



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 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

RM6259 Vertical Application Solutions
Attachment 2e PPN 06_21 Carbon Reduction Plan Template

Carbon Reduction Plan Template

Supplier name: **Asite Solutions Ltd**

Publication date: **19/09/2022**

Last Updated: **19/01/23**

Commitment to achieving Net Zero

Asite Solutions 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: July 1st 2021 – June 30th 2022

Additional Details relating to the Baseline Emissions calculations.

Baseline emissions are a record of past greenhouse gas emissions that occurred prior to the implementation of any emission-reduction strategies. Baseline emissions serve as a baseline against which reductions in emissions can be measured.

Asite's baseline emissions inventory includes all our measurable scope 1, scope 2 emissions, together with a first estimate of our total scope 3 value chain emissions.

Asite includes all seven Kyoto Protocol Greenhouse Gas groups in our emissions footprint calculations where relevant.

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.22
Scope 2	2.91
Scope 3 (Included Sources)	57.9

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Total Emissions	61.03
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Current Emissions Reporting

Reporting Year: July 1st 2022 – June 30th 2023	
EMISSIONS	TOTAL (tCO_{2e})
Scope 1	0.12
Scope 2	1.45
Scope 3 (Included Sources)	44.7
Total Emissions	46.27

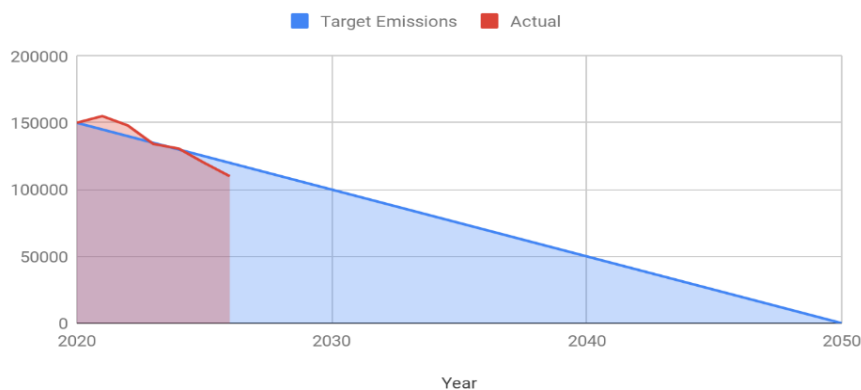
Emissions reduction targets

In order to achieve our progress to achieving Net Zero, Asite have adopted the following carbon reduction targets. We project that carbon emissions will decrease over the next five years to 48.82 tCO_{2e} by 2027. This is a reduction of 20%. This carbon emission target has been guided by the UK government's standard carbon reduction metric, but it aims to drive carbon reduction ahead of the UK average.

Asite understands that as the company grows, we will be storing a significant amount of data on behalf of our clients. As a result, Asite's carbon footprint grows. Asite is implementing operational changes to reduce overall carbon impact in order to offset this increased carbon impact.

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

Carbon Reduction: Projected vs. Actual



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Carbon Reduction Projects

Completed Carbon Reduction Initiatives

As 2022 will be the first year for Carbon Emission reporting, Asite has not completed any Carbon Reduction Initiatives. However, Asite has implemented a wide range of environmental management measures since the baseline year of 2022 in order to reduce carbon emissions by 20% by 2027.

The following environmental management measures and projects have been completed or implemented since the 2022 baseline:

1. Reducing international business travel as a percentage of revenue and incentivizing travel options with a lower carbon footprint, such as rail travel
2. Office downsize, during the Covid-19 pandemic, Asite leased an unoccupied floor of an existing company asset to reduce costs and environmental impact.
3. Adoption of virtual meetings and consultations, as well as increased use of online conferencing tools such as Microsoft Teams, Zoom, Skype, and WhatsApp for business meetings.
4. Reduced carbon emissions from commuting through a more efficient work-from-home mix. Asite has adopted a hybrid work model.
5. The Cycle to Work Scheme initiative at Asite is intended to encourage employees to cycle to work for the environmental, physical, and financial benefits that this most sustainable mode of transportation provides.

These schemes will aim to reduce carbon emissions by 12.206 tCO₂e, a 20% reduction from the baseline in 2022, and the measures will be implemented while the contract is being performed.

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

1. Asite is currently forming an Environmental Social Governance (ESG) Steering Committee comprised of Senior Leadership Team members to track, coordinate, and ultimately reduce our global footprint. The ESG Steering Committee is committed to expanding our global ESG programme with new initiatives that will benefit all Asite entities.
2. Build awareness amongst our workforce of the impact of their decisions on our journey to net-zero
3. Working with suppliers to encourage them to set their own carbon reduction targets in-line with the science and sign-up to the Science Based Target Initiative
4. Exploring a salary sacrifice scheme for electric cars
5. Prioritising environmental responsibility throughout the design and execution of future office refurbishment
6. Minimising energy consumption in our datacentres through a life-cycle assessment and the introduction of energy optimisations tools and processes.

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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:

DocuSigned by:

Nathan Doughty CEO
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20-Jan-23

Date:

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>