



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: Transputec Ltd.....

Publication date: ...16 March 2023.....

## Commitment to achieving Net Zero

Transputec Ltd is committed to achieving Net Zero emissions by 2040.

## 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:</b> 2021	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
We have measured our baseline for the calendar year ending 2021. We were mostly remote working and have measured the elements of scope 1,2, and 3 as accurately as possible.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (KgCO<sub>2</sub>e)</b>
Scope 1	3,881 kgCO <sub>2</sub> e
Scope 2	4,045 kgCO <sub>2</sub> e
Scope 3 (Included Sources)	60,559 kgCO <sub>2</sub> e
<b>Total Emissions</b>	<b>66,726 kgCO<sub>2</sub>e</b>

## Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (KgCO <sub>2</sub> e)
Scope 1	0.0kg kgCO <sub>2</sub> e
Scope 2	3167 kgCO <sub>2</sub> e
Scope 3 (Included Sources)	65,103 kgCO <sub>2</sub> e
Total Emissions	68,270 kgCO <sub>2</sub> e

## Emissions reduction targets

We have a dedicated EMS team comprising senior management and employees who meet regularly to discuss the objectives and review any changes based on any changes in our business activities.

- For the year 2022 our Scope 1 emissions were reduced as a result of the transition to fully electric company vehicles, and this is now reported in Scope 2.

EMS Objectives and Targets
5% per annum reduction in electricity consumption
5% reduction in paper procurement
25% reduction in toner procurement
5% reduction in business mileage
No paper-based business cards to be produced
Reduce number of printers in office from 7 to 4
Replace all fluorescent lighting with LED by Feb 2023
All packing material is made from recycled material
Any new IT product purchased must have a better energy rating than product it is replacing

Personal mileage to travel to/from work tracking

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

We have been ISO 14001 certified since 2019 working with dedicated EMS committee members promoting carbon friendly initiatives both commercially and personally.

Our Chairman Rickie Sehgal is very committed in the company's efforts of decarbonisation and has joined Techies Go Green, a movement specifically for technology companies to improve their energy efficiency by collaborating and sharing practical know-how.

Transputec is actively pursuing its SBTi approval and is registered with the local area Better futures programme.

The completed carbon reduction initiatives within 2022 are below:

5% per annum reduction in electricity consumption	Achieved
5% reduction in paper procurement	Achieved
25% reduction in toner procurement	Achieved
5% reduction in business mileage	In progress
No paper-based business cards to be produced	Achieved
Reduce number of printers in office from 7 to 4	Achieved
Replace all fluorescent lighting with LED by Feb 2023	Achieved – bar lighting in warehouse and stairwell (to be addressed)
All packing material is made from recycled material	Achieved

In the very near future we hope to implement these measures:

- The installation of Solar Panels on our roof to generate power by April 2023. This is reported to reduce our carbon emissions by 23%.
- Improved Air conditioning units in 2023.

## 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.

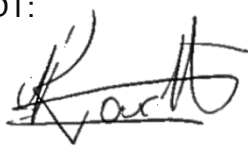
Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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).

### Signed on behalf of the Supplier:

DEAN ROODT:

A handwritten signature in black ink, appearing to read 'Roodt', with a stylized flourish at the end.

Date: 23/08/2023

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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>