Carbon Reduction Plan – Reporting Year 2022

Introduction

At Kinly we want to contribute to reducing our greenhouse gas (GHG) emissions across our entire business activities. With the right ways of working, the right technology, and the right tools.

Travel is a significant contributor to GHG's and less travel is needed, we therefore help our clients choose the right solutions for their workflows, enabling them to reduce the number of daily commutes and thus reduce our collective overall business travel through promotion of an "e-conferencing facility first" approach and policy to meetings.

Clients working with our visual collaboration solutions will lower their carbon footprint.

We are committed to reducing our own carbon footprint to achieve zero emissions, by working towards enhancing the energy efficiency of our company, our offices, transport, supply chain, logistics both in the UK and where we extend our operations around the globe.

Commitment to Achieving Net Zero

AVMI Kinly Ltd. (Kinly) is already working to reduce GHG's and is fully committed to achieving net zero emissions by 2050 at the latest and has had a zero-e-waste policy in place since 2015.

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. Our Carbon Baseline includes our GHG emissions from the seven GHGs named in the Kyoto Protocol:

- Carbon Dioxide (CO_2)
- Hydrofluorocarbons (HFCs)
- Methane (CH_4)
- Nitrous Oxide (N_2O)
- Nitrogen Trifluoride (NF_3)
- Perfluorocarbons (PFCs)
- Sulphur Hexafluoride (SF_6)

Our emissions given below are against the fiscal year – 1 January to 31 December inclusive - due to the spend and revenue-based approach to calculating our emissions. These are calculated in tonnes of carbon dioxide equivalent (tCO_2e) using the appropriate conversion factors published by HM Government in the Streamlined Energy Carbon Reporting (SECR).

The Carbon reporting baseline will in due course be moved from 2021 to the 2022 reporting year due to better data gathering and reporting. The data comparisons given below are based upon recalculated data for preceding years and is part of the data provided for the consolidated annual accounts submission to Companies House.

Our baseline emissions inventory includes all our measurable direct Scope 1 and 2 emissions.

At the time of reporting, the Scope 3 emission data is incomplete. As a result, Kinly is currently engaged with an external consultancy (Intu Veritas), to assist us with the gathering of this data and to facilitate alignment with ISO 14064-1 as the basis for the collection and calculation methodologies. Currently the data is assimilated and calculated using the UK Government SECR emission conversion factors[2] to calculate our global emissions. This project will going forwards, enable us to track, record and identify any savings being made on a regular basis, and as this project progresses, we expect to link more real-time monitoring into it to allow us to very quickly see any changes to our GHG emissions and react to where required. It is intended that this is to be active for the 2024 reporting year.

We are considering taking GHG reporting one step further to verified carbon neutrality using the PAS 2060 standard, which would then allow the services we provide to our clients to be counted as zero emissions.

Baseline year: 2021 emissions:

Emissions	Total tCO_2e
Scope 1	263.90
Scope 2	100.03
Scope 3	Data is incomplete, but we aim to have this is place by 2024
Total emissions	**363.93**

Current emissions reporting - Reporting year: January - December 2022

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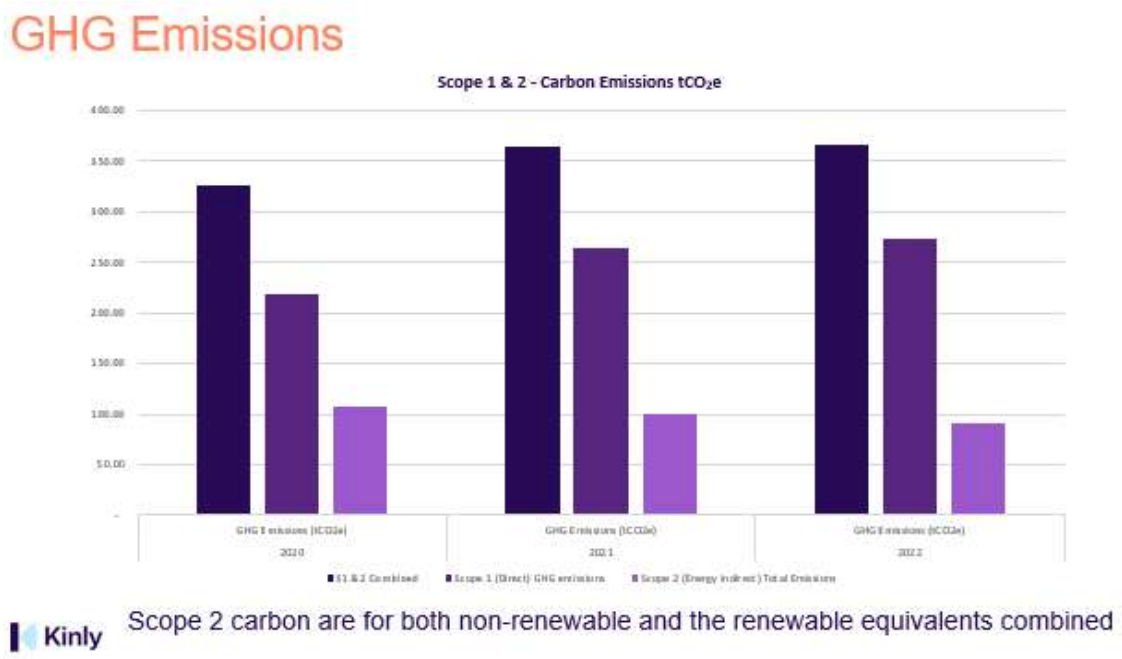
Emissions	Total tCO_2e
Scope 1	273.71
Scope 2	91.75
Scope 3	Data is incomplete, but we aim to have this is place by 2024
Total emissions	**365.46**

Our emissions inventory includes all our measurable Scope 1, 2 emissions and is shown in the graph taken from management KPI's below.



Note the above data is not offset by renewables.

Data summary - Scope 1 increased in 2022 due to upswing in workload and revenue as businesses returned to the workplace post COVID-19 Pandemic often requiring engineers and account management staff to travel by vehicle to locations not sufficiently served by public transport.

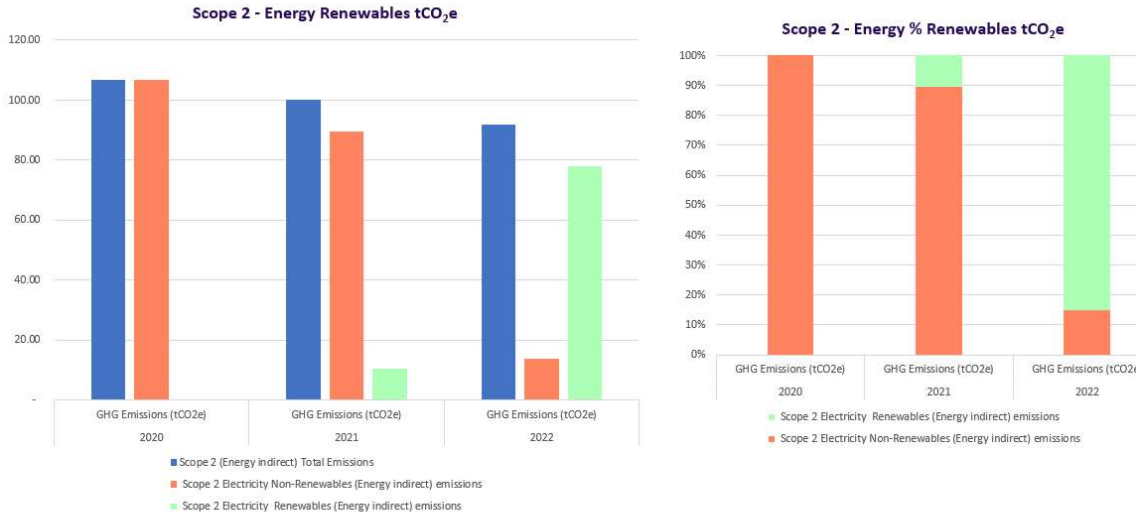
Scope 2 figures would have been larger had the business not consolidated the number of UK offices by downsizing or closing some properties in 2021 and 2022. The figures given are directly attributable to operational efficiencies and equipment replacement. It does not include any reduction from the use of renewables for Scope 2. When renewables are factored into the increased emissions due to the upswing in workload then there is a reduction of 66.1 tCO2e which is an overall DECREASE of 23%.

Scope 1 and scope 2 emissions have been reported in accordance with SECR requirement. using the most relevant emissions factors for the stated year sourced from government website[2].

Emissions Reduction Targets

We have previously set emission and energy use reduction targets from 2019 to the present, including to be using 100% renewables with Renewable Energy Guarantees of Origin (REGO) certificates for Scope 2 emissions by 2025. Progress to the renewables target is shown in the graphs immediately below which are taken from management KPI's.

Renewables



Kinly Green bar indicates the equivalents of which are only attributed to renewables and are evidencable with REGO's (Renewable Energy Guarantees of Origin). Data also shown as a % of tCO_2e

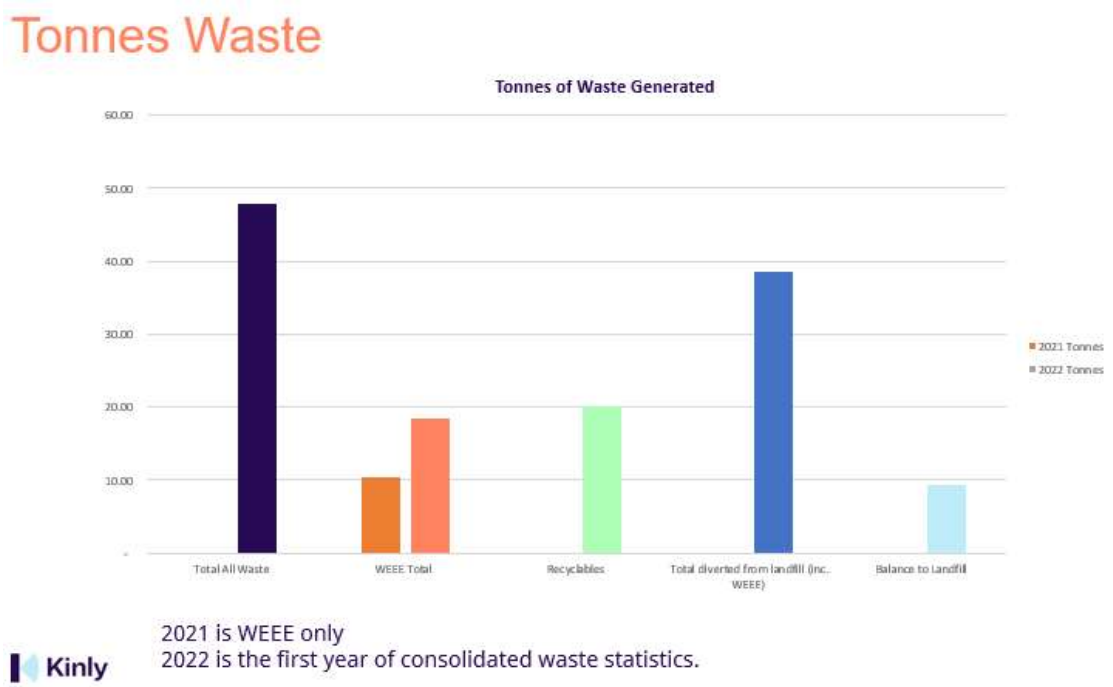
When renewables are factored into the increased emissions due to the upswing in workload in the reporting year of 2022 against the baseline of 2021, then there is a reduction of 66.1 tCO2e which is an overall DECREASE of 23% in 2022.

Waste and e-waste

Kinly has had a zero e-waste policy in place since 2015 with all end of life e-waste, being first subjected to the waste hierarchy and then the balance disposed of as WEEE through licenced contractors. Although having waste transfer data this the business had not been recording this as a KPI until the 2021 reporting year, the data has been expanded to capture all waste streams as a KPI from the reporting year of 2022.

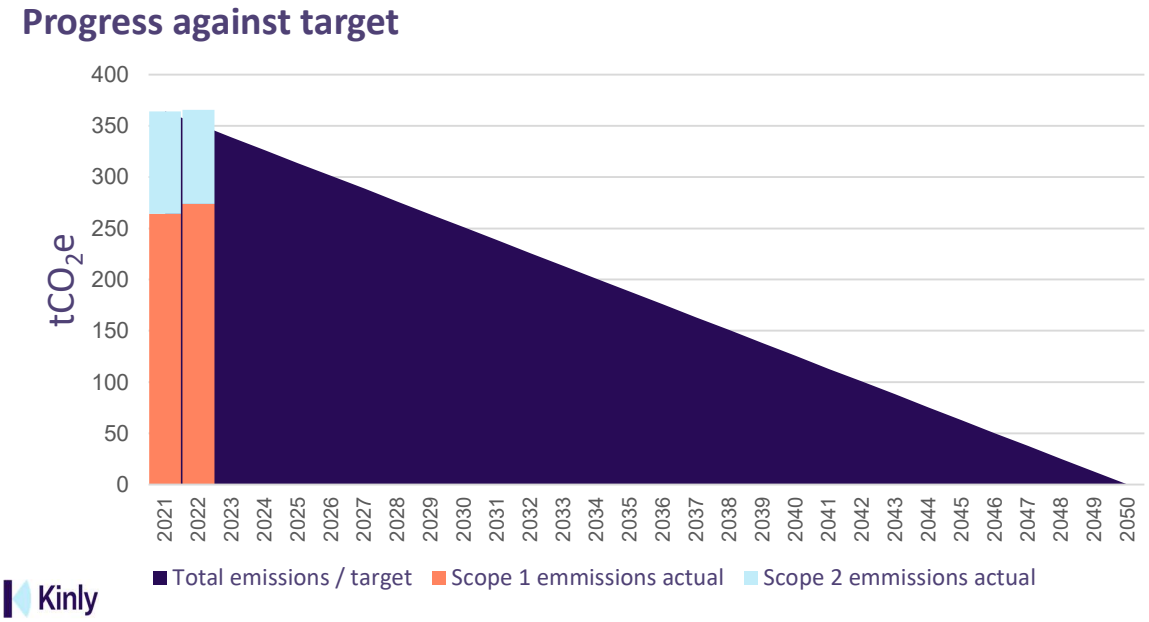
Kinly is aware that the data may be incomplete as this is recorded against the waste handled at Kinly offices and planned external waste uplifts from client sites, the data given is primarily on the balance to landfill. But as some may still have been recovered, more work on recording of the waste streams from operations on both client and Principal Contractor sites is required and has been progressed. It is anticipated waste volume may increase in 2023 and 2024 before mitigations are in place to further reduce waste to landfill.

All waste streams at our head office is attested by our waste carrier as being zero to landfill, this requirement is currently being extended to all our other UK offices through changing of waste carrier contracts etc.



Note - internal reporting of consolidated data on weight of waste (hazardous and non-hazardous), that is subject to recovery treatment at the end of its life having followed the waste hierarchy. Waste for recovery is waste that undergoes one of the following treatments: reusing, recycling, and other recovery operations.

CAVEAT - business growth directly impacts this objective due to the nature of the business being the integration and maintenance of Audiovisual Unified Communications (AVUC), technology which is constantly evolving in functionality.



The above graph does not show renewables inclusion as this currently the UK is not at net zero for electrical generation. Renewables are evidenced as a percentage of Scope 2 emissions on page 3 of this document. Note, Business growth directly impact this graph due to the nature of the business being the integration and maintenance of Audiovisual Unified Communications (AVUC), technology.

Current Carbon Reduction Projects

Kinly has a number of ongoing carbon and GHG reduction projects in operation these include,

- The maintain our environmental management system across the UK and continue to be UKAS certified to ISO 14001:2015
- Committed to procure certified 100% renewable electricity for all of Kinly sites that we are in control of the supply by 2025. Although there are two leased offices outside of our direct control, as of Dec 2022, 98% of Scope 2 emissions are now with REGO certified renewable supply.
- Closed over capacity offices and consolidated business operations to a smaller property footprint during the 2021 and 2022 reporting periods.
- In 2022 our London head office fluorescent light fittings are now 30% replaced by LED fittings as part of phased refurbishment. The majority of the building is on passive infrared sensors with approx. 15 mins timer settings to reduce unnecessary energy usage.
- A programme of replacement of equipment in offices and warehouses with energy efficient equipment is in place e.g. in our head office, 45 office fluorescent light fittings, 75% of the warehouse high level lighting and 30% of external lighting have been replaced with LED fittings in 2022.
- In our head office during 2022, 30% of the air conditioning has been replaced with modern energy efficient appliances with lower greenhouse warming potential for any potential fugitive gasses as part of phased refurbishment with a supporting maintenance contract.
- Planned 30% reduction in printers across our office portfolio to reduce both paper and energy usage completed.
- In 2022 we rolled out new laptops to most of our employees and on a laptop-by-laptop basis we have reduced CO_2e by 7%.
- We have signed the lease on our London head office which has vastly improved sustainability credentials compared to our previous property.
- We have built awareness amongst our workforce of the impact of their decisions on our journey to Net Zero by holding firm wide engagement sessions, education sessions about carbon awareness and have an employee led sustainability leadership group called the

"Green Team" who meet on a monthly basis, the teams input is shared at the monthly SHEQIS Management meeting in KPI's for inclusion in sustainability awareness and planning.

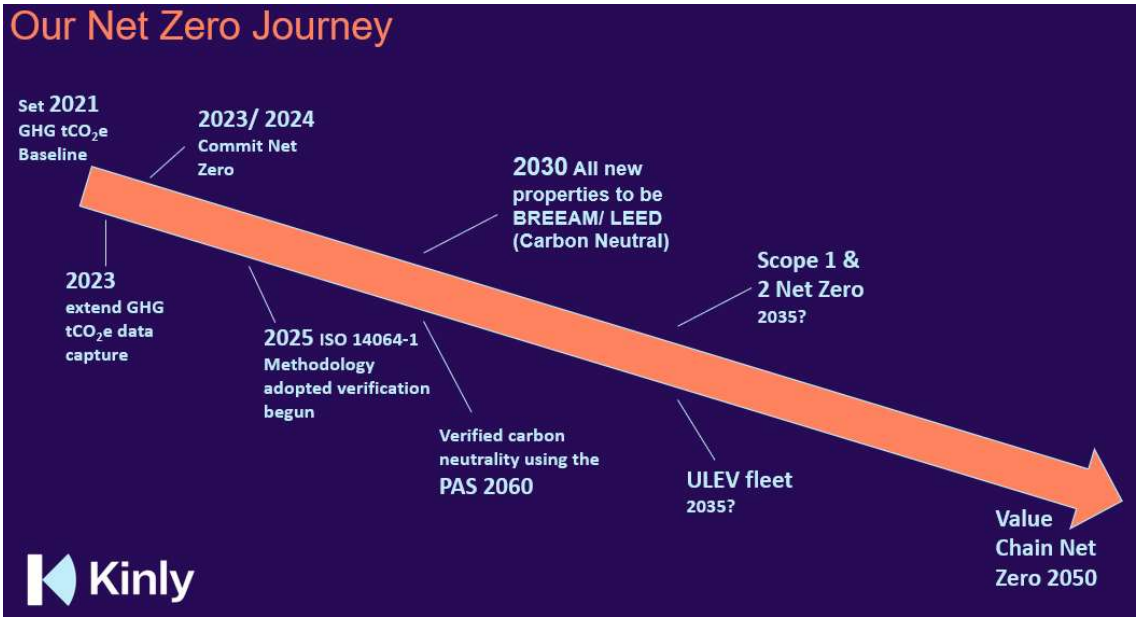
- Management GHG and waste reporting extended in 2022 to capture intensity ratios against revenue and FTE figures. This requirement has been retrospectively applied to 2021 data as well.
- AVUC equipment integration policies and strategies are in place within the Projects Operations workflow to ensure that products are routinely designed for durability, ease of maintenance and recycling upon decommission.
- Kinly implemented an engagement strategy to encourage our people to learn more and reduce their environmental impact. This includes internal departmental communications, digital signage and developing activities focused on environmental awareness.
- We have developed KPI's in house to manage our environmental data and allow for analysis, this will be further enhanced as we progress with the ISO 14064-1 methodology project.
- We have embedded climate risks into our risk analysis framework, this will be extended through 2023- 2025.
- The intent to deliver zero waste to landfill with an annual increase in reuse and materials recycled by 2030 implemented through data gathering.
- Implemented provision of audit trail where requested, for client e-waste at end of life. This is data driven, see waste section above.
- Trackers are utilised to allow selection of nearest vehicle to work activity and to encourage improvements in driving styles along with extended driver training.
- Signage and awareness training to encourage employees to turn off lights and electrical equipment that is not in use. Adoption of auto-switch off systems for utilities, heating, cooling, lighting and meeting room facilities outside of normal working hours or when not in use

Planned Carbon Reduction Initiatives

Over the next five years we plan to implement further measures which will continue to drive down emissions. We are considering several initiatives and those listed below are some examples of areas we are discussing.

- Appoint a dedicated CSR role to lead our wider ESG and CSR efforts to provide the required strategic direction and importance.
- Looking into the practicalities of committing to Net Zero for Scope 1 and Scope 2 emissions within our own operations by 2035 in addition to Net Zero across the value chain by 2050.
- To continually improve Environmental Social Governance (ESG), Carbon and GHG governance and associated reporting through setting up an environmental working group reporting to the UK Senior Leadership team
- Engagement with the wider Global Kinly community to drive consolidated ESG progress.
- As part of our updated GHG reduction targets we will aim to further reduce our scope 1 and 2 emissions from natural gas, owned and leased vehicles, and from electricity use Continue to work to collect the highest quality, primary data on our emissions, to analyse the data to aid in Carbon and GHG reduction and to record progress measurement.
- Scope 3 emissions for will include our supply chain for any procured equipment, 'well to tank' figures for our travel, transmission and distribution losses for our electricity use, homeworking emissions and or commuting emissions for our staff working on specified contracts, server and partner emissions from hosting and developing the agreed solution, and any other emissions identified as part of the definitions process. This data, is being collected from meter readings, mileage reports, timesheets, partner reporting and will be reported in terms of tonnes of carbon dioxide equivalent (tCO_2e).
- Progression of the ISO 14064-1 initiative in collaboration with the appointed external consultant and in accordance with the Kinly Sustainability Plan Gantt chart.
- Taking GHG reporting one step further to verified carbon neutrality using the PAS 2060 standard, which would then allow the services we provide to our clients to be counted as zero emission.
- Work with key individuals on carbon reduction plans such as setting carbon initiatives and working with our suppliers to reduce emissions to achieve net zero in line with the SBTi corporate net zero standard.

- Reduce gas consumption for heating and hot water by making sustainable choices for new buildings wherever possible.
- Continue to procure 100% renewable electricity for owned sites.
- Review and where applicable refresh Kinly Facilities equipment, plant and ICT ensuring sustainability provisions and circular economy principals are met.
- Work with our landlords at non-owned sites to measure electricity consumption and disclose fuel mixes, and to switch to 100% renewables.
- Achieving 100% Ultra Low Emission Vehicles (ULEV) fleet by 2035
- Reduce business travel by air, rail, and road through effective measurement and a sustainable travel policy.
- Launch an EV Salary Sacrifice scheme for our UK based workforce.
- Further reduce waste through engagement with our contracted waste carriers and develop internal initiatives including working with suppliers, ensuring transparency through publishing the waste reductions in management KPI's
- Prioritise and work with suppliers to understand their own emissions. Educate and encourage them to set their own carbon reductions targets in line with the SBTi.
- Revise the procurement policy to ensure all suppliers have circular policies and strategies and that products are routinely designed for durability, ease of maintenance and recycling. That problematic materials and substances have, or are being, phased out of use.
- Any new partners we onboard to be required to demonstrate commitment to reducing GHG emissions as part of their contract, contributing to our overall reduction in total emissions.
- Use our corporate membership to work with AVIXA (the AVUC trade association) on sustainable and carbon reduction initiatives.
- Further integrate climate considerations into organisational decision making e.g. extend using low-carbon and carbon-neutral cloud providers where practicable, i.e. functionality is not compromised to meet client needs.
- Investigate Apps and other business protocols to allow all key services to be risk assessed for sustainability impacts.
- Further develop ESG and climate change training packages to engage and educate our people to reduce their carbon impact both in and outside of work.
- Transparently report on our environmental metrics both internally and externally.
- Review this document annually to ensure continual improvement, relevance and to include Scope 3 emissions transparency i.e. of actual data against the projected Net Zero target.



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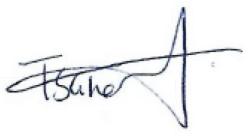
This Carbon Reduction Plan has been reviewed and signed off by the senior Directors.

Signed on behalf of AVMI Kinly Ltd: 

Date: June 2023

Taj Ghere,

Managing Director

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
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].

Carbon Reduction Plans and the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements. The required subset of Scope 3 emissions will be used to report Scope 3 emissions in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard[3].

[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