



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: Gi Group Holdings

Publication date: May 2025

Commitment to achieving Net Zero

Gi Group Holdings 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.

| | |
|--|---|
| Baseline Year: 2020 | |
| Additional Details relating to the Baseline Emissions calculations. | |
| | |
| Baseline year emissions: | |
| EMISSIONS | TOTAL (tCO₂e) |
| Scope 1 | 38.9 |
| Scope 2 | 108.0 |
| Scope 3 (Included Sources) | <p>We are in the process of developing the reporting of our Scope 3 emissions, primarily by working with suppliers to determine upstream transportation and distribution and waste generated in operations. Additionally we will start to gauge employee commuting emissions. We do not manufacture a product so downstream transportation and distribution are not applicable. Our Scope 3 data currently only includes business travel.</p> <p>Scope 3 category</p> <p>4.Upstream transportation and distribution – to work with suppliers in 2025 to ascertain this</p> |

| | | |
|------------------------|--|-----------------------------------|
| | 5. Waste generated in operations – to work with suppliers in 2025 to ascertain this 6. Business travel - detailed below 7. Employee commuting – to develop process for collating in 2025 9. Downstream transportation and distribution – not applicable as we provide a service rather than manufacture product | |
| | Scope 3 Category | Total (tCO₂e) |
| | 4.Upstream transportation and distribution | Not currently calculated as above |
| | 5. Waste generated in operations | Not currently calculated as above |
| | 6. Business travel | 143.9 |
| | 7. Employee commuting | Not currently calculated as above |
| | 9. Downstream transportation and distribution | Not currently calculated as above |
| Total Emissions | 290.8 | |

Current Emissions Reporting

| | |
|---------------------------------------|---------------------------------|
| Reporting Year: 2024 | |
| EMISSIONS | TOTAL (tCO₂e) |
| Scope 1 | 35.7 |
| Scope 2 | 59.1 |
| Scope 3 (Included Sources) | 84.3 |

| | |
|------------------------|--------------|
| Total Emissions | 179.1 |
|------------------------|--------------|

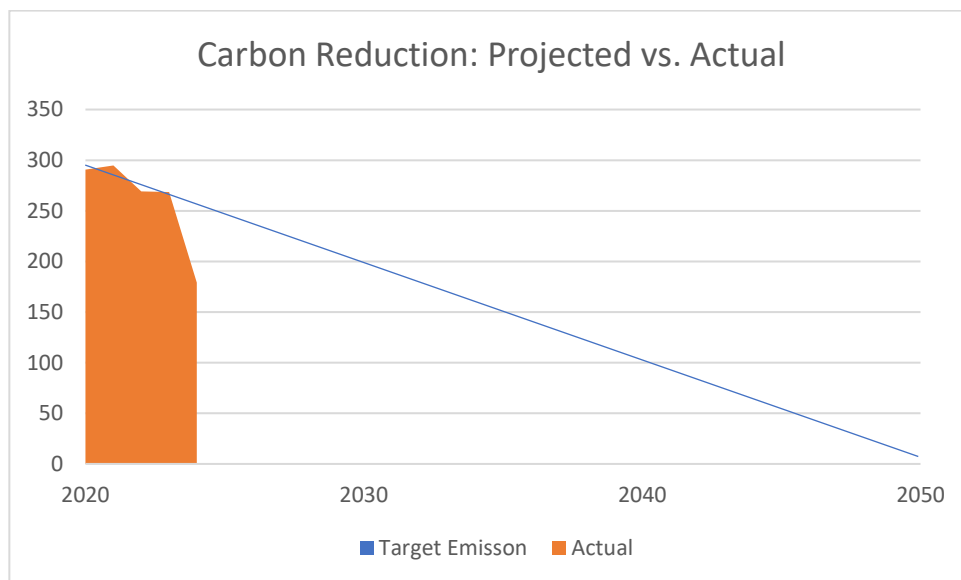
Emissions reduction targets

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

- Reduction in overall CO₂ emissions from car business mileage/driver on previous year (first year of implementation 2023)

We project that carbon emissions will decrease over the next five years to 106.76 tCO₂e by 2029. This is a reduction of 10% (based on average reduction since baseline)

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 equates to 111.7tCO₂e, against the 2020 baseline and the measures will be in effect when performing the contract.

- We have maintained our 14001:2015 ISO accreditation
- We have moved into a new H/O building which is heated and cooled by the latest VRF technology, has lights which are sensor controlled, has only one A/C unit compared with 9 in previous office and uses no gas.
- New H/O is on main bus route and has restricted parking which both encourage lower carbon methods of commuting, e.g. bus and car sharing

- We have provided guidance to H/O staff to reduce electricity use in the H/O building
- We have introduced alternative communication e.g. Skype, Teams and encouraged staff to find alternatives to traveling for business
- We have introduced more paperless processes
- Selected electricity supplier who provides sustainable electricity
- Flexible working introduced across the network for all staff
- EV and cycle to work schemes introduced for all staff
- Introduction of eco-friendly cleaning products at H/O
- Tree planting scheme linked with the download of the Marks Sattin annual Market Insight Report
- Promoting environmental awareness throughout workforce through CSR committee comms including Plastic Free July, Environmental Christmas and Veganuary.

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

- Consider carbon offsetting scheme
- Work to become a paper-free business

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:



Pete Taylor – Managing Director Date: 23 May 2025

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>