



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.

---

<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: **Tisski Limited**.....

Publication date: **01/09/22**.....

## Commitment to achieving Net Zero

**Tisski Limited** 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: 01/09/2019 - 31/08/2020</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>The Tisski office is electrically heated, and all company cars are electric vehicles (EVs). Scope 1 emissions are therefore zero. Scope 2 emissions include electricity purchased for the Tisski office and for charging Tisski company EVs.</p> <p>Regarding scope 3 emissions:</p> <ul style="list-style-type: none"><li>- Upstream transportation and distribution emissions are zero as Tisski is a technology company and does not purchase materials to make a physical product</li><li>- Similarly downstream transportation and distribution emissions are zero as Tisski does not produce a physical product that is transported to end users</li><li>- Business travel emissions are included. Tisski staff are home-based so any travel to the office or customer sites is included in business travel</li></ul> <p>Emissions from waste are considered to be zero as Tisski has committed to be paperless and where paper is used, it is recycled. All IT equipment is re-used or recycled via a WEEE licenced organisation, to either donate reusable items to good causes or to recycle them responsibly</p>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0 (office heating is electric and all company cars are EVs)</b>
<b>Scope 2</b>	<b>4.45</b>

<b>Scope 3</b> (Included Sources)	<b>55.40 (all from business travel)</b>
<b>Total Emissions</b>	<b>59.85</b>

### Current Emissions Reporting

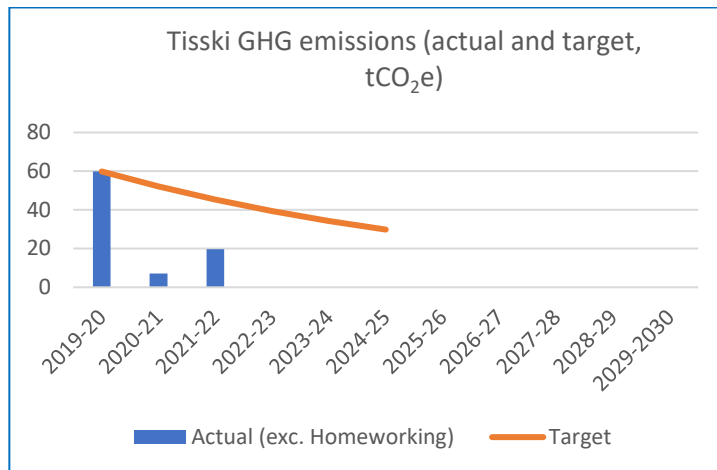
<b>Reporting Year: 01/09/21 – 31/08/22</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>0.00</b> ( <i>office heating is electric and all company cars are EVs</i> )
<b>Scope 2</b>	<b>2.62</b>
<b>Scope 3</b> (Included Sources)	<b>17.10</b> <b>Business travel and hotel stays 17.10</b> <b>Upstream transportation and distribution 0.00</b> ( <i>Tisski are a technology company and do not purchase materials to make a physical product</i> ) <b>Downstream transportation and distribution 0.00</b> ( <i>Tisski do not produce a physical product that is transported to end users</i> ) <b>Employee commuting 0.00</b> ( <i>Tisski staff are home-based so any travel to the office or customer sites is included in business travel</i> ) <b>Waste generated in operations 0.00</b> ( <i>Tisski has committed to be paperless and where paper is used, it is recycled. All IT equipment is re-used or recycled via a WEEE licenced organisation</i> )
<b>Total Emissions</b>	<b>19.72</b>

### Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have signed up to Tech Zero and adopted the following carbon reduction targets:

We project that carbon emissions will decrease over the next five years to **30 tCO<sub>2</sub>e by 2024-25**. This is a reduction of **50%**.

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the **2019 - 2020** baseline. The carbon emission reduction achieved by these schemes equate to **40 tCO<sub>2</sub>e**, a **66%ge** reduction against the **2019 – 2020** baseline and the measures will be in effect when performing the contract.

- we seek to reduce the amount of energy used in the Tiski office and by homeworkers by surveying staff annually on their energy use, sharing energy-saving tips and encouraging employees to change their home electricity and gas suppliers to one which is 100% renewable or carbon neutral
- lights and electrical equipment should be switched off completely when not in use (not left on stand-by)
- heating will be adjusted with energy consumption in mind
- Tiski office – posters remind staff of energy and water-saving tips, and our office electricity supply is now 100% renewable (provided by Opus Energy)
- Tiski achieved 'paperless' status in January 2022, the minimal paper and packaging we use is made from recycled materials and all paper and packaging is recycled after use
- energy consumption and efficiency rating will be considered when purchasing new equipment (minimum of 'A' rating)
- IT devices will be refreshed when performance issues emerge, ensuring optimal power usage from our IT assets

And on reducing business travel:

- Tiski has changed all employee contracts to home working which will reduce commuter travel to the Tiski office
- Tiski's workforce can operate fully effectively remotely. We make full use of travel alternatives, including video conferencing and collaborative tools such as Microsoft Teams and Azure DevOps
- we actively promote the use of these travel alternatives to colleagues, customers, and other stakeholders to minimise the need to travel to carry out work on behalf of

Tisski

- travel is limited to essential meetings; colleagues only attend customer premises to carry out work if the customer insists
- we encourage car sharing, wherever practical, for essential car journeys
- we make additional efforts to accommodate the needs of those using public transport or bicycles (active travel)
- we actively encourage membership of the Bike2Work scheme
- we have introduced an electric vehicle (EV) salary sacrifice hire scheme for our employees to support them in shifting from fuel engines to electric vehicles
- we promote train travel rather than air travel, wherever practical

The policy also included measures to reduce scope 3 emissions in the goods and services we procure:

- before purchasing new equipment, we will evaluate if the need can be met another way e.g. renting, sharing
- when purchasing new equipment, we will evaluate its environmental impact and energy efficiency rating and favour more environmentally friendly products wherever possible
- we will prioritise suppliers who have embedded sustainable and ethical practices within their organisation, and who encourage such practices within their own supply chain, particularly in the areas of conservation of resources, including the use of energy, water, and materials; minimising waste within their operations and by the reduction of packaging; favouring local sourcing for labour and materials, where possible, to minimise the impact of travel and deliveries

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

- Tisski purchased t220CO2e of Gold Standard carbon offsets to cover our 2020-21 emissions and gain 'carbon neutral status' (including for our Scope 3 emissions from staff travel and homeworkers). We will continue to purchase carbon offsets annually to cover our remaining emissions

## 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

---

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

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

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:**

**Darren Bassett (Tisski Corporate Services Director)**

A handwritten signature in black ink, appearing to be 'DB', with a long horizontal stroke extending to the right.

**Date: 01 September 2022**

---

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