



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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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 2050.¹¹

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 CRP 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 Standard¹² and Guidance, 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
- 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

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¹¹ 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

¹² <https://www.gov.uk/government/publications/ppn-006-guidance-on-taking-account-of-carbon-reduction-plans-adopting-and-applying-conditions-of-participation-html>

Carbon Reduction Plan template

Supplier name

G2 Speech UK Ltd.

Publication date

25 March 2026

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.

Baseline year: 2023	
Additional details relating to the baseline emissions calculations:	
* All emissions related to the transportation of products sold fits under the category of "Downstream Transportation & Emissions", as transport is paid by the customer.	
Baseline year emissions:	
Emissions	TOTAL (tCO ₂ e) = 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 tCO ₂ e <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 tCO ₂ e

Current emissions reporting

Reporting year: 2025	
Emissions	TOTAL (tCO ₂ e) = 38.3838
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	0.3783 tCO ₂ e
Scope 3 (included sources)	38.0054 tCO ₂ e

	<ul style="list-style-type: none"> • Category 4 - Upstream transportation and distribution = 0 tCO₂e* • Category 5 - Waste generated in operations = 0.1493 tCO₂e • Category 6 - Business travel = 24.0572 tCO₂e • Category 7 - Employee commuting = 0.1190 tCO₂e (optional) Employee homeworking = 11.8652 tCO₂e • Category 9 - Downstream transportation and distribution = 1.8094 tCO₂e
Total emissions	38.3838 tCO₂e

Notes:

The baseline & reporting years go from Jan to Dec, which corresponds to our financial year.

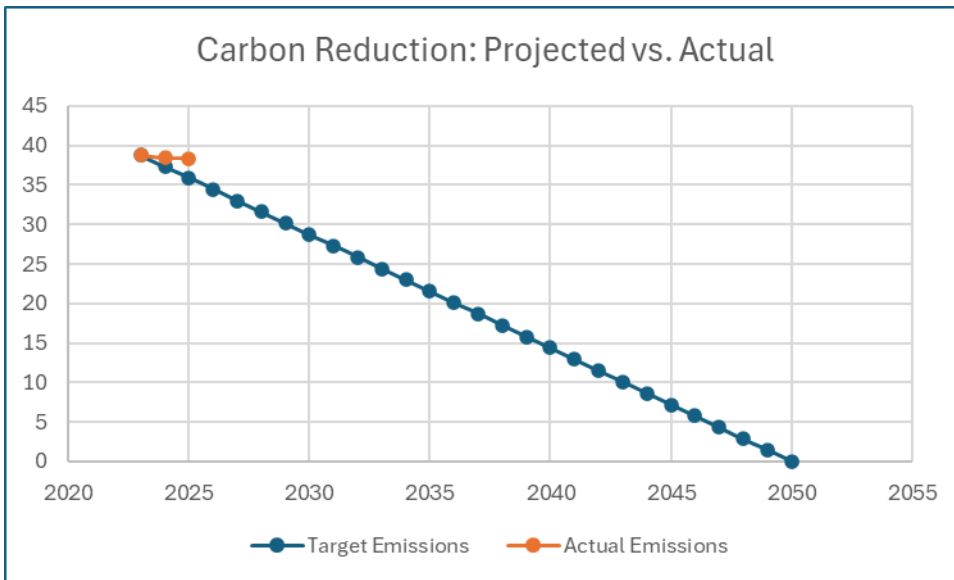
* All emissions related to the transportation of products sold fits under the category of "Downstream Transportation & Emissions", as transport is paid by the customer.

Emissions reduction targets

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 **27.2732 tCO₂e** by 2031. This is a reduction of **28.95%**.

(Note: Emissions are in tCO₂e)



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 **0.3728 tCO₂e**, a **0.96%** reduction against the 2023 baseline and the measures will be in effect when performing the contract.

- 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 2025 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.

- Endeavour to source all office supplies & products (paper, notebooks, etc.) locally; where possible, all purchases 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).

Future carbon reduction initiatives

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

- 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 006 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 standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.¹⁵

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: 25 March 2026

¹³ <https://ghgprotocol.org/corporate-standard>

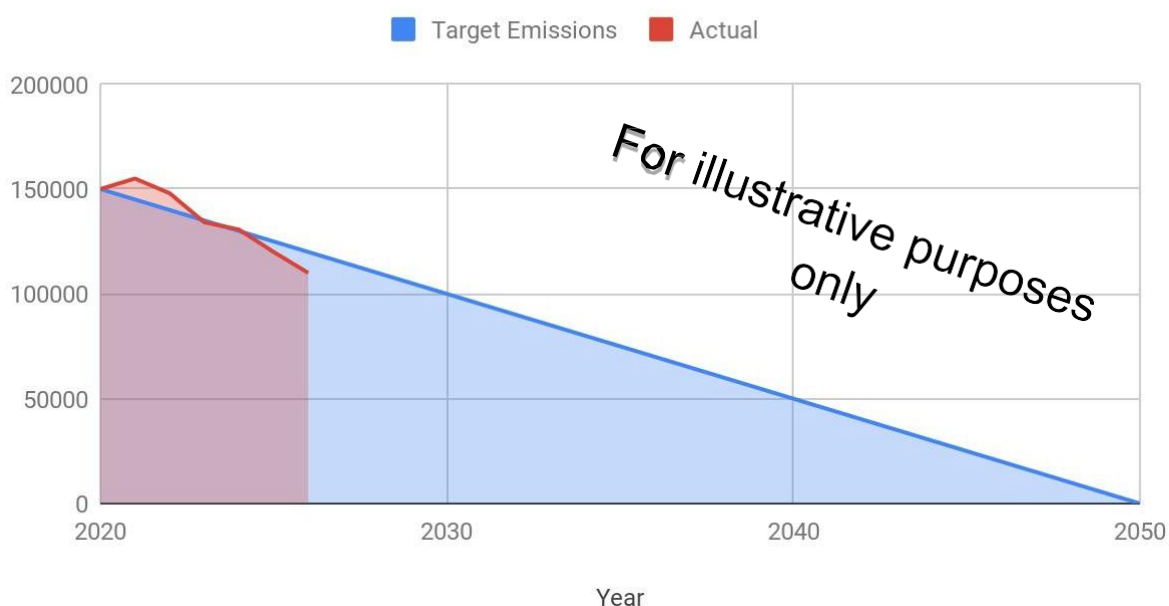
¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

Annex – Guidance notes

- Please provide details of your organisation’s baseline emissions. If your organisation has not previously assessed or reported emissions, please state this and use your first reporting period as your baseline.
- Under **Additional details relating to the baseline emissions calculations**, please add details of your baseline emissions as required: for example, that it is a historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting); that there had been no previous reporting; or that you have created a new baseline due to substantial organisational change or restructuring.
- Under the heading **Emissions reduction targets**, if your organisation already has emissions reduction targets, please give those targets. If your organisation had no previous emissions reduction commitment, or if this is your organisation’s first carbon footprint, please provide targets for your organisation. You may want to show progress against your targets in a graph, like the one show below:

Carbon Reduction: Projected vs. Actual



- Under the heading **Completed carbon reduction initiatives**, please provide brief 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.
- Under the heading **Future carbon reduction initiatives**, please provide brief details of some of your likely/proposed future carbon reduction projects, if any. This is for information only.