



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 entity 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 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.

Carbon Reduction Plan Template

Supplier name:i3Works Ltd.....

Publication date:25/08/2021.....

Commitment to achieving Net Zero

i3Works Ltd 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.

Baseline Year: 1/5/2020 - 30/04/2021	
Additional Details relating to the Baseline Emissions calculations.	
Baseline emissions were calculated by a third-party assessor in line with ISO 14064 and the GHG Reporting Protocol. This was the first time i3Works has measured its emissions and is therefore also the first reporting year.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	3.88
Scope 3 (Included Sources)	7.18
Total Emissions	11.06

Current Emissions Reporting

Reporting Year: 1/5/2020 - 30/04/2021	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	3.88
Scope 3 (Included Sources)	7.18
Total Emissions	11.06

Emissions reduction targets

It should be noted that during the current reporting year i3Works was operating as a fully remote organisation during the COVID-19 pandemic. This is not representative of i3Works usual business activities, and as the level of business travel increases, our emissions will initially increase. We have put in place measures to mitigate this increase and to reduce our footprint when normal business activity resumes.

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

- We aim to achieve Net Zero by 2030; either reducing or sequestering 100% of our emissions.
- Accounting for the initial increase in our emissions as pandemic restrictions lift, we aim to reduce our CO₂e emissions per capita to below our baseline levels by 2024. We have set a target of 0.2t CO₂e per capita by 30/04/2024.
- We will continue to offset 100% of our emissions with carbon offsetting projects, all of which are verified by one of the following:
 - Woodland Carbon Code
 - Gold Standard
 - VERRA
 - CER
- We are currently pursuing ISO14001 (Environmental Management Systems) and expect to be fully certified by 31/10/2021. We will continue to maintain this certification, and our environmental management system, as the business expands.

As this is the first year i3Works has maintained an environmental management system, no progress against these targets has been reported on in this reporting year. Progress will be reported on in all further iterations of our Carbon Reduction Plan.

Carbon Reduction Projects

Completed/In Progress Carbon Reduction Initiatives

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

- Pursuit of ISO14001 certification and the implementation of an Environmental Management System
- Offsetting 100% of our emissions with investment in verified carbon offsetting initiatives
- Cessation of our use of a physical office location, promoting remote working and reducing business travel and energy consumption
- Provision of home-office equipment to all FTE's, to promote remote working
- Encouragement of all staff to work remotely wherever possible and to minimise business travel
- Use of a cycle to work scheme
- Donation of old IT equipment, instead of sending it to a landfill
- Implementation of an environmental policy

As this is the first reporting year, we are unable to measure the impact of these measures on our emissions per capita, but this will be reported on in all future iterations of our Carbon Reduction Plan.

In the future, we will implement further measures such as:

- When i3Works obtains a physical office location, we will seek to power it with renewable energy sources
- The implementation of carbon removal technology, once that industry has matured and become more regulated

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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

¹ <https://ghgprotocol.org/corporate-standard>

² <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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of the Supplier:

Signed: *Ben Ames*

Date: 18.08.2021

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