



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 entity 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 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.

Carbon Reduction Plan tmc3 Limited

Supplier name: ...tmc3 LIMITED.....

Publication date: ...24 April 2022.....

Commitment to achieving Net Zero

tmc3 LIMITED is committed to achieving Net Zero emissions by 2024.

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: 2021 - 3,206 kg CO₂e.	
Additional Details relating to the Baseline Emissions calculations.	
<i>No prior Scope 1,2,3 emissions reporting. New baseline has been generated due to adoption of new company policy to achieving net zero carbon efficiencies. All of current carbon output is as a result of vehicle emissions during the conduct of our business operations.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e) 3,206 kg CO₂e
Scope 1	100%
Scope 2	0%
Scope 3 (Included Sources)	0%
Total Emissions	3,206 kg CO₂e

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO₂e) 1,506 kg CO₂e
Scope 1	100%
Scope 2	0%
Scope 3 (Included Sources)	0%
Total Emissions	1,506 kg CO₂e

Emissions reduction targets

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

tmc3 is making progress towards achieving Net Zero carbon emissions by 2024.

We will continue to focus on actual reductions in our emissions by engaging key suppliers to reduce their emissions, and equipping our people to make climate-smart travel decisions.

Whilst we celebrate the temporary reductions in emissions seen in fiscal year 2022, and the important possibilities this represents, our sights remain firmly set on exceeding all elements of our Science-Based Target on a long-term basis.

We project that carbon emissions will decrease over the next year to **0 tCO₂e by 2024**. This is a reduction of **64%**

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline. The carbon emission reduction achieved by these schemes equate to **2000 tCO₂e**, a **33%**ge reduction. We have the following initiatives in flight:

- *Committed to the Queens Green Canopy Scheme whereby our staff have been encouraged to be engaged in planting a variety of trees.*
- *Mandating paper free offices.*
- *All employees are committed to green sources of energy at home and are operating either renewables solutions or sourcing their electricity supply from a 100% green energy supplier.*

- *Reduction of business travel, with a 'virtual first' meeting policy.*
- *Introduced EV-only company car scheme.*
- *Embedding sustainability into our procurement process by including this as a core requirement of choosing a supplier.*

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

- *Achieving ISO 14001 and ISO 50001 Environmental and Energy management system certifications.*
- *Employee engagement and upskilling: Offering a range of engagement activities such as our Eco Innovation Challenge, Sustainability Quotient training, Carbon + Climate training, Eco Action campaign and eco-volunteering opportunities*
- *Promote and encourage corporate recycling initiatives through introducing our staff to a recycling app, introducing a paperless office policy, buying recycled supplies.*

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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:

A. M. Casey.....

Date:20 April 2023.....

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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