



Carbon Reduction Plan

Reporting year: 1 February 2025 to 31 January 2026

SUPPLIER

Expert Commercial and Project Management
Services Ltd, trading as XCOM Services

PUBLICATION DATE

12 March 2026

BASELINE EMISSIONS

6.04 tCO₂e

This plan has been prepared for XCOM Services' UK operations in accordance with Procurement Policy Note PPN 006 and the associated Technical Standard for Completion of Carbon Reduction Plans.



1 Commitment to achieving net zero

XCOM Services is committed to achieving net zero greenhouse gas emissions across its UK operations by **2050 at the latest**.

XCOM will prioritise genuine emissions reductions through lower-carbon travel, efficient workplaces, improved data capture and supply-chain engagement. Any residual emissions remaining at the net zero target date will be addressed using credible, independently verified removals in line with prevailing good practice.

**2050**

NET ZERO TARGET

2031

20% REDUCTION BY

6.04tCO₂e

BASELINE EMISSIONS

2 Organisational and reporting boundary

This Carbon Reduction Plan covers Expert Commercial and Project Management Services Ltd, company number 15417779, trading as XCOM Services. It covers the company's UK operations using the operational-control approach under the GHG Protocol Corporate Standard.

This is XCOM's first organisational carbon footprint. The year ended 31 January 2026 is therefore both the baseline year and the current reporting year. Emissions are reported in tonnes of carbon dioxide equivalent (tCO₂e).

3 Baseline and current emissions footprint

Emissions source	Baseline year	Current reporting year
Scope 1	0.00 tCO ₂ e	0.00 tCO ₂ e
Scope 2	0.44 tCO ₂ e	0.44 tCO ₂ e
Scope 3: required categories	5.60 tCO ₂ e	5.60 tCO ₂ e
Total	6.04 tCO₂e	6.04 tCO₂e

Because no previous compliant footprint existed, the baseline and current-year figures are the same. XCOM will compare future annual reporting against this baseline.

4 Scope 3 emissions included

Required Scope 3 category	Emissions	Basis
4. Upstream transportation and distribution	0.00 tCO ₂ e	Professional consultancy; no material inbound freight identified.
5. Waste generated in operations	0.10 tCO ₂ e	Estimated serviced-office residual waste.
6. Business travel	4.51 tCO ₂ e	Estimated car, national rail and short-haul air travel.
7. Employee commuting	0.99 tCO ₂ e	Estimated travel between home and the workplace.
9. Downstream transportation and distribution	0.00 tCO ₂ e	Professional consultancy; no physical products distributed.
Total Scope 3	5.60 tCO₂e	Required PPN 006 subset.

5 Calculation methodology and assumptions

XCOM did not hold complete activity records for its first reporting period. The footprint therefore uses documented, conservative estimates based on the best information available. The calculations use the UK Government 2025 greenhouse gas conversion factors. No external assurance has been obtained, which is not required by PPN 006.



Estimates and conversion factors applied

Source	Estimated activity	2025 factor	Result
Scope 1	No controlled fuel combustion, refrigerant loss or fossil-fuel company fleet identified	Not applicable	0.000 tCO ₂ e
Serviced-office electricity	2,500 kWh allocated to XCOM	0.17700 kgCO ₂ e/kWh	0.443 tCO ₂ e
Residual office waste	0.20 tonnes; landfill assumed conservatively	497.24244 kgCO ₂ e/tonne	0.099 tCO ₂ e
Business car travel	15,000 miles in employee-owned diesel cars	0.27849 kgCO ₂ e/mile	4.177 tCO ₂ e
National rail travel	3,000 passenger-km	0.03546 kgCO ₂ e/passenger-km	0.106 tCO ₂ e
Short-haul air travel	1,800 passenger-km, economy, including radiative forcing	0.12576 kgCO ₂ e/passenger-km	0.226 tCO ₂ e
Employee commuting	3,680 miles in average cars of unknown fuel	0.26915 kgCO ₂ e/mile	0.990 tCO ₂ e

Electricity is reported on a location-based basis because XCOM's electricity was included within a serviced-office charge and supplier-specific tariff data was unavailable. Centrally controlled building heating is outside XCOM's Scope 1 operational boundary. Homeworking energy, hotel stays and wider purchased goods and services are outside the minimum PPN 006 reporting subset and have not been included.

6 Emissions reduction targets

XCOM will seek to reduce absolute reported emissions by at least **20% over the five years** following the baseline, from 6.04 tCO₂e to no more than 4.83 tCO₂e by the year ending 31 January 2031. This is supported by a target to reduce emissions intensity per full-time equivalent employee by at least 50% over the same period.

Net zero by 2050

At least 90% absolute reduction before neutralising residual emissions through credible verified removals.

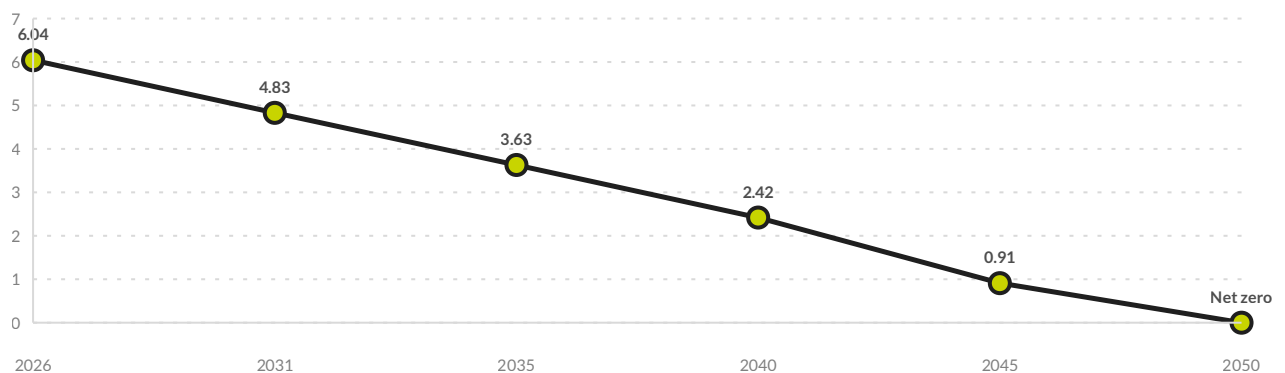
20% reduction by 2031

From 6.04 tCO₂e to no more than 4.83 tCO₂e within five years of the baseline year.

Milestone year	Maximum emissions	Reduction from baseline
2026 baseline	6.04 tCO ₂ e	—
2031	4.83 tCO ₂ e	20%
2035	3.63 tCO ₂ e	40%
2040	2.42 tCO ₂ e	60%
2045	0.91 tCO ₂ e	85%
2050	Net zero	At least 90% reduction before neutralising residual emissions

Targets will be reviewed annually and may be recalibrated where there is a material change in organisational structure or reporting boundary. Any recalculation will be transparently explained.

EMISSIONS TRAJECTORY – TCO₂E



7 Carbon reduction initiatives

Completed or implemented since the baseline

- Introduced a battery-electric company vehicle and dedicated charging capability.
- Embedded digital document management and online collaboration to reduce printing and avoidable journeys.
- Adopted hybrid working and remote meetings where these meet client and project needs.
- Promoted rail and public transport for suitable business journeys.
- Used shared serviced-office facilities, avoiding the resource demand of a separately operated building.

Planned initiatives

- From the 2026/27 reporting year, record mileage, rail, air travel, commuting and waste data at least quarterly, replacing broad estimates with primary data.
- Obtain landlord energy information for occupied offices and seek renewable electricity or verified low-carbon tariffs where XCOM can influence procurement.
- Apply a rail-first travel hierarchy for feasible UK journeys, use virtual meetings where effective and combine site visits to reduce mileage.
- Prefer zero-emission vehicles for future company cars and encourage lower-emission options for employee-owned vehicles used on company business.
- Include proportionate carbon and environmental expectations in material subcontract and supplier appointments.
- Develop an environmental management system aligned to ISO 14001 as XCOM grows.
- Review this plan within six months of each financial year-end and publish the updated plan annually.

Measures applicable when performing client contracts

The following measures will be available for use when performing relevant contracts: journey planning and rail-first travel; remote meetings and digital deliverables; coordinated site attendance; monitoring of contract-related travel; waste minimisation; and proportionate engagement with subcontractors on carbon data and reduction opportunities.

8 Declaration and sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 Protocol Corporate Accounting and Reporting Standard and use the appropriate UK Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting requirements where applicable, and the required subset of Scope 3 emissions has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Protocol Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan was reviewed and approved by the Board of Directors on 12 March 2026.

SIGNED ON BEHALF OF EXPERT COMMERCIAL AND PROJECT MANAGEMENT SERVICES LTD

Name **Samuel Watkins**

Position **Director**

Date **12 March 2026**

Signature



References

- Cabinet Office — PPN 006: Taking account of Carbon Reduction Plans
- Cabinet Office — Technical Standard for Completion of Carbon Reduction Plans
- DESNZ — UK Government GHG Conversion Factors 2025
- GHG Protocol — Corporate Standard
- GHG Protocol — Corporate Value Chain (Scope 3) Standard