

## 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.

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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

**Supplier name:** Adferiad Recovery

**Publication date:** 11<sup>th</sup> January

### Commitment to achieving Net Zero

Adferiad Recovery is committed to achieving Net Zero emissions by 2030.

### Baseline Emissions Footprint

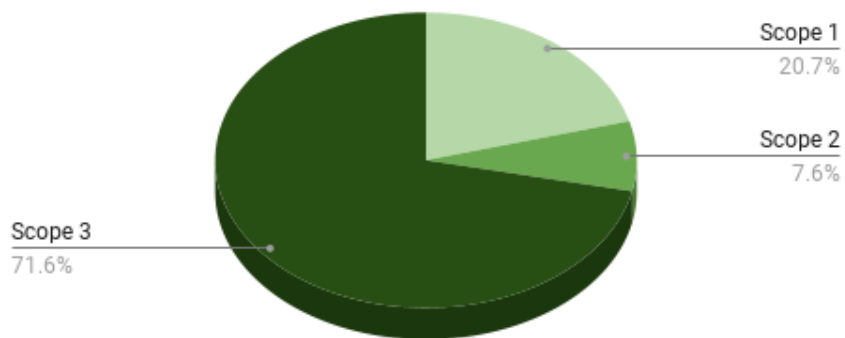
Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

<b>Baseline Year: 2021-2022</b>	
Additional Details relating to the Baseline Emissions calculations.	
Organisational Boundaries: Adferiad Recovery - Operational Control Operational Boundaries: Scopes 1, 2 and 3 Year end: 31 <sup>st</sup> March Baseline year: Year ended March 2022	
Baseline year emissions: 2021-2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	555.70
Scope 2	204.89
Scope 3 (Included Sources)	1919.73
<b>Total Emissions</b>	<b>2680.32</b>

Current Emissions Reporting

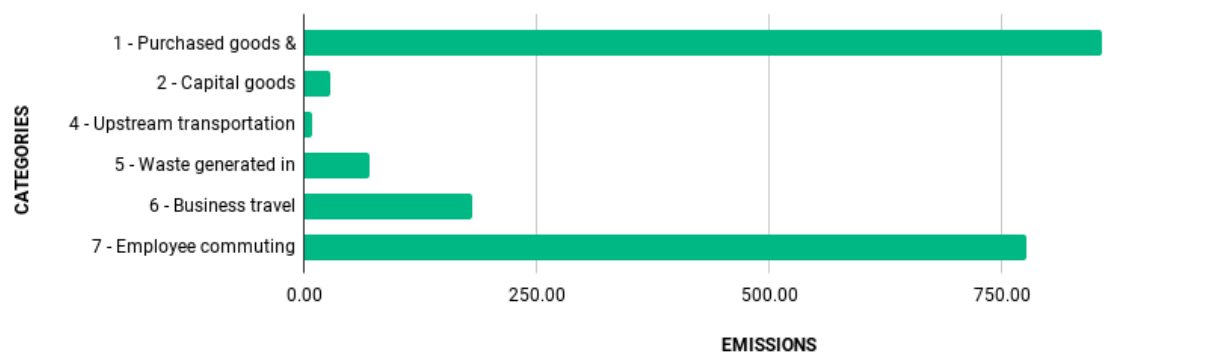
<b>Reporting Year: Baseline Year</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	555.70
Scope 2	204.89
Scope 3 (Included Sources)	1919.73
<b>Total Emissions</b>	<b>2680.32</b>

Emission Breakdown



<b>Scope 3</b>	<b>Breakdown</b>	<b>% of Scope 3 Emissions</b>
1 - Purchased goods & services	857.04	44.64%
2 - Capital goods	28.40	1.48%
4 - Upstream transportation and distribution	7.70	0.40%
5 - Waste generated in operations	69.86	3.64%
6 - Business travel	180.17	9.39%
7 - Employee commuting	776.57	40.45%

### Scope 3 Emissions



### Emissions reduction targets

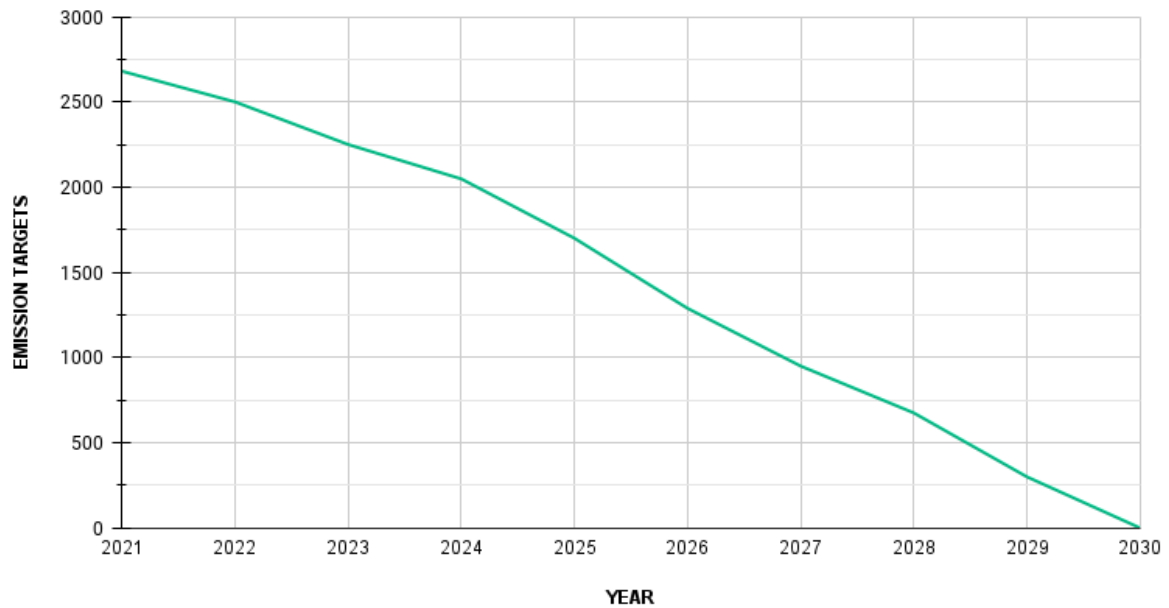
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Year	Emission Targets (tCO <sub>2</sub> e)	% Reduction
2021	2680.32	
2022	2500	6.73%
2023	2250	16.05%
2024	2048	23.58%
2025	1700	36.57%
2026	1289	51.92%
2027	950	64.56%
2028	675	74.82%
2029	300	88.81%
2030	0	100.00%

We project that our carbon emissions will decrease over the next five years to 950 tCO<sub>2</sub>e by 2027. This is a reduction of 64.56%

The planned emission reduction forecast can be seen in the graph below:

### Carbon Reduction Plan



### Carbon Reduction Projects

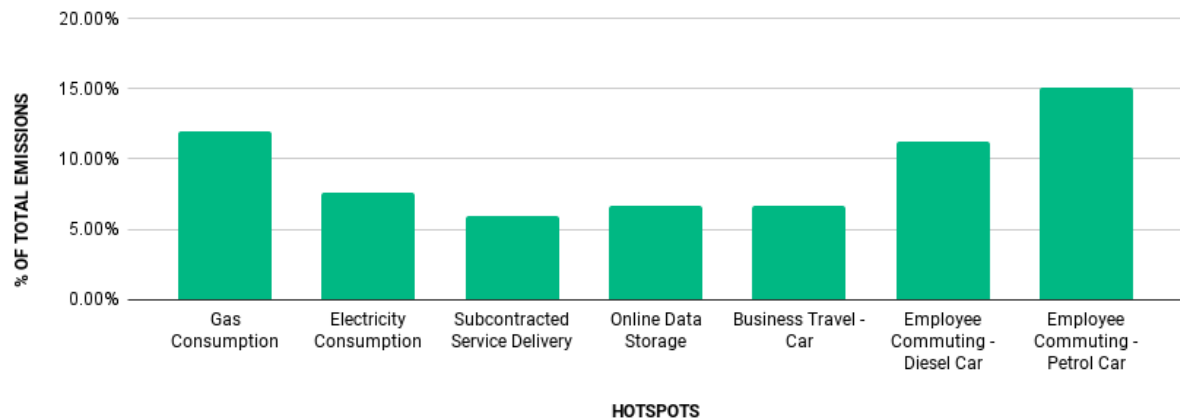
#### *Completed Carbon Reduction Initiatives*

The following environmental management measures and projects have been completed for the baseline year 2021-2022

- We carried a comprehensive Scope 1,2 and 3 emission calculation strictly following the ISO 14064-1 standards to understand our current position.
- We carried a hotspot analysis to point out the most emitting sources within our supply chain in order to lay the groundwork to reduce those emissions in the following years.

Hotspots	Emissions	% of Total Emissions
Gas Consumption	319.94	11.94%
Electricity Consumption	204.89	7.64%
Subcontracted Service Delivery	160.18	5.98%
Online Data Storage	178.79	6.67%
Business Travel - Car	179.67	6.70%
Employee Commuting - Diesel Car	299.86	11.19%
Employee Commuting - Petrol Car	404.02	15.07%
<b>Total</b>	<b>1747.35</b>	<b>65.19%</b>

## Hotspot Analysis



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

- Switching to a 100% renewable electricity provider. This will bring down our overall emissions by around 7.64%.
- Replacing current petrol/diesel run company owned vehicles to 100% electric vehicles over the years. This will bring down our current emissions by around 4%.
- Within scope 3 emissions, Employee commute accounted for 772.41 tonnes of CO<sub>2</sub>e emissions. Out of which 703.88 tonnes of CO<sub>2</sub>e emissions were associated with the use of Petrol and Diesel and car for commute to work. This accounts for 26.265% of our total emissions. We plan to tackle this by incentivising our employees to switch to electric vehicles or take public transport to work in the coming years.
- Within scope 3 emissions, business travel by car accounted for 179.67t CO<sub>2</sub>e emissions (i.e. 6.70 of total emissions). We aim to reduce this in the coming years by using only electric vehicles for business commute.
- Within scope 3 emissions, subcontracted delivery services accounted for 160.18t CO<sub>2</sub>e emissions (i.e. 5.98% of total emissions). We aim to reduce this over the years by opting for delivery services with lower carbon footprint.
- Within scope 3 emissions, online data storage accounted for 178.79t CO<sub>2</sub>e emissions. We aim to reduce this by shifting to cloud services with lesser carbon footprint over the coming years.
- Within scope 3 waste generated in operations account for around 70t CO<sub>2</sub>e emissions. We plan to reduce this through better waste handling practices (i.e., Maximizing the amount of waste sent for recycling, Reducing the volume of waste incinerated, etc)

## 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 Chief Executive.

Signed on behalf of the Supplier:



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Date: 11/01/2023

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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>