



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 supplier¹ 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 Standard² and Guidance³, 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.

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

²Technical 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

³Guidance 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

Carbon Reduction Plan Template

Supplier name: ...EMIS Group.....

Publication date: 6th April, 2022.....

Commitment to achieving Net Zero

EMIS committed to achieving Net Zero emissions by 2030

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.

Baseline Year: 2020	
Additional Details relating to the Baseline Emissions calculations.	
From 1 January 2020, EMIS was required to measure its energy and carbon data under the Streamlined Energy and Carbon Reporting (SECR) requirements under Scope 1, 2 and mandatory Scope 3.	
Baseline year emissions:	
EMISSIONS	(tCO₂e)
Scope 1	UK only = 335, Global excluding UK = 0
Scope 2	UK only = 839, Global excluding UK = 231
Scope 3 (Included Sources)	UK only = 83, Global excluding UK = 0 includes for business travel from the Group's travel portal – rail, air, sea and hotel accommodation and grey fleet
Total Emissions	UK only = 1257, Global excluding UK = 231

Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	UK only = 279, Global excluding UK = 0
Scope 2	UK only = 719, Global excluding UK = 201
Scope 3 (Included Sources)	UK only = 49, Global excluding UK = 0 includes for business travel from the Group's travel portal – rail, air, sea and hotel accommodation and grey fleet
Total Emissions	UK only = 1047, Global excluding UK = 201

Emissions reduction targets

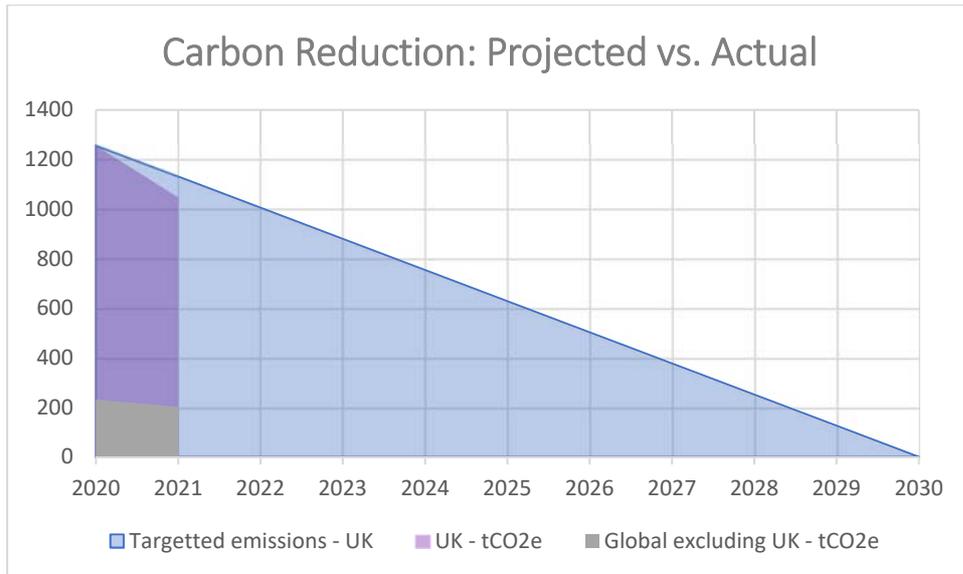
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

EMIS first reported their carbon in emissions in 2020, and then during the second half of 2021 we carried out a materiality assessment to help us gain a deeper understanding of which Environmental, Social and Governance (ESG) matters are most important to our stakeholders, focussing on those that can deliver the maximum impact and improvement. This was undertaken by an independent sustainability organisation..

At the end of the year, we formed an ESG committee to review the findings of the materiality assessment, assist the Group in setting out a clear strategy and focus on those issues that matter most to our stakeholders. The committee will provide a governance structure to enable us to step forward with clarity and purpose as we work towards EMIS Group's sustainable future.

In the forthcoming year, our focus is firmly on starting to implement our strategy and setting targets to become carbon neutral by 2030. In the longer term we aim to align with the principles of the United Nations Sustainability Development Goals (UNSDG). The Group are working with a specialist consultancy to undertake an-depth review of the business including up and down stream emissions, and a review of the property portfolio to produce a plan to reduce emissions.

Progress against these targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

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 240.62 tCO₂e, a 16.17%ge reduction against the 2020 baseline and the measures will be in effect when performing the contract.

EMIS's company fleet is now 56% hybrid (2020: 50%). EMIS is committed to the company fleet comprising 100% electric only vehicles by 2026, strengthening the previous commitment of a 100% hybrid/electric fleet. Six electric charging points have been implemented at each of the two Leeds offices during 2021. The Group launched a salary sacrifice scheme for employees to lease electric cars in November 2021.

The Group is looking to move all its electricity contracts for EMIS-owned offices to renewable or low carbon providers by the end of 2022. 60% of the Group's UK electricity consumption is now from renewable or low carbon providers.

In 2021 EMIS chose to measure emissions from travel booked through the Group portal as a voluntary Scope 3, as part of its target to measure all elements of Scope 3. The CO₂ emissions recorded for Group travel in the UK reduced by 42% in 2021 to 48.54 tCO₂e (2020: 83.24 tCO₂e).

The Group also started to measure Scope 2 energy consumption for its Chennai office.

Refurbishment works across EMIS's sites continued, including implementing LED lighting and upgraded technologies for air handling in a plant room, as well as ceasing to use gas at one of the Leeds sites, helping to reduce emissions during the year.

EMIS changed the packaging used by its warehouses to materials made from recycled fibres (75% for cardboard packaging, 50% for plastic packaging). The business switched to corrugated cardboard boxes with the highest recycling rates and bubble wrap made from low density polythene, which has a lower carbon footprint than other plastics. A new cardboard shredder recycles cardboard waste into packaging for the warehouse, reducing the amount of bubble wrap used.

On World Earth Day in April 2021, EMIS planted 25 saplings for each new employee that had joined the business during the previous twelve months, resulting in more than 4,800 new saplings planted in countries that have been badly affected by deforestation through the environmental organisation, Ecologi. In addition, during that year EMIS donated more than 1,300 electrical waste items to charities.

The Group continues to be accredited with ISO 14001 Environmental Management system across a number of UK sites.

In the future we will look to implement further measures such as:

- Implement plans to reduce Scope 1 and 2 emissions further and procure responsible carbon offsets for Scope 1 and 2.
- In-depth review of the remaining Scope 3 emissions and implement a plan to reduce those carbon emissions.
- Review business and property portfolio and produce plan to reduce emissions.
- Review requirements for TCFD in preparation to report on this in line with the guidelines.
- Embed environmental awareness into the culture of EMIS, delivering employee training on energy consumption and waste management
- 100% of company cars to be electric by 2026
- Move to fully recyclable supply chain for packaging by the end of 2024.

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

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

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

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

Signed on behalf of the Supplier:

...Suzy Foster..... Date: ...19th May, 2022.....