

PSO CCAR TEMPLATE

2021 Reporting Year

Title: 2021 PSO Climate Change Accountability Report

Organization: Industry Training Authority

PART 1. Legislative Reporting Requirements

Declaration statement: This PSO Climate Change Accountability Report for the period January 1, 2021 to December 31, 2021 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2021 to reduce our GHG emissions, and our plans to continue reducing emissions in 2022 and beyond.

Emission Reductions: Actions & Plans

A. Stationary Sources (e.g. buildings, power generation)

1) Does your organization have a strategy to reduce emissions from stationary sources?

While ITA does not own the building it operates in, we have taken the following steps to reduce our impact as it relates to our space:

- Work from home was encouraged most of 2021 which has reduced the requirements for staff to drive to work, reducing transportation/commute emissions as well as lowering the usage of electricity in our offices overall.
- Light switches in our enclosed office spaces/meeting rooms are set on sensors so that lights are not on in spaces not being used.

2) Whether you have a strategy or not, briefly describe your organization's plans to continue reducing emissions from stationary sources?

In September 2021, ITA implemented a flexible hybrid work model where staff are only required to come into the office a minimum of 3 days a week. This model will continue for the foreseeable future and will help reduce our carbon footprint.

Mobi bike corporate discounts have also been distributed to staff to help promote healthy living and sustainable lifestyle choices. ITA is actively promoting the use of public transport by being easily accessible to transit routes.

3) How are building retrofits (minor, major, deep) considered in your organization's plans to reduce emissions?

We are tenants in a leased building, and we work with our property manager to support and implement sustainability initiatives.

B. Mobile Sources (e.g. fleet vehicles, off-road/portable equipment)

N/A - ITA does not own mobile sources.

C. Paper Consumption

1) Does your organization have an awareness campaign or strategy focused on:

a. Reducing paper use

ITA has continued electronic stamping approvals for invoice reconciliation to reduce paper waste and has an on-going process to transition into fully paperless environments (i.e., our Customer Experience Team) by enabling online portals for digital forms instead of hard copy processes. We have also implemented a Digital Transformation Process to enhance and manage electronics records use.

b. Increasing the percentage of recycled content in purchased paper?

ITA will be increasing the percentage of recycled content in our 2022 purchased paper.

2) Did your organization purchase alternative sources of paper (e.g., bamboo, hemp, wheat, etc.)? ITA did not purchase alternative sources of paper.

3) How does your organization plan to continue reducing emissions from paper use?

ITA has implemented an ongoing digital transformation strategy to all its offices to enhance the employees' ability to work remotely, paperless and continue to minimize our carbon footprint. This is an ongoing process, through the pandemic and thereafter.

2021 GHG Emissions and Offsets Summary Table:

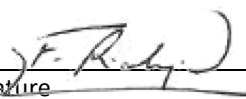
Industry Training Authority - 2021 GHG Emissions and Offsets Summary	
GHG Emissions created in Calendar Year 2021	
Total Emissions (tCO ₂ e)	53.46
Total BioCO ₂	0
Total Offsets (tCO ₂ e)	53.4

Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	0
Grand Total Offsets for the 2021 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be Retired for 2021 Reporting Year	53
Offset Investment (\$25 per tCO ₂ e)	1325

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, **Industry Training Authority (the Organization)** is responsible for arranging for the retirement of the offsets obligation reported above for the 2021 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (**the Ministry**) ensuring that these offsets are retired on the Organization’s behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

Executive Sign-off:



 Signature Date

 Name (please print) Title