Carbon Reduction Plan

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

Publication date: **26 June 2023**

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.	
Epiq has not been previously assessed or reported emissions. First reporting period (2021) will be baseline.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	24
Scope 2	2,297 (purchased electricity and heat/gas)
Scope 3 (Included Sources)	109 (business travel, waste generation)
Total Emissions	2,430

Current Emissions Reporting

Reporting Year: 2022 – this is our first year of reporting, thus the current emissions are the same as the baseline emissions.	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	24
Scope 2	**561 (purchased electricity and heat/gas)**
Scope 3 (Included Sources)	**585 (business travel, waste generation)**
Total Emissions	**2,430**

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 533 tCO2e by 2026. This is a reduction of 77%.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to 1845 tCO2e, a 74.8% reduction against 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

Current and future planned initiatives for 2023 and 2024 include:

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 can 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:

- Publish global reduction goal targets via SBTI (Scientific Based Targets Initiative)
- Implement ESG questionnaire and reporting/tracking for supply chain

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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:

Kate Stark, Director of Risk and Compliance, Epiq Systems Ltd

Date: 26 June 2023

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[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