



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.

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

²Technical 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

³Guidance 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 Template

Supplier name: Newhall Janitorial Limited.....

Publication date: 21/3/2024.....

Commitment to achieving Net Zero

Newhall Janitorial Limited 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: 2022 (1st January 2022 – 31st December 2022)	
Additional Details relating to the Baseline Emissions calculations.	
The carbon footprint calculated all emissions as CO ₂ equivalents (CO ₂ e), referred to as "CO ₂ ". All relevant greenhouse gases were taken into account, in the calculations. Operational system boundaries indicate which activities are covered by the carbon footprint. The various emission sources are divided into three scopes in accordance with our reporting Protocol to Climate Partner (as below). 2021-22 reporting saw CO ₂ emissions lower than normal due to the aftermath of the global pandemic Covid-19.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Includes all emissions generated directly, by company-owned equipment/vehicle fleets. 36.0% - 33,440kg
Scope 2	Lists emissions generated by purchased energy, for example electricity and district heating. 6.6% - 6,099kg
Scope 3 (Included Sources)	Includes all other emissions that are not under direct corporate control, such as employee travel or product disposal. 57.4% - 53,304.63kg
Total Emissions	92,843.63 kg CO₂

Current Emissions Reporting

Reporting Year: 2023 (1st January 2023 – 31st December 2023)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Includes all emissions generated directly, by company-owned equipment/ vehicle fleets. 30.5% 41,800 kg
Scope 2	Lists emissions generated by purchased energy, for example electricity and district heating. 5.6% 7,637 kg
Scope 3 (Included Sources)	Includes all other emissions that are not under direct corporate control, such as employee travel or product disposal. 63.9% 87,635 kg
Total Emissions	137,072.36 kg CO₂

Emissions reduction targets

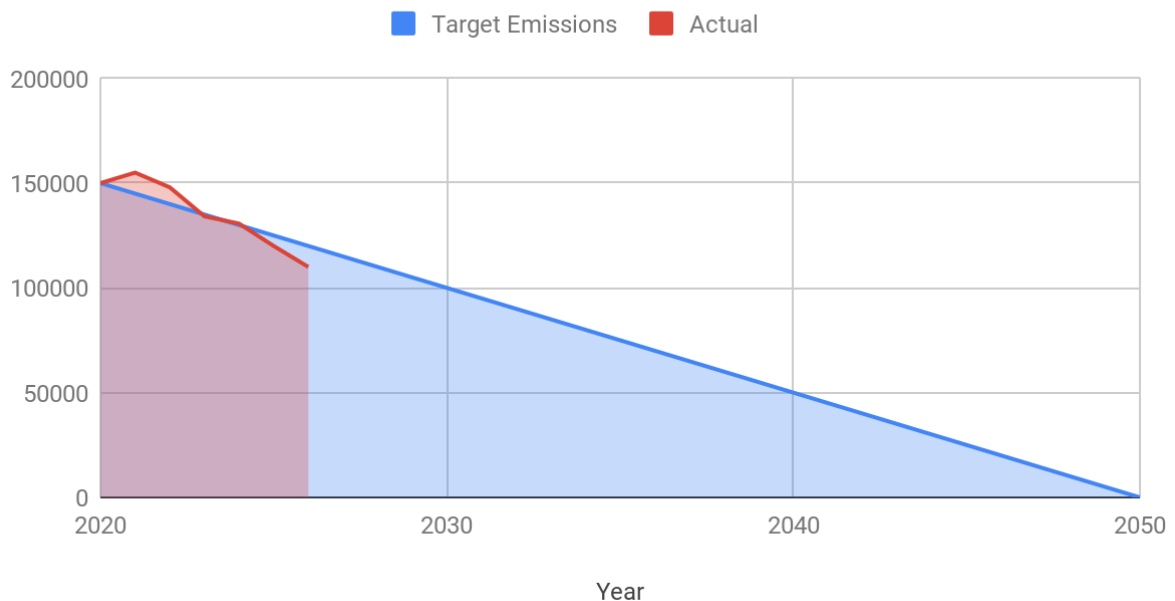
Newhall are attempting to find ways to continuously reduce emissions as well as offsetting any emissions that cannot immediately be reduced. In order to progress to achieving Net Zero, we have adopted the following carbon reduction targets over the next 2 years:

- Encouraging employees to carpool, bike, or use public transportation to reduce carbon emissions from commuting, by 10% commitment.
- Switch to eco-friendly and sustainable materials in product packaging and office supplies, by 100% commitment.
- Agreed for some employees to telecommute or work remotely to reduce the need for office space and energy consumption, by 10% commitment.
- Partnering with suppliers and vendors who have strong environmental and sustainability practices to reduce the carbon footprint of the supply chain, 100% commitment.
- Educating employees about the importance of carbon reduction, for example reducing our printing and office use of paper, by 100% commitment.
- Participate in carbon offset programs or purchasing carbon credits to mitigate the company's carbon footprint by investing in sponsorships, i.e. Tree Planting with local schools, by 100% commitment.
- Implementing energy-efficient practices and technologies, such smart thermostats, and energy-efficient appliances, by 100% commitment.

We project that carbon emissions will decrease over the next five years to 100,000kg CO₂ by 2030. This is a reduction of 27%

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

Carbon Reduction: Projected vs. Actual



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 8,200 kg tCO₂e, a 6%ge reduction against the 2023 baseline and the measures will be in effect when performing the contract.

- Newhall are in the process of trialling the use of an electric van (for our vehicle fleet).
- Newhall has invested in renewable energy sources - solar panels to power company operations, by recently installing a 25kW PV array and battery storage.
- In addition to the solar panels, Newhall has installed an electric vehicle charging point for use by all stakeholders whilst at the premises.
- Newhall has removed warehouse radiant tube heating and has replaced with more economical gas fired warm air units and associated destratification fans.
- Newhall are in the process of installing a weather compensated heating control to reduce heating load.
- Newhall have recently achieved ISO14001 certification.
- Newhall has switched to adoption LED lighting controls throughout the premises.
- Newhall has been actively working with NHS/Local Authorities regarding paper reduction, reducing postal mail, converting fully to electronic methods of invoice submission/communications.

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

- Newhall would like to invest in research and development of new technologies and innovations to further reduce carbon emissions. We would be keen to work with our university customers and their students to help us develop new projects.
- Newhall would like to implement its own policies and regulations to limit carbon emissions from industries.
- Promote Newhall's work in carbon offsetting/reduction in it's marketing material.

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:



Finance/Operations Director

Date: 21/3/2024.....

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>