

# Carbon Reduction Plan

*This Carbon Reduction Plan covers ICF's UK operations and has been published by ICF Consulting Services Ltd. in response to the UK Government PPN 06/21<sup>1</sup> following associated guidance and reporting standards for Carbon Reduction Plans.*

*Supplier name: ICF Consulting Services Ltd.*

*Publication date: 13 October 2023.*

## Commitment to Achieving Net Zero

ICF is committed to achieving net zero emissions by 2050. Since 2006, we've measured, reduced, then offset carbon emissions—including emissions from our business travel and employee commuting.

At ICF, we are committed to a shared future defined by ambitious actions, radically reduced greenhouse gas emissions, and removing CO<sub>2</sub> from the atmosphere. In the race to address climate change, we recognise that we will all need to be in this together, so we must approach this challenge in a way that respects people and nature. We are doing our part to curb climate change through the services we provide our clients and by reducing our own carbon footprint.

ICF's strategy on the path to net zero emissions involves four key activities:

- Realise: measure and analyse our environmental footprint on an annual basis.
- Resolve: set ambitious targets to reduce GHG emissions.
- Reduce: follow a strategy to reduce emissions from material sources.
- Report: disclose transparently in line with globally recognised frameworks (e.g., CDP (formerly the Carbon Disclosure Project), Task Force on Climate-related Financial Disclosure (TCFD), Sustainability Accounting Standards Board (SASB) and The UN Global Compact (UNGC).

ICF continues to maintain its climate and environmental leadership by achieving once again the 2023 Climate Leadership Award by the Climate Registry (TCR). The award recognises exemplary corporate, organisational and individual leadership in reducing carbon pollution and addressing climate change in our operations and business strategies. ICF is also a CDP corporate pioneer against climate change scoring A or A- for the fifth time in a row, demonstrating climate leadership among more than 18,000 organisations. More information about ICF's environmental global recognition and climate awards is available in our latest [corporate citizenship report](#).

---

<sup>1</sup> <https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts>

## Baseline Emissions

Baseline Year: 2018	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	50
Scope 2	153
Scope 3 <sup>2</sup>	361
<b>Total Emissions</b>	<b>565</b>

## Current Emissions

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	16
Scope 2	61
Scope 3 <sup>2</sup>	268
<b>Total Emissions</b>	<b>345</b>

## Emissions Reduction Targets

As a leader in climate change consulting, ICF recognised long ago our responsibility to reduce our impact on the climate. We are proud that we first embarked on our carbon management journey 17 years ago, and we remain committed to reducing our greenhouse gas (GHG) emissions. To continue our progress to achieving net zero, we have adopted the following science-based reduction targets for 2025 relative to 2018 baseline emissions.

### Science-based increased ambition

- Reduce absolute scope 1 and 2 GHG emissions 23% by 2025 from 2018 base year.
- Continue annually sourcing 100% renewable electricity through 2025.
- Reduce scope 3 GHG emissions 30% per benefits-eligible employee by 2025 from a 2018 base year.

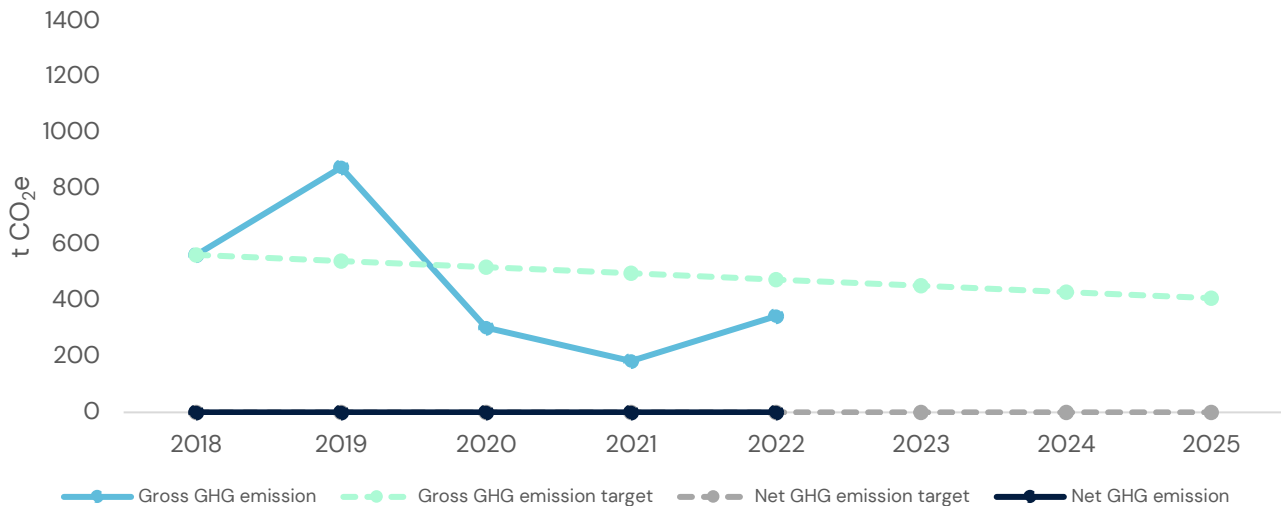
Our target (with its three components) is based on the concept of a global carbon budget that will limit global warming to well below the internationally recognised target of 2°C. In March 2021, the Science Based Targets Initiative approved our target, adding ICF to the list of pioneering companies driving change to a zero-carbon economy.

The graph below presents our historic net and gross emissions between 2018 (baseline year) and 2022 (current year) as well as our emission targets until 2025 and our net greenhouse gas

---

<sup>2</sup> Our scope 3 emissions include the following sources: employee business travel (air travel, train travel, and rental cars), employee commuting, and waste generated in our operations. ICF is a professional services firm, and the nature of our business is providing our clients with services and solutions, rather than goods. For that reason, upstream and downstream transportation and distribution of goods are not a material source of GHG emissions for ICF.

emissions. We project that our gross carbon emissions will decrease over the next five years to 409 tCO<sub>2</sub>e by 2025<sup>3</sup>. We will continue to set ambitious emission reduction targets and to offset our emissions to ensure the carbon neutrality of our operations until 2050.



## Carbon Reduction Initiatives

ICF's sustainability strategy begins with mitigation and making our environmental footprint as small as possible. Key carbon reduction initiatives to help us meet our SBTi-approved GHG emissions reduction targets include:

- Buy renewable energy i.e., purchase Green-e certified renewable energy certificates (RECs) equivalent to 100% of the electricity used by our global operations.
- Reduce facilities footprint i.e., granting employees greater flexibility to work remotely, reducing the square footage of our leased space, prioritising leases in sustainable buildings that use energy and water more efficiently. Apply green IT policies: require laptops to be EPEAT Gold-certified and all IT equipment be ENERGY STAR qualified.
- Train employees in efficient energy use practices as well as have dedicated facilities staff who conduct morning and evening inspections on unnecessary energy use.
- Minimise emissions from business travel and employee commuting by enhanced virtual collaboration, where feasible.
- Purchase sustainable aviation fuel (SAF) certificates from airline partners British Airways and JetBlue.
- Provide a generous benefit for our commuters who use mass transit.

<sup>3</sup> The breakdown of this target is 39 tCO<sub>2</sub>e for scope 1, 118 tCO<sub>2</sub>e for scope 2, and 253 tCO<sub>2</sub>e for scope 3. Our scope 3 emission reduction target is a 30% reduction per benefits-eligible employee by 2025. Hence, this is not an absolute target and its value, and the graph should change over time as the number of ICF's benefit-eligible employees changes.

- Purchase eco-friendly products as well as require all suppliers to certify their compliance with our Supplier Code of Conduct.
- Prioritise reduction and reuse over recycling.
- Invest in verified carbon offsets only after taking measures to reduce our carbon footprint.

## Completed carbon reduction initiatives in the UK

**In the UK we continue to review and analyse our office activity closely while successfully serving our clients and aiming to maintain low-carbon operations.**

- ICF's offices in London and Birmingham have ISO14001 certifications.
- We have installed LED lighting throughout most of our facilities.
- Our London office has sensor lighting installed in open plan offices and meeting rooms and all kitchen equipment is A+ rated or above.
- Our UK offices ensure they use HVAC systems efficiently and only during working hours.
- Our London office undergoes temperature adjustments to conserve energy based on consumption data and employee feedback.
- Heating in office zones that are rarely in use is switched off during the colder seasons.
- Our London office has adjusted hot water timings to run from 9am to 5pm on weekdays and switched off during the weekends.
- We have implemented procedures to avoid energy waste in our Birmingham office.
- We have various schemes in place to encourage low carbon employee commuting (e.g., bike to work, rail cards paid for, season pass loans).
- The printers in our UK offices require employees' access card to avoid energy and materials waste.
- Our cleaning contractor for our UK offices uses eco-friendly products.

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in connection 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>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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

---

<sup>4</sup> <https://ghgprotocol.org/corporate-standard>

<sup>5</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>6</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

**Signed on behalf of ICF**



Tobias Schaefer  
Senior Vice President and Group Lead for Europe & Asia  
13 October 2023

---

<sup>6</sup> <https://ghgprotocol.org/standards/scope-3-standard>