



## 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.

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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: BOF

Publication date: 22/04/24

### Commitment to achieving Net Zero

BOF 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.

<b>Baseline Year: January 2021/ December 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
This is our first year of reporting – BOF have not previously assessed or reported emissions. The data for the emissions sources required by PPN06/21 has been generated from Sustainability School Tool.	
<b>Baseline year emissions: January 2021/ December 2021</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	136.36
Scope 2	13.99
Scope 3 (Included Sources)	143.37
<b>Total Emissions</b>	<b>293.72</b>

<b>Reporting Year: January 2022/ December 2022</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>149.79</b>
<b>Scope 2</b>	<b>21.33</b>
<b>Scope 3 (Included Sources)</b>	<b>101.19</b>
<b>Total Emissions</b>	<b>272.31</b>

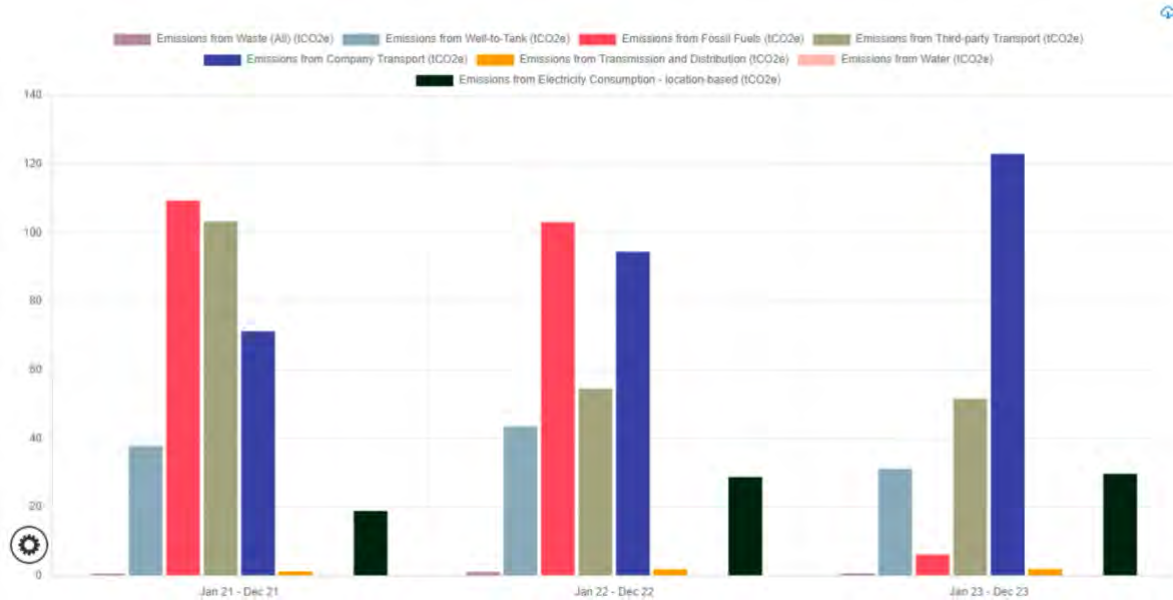
#### **Current Emissions Reporting**

<b>Reporting Year: January 2023/ December 2023</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>103.65</b>
<b>Scope 2</b>	<b>22.02</b>
<b>Scope 3 (Included Sources)</b>	<b>85.6</b>
<b>Total Emissions</b>	<b>211.27</b>

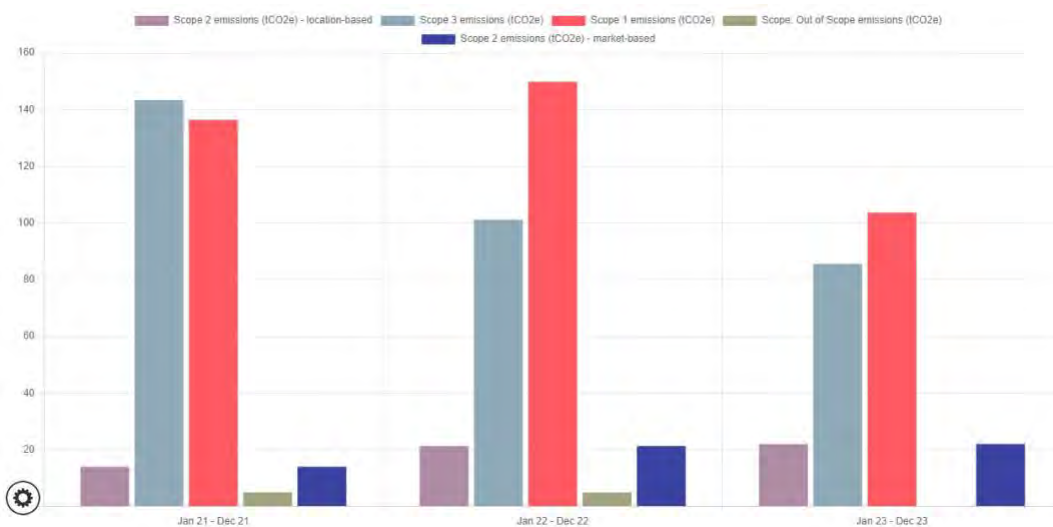
#### **Emissions Reduction Targets**

Reporting progress to achieving Net Zero, we have adopted a Sustainability Strategy working towards carbon reduction targets.

### Detailed **Activity** emissions January 2021- December 2023



### Detailed **Scope** emissions January 2021- December 2023

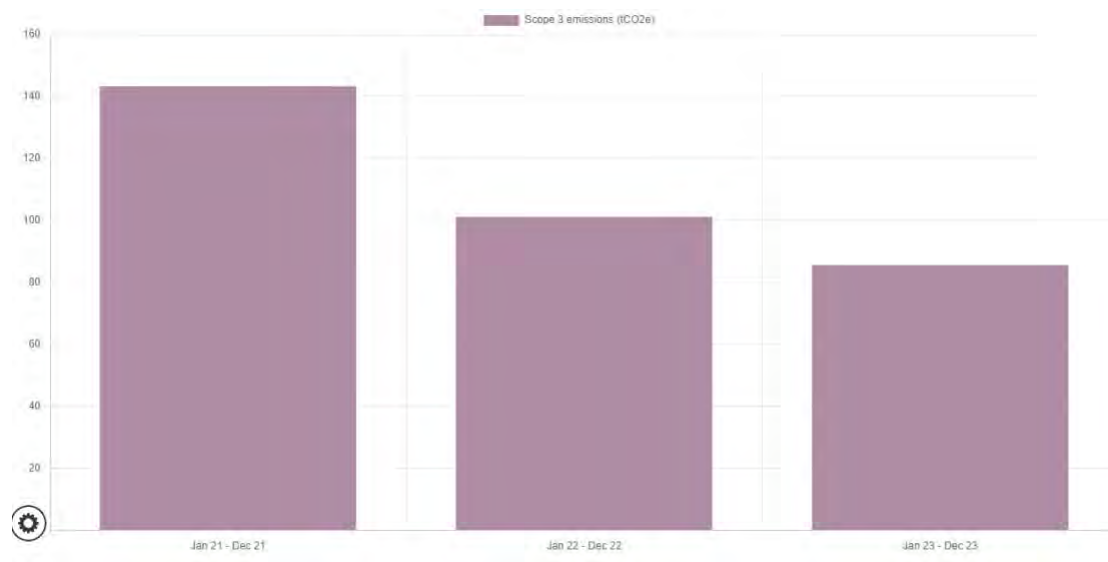


### Total Emissions by Scope January 2021- December 2023



### Total Scope 3 emissions

January 2021- December 2023



### Carbon Reduction Projects

#### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2021 baseline.

Carbon reduction initiatives implemented to date:

- Scope 1, 2 and 3 Carbon Emission Reporting, externally verifying.
- Measure Carbon emissions baseline
- BS EN 14001
- FISP
- Reduction in company travel - homeworking / virtual meetings
- Introduced our Sustainable Furniture Scheme Closing the Loop which we are

actively promoting

- New vehicle fleet

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

- LED/PIR Lighting controls
- Travel Surveys
- Transfer to Green Energy Tariffs
- Zero carbon supply chain carbon initiative
- Low carbon development of BOF Head Office
- Roll out of carbon training to employees

Detailed progress and plans can be found in our 'Sustainable Journey' please email for further information [closingtheloop@bof.co.uk](mailto:closingtheloop@bof.co.uk)

### **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 board of directors (or equivalent management body).

### **Signed on behalf of the Supplier BOF:**



Jessica Marshall  
Sustainability & Communications Manager Date: 22<sup>nd</sup> April 2024

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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>