



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

Carbon Reduction Plan Template

Supplier name: ITH Pharma Ltd

Publication date: July 2023

Commitment to achieving Net Zero

ITH Pharma 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.

[Instructions to Suppliers:

Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

| | |
|---|---------------------------------|
| Baseline Year: 2022 | |
| Additional Details relating to the Baseline Emissions calculations. | |
| <i>[Instructions to Suppliers: Add commentary regarding your Baseline Emissions as required: e.g. historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting), where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]</i> | |
| Baseline year emissions: | |
| EMISSIONS | TOTAL (tCO₂e) |
| Scope 1 | 10.88 |
| Scope 2 | 283.66 |
| Scope 3 (Included Sources) | 469.97 |
| Total Emissions | 764.51 |

Current Emissions Reporting

| Reporting Year: 2022 | |
|-------------------------------|----------------------------|
| EMISSIONS | TOTAL (tCO ₂ e) |
| Scope 1 | 10.88 |
| Scope 2 | 283.66 |
| Scope 3 (Included Sources) | 469.97 |
| Total Emissions | 764.51 |

Emissions reduction targets

[Instructions to Suppliers:

If existing emissions reduction targets are in place for your organisation, please provide details below.

If you have no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation]

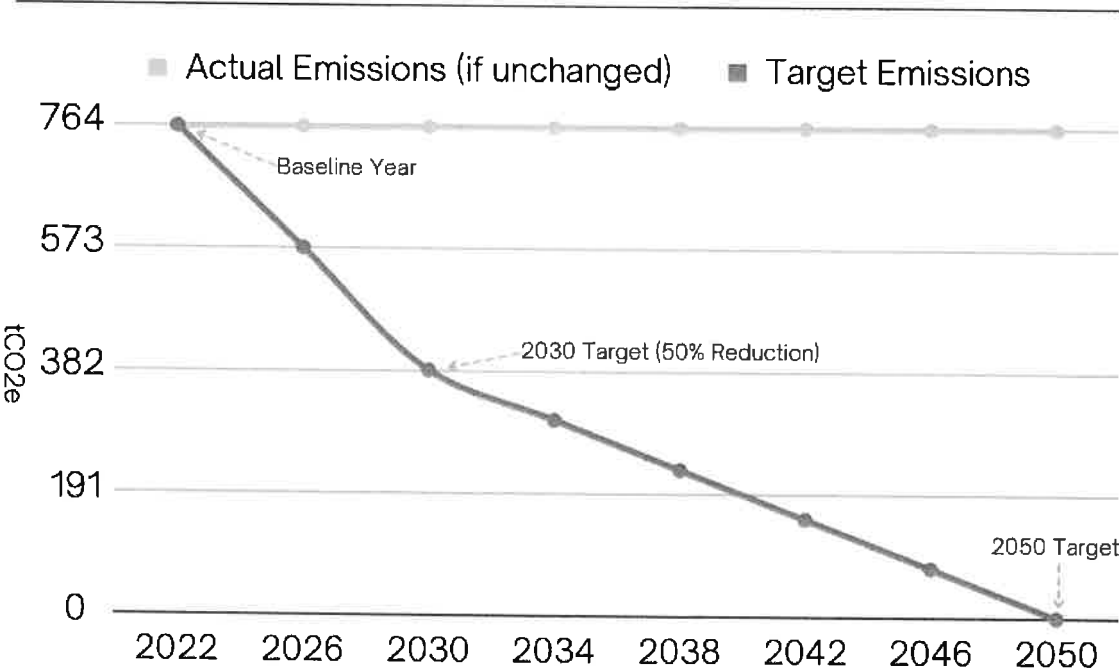
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next seven years to **382 tCO₂e** by 2030. This is a reduction of **50%**

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

For illustrative purposes only

7.4 Reduction Target Plan



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

As part of ITH Pharma's commitment to a healthier planet, we've undertaken several initiatives to minimize our carbon footprint. These efforts not only align with our sustainability goals but also set a precedent for environmental responsibility.

Key Undertakings:

1. **Waste Management Overhaul:** This year, we amplified our recycling protocols. Cardboard and glass materials are now efficiently processed, helping us both reduce landfill waste and conserve resources.
2. **Green Mobility Strategy:** Our transition to electric company vehicles marks a crucial step in our green journey. These vehicles, by sidestepping traditional fuels, offer a cleaner mode of transportation and significantly decrease our emissions.

3. **Energy-Efficient Infrastructure:** We have invested in upgrading our facilities with features that promote energy conservation. This encompasses the integration of LED lighting, improved insulation, energy-efficient windows, and automated thermostats. These enhancements are a testament to our commitment to efficiency and sustainability.
4. **Telework and Digital Collaboration:** Recognizing the environmental implications of extensive travel and commutes, we've encouraged telecommuting options for our staff. Additionally, we're leveraging virtual meeting tools to reduce the need for in-person meetings, thus minimizing travel-related emissions.
5. **Operational Excellence in Energy:** We are in the pursuit of operational methods that not only boost efficiency but also cut down on energy consumption. Our efforts are directed towards integrating state-of-the-art equipment and refining our procedures.

While precise metrics on the carbon savings from these steps are being developed, we are certain of their positive environmental impact. ITH Pharma's dedication to sustainability remains unwavering, and we are constantly on the lookout for new methods to reinforce our eco-friendly operations.

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

1. **Renewable Energy Adoption:** Transition to renewable energy sources for facilities, such as solar panels.
2. **Supplier and Logistics Optimization:** Work closely with suppliers and logistics providers to ensure that goods are sourced sustainably and transported efficiently. Consolidating shipments, optimizing routes, choosing suppliers based on their environmental practices.
3. **Employee Training and Engagement:** Conduct regular workshops and training sessions on sustainability. Encouraging employees to adopt eco-friendly habits, such as improving commuting methods to and from work.

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.

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>

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:


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Date: 1/9/23