



# Cabinet Office

## 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<sup>3</sup>, 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; and
- 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 under this selection criterion. 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)

<sup>3</sup>Guidance can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991623/Guidance\\_on\\_adopting\\_and\\_applying\\_PPN\\_06\\_21\\_Selection\\_Criteria\\_\\_3\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21_Selection_Criteria__3_.pdf)

# Carbon Reduction Plan Template

Supplier name: Foundever UK

Publication date: October 2023

## Commitment to achieving Net Zero

Foundever UK 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.

2022 is the first year for which Foundever UK have assessed and reported emissions aligned to GHG Protocol and GRI standards. 2022 emissions form our baseline.

<b>Baseline Year: 2022</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Prior to 2020 our business was predominantly site-based. During the COVID-19 pandemic our operating model moved to a predominantly work@home model. Since 2022 our operating model has moved to a balance site-based and work@home split and this is our strategy forward-going. As a consequence, we have reduced our physical footprint and onsite activity in relation to headcount significantly in comparison to our pre-pandemic operation.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	24.64
<b>Scope 2</b>	553.53
<b>Scope 3 (Included Sources)</b>	66.83 (business travel)
<b>Total Emissions</b>	645

## Current Emissions Reporting

Reporting Year: Baseline year is 2022. Next reporting year is 2023.	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	n/a
Scope 2	n/a
Scope 3 (Included Sources)	n/a
Total Emissions	n/a

## Emissions reduction targets

Foundever as a global organisation made an SBTi commitment to Net Zero by 2050 at the start of 2023.

We have as a further goal to reduce Scope 2 carbon emissions by 25% by 2030.

- The energy intensity factor used by Foundever is Full Time Equivalent (FTE).
- The energy intensity ratio by Foundever UK in 2022 is 133 kgCO<sub>2</sub>e by Full Time Equivalent (FTE).
- The energy intensity ratio for electricity by Foundever UK in 2022 by FTE is 568.41 kWh.

We acknowledge incoming changes to double materiality in reporting and will align forward-going as required.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

We have moved from an onsite model to a balanced split between onsite and virtual working. As a result we have reduced the size of some existing locations and relocated to downsized properties for others. We acknowledge the limitations of this approach in respect of overall reductions in carbon emissions.

We have introduced LED lighting across the majority of our estate.

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

Set and verify specific SBTi targets near term targets

An integrated management system on ESG topics, including environmental (aligned to ISO 14001 and/or 50001)

Introduce a Green Office Standards framework with associated tracking, reporting and audit

Integrate our objective of increasing our use of renewable energy sources in leased properties and procurement of new properties

Implement a building management system subject to viability

We will continue to:

Support virtual employment opportunities

Engage with employees on environmental action and emissions avoidance

Reduce unnecessary business travel

### Declaration and Sign Off

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 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 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 (or equivalent management body).

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

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

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

**Signed on behalf of the Supplier:**

A handwritten signature in black ink, consisting of a stylized initial 'A' followed by a cursive name.

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Date: 15<sup>th</sup> December 2023

## Appendix A

EMISSIONS	2023 TOTAL (tCO <sub>2</sub> e)	2024 TOTAL (tCO <sub>2</sub> e)
<b>Scope 1</b>	<b>260.46</b>	<b>357.44</b>
Stationary combustion fuels and equipment	19.13	208.97
Mobile combustion fuels and vehicle	24.70	6.23
Fugitive emissions	216.63	142.25
<b>Scope 2 - Location-based</b>	<b>721.70</b>	<b>598.60</b>
Purchase of electricity	721.70	598.60
<b>Scope 2 - Market-based</b>	<b>180.91</b>	<b>96.20</b>
Purchase of electricity	180.91	96.20
<b>Scope 3</b>	<b>7,772.22</b>	<b>6,887.73</b>
Purchased goods and services	1,268.38	1,188.83
Capital goods	243.71	181.04
Fuel- and energy-related activities	205.98	170.63
Upstream transportation and distribution	3,520.71	1,968.65
Waste generated from operations	78.68	53.83
Business travel	55.66	27.75
Employee commuting	2,399.10	3,297.00
<b>Total Emissions</b>		
Scope 1 + 2 Location-based + 3	<b>8,754.38</b>	<b>7,843.78</b>
Scope 1 + 2 Market-based + 3	<b>8,213.59</b>	<b>7,341.38</b>