



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<sup>1</sup> 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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.

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

<sup>2</sup>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](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)

<sup>3</sup>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](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: 27 March 2025

## 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**

**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: Jan – Dec 2023 (which corresponds to our financial year)**

**EMISSIONS**

**TOTAL (tCO<sub>2</sub>e) = 38.7566**

**Scope 1**

**0 tCO<sub>2</sub>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<sub>2</sub>e**

**Scope 3**

**(Included Sources)**

**38.2512 tCO<sub>2</sub>e**

**• Category 4 - Upstream transportation and distribution = 0 tCO<sub>2</sub>e\***

	<ul style="list-style-type: none"> <li>• Category 5 - Waste generated in operations = 0.0258 tCO<sub>2</sub>e</li> <li>• Category 6 - Business travel = 24.3726 tCO<sub>2</sub>e</li> <li>• Category 7 - Employee commuting = 0.4175 tCO<sub>2</sub>e</li> </ul> (optional) Employee homeworking = 12.3179 tCO <sub>2</sub> e <ul style="list-style-type: none"> <li>• Category 9 - Downstream transportation and distribution = 1.1174 tCO<sub>2</sub>e</li> </ul>
<b>Total Emissions</b>	<b>38.7566 tCO<sub>2</sub>e</b>

\* 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: 2024 (Jan – Dec, which corresponds to our financial year).	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e) = 38.4258</b>
<b>Scope 1</b>	0 tCO <sub>2</sub> 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.
<b>Scope 2</b>	0.5156 tCO <sub>2</sub> e
<b>Scope 3</b> (Included Sources)	37.9102 tCO <sub>2</sub> e <ul style="list-style-type: none"> <li>• Category 4 - Upstream transportation and distribution = 0 tCO<sub>2</sub>e*</li> <li>• Category 5 - Waste generated in operations = 0.1604 tCO<sub>2</sub>e</li> <li>• Category 6 - Business travel = 24.1243 tCO<sub>2</sub>e</li> <li>• Category 7 - Employee commuting = 0.1688 tCO<sub>2</sub>e</li> </ul> (optional) Employee homeworking = 11.8398 tCO <sub>2</sub> e <ul style="list-style-type: none"> <li>• Category 9 - Downstream transportation and distribution = 1.6118 tCO<sub>2</sub>e</li> </ul>
<b>Total Emissions</b>	<b>38.4258 tCO<sub>2</sub>e</b>

\* 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.*

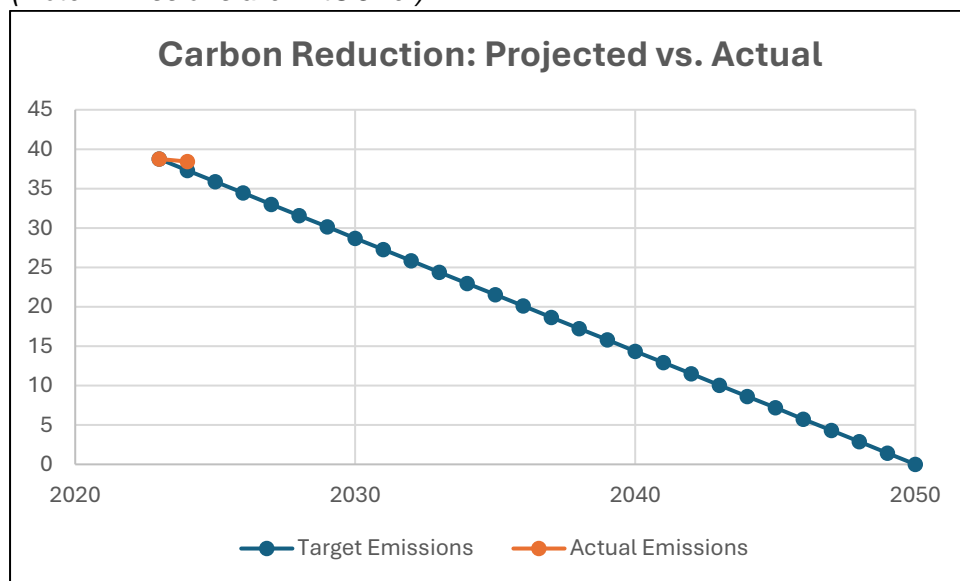
*If you have no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation]*

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 **28.7086 tCO<sub>2</sub>e** by **2030**. This is a reduction of **25.29%**.

Progress against these targets can be seen in the graph below:

*(Note: Emissions are in tCO<sub>2</sub>e.)*



## 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 **0.3308 tCO<sub>2</sub>e**, a **0.85353204357 %**ge reduction against the 2023 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.]*

- Encouraged customers to work with us on implementing our solutions entirely remotely, reducing the need for travel.

- Offered the option to work from home to all new staff; all staff in 2024 were working from home bar one (and another sporadically).
- Invested in energy-efficiency laptops/PCs for all new colleagues and existing colleagues who needed replacement items.
- All office supplies & products (paper, notebooks, etc.) are now sourced locally and (where possible) are durable, recyclable, repairable, re-useable, refillable, etc.
- Essential in-person meetings all taking place at our London office, very accessible to all staff by public transport, which reduces the use of cars.
- 'No printing policy' is being implemented (with a view to eliminate all printing).

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 each call-off contract with a new or existing customer, set a carbon reduction target in relation to the emissions specific to the individual contract. Work with the customer and with the suppliers involved in the contract, to coordinate objectives and efforts.
- Perform all implementation and contract management activities remotely for our customers, removing emissions linked to travelling.
- Reducing emissions linked to the hardware we will be buying and selling under all call-off contracts. For example: reducing packaging; reducing travel journeys by buying and selling in bulk; and utilising transport methods which generate less emissions.
- Working with suppliers and customers to align visions, activities and performance with regards to the reduction of carbon emissions; monitoring suppliers' performance; making carbon reduction a part of our meetings with all suppliers and customers.
- Increasing employee awareness, training and participation, including through incentives and rewards.
- Creating an annual Social Value Report, outlining our vision, efforts and performance in reducing carbon emissions, and disseminated to all colleagues, suppliers, partners 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.
- 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.
- Discussing with our landlords the feasibility of installing solar panels.

- 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.)

## **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 standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

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) Standard<sup>6</sup>.

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: 27 March 2025

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<sup>4</sup><https://ghgprotocol.org/corporate-standard>

<sup>5</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>6</sup><https://ghgprotocol.org/standards/scope-3-standard>