

Version 1.0 • Publication Date - January 2026

Carbon Reduction Plan

Reporting period: 1 January 2025 - 31 December 2025

Baseline year: 2025

Contents

1.	Commitment to achieving Net Zero	3
2.	Organisational overview	3
3.	Emissions reporting	3
4.	Environmental management measures	4
5.	Future carbon reduction initiatives	5
6.	Declaration and sign-off	5

1. Commitment to achieving Net Zero

Talk Think Do Ltd is committed to achieving Net Zero carbon emissions by 2050, in line with UK Government policy and the requirements of Procurement Policy Note (PPN) 06/21.

Given the size of the organisation and the nature of our delivery model, our emissions are already low. This Carbon Reduction Plan sets out our current emissions position, the measures we have in place to minimise environmental impact, and the steps we will take to continue reducing emissions over time.

This plan will be reviewed and updated annually.

2. Organisational overview

Talk Think Do Ltd is a UK-based software consultancy employing approximately 15 people.

Our operating model is remote-first, supported by limited use of a small shared office space. The majority of staff work remotely, with occasional on-site collaboration and client meetings. Electricity and building services for the office space are provided by the landlord as part of a serviced office arrangement.

This operating model significantly reduces commuting, office energy consumption, and travel-related emissions.

3. Emissions reporting

Emissions have been calculated using reasonable estimates, appropriate for an SME, in line with Government guidance. Where precise data is not available (e.g. landlord-managed utilities), conservative assumptions have been applied.

Scope 1 – Direct emissions

Scope 1 emissions: 0 tCO₂e

Talk Think Do Ltd does not operate company-owned vehicles and does not directly consume fossil fuels. Any personal vehicle use for business purposes is minimal and accounted for under Scope 3.

Scope 2 - Indirect emissions from purchased electricity

Scope 2 emissions: Estimated - low

Electricity for our office space is provided by the landlord as part of a serviced office arrangement. Due to limited office use and a predominantly remote working model, Scope 2 emissions are considered minimal. We will continue to engage with our office provider where appropriate to support energy efficiency and sustainability initiatives.

Scope 3 - Indirect emissions (included sources)

Scope 3 emissions represent the most material source of emissions for Talk Think Do Ltd.

Included sources:

- Business travel: Low levels of business travel, primarily rail-based, with limited domestic air travel where unavoidable.
- Employee commuting: Minimal due to our remote-first working model.
- Home working: The majority of staff work from home.
- Cloud and IT services: Use of Microsoft Azure, primarily under client-owned tenants, with minimal internally hosted infrastructure.

Scope 3 emissions: Estimated - low

We consider Scope 3 emissions to be proportionate to our size and operating model, with no high-emission activities.

4. Environmental management measures

Talk Think Do Ltd already operates in a way that minimises environmental impact. Measures currently in place include:

- Remote-first delivery model, significantly reducing commuting and travel
- Low-travel approach to client engagement, with preference for virtual meetings
- Rail travel preferred over air travel where feasible
- Minimal use of domestic flights, only where necessary
- Cloud-based delivery using Microsoft Azure, reducing on-premise infrastructure
- Digital-first operations, avoiding unnecessary printing and physical materials

- Small, shared office space, avoiding long-term leases and high energy consumption

5. Future carbon reduction initiatives

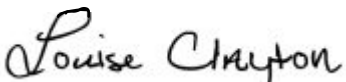
Over the next reporting periods, Talk Think Do Ltd commits to:

- Continuing to prioritise remote and hybrid working
- Reviewing business travel annually and further reducing flights where possible
- Encouraging use of public transport for business travel
- Monitoring developments in Microsoft Azure sustainability reporting relevant to our usage
- Reviewing this Carbon Reduction Plan annually and improving data quality where proportionate

6. Declaration and sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the associated Government reporting requirements.

I confirm that the information provided is accurate to the best of my knowledge and represents Talk Think Do Ltd's current and planned approach to carbon reduction.

Signed: 

Louise Clayton

Managing Director

Talk Think Do Ltd

Date: 19 January 2026 Commitment to achieving Net Zero