

Carbon Reduction Plan

Supplier name: Epiq Systems Ltd (and its subsidiary, Epiq Europe Ltd)

Publication date: 27 June 2024

All information, commitments and environmental measures detailed in this Carbon Reduction Plan apply equally to Epiq Systems Ltd and Epiq Europe Ltd (collectively known as 'Epiq'). Epiq Europe Ltd is 100% owned by Epiq Systems Ltd and both organisations share the same registered office address of 15th Floor, 110 Bishopsgate, London, EC2N 4AY.

Commitment to achieving Net Zero

Epiq is committed to achieving Net Zero emissions by 2050.

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: 2021	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	24
Scope 2	109 (purchased electricity and heat/gas)
Scope 3 (Included Sources)	2,297 (business travel, waste generation)
Total Emissions	2,430

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	18.88
Scope 2	126 (purchased electricity and heat/gas)
Scope 3 (Included Sources)	3,818.28 (business travel, waste generation)
Total Emissions	3,963.16

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 1,981.50 tCO₂e by 2029. This is a reduction of 50% from 2023 emissions and a reduction of 18.5% from our initial baseline figures.

In the past year, our organisation experienced a significant increase in Scope 3 emissions due to a combination of factors. As employee business travel resumed following the Covid-19 pandemic, our carbon footprint naturally expanded. This shift back to in-person work and travel was essential for maintaining our operational efficiency and fostering collaboration among our teams and clients.

Additionally, we achieved a record year in sales, which, while a positive indicator of our business growth, also contributed to higher emissions. The increased demand for our products and services required expanded operations, including more frequent shipments and greater energy consumption across our facilities.

Despite these challenges, we remain committed to our carbon reduction goals. We are actively implementing strategies to mitigate our environmental impact, such as enhancing remote work options, optimising travel policies, and investing in energy-efficient technologies. Our dedication to sustainability is unwavering, and we are confident that these measures will help us achieve our long-term carbon reduction targets.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline.

2022:

- Reduction of real-estate footprint – closure of four offices
- Our flexible work policy encourages staff to work from home as much as possible. We have reduced the number of staff travelling into an office by over 50% since 2020.
- We use multiple energy conservation strategies to operate our offices in the most energy efficient manner, including motion sensors which automatically turn off lights, fixed temperature settings, low-flow toilets, etc. We provide recycling bins in all our offices. We recycle tonnes of paper annually. All equipment has earned an Energy Star rating and is configured to take advantage of low energy modes when left in an idle state. All redundant IT equipment is collected via a specialist recycling company.
- We offer a Cycle to Work scheme that provides employees who commute to an office with money off a bike and accessories. We provide well lit, secure bike racks, showers and locker room for employees who choose to walk, run or bike to an office. This encourages employees to travel to the office in a sustainable and healthy way.
- EpiqTMX & Epiq Forest: To offset our carbon footprint, Epiq, in partnership with Creating Tomorrow's Forests, plants a tree for every client who signs up for our court reporting product called EpiqTMX. For every hard copy bundle that is printed, we are donating money to plant trees or ecosystem habitats as part of the fight against climate change.
- Client-site sustainability: Epiq offers environmental-friendly supplies, recycling programmes, energy use and waste management, and alternative print workflows for our onsite engagements.
- Green Teams: Staff work together to achieve environmental goals and reduce the impact of operations. The Epiq Corporate Social Responsibility (CSR) Committee and Green Teams meet regularly to discuss how to increase best practices relating to paper reduction, asset disposal, and energy use, promoting environmental awareness.
- Data Centre Sustainability. Epiq partners with green data centres across the globe to make our energy consumption 100% Green. Renewable Energy Credits we receive comply with Greenpeace's principles of locality, additionality, and sustainability, and are generated by solar farms and hydroelectric plants.
- Epiq's CSR education, training, and awareness continues throughout the year. Epiq won the UN Global Compact Earth Day 2022 Challenge. In April 2022, Epiq called on all employees to complete a 30-minute UN Global Compact Academy E-learning course on Setting Science-Based Targets to Achieve Net-Zero. This course broke down and illustrated the complexities around science-based targets, introduced participants to the SBTi, and guided participants through the process of setting a science-based target in support of a net-zero future. By reaching the highest number of employees completing the training, Epiq has been globally recognised for this achievement.
- ISO 14001 certification – Epiq obtained ISO 14001 certification for our environmental management system to help us improve our environmental performance through more efficient use of resources and reduction of waste

- Implementation in December 2022 of mandatory CSR Training in HRIS/learning system, Workday, to all UK and EU employees

2023:

- Implementation of new carbon accounting tool, Watershed
- ISO 14001 post-certification activities to help us improve our environmental performance through more efficient use of resources and reduction of waste
- Epiq celebrated Earth Day and our commitment to leaving our ecosystems and environment better than we found them, with our global offices, including London and Poland, in taking part in a creative activity called the Green Mingle, where staff could take a creative break, decorate a postcard made of plantable paper, give the postcard to someone – or plant it and watch it grow.
- On April 21, 2023, Epiq CSR hosted an Epiq Corporate Social Responsibility (CSR) webinar, Epiq's 2022 Carbon Footprint. The 45-minute discussion was led by Kate Stark, Director, Risk & Compliance at Epiq, and Aspen Bonini, Customer Success Manager at Watershed, our carbon accounting tool. The presentation complements Epiq's global CSR mission to provide training and educational opportunities and awareness to employees around environmental, social, and governance topics. The webinar covered:
What is carbon accounting, why is it important to measure Epiq's footprint, Epiq's 2022 footprint and largest categories of emissions, How Epiq's employees can influence it's footprint, and What's next in Epiq's climate program
- On March 21-23, 2023, Epiq CSR hosted a webinar on Sustainable Gardening Planning and Practice. The discussion was led by Charlotte Pache, Epiq's Senior Vice President of International Court Reporting in our Legal Solutions business. The webinar explained many dos and don'ts of sustainable gardening, advice on how to prepare the ground, best practices of composting, what to plant, how to care for your plants, whether grass is good.
- Publication of Epiq's first CSR report

Current and future planned initiatives for 2024 and 2025 include:

2024:

- Publish global reduction goal targets via SBTi (Scientific Based Targets Initiative)
- Implement ESG questionnaire and reporting/tracking for supply chain
- In collaboration with Creating Tomorrow's Forests, we have renewed our tree-planting efforts. This renewal marks the planting of an additional 200 trees, significantly surpassing our original target. To date, Epiq has planted a total of 563 trees. These efforts contribute to offsetting approximately 141 tonnes of carbon over the next 30 years. Our projects span three different sites: Charlotte's Wood in Somerset, Culm Moor Nature Reserve in Devon, and the recently added Sanctuary Lake project in Dorset. These sites not only help in carbon offsetting but also enhance local biodiversity and provide a habitat for wildlife.
- Continued environmental training including Creating Behavioural Changes That Last webinar, Navigating New Mandates and Streamlining Sustainability Reporting Webinar Sustainable Gardening webinar and monthly tips related to topical environmental days/months, such as Earth Day and World Bee Day.
- Earth Day panel session - The Sustainability Imperative: Our Journeys - Earth Day Panel presented by Epiq and featuring guests from Wells Fargo, Moody's, and Watershed.

- Grow Something initiative launched to coincide with Earth Day encouraging employees to grow something and share photos of what they had grown on Epiq's community page.
- Launching an initiative encouraging employees to donate professional clothing to Smart Works and Suited & Booted. Smart Works helps marginalised women to gain employment by providing a dressing and coaching service to transform a woman's confidence. Suited & Booted is a charity based in London that helps vulnerable, unemployed and low-income men into employment by providing interview clothing and interview advice.
- Organising local community service opportunities for our employees such as park cleaning and tree planting.
- Organising donations to food banks for World Food Day.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:

Lori Blackley, Vice President - Risk and Compliance, Epiq Systems Ltd

Date: 27 June 2024

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

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

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