



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: G2 Speech UK Ltd.

Publication date: 16 February 2024

Commitment to achieving Net Zero

G2 Speech UK Ltd. 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.

[Instructions to Suppliers:

Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

Baseline Year: 2023 (01 Jan 2023 – 31 Dec 2023)

Additional Details relating to the Baseline Emissions calculations.

[Instructions to Suppliers:

Add commentary regarding your Baseline Emissions as required: e.g. historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting), where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]

Baseline year emissions: 2023 (01 Jan 2023 – 31 Dec 2023). Our baseline year and our current reporting year are the same (2023), as we are new to measuring & reporting our carbon emissions. We have not previously assessed or reported emissions.

NOTE: Our Carbon Reduction Plan covers the year 01 Jan 2023 to 31 December 2023, which is our financial year. A new plan will be created for 01 Jan 2024 - 31 Dec 2024, once we have the relevant data for 2024 (so in Feb 2025).

EMISSIONS

TOTAL (tCO₂e) = 38.7566

Scope 1

0 tCO₂e - No scope 1 emissions are applicable. This is because there is no gas consumption; in addition, information on gas replacement for air conditioning is not available from our landlords.

Scope 2	0.5054 tCO ₂ e
Scope 3 (Included Sources)	38.2512 tCO₂e <ul style="list-style-type: none"> • Category 4 - Upstream transportation and distribution = 0 tCO₂e * • Category 5 - Waste generated in operations = 0.0258 tCO₂e • Category 6 - Business travel = 24.3726 tCO₂e • Category 7 - Employee commuting = 0.4175 tCO₂e (optional) Employee homeworking = 12.3179 tCO₂e • Category 9 - Downstream transportation and distribution = 1.1174 tCO₂e
Total Emissions	38.7566 tCO₂e

* All emissions related to the transportation of products sold fits under the category of "Downstream Transportation & Emissions", as transport is paid by the customer.

Current Emissions Reporting

Reporting Year: 2023 (01 Jan 2023 – 31 Dec 2023). Our baseline year and our current reporting year are the same (2023), as we are new to measuring & reporting our carbon emissions. We have not previously assessed or reported emissions.

NOTE: Our Carbon Reduction Plan covers the year 01 Jan 2023 to 31 December 2023, which is our financial year. A new plan will be created for 01 Jan 2024 - 31 Dec 2024, once we have the relevant data for 2024 (so in Feb 2025).

EMISSIONS	TOTAL (tCO₂e) = 38.7566
Scope 1	0 tCO ₂ e - No scope 1 emissions are applicable. This is because there is no gas consumption; in addition, information on gas replacement for air conditioning is not available from our landlords.
Scope 2	0.5054 tCO ₂ e
Scope 3 (Included Sources)	38.2512 tCO₂e <ul style="list-style-type: none"> • Category 4 - Upstream transportation and distribution = 0 tCO₂e * • Category 5 - Waste generated in operations = 0.0258 tCO₂e • Category 6 - Business travel = 24.3726 tCO₂e • Category 7 - Employee commuting = 0.4175 tCO₂e (optional) Employee homeworking = 12.3179 tCO₂e

	• Category 9 - Downstream transportation and distribution = 1.1174 tCO₂e
Total Emissions	38.7566 tCO₂e

* All emissions related to the transportation of products sold fits under the category of "Downstream Transportation & Emissions", as transport is paid by the customer.

Emissions reduction targets

[Instructions to Suppliers:

If existing emissions reduction targets are in place for your organisation, please provide details below.

If you have no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation]

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 **between 20 and 27 tCO₂e** by 2030. This is a reduction of **30-50%** (this is our target; this is in line with the UN's Race to Zero campaign, which suggests the need for 50% carbon emissions reductions by 2030. This is our first carbon footprint, we have no previous emission reduction commitment.)

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since/during the 2023 baseline. **We are not yet able to measure and report on the carbon emission reduction achieved so far by the environmental management initiatives we have implemented during our baseline year, as we are new to reporting and our baseline year is 2023 (01 Jan 2023 – 31 Dec 2023); however the below measures will be in effect when performing all contracts.**

[Instructions to Suppliers:

Briefly provide details of some of your completed carbon reduction projects. This is for information only.

This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTI or specific measures you have taken such as; the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.]

- The implementation of our solutions can now be carried out entirely remotely, reducing the need for travel.
- Offered the option to work from home to staff.

- Now moved to a tenanted office with environmentally-focussed facilities – recycling, energy-saving features, etc.; communal materials, furniture and essentials are durable, locally-sourced, recyclable, re-usable, refillable & repairable.
- Tenanted office was chosen for accessibility via public transport or walking.
- Opted to rent the minimum amount of space necessary for our needs, reducing heating/lighting.
- Invested in energy-efficiency laptops/PCs for all colleagues.
- Banned energy-wasting appliances from the office.
- Encouraging staff not to stay unnecessarily late in the office (when they are in the office), in order to reduce consumption of heating and electricity.
- Implemented a policy of turning off equipment when not in use.
- Disposed of (responsibly) our fax machine, eliminating the use of emissions from its use.
- Started switching to office supplies & products (paper, notebooks, etc.) which are sourced locally and durable, recyclable, repairable, re-useable, refillable, etc.
- Reduced the use of paper in the office.
- Implemented a policy of double-sided printing only.
- Implemented a policy of re-using all packaging from suppliers.
- All internal business processes now entirely digitalised/electronic.

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

[Instructions to Suppliers:

Briefly provide details of some of any likely/proposed future carbon reduction projects. This is for information only.]

- For all contracts, solutions to be implemented entirely remotely (where possible).
- All colleagues, existing and new, to telecommute (work from home) where possible.
- Supporting all staff to use car share and public transport when travelling to and from work (for those who cannot work from home at all, or who do so only partially).
- Supporting staff with cycle-to-work schemes; accommodating the needs of staff using bicycles.
- Discussing with our landlords the feasibility of installing showers for staff who cycle to work.
- Where possible, all meetings, briefings and conferences to be conducted virtually, especially for long distances and international travel.
- Essential in-person meetings to take place at public transport hubs, thereby reducing the use of cars.
- Reducing transport of the products we sell (i.e. buying and selling in bulk), or utilising transport methods which generate less emissions. Also reducing packaging, or re-utilising packaging / utilising recycled packaging.
- Discussing with our landlords the feasibility of installing solar panels.
- All office supplies & products (paper, notebooks, etc.) to be sourced locally and to be durable, recyclable, repairable, re-useable, refillable, etc.
- 'No printing policy' to be implemented (eliminating all printing).
- Using local eateries which use locally-grown products for business lunches/dinners.
- Encouraging the reduction of the consumption of meat at business lunches/dinners.
- Investigating carbon offset options – e.g. planting trees, purchasing voluntary emission reduction carbon credits. (once emissions have been reduced as far as possible.)

- Working with suppliers and customers to align visions and activities with regards to the reduction of carbon emissions; monitoring suppliers' performance; make carbon reduction a part of our meetings with all suppliers and customers.
- Incorporating environmental factors into all business decisions – e.g. incorporating the reduction of carbon emissions into the future development of all our products.
- Increase employee awareness, training and participation, including through incentives and rewards.

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).

Signed on behalf of the Supplier:

Signed on behalf of G2 Speech UK Ltd by Henry Gallagher, Managing Director, G2 Speech UK Ltd.

Date: 16 February 2024

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>