

# Carbon Reduction Plan

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

Publication date: 27 June 2025

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 Lower Ground Floor, 46 Chancery Lane, London, WC2A 1 JE.

## 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.

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

## Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	7.9
Scope 2	133 (purchased electricity and heat/gas)
Scope 3 (Included Sources)	2,010 (business travel, waste generation)
Total Emissions	2,151

## Emissions reduction targets

We continue to balance business growth with sustainability. Increased client demand and project activity naturally influence our footprint, but we are embedding carbon-conscious practices into how we operate, such as optimising travel policies, enhancing remote collaboration and investing in more energy-efficient infrastructure. These initiatives, alongside our ongoing ISO 14001 programme and tree-planting partnerships, will support us in achieving our long-term target of reducing emissions to 1,981.50 tCO<sub>2</sub>e by 2029.

## 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

#### 2024:

- 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.
- Launched a 'Grow Something' initiative to coincide with Earth Day, encouraging employees to cultivate plants at home and share their progress on Epiq's community platform. This campaign promoted biodiversity, supported carbon capture through small-scale greening, and fostered environmental awareness and engagement across the organisation, aligning with our broader goals of reducing emissions and enhancing climate resilience through nature-based actions.
- Introduced a sustainable reuse initiative encouraging employees to donate high-quality professional clothing to Smart Works and Suited & Booted. This campaign supported circular economy principles by extending the life of garments, reducing textile waste, and lowering the carbon footprint associated with clothing production and disposal, while also contributing to social impact through workforce empowerment.

- Held Ocean Conservation Trust workshops at our Bishopsgate office.
- Coordinated a food donation initiative in recognition of World Food Day, mobilising employees to contribute to local food banks. This effort supported waste reduction by redirecting surplus food to those in need, helping to lower methane emissions from food waste in landfills while promoting social equity and community resilience—key pillars of our broader sustainability and carbon reduction strategy.
- Delivered internal communications and practical guidance to employees in support of key environmental initiatives, including Plastic Free July, Earth Overshoot Day, Recycle Week and the European Week for Waste Reduction, fostering greater awareness and engagement with sustainability goals across the organisation.
- Coordinated community-focused reuse initiatives to support waste reduction and circular economy principles, including a coat donation drive for Wrap Up London (4–24 November 2024) and the launch of a toy reuse campaign benefiting the Toy Library in Walthamstow (21 October–6 December 2024). These initiatives diverted usable items from landfill, promoted responsible consumption, and engaged employees in practical actions aligned with our carbon reduction and sustainability objectives.
- Held 98% of contract review meetings with clients via video conference call rather than in-person.
- Provided 50% of recording technician services virtually rather than in person.
- Provided 25% of stenography services virtually rather than in person.
- Publication of Epiq's second CSR and Engagement Report.

Current and future planned initiatives for 2025 include:

## 2025

- 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.
- Participated in the world's largest wildlife survey, the RSPB's Big Garden Birdwatch, to monitor garden bird populations.
- Promoted awareness of forest conservation and organised a group to take part in a volunteering opportunity with Epping Forest Heritage Trust.
- Organised a lucky draw contest, trivia quiz, and panel discussion to engage staff in environmental awareness for Earth Day (22 April 2025)
- Hosted a recipe competition using leftovers to raise awareness about food waste and its environmental impact.
- Launched a team poll to select an endangered animal for Epiq to sponsor and subsequently sponsored a tiger through the World Wildlife Federation.
- Supported the UK's largest community action campaign to tackle climate change and protect nature.
- Promoted the use of reusable items as part of Plastic Free July
- Encouraged donations to Smart Works and Suited & Booted and promoted sustainable fashion through Oxfam's campaign to buy only second-hand items for 30 days.
- Organised volunteering activities for employees such as litter picking and tidying school grounds.
- Encouraged employees to donate to food banks for World Food Day.
- Encouraged tree planting to mark the start of the winter planting season for National Tree Week.
- Promoted reuse and community sharing of high-quality toys by organising toy donations to support the Toy Library.

## 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<sup>1</sup>

and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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 2025

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<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>