



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 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 Template

Supplier name: **VE3**

Publication date: **September 2023**

Commitment to achieving Net Zero

VE3 is committed to achieving Net Zero emissions by 2035.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced before the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2021/22	
Additional Details relating to the Baseline Emissions calculations.	
<p>VE3's carbon emissions have been calculated in line with our Streamlined Energy and Carbon Reporting Regulations (SECR) requirements, that is our Scope 1 and Scope 2 emissions as well as our Scope 3 emissions which relate to business travel. Additional Scope 3 categories, calculated retrospectively in line with GHG Protocol guidance and using the relevant DEFRA Carbon Conversion Factors, have been included in this Carbon Reduction Plan. All our emissions reporting includes Well-to-Tank and Radiative forcing (RF) conversion factors where relevant. Our reporting scope covers the entire group as this best reflects the agile way in which we use our office space.</p>	
Baseline year emissions: 2021/22	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	138
Scope 2	362
Scope 3 (Included Sources)	Category 4 & 9 – Upstream & Downstream Transport – 109 Category 5 – Waste - 39 Category 6 – Business Travel - 337 Category 7 – Employee Commuting & Homeworking – 2,049
Total Emissions	3,035 tCO₂e

Current Emissions Reporting

Reporting Year: 2022/23	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	113
Scope 2	256

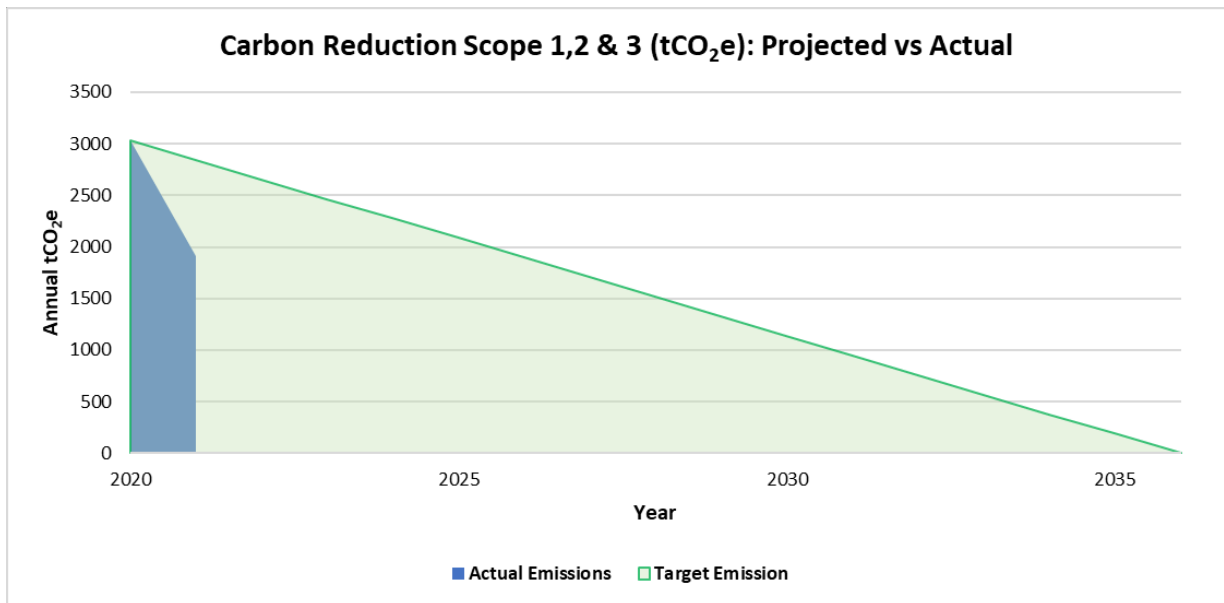
<p>Scope 3 (Included Sources)</p>	<p>Category 4 & 9 – Upstream & Downstream Transport – 7.5</p> <p>Category 5 – Waste - 25</p> <p>Category 6 – Business Travel - 12</p> <p>Category 7 – Employee Commuting & Homeworking – 1,498</p>
<p>Total Emissions</p>	<p>1,912 tCO₂e</p>

Emissions reduction targets

VE3 is currently Carbon Neutral across our Scope 1 and 2 emissions and business travel and has used the Gold Standard off-setting scheme to offset these emissions.

The company’s ambition is to be Net Zero across our Scope 1, 2 and 3 emissions by 2035. Since our baseline year, we have calculated a 37% reduction in our carbon emissions. We recognise that this is in part a reflection of the impact of Covid on our business operations; the closure and reduction in office space and subsequent energy use, reduced business and commuting travel and reduction in purchased products. In addition, VE3 has also implemented carbon reduction initiatives as outlined.

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 2021/22 baseline.

- **ISO 14001 accreditation with comprehensive Environment Management System**
- As of January 2023, Green Energy tariffs have been used when purchasing energy directly by VE3 (approximately 65%). The remaining third is bought by our landlords and we will work with them to encourage a switch to renewable sources.
- Installing sub-metering where possible and use of data to identify energy inefficiencies.
- Introduced good energy management procedures such as a heating and cooling policy, ensuring electronic equipment is automatically put into sleep mode when idle, advising staff to switch off equipment when not using, utilising sensor-based lighting and use of natural light, and IT equipment and hardware automatically shut down overnight.
- Introduced an 'Our Working Way' policy to encourage agile, flexible working from home locations, digitisation of paperwork and the use of electronic/virtual meetings and training.
- Staff are given the option of purchasing discounted season tickets for public transport through the company's season ticket loan offer and can purchase bikes through our cycle-to-work scheme.
- The use of public transport to meetings is encouraged where appropriate and can be claimed through our expense system. Vehicles owned and operated by VE3 are all Euro 6 compliant.
- Minimised the use of virgin paper by ensuring all our paper is 100% recycled and FSC (or equivalent) certified, implemented printing control and electronic archiving.
- Reduced waste to landfill through dedicated recycling and general waste bins, and where there is demand for milk, purchasing 2L bottles, reducing plastic waste by 37%.
- Reducing water waste through the installation of instant hot water dispensers.
- Increased staff awareness and engagement through the creation of our internal Climate Action Group.

In the future, we intend to implement further measures such as:

- Continue to identify opportunities to reduce our emissions across the company including using the results of our ESOS audits to identify priority actions.
- Work with our landlords to encourage them to switch to renewable sources.
- Introduction of an employee salary sacrifice electric car leasing scheme in 2022/23 which will be accessible to all staff.
- Roll out mandatory environmental awareness training across the organisation and encourage staff to implement actions both in their home and work life.
- Working closely with our supply chain to better understand its impact on our carbon footprint and capture carbon savings, as well as working to influence and support suppliers on their journey to net zero.
- Increased reporting against our Scope 3 emissions in line with the GHG Protocol and reporting annually on both the qualitative and quantitative impacts we have as a business and the services we deliver.

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 use 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:

Manish

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Date: 12th September 2023

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

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>
<https://ghgprotocol.org/standards/scope-3-standard>