadership. We recognise that the climate crisis demands urgent and sustained action, and we are proud to align our operations with the goal of achieving net zero greenhouse gas emissions. Our strategy is not just about compliance, it is about embedding sustainability into the fabric of our culture, decision-making, and long-term planning.

We are committed to reducing our emissions across all scopes, supporting science-based targets, and engaging our employees, suppliers, and stakeholders in meaningful climate action. Through transparent reporting, continuous improvement, and a clear governance structure, we aim to contribute to a net zero future locally, nationally, and globally.

Sincerely

Andy Hodges

3. Introduction

3.1 Background to the Organisation

ThinkShare is a Microsoft Partner who provides cloud solutions for clients utilising products including SharePoint, Power Platform and Dynamics. The business started in 2016 and now has five employees. The office is based within the CodeBase Buildings in Stirling. It is a listed building which is run by CodeBase and managed by Stirling Council. Our employees work hybrid with a varied pattern of hybrid and remote working.

3.2 Plan Structure

This Net Zero Plan details our strategy for reducing GHG emissions over the next five years and sets out a clear timetable as well as identifying the responsibilities and internal resources required to deliver the plan. The main objectives of the plan are:

- To adopt net zero as a key objective company wide and embed emissions reduction into our organisation's culture.
- To adopt targets for the measurable reduction of GHG emissions and to deliver these reductions.

To ensure that there is effective and ongoing ownership of our net zero strategy, it is important to define a governance structure. This is detailed in section 8. The plan will be reviewed and an update on the organisation's environmental performance will be published on an annual basis.

The plan contains the following sections:

- **Emissions Baseline and Data Sources** discusses our baseline carbon footprint, including the organisation and operational boundaries that have been applied as well as the data that was used.
- **Emission Reduction Projects** outlines the carbon reduction projects currently implemented, our targets and our future actions.
- **Target Setting** details our interim and final net zero target.
- **Financing Actions** details the capital we are allocating this year for implementing actions as well as public funding we will be applying for.
- **Management and Delivery of the Net Zero Plan** defines the management structure in place to ensure the plan's success.
- **Progress Reporting** outlines how the net zero progress will be monitored, measured and communicated both internally and externally.

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4. Emissions Baseline and Data Sources

4.1 Carbon Footprint Baseline

Our overall carbon footprint for the baseline year of 2023/24 was 2.7 tonnesCO$_2$e using a market based approach, which is our chosen reporting method.

Figure 1 below shows that Homeworking constitutes the highest portion of our carbon footprint at 36% with Electricity (21%) and Business Travel (17%) and Gas Usage (16%)representing the next largest contributors.

Fig.1 showing our baseline carbon footprint per source
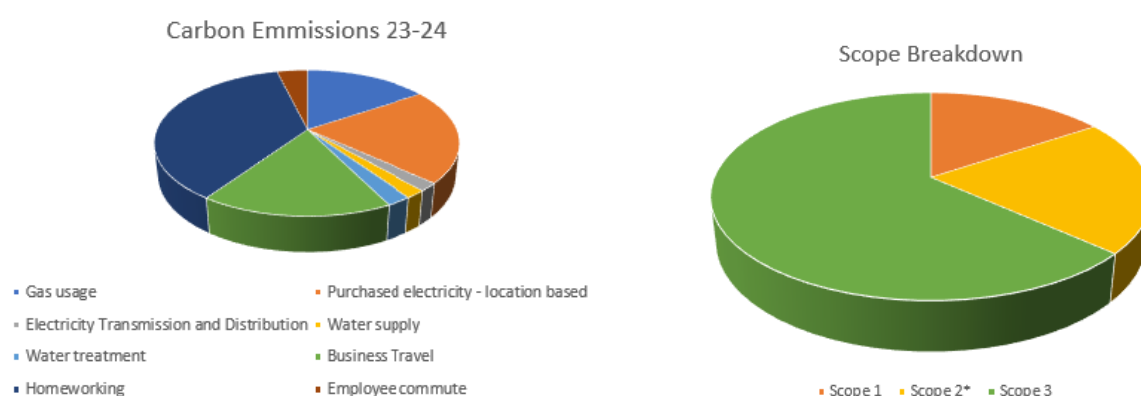
4.2 Scope and Boundaries of the Carbon Footprint

The resources to be included in a carbon footprint are defined in relation to two boundaries, the organisational and the operational boundary.

Definition of the boundaries is determined by the extent of the property, goods, and services over which we have operational control, and the availability of good quality data.

Organisational Boundary

The organisational boundary sets out which assets are to be included in the footprint. We have chosen an operational control approach.

Operational Boundary

The operational boundary sets out the emissions sources to be included in the footprint. Our operational boundary is shown in table 1 below.

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In keeping with the Greenhouse Gas Protocol[1] (WRI 2004), our operational boundary includes all Scope 1 and Scope 2 emissions. Scope 3 emissions are considered discretionary, but we have included these where data is available as for most businesses, including ourselves, scope 3 will account for the largest proportion of emissions for a company. We aim to increase the number of scope 3 categories we include in our carbon footprint as we improve our stakeholder engagement and develop our data collection methodologies.

Table 1 - operational boundary

Scope 1	Gas (heating)
Scope 2	Electricity
Scope 3	Water supply & wastewater Business travel Employee commuting Homeworking

4.3 Data Sources

The data sources used in our baseline emissions are based on robust data provided by both internal and external partners. The data used has been based on consumption data provide by our building owners. The main streams of data input are as follows:

Table 2

Data	Source	Units
Electricity	data provided by supplier on an annual basis, calculated for our own square footage	kWh
Gas	data provided by supplier on an annual basis, calculated for our own square footage	kWh
Water	annual summary of usage provided by supplier, calculated for our own square footage	m^3
Employee Commuting	an employee survey is conducted on an annual basis.	miles
Business Travel	employees are asked to calculate mileage when submitting expenses	miles

Data was then collated and converted to a CO_2e tonnage equivalent using DESNZ factors for Company Reporting[2]. The chosen reporting year was 2023-24.

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[1] The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard Revised Edition, Worlds Resources Institute; World Business Council for Sustainable Development, 2004.
[2] Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK (www.gov.uk)

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4.4 Data Gaps

Data was collated using the information provided and was made available. For example, employees submitted information about their current transport vehicles however some my have changed vehicles in the time from the year start to year end.

Also, employee travel included all information provided within Outlook calendars which we had access to. Any travel outside of the calendar has not been logged as we are unable to access this information.

We now have an expenses system and software in place to log all travel employees make throughout the year. This will help us to plug data gaps which may be in place.

5. Emission Reduction Projects

We are committed to identifying and implementing emissions reduction projects to achieve our net zero target. In this section, we set out our priority actions based on our emissions baseline.

We have segmented our actions into eight main categories.

It covers in order:

- Electricity
- Gas use
- Water
- Employee commuting
- Business travel
- Procurement

Further details on the actions, timescales, responsibility, and cost implications can be found in our detailed action plan.

We recognise that to successfully achieve our emission reduction targets, the following key elements need to be in place:

- An organisational framework that is sufficiently robust to support the financing, delivery and monitoring of emission reduction actions.
- Clearly identified responsibility and accountability for delivery against emissions reduction targets.
- Identification of a realistic suite of short-, medium- and long-term actions across a range of areas relevant to our carbon footprint; this list must be regularly reviewed and flexible to adapt to emerging needs and opportunities for funding.
- A data collection and collation system that is integrated sufficiently to inform an annual progress update of our net zero plan.

5.1 Electricity

Current emissions
Electricity accounted for approximately 21% of our total emissions in the 2023/24 baseline year, based on location-based reporting. This reflects our use of shared office space within the CodeBase building, where electricity is primarily used for lighting, IT equipment and kitchen appliances.

Our commitments
To reduce electricity-related emissions by 20% by the end of FY 2030 against the 2023/24 baseline.

Actions

- Engage with CodeBase and Stirling Council to explore moving to a more sustainable tariff
- Engaging with other tenants in the building to campaign for more sustainable energy provider for the building.
- Campaign for a 100% renewable electricity tariff by 2045.

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- Promote energy-saving behaviours among our staff (e.g. powering down devices, using natural light).
- Promote energy-saving behaviours among other building tenants (e.g. powering down devices, using natural light).

5.2 Gas

Current emissions
Gas use, primarily for heating, contributed 16% of our total emissions in the 2023/24 baseline year. Usage is seasonal and influenced by building-wide heating systems managed by CodeBase & Stirling Council.

Our commitments
To reduce gas-related emissions by 20% by the end of FY 2030 against the 2023/24 baseline.

Actions
- Engage with CodeBase and Stirling Council to explore moving to a more sustainable tariff
- Engaging with other tenants in the building to campaign for more sustainable energy provider for the building.
- Campaign for a 100% renewable electricity tariff by 2045.
- Promote energy-saving behaviours among our staff (e.g. reducing use of heaters when not required).
- Promote energy-saving behaviours among other building tenants (e.g. reducing use of heaters when not required).

5.3 Water

Current emissions
Water supply and wastewater treatment accounted for a small proportion of our emissions (included in Scope 3). However, we recognise the environmental impact of water use and aim to reduce consumption where possible.

Our commitment
To reduce water-related emissions by 20% by the end of FY 2030 against the 2023/24 baseline.

Actions
- Engage with CodeBase and Stirling Council to explore what can be done in the building to improve water usage
- Monitor water usage annually and include performance in our Net Zero updates.

5.4 Employee Commuting

Current emissions
Employee commuting and homeworking together accounted for a significant portion of our Scope 3 emissions. Our hybrid working model means commuting patterns vary, but car travel remains a key contributor.

Our commitment
To reduce emissions from employee commuting by 40% by the end of FY 2030 against the 2023/24 baseline.

Actions

- Launch a Cycle to Work scheme by September 2025.
- Establish an annual commuting survey to track modal shifts and identify barriers to sustainable travel.
- Promote remote working and flexible hours to reduce peak-time travel.
- Provide guidance on low-carbon commuting options via the intranet and onboarding materials.

5.5 Business Travel

Current emissions
Business travel, while less frequent, contributes to our Scope 3 emissions. Most travel is domestic and conducted by car or train, with occasional air travel.

Our commitment
To reduce emissions from business travel by 50% by the end of FY 2030 against the 2023/24 baseline.

Actions
- Implement a travel approval process by January 2026 to ensure all trips are necessary and low-carbon options are prioritised.
- Encourage use of video conferencing as the default for client and internal meetings.
- Track and report business travel emissions quarterly using our expenses system.
- Set a target to reduce car-based business travel by 60% by FY 2030.

5.6 Suppliers

Current emissions
At present, we do not yet measure emissions from the goods and services we procure. However, we recognise that purchased products and services carry a significant carbon footprint across their lifecycle—from production and transport to disposal. As a digital consultancy, our procurement is primarily focused on IT equipment, software licenses, and professional services.

Our commitments
We commit to developing a methodology for measuring emissions associated with our key procurement categories by the end of FY 2026. This will initially focus on IT hardware and outsourced services, with the aim of expanding to other categories as data availability improves.

Actions
- Conduct a supplier mapping exercise by Q1 2026 to identify all suppliers
- Engage with all our top suppliers to understand their environmental policies and carbon reporting practices by Q2 2026.
- Require all new suppliers to provide evidence of an environmental or sustainability policy from Q3 2026 onward.
- Develop a supplier engagement plan by Q4 2026 to promote low-carbon procurement and encourage shared sustainability goals.

Target Setting

Based on the above commitments, we commit to an interim target of 4 tCO$_2$e (40%) reduction from our baseline by 2030 and commit to achieving net zero by 2045.

> **By 2045, we will have reduced our GHG emissions by 90% against a 2024 baseline. This equates to a figure of 4 tonnes CO$_2$e.**

We are confident we will achieve this target if all actions are implemented in accordance with the intended timescales.

6. Financing Actions

The main cost we are considering at this stage is for training courses to be made available to our employees. We are looking to allocate between **£150–£300 per employee per year** for sustainability and climate-related training. This could cover:

- Access to online courses or platforms (e.g. FutureLearn, Carbon Literacy Project, IEMA)
- Attendance at webinars or industry events
- Internal workshops or guest speakers
- Printed materials or toolkits

Some example courses are listed below:

- **IEMA Pathways to Net Zero:** Strategic and operational understanding of net zero, GHG accounting, and decarbonisation planning - Course link
- **Scottish Business Climate Collaboration's Climate Action Hub Learning Pathway** is a free e-learning series containing 12 short modules for Scottish enterprises - https://sbcc.group/learn/
- **Business Energy Scotland Green Champions Training Course** – a free continuous professional development (CPD) certified online training course for Scottish organisations. - Home | Green Champions

It is assumed that similar levels of capital funding will be provided in future years to stay on track to reach our net zero target. In addition, opportunities will be reviewed to maximise any other funding streams from the Scottish Government and other sources.

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7. Management and Delivery of the Net Zero Plan

The key to success of this NZ Plan is effective engagement with staff and our stakeholders. Everyone has a role to play in embedding and delivering the NZ Plan and collaborative working is essential to deliver the desired carbon savings.

To ensure that there is effective and ongoing ownership of the Net Zero Plan, it is important to have a fully defined governance structure. We will continue to adopt the following structure for management accountability.

7.1 The Net Zero Committee

The Net Zero Committee (NZC) has responsibility for the strategic direction and implementation of the Net Zero Plan. A Microsoft Team has been created to collate all data point, action plan and any further supporting documentation. We have also established a team to complete the actions and to ensure senior approval.

The composition of the Net Zero Committee is listed in the Table below and comprises a wide range of operational managers and senior technical staff who are committed to driving the carbon reduction agenda forward.

Net Zero Committee, Roles and Responsibilities

Name	Department/Current Role	Role within NZC	Responsibilities
Andy Hodges	CEO	Senior Sponsor	Approval of plan, target setting, budget holder and ultimate accountability
Mhairi Nisbet	Client Success Manager	NZ Lead	Responsible for coordinating the implementation of the net zero plan and report on progress. Coordinating the data collection process required to measure progress
Jordan Mitchell	Marketing Manager	Green champion	raise awareness and engage staff to promote more environmentally conscious behaviour.

The remit of the Net Zero Committee includes:

- developing policies for
- ensuring effective communication of the organisation's policies to staff.

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- monitoring the organisation's built environment performance against its carbon management targets, and

- raising the profile of built environment carbon management in the community and promoting environmentally sustainable behaviour by staff and visitors.

7.2 Leadership and Approval

The Net Zero Plan and emissions saving target will be approved by the CEO, providing endorsement and a clear commitment at the highest level, reinforcing the need for action across the organisation. The specific objectives of the NZ plan will be included in the organisation's strategic plan. CEO approval will continue to provide long-term organisational momentum for embedding the NZ plan and carbon savings across the organisation.

7.3 Data Collection and Management

Accurate and consistent data collection is essential to track our progress toward net zero and to inform decision-making across the organisation. Our approach is designed to ensure transparency, accountability, and continuous improvement.

Data Sources and Frequency
As outlined in Section 4.3, our emissions data is derived from a combination of internal records, supplier-provided data, and employee input.

The following table shows who is responsible for collecting data, how often and where this data is kept.

Data Type	Source	Frequency	Responsible Person
Electricity usage	Supplier data (based on floor space)	• Annually	Office Manager / NZ Lead
Gas usage	Supplier data (based on floor space)	• Annually	Office Manager / NZ Lead
Water & wastewater	Supplier data	• Annually	Office Manager
Business travel	Expense claims + calendar entries	• Quarterly	Finance / All Staff
Employee commuting	Annual staff survey	• Annually	NZ Lead
Homeworking	Annual staff survey	• Annually	NZ Lead

- Data measuring the progress of the Net Zero Plan will be collected quarterly by Mhairi and presented to the various relevant levels of governance.

- The data collected will include:

  ▪ Progress on specific projects

  ▪ Details of the performance of the variables contributing to the emissions in the quarter such as utilities, water, fuel, waste generated.

Data quality will be a standing item in our NZC meetings on a quarterly basis. We will continuously strive to improve the quality of our data and any changes to data collection will be documented in annual NZ plan updates.

7.4 Communication and Training

Effective communication and training are central to the success of our Net Zero Plan. We are committed to fostering a culture of environmental responsibility by ensuring that all internal and external stakeholders are informed, engaged, and empowered to contribute to our net zero journey.

Internal Communication
We will implement a structured internal communications plan to ensure that all staff are aware of our net zero goals, progress, and their role in achieving them. This includes:

- **Quarterly updates** via in-person all company meetings highlighting progress, challenges and upcoming initiatives.

- **Dedicated Net Zero Hub** on our intranet, housing key documents, FAQs, action plans, and performance dashboards.

- **Updates from the Net Zero Committee**, including summaries of meetings and decisions, shared through Microsoft Teams.

- **In the future we would like to create a visual dashboard** and infographic to communicate our emissions data in a clear and accessible format.

External Communication
We will share our net zero progress transparently with clients, supplier and partners through:

- **Annual sustainability reports** published on our website.

- **Social media campaigns** to highlight milestones, case studies, and staff-led initiatives.

- **Client updates** and inclusion of net zero updates in quote project proposals and review meetings.

We will ensure that all external messaging is evidence-based, avoids overstatement, and reflects our actual progress ensuring we are guarding against greenwashing by being transparent about both achievements and areas for improvement.

Training and Awareness
To build climate literacy and empower staff to take meaningful action, we will:

- Deliver **climate awareness training** for all employees, covering the basics of climate change, our emissions profile, and how individual actions contribute to our goals.

- Encourage participation in **external certifications** and learning platforms aligned with our sustainability goals.

Training content will be reviewed annually to ensure relevance and effectiveness, and feedback will be gathered to continuously improve our approach.

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8. Progress Reporting

8.1 Annual Updates

- The Net Zero Plan is viewed as a 'live' document. To ensure that the plan remains 'fit for purpose' to deliver our net zero target, the document will be reviewed on an annual basis. This process will be overseen by the Net Zero Committee and coordinated by Mhairi.

- Specifically, the following areas of the Net Zero Plan will be subject to annual review:

  - Progress towards overall net zero target including CO_2e savings and quantifiable benefits

  - Progress with identified emission reduction actions.

  - Financial savings achieved as a result of completed actions.

  - Wider benefits

  - Stakeholder engagement, and

  - Risk Register

The annual progress review will be placed on our website and sent to relevant stakeholders

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9. Summary

The ThinkShare Net Zero Strategy 2025 outlines a comprehensive roadmap to achieve net zero greenhouse gas emissions by 2045, with an interim target of a 40% reduction by 2030. The strategy is built on a detailed emissions baseline from 2023/24, which identified homeworking, electricity, and business travel as the largest contributors. It defines clear operational boundaries and data sources, and commits to annual progress reviews and transparent reporting. The plan is structured around targeted reduction actions across electricity, gas, water, commuting, travel, and procurement, supported by a governance framework led by the Net Zero Committee.

To ensure successful delivery, the strategy includes a robust approach to data collection, staff engagement, and training. Internal and external communications are designed to raise awareness and avoid greenwashing, while training investments of £150–£300 per employee per year will build climate literacy across the team. The strategy also sets out plans to engage suppliers, improve data quality, and leverage funding opportunities. With leadership endorsement and a live document approach, ThinkShare positions itself to embed sustainability into its culture and operations, driving meaningful climate action across the business.

Target Summary

Category	Baseline Year	Target Reduction by 2030
Electricity	2023/24	30%
Gas Usage	2023/24	25%
Water	2023/24	20%
Employee Commuting	2023/24	40%
Business Travel	2023/24	50%
Suppliers	2023/24	Develop methodology & engage suppliers