



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.

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

² 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

³ 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

Carbon Reduction Plan

Supplier name: RightGreen

Publication date: 07/09/2023

Commitment to achieving Net Zero

RightGreen is 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: 2023	
Additional Details relating to the Baseline Emissions calculations.	
<i>The creation of a new baseline is due to substantial organisational improvements within our internal reporting & monitoring processes.</i>	
<i>Supply chain emissions include production of materials used for reupholstery, repair & fuel consumption during transport.</i>	
<i>We signed up to an initiative called NET0 to identify, improve and plan out a road map to reduce our scope 3 emissions. To date we have seen a significant improvement with several schemes currently operational and implemented and many more planned for the future.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	18.7 tCO₂e
Scope 2	12.2 tCO₂e
Scope 3 (Included Sources)	53.8 tCO₂e (Sources) Supply chain emissions, Employee commuting, Business travel
Total Emissions	84.7 tCO₂e

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 towards achieving Net Zero, we have adopted the following carbon reduction targets.

We project that our carbon emissions will decrease over the next seven years (2030) to **42.35** tCO₂e by **2028**. This is a total reduction of **50%**

Our steps towards meeting this goal are as follows;

Reduce Emissions

- Upgrade to energy-efficient lighting, HVAC systems, and appliances.
- Encourage remote work to reduce commuting emissions.
- Energy efficiency measures can reduce emissions by 20-30%.

Renewable Energy:

- Invest in on-site renewable energy sources like solar panels or purchase renewable energy credits.
- Transitioning to renewable energy can reduce emissions by up to 40-60%.

Sustainable Practices

- Sustainable Procurement: Source products and materials from suppliers with green initiatives.
- Sustainable procurement can reduce Scope 3 emissions by 15-30%.

Waste Reduction:

- Implement a waste reduction and recycling program.
- Proper waste management can cut emissions by 5-10%.

Offsetting Emissions

- Compensate for unavoidable emissions.
- Invest in verified carbon offset projects to balance remaining emissions.
- Offsetting can neutralize your remaining emissions.

Monitoring and Reporting

- Continuously track progress and report results.
- Regular Auditing
- Conduct annual carbon footprint assessments to measure progress.
- Regular audits ensure transparency and accountability.
- Educate and engage employees in carbon reduction efforts.
- Employee involvement can lead to a 10-15% reduction in emissions.

Communication and Certification

- Communicate our sustainability efforts to our customers, partners and the public.
- Obtain a recognised sustainability certification (e.g., B Corp or ISO 14001).

Review and Adapt

- Assess the effectiveness of our carbon reduction strategies and adjust our plan accordingly. Adapting to changing circumstances is essential for long-term success.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to **XX** tCO₂e, a **XX**%ge reduction against the 20**XX** baseline and the measures will be in effect when performing the contract

[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.]

- We are currently undergoing ISO14001 certification in a bid to have our sustainability practices recognised. This has included a full audit of our facilities and processes in the organisation.
- We have already set up a South Yorkshire Depot (HUB) in Sheffield to service a more carbon effective optimal area and reduce road miles and plans are in place to have operational HUBS in Birmingham and Scotland by the summer of 2024.
- In unity with the HUBS, a bespoke asset logging management app has been implemented at RightGreen to ensure that all stock used on the EMarket Place portal is identified, taken and distributed from the nearest recycle sorting centre.
- As it stands, we are currently allowing staff to work from home when possible. This was something that was forced upon us but ultimately something we have found very resourceful.
- We have changed company policy regarding devices being left on overnight and now require all electronic devices throughout the office to be switched off at the end of the day - this includes computers, printers, lights and kitchen appliances.
- Our fleet of company vans are regularly serviced to ensure optimal fuel consumption with newer vehicles that offer better MPG.
- Providing our staff with sustainable workwear (jackets, gilets & t-shirts)

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.]

- We hope to introduce electric vehicles to our fleet to significantly reduce emissions when travelling to and between jobs.
- Offering customers a wider range of sustainable products for reupholstery and repair (i.e, fabrics, foam etc)
- Introducing renewable energy in to our facilities.

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:



Date: 07/09/2023

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>