

## CARBON REDUCTION PLAN GUIDANCE

### Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier<sup>1</sup> and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard<sup>2</sup> and Guidance, and all of the following criteria are met:

- the bidding entity is wholly owned by the parent
- the commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity
- the environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract
- the CRP is published on the bidding entity's website

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure to satisfy this particular condition of participation.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

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<sup>1</sup> Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

<sup>2</sup> Technical Standard can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991625/PPN\\_0621\\_Technical\\_standard\\_for\\_the\\_Completion\\_of\\_Carbon\\_Reduction\\_Plans\\_\\_2\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf)

# Carbon Reduction Plan Template

Supplier name: ...Supercharge London Ltd.....

Publication date: ...May 2025.....

## Commitment to achieving Net Zero

**Supercharge** 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.

<b>Baseline Year: 2020 (Reporting period January 2020 - December 2020)</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<i>First year of emission calculations according to methodology and tool provided by Climate Neutral (The Change Climate Initiative)</i>	
<b>Baseline year emissions: 924 tonnes of CO<sub>2</sub>e</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>12.1 tCO<sub>2</sub>e</b>
<b>Scope 2</b>	<b>32.4 tCO<sub>2</sub>e</b>
<b>Scope 3</b> (Included Sources)	<b>879.52 tCO<sub>2</sub>e</b> <ul style="list-style-type: none"><li>- Purchased goods and services: 678.89 tCO<sub>2</sub>e</li><li>- Capital goods: 124.87 tCO<sub>2</sub>e</li><li>- Fuel- and energy-related activities: 29.57 tCO<sub>2</sub>e</li><li>- Upstream transportation and distribution: 8.13 tCO<sub>2</sub>e</li><li>- Waste generated in operations: 4.81 tCO<sub>2</sub>e</li><li>- Business travel: 23.81 tCO<sub>2</sub>e</li><li>- Employee commuting: 7.72 tCO<sub>2</sub>e</li><li>- Downstream transportation and distribution: 1.73 tCO<sub>2</sub>e</li></ul>
<b>Total Emissions</b>	<b>924 tCO<sub>2</sub>e</b>

## Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	62.4
Scope 2	36.2
Scope 3 (Included Sources)	531.1
Total Emissions	629.7

## 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 500 tCO<sub>2</sub>e by 2029. This is a reduction of 46%

## Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes equate to 294tCO<sub>2</sub>e, a 33%ge reduction against the 2020 baseline and the measures will be in effect when performing the contract.

- Decrease the avg. number of miles travelled on business trip (abroad) per employee by 30% by end of 2025
- Increase the energy efficiency of our office space by replacing gas boiler with electric heat pump, installing new thermometers and upgrading window insulation in the head office.
- Reduce share of (petrol/diesel) car usage in employee commuting by 10-20%, by providing incentives for more green commuting options

In the future we hope to implement further measures such as:

- Replace all single-use plastics materials at company events with re-usable items made from sustainable materials.
- Introduce sustainability criteria into vendor selection process, built into the company's procurement policy.
- Move from dedicated office space to shared desks where local footprint allows.

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standards 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>3</sup>

<sup>3</sup> <https://ghgprotocol.org/corporate-standard>

and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>4</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 reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>5</sup>.

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:**

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Date: .....

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<sup>4</sup>

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

<sup>5</sup>

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