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[1] 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[2] and Guidance, 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
- 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 to satisfy this particular condition of participation.

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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[1] Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

[2] 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

# Carbon Reduction Plan Template

Supplier name: CLARASYS LTD

Publication date: OCTOBER 2026

## Commitment to achieving Net Zero

Clarasys commits to reach net-zero by 2040. As part of this, Clarasys commits to reduce scope 1+2+3 emissions 90% by 2040 from a 2022 base year.

## 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: 2022**

**Additional Details relating to the Baseline Emissions calculations.**

Although previous carbon footprint calculations have been undertaken in 2020 and 2021, we chose 2022 as the baseline year as it is the most complete GHG inventory done to date and was therefore considered to be most representative of the company's current emissions profile.

We calculated our carbon footprint for 2022 in accordance with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard for Scope 1 and 2 emissions, as well as the Corporate Value Chain (Scope 3) Standard and Scope 3 Calculation Guidance for Scope 3 emissions.

We accounted for emissions within our operational boundary using the Operational Control methodology (i.e. report on all sources of emissions over sources that we have full authority to introduce and implement operating policies), as this best reflects Clarasys's actual ability to influence carbon emission reductions.

To calculate our emissions, we used the CompareYourFootprint (CYF) tool, which adheres to the GHG Protocol and uses the UK Government's latest carbon factors for our UK-based operations and the GHG Protocol average data method for our US-based operations.

We are tracking progress against our SBTi target using market-based emissions, however we have provided our location-based emissions for transparency.

**Baseline year emissions:**

| **EMISSIONS** | **TOTAL ($tCO_2e$)** |
|---|---|
| **Scope 1** | Direct emissions from sources that are owned or controlled by Clarasys (e.g. fuel combustion in company owned boilers, furnaces, vehicles or refrigerant leakage at company facilities). |

<table>
<tr><td></td><td>Total (market- and location-based): 41.35 $tCO_2e$</td></tr>
<tr><td>Scope 2</td><td>Indirect emissions from the generation of purchased energy (e.g., purchase of electricity, steam, heat, and cooling).<br>Total (market-based): 65.96 $tCO_2e$<br>Total (location-based): 32.06 $tCO_2e$</td></tr>
<tr><td>Scope 3<br>(Included Sources)</td><td>Total (market-based): 219.24 $tCO_2e$<br>Total (location-based): 211.64 $tCO_2e$<br>A per-category breakdown is provided below.<br>Note: We have not included Scope 3 category 9 (Downstream transportation and distribution), which are required by PPN 06/21, as we do not currently have any activities with emissions that fall under this category. This assessment of materiality will be undertaken throughout each reporting period to ensure we are refining our approach to account for all material emissions categories.
<table>
<tr><th>Scope 3 category</th><th>Emissions ($tCO_2e$)</th></tr>
<tr><td>Category 1: Purchased goods and services<br>Apparel; Cleaning; Facility maintenance; Web and cloud hosting; Office supplies; Food and drink; Furniture; Water</td><td>33.71 $tCO_2e$<br>Market- and Location-based</td></tr>
<tr><td>Category 2: Capital goods<br>IT equipment</td><td>8.53 $tCO_2e$<br>Market- and Location-based</td></tr>
<tr><td>Category 3: Fuel- and energy-related activities<br>Emissions related to the production (i.e. extraction, generation, transportation) of fuels and energy purchased and consumed by Clarasys in the reporting year that are not included in scope 1 or scope 2.</td><td>Market-based: 18.30 $tCO_2e$<br>Location-based: 17.66 $tCO_2e$<br>Difference due to UK electricity grid production emissions.</td></tr>
<tr><td>Category 4: Upstream transportation and distribution<br>Transportation and distribution of products purchased in the reporting year, between Clarasys' tier 1 suppliers and our own operations in vehicles not owned or operated by the company.</td><td>0.65 $tCO_2e$<br>Market- and Location-based</td></tr>
<tr><td>Category 5: Waste generated in operations<br>Emissions from third-party disposal and treatment of waste generated in the Clarasys’s owned or controlled</td><td>2.52 $tCO_2e$<br>Market- and Location-based</td></tr>
</table>
</td></tr>
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| | | |
|---|---|---|
| | *operations in the reporting year.* | |
| | **Category 6: Business travel**<br><br>*Emissions from the transportation of employees for business-related activities in vehicles owned or operated by third parties, such as aircraft, trains, buses, and passenger cars. This also includes emissions from hotel stays.* | **95.37 $tCO_2e$**<br><br>*Market- and Location-based* |
| | **Category 7: Employee commuting**<br><br>*Emissions from the transportation of employees between their homes and Clarasys offices, via e.g. car, bus, rail, underground/subway, air. This also includes emissions from remote working.* | **Market-based: 60.18 $tCO_2e$**<br><br>**Location-based: 53.22 $tCO_2e$**<br><br>*Difference due to market-based using data on Clarasys employees' home electricity tariffs.* |
| **Total Emissions** | **Total (market-based): 326.55 $tCO_2e$**<br><br>**Total (location-based): 285.05 $tCO_2e$** | |

## Current Emissions Reporting

| **Reporting Year: 1 January to 31 December 2025** | |
|---|---|
| **EMISSIONS** | **TOTAL ($tCO_2e$)** |
| **Scope 1** | Direct emissions from sources that are owned or controlled by Clarasys (e.g. fuel combustion in company owned boilers, furnaces, vehicles or refrigerant leakage at company facilities).<br><br>**Total (market-based): 21.838 $tCO_2e$**<br><br>**Total (location-based): 21.838 $tCO_2e$** |
| **Scope 2** | Indirect emissions from the generation of purchased energy (e.g., purchase of electricity, steam, heat, and cooling).<br><br>**Total (market-based): 14.362 $tCO_2e$**<br><br>**Total (location-based): 35.423 $tCO_2e$** |
| **Scope 3**<br>**(Included Sources)** | **Total (market-based): 195.475 $tCO_2e$**<br><br>**Total (location-based): 188.221 $tCO_2e$**<br><br>A per-category breakdown is provided below. |

**Note**: We have not included Scope 3 category 9 (Downstream transportation and distribution), which are required by PPN 06/21, as we do not currently have any activities with emissions that fall under this category. This assessment of materiality will be undertaken throughout each reporting period to ensure we are refining our approach to account for all material emissions categories.

| Scope 3 category | Emissions ($tCO_2e$) |
|---|---|
| **Category 1: Purchased goods and services**<br><br>*Apparel; Cleaning; Facility maintenance; Web and cloud hosting; Office supplies; Food and drink; Furniture; Water* | **39.437 $tCO_2e$**<br><br>*Market- and Location-based* |
| **Category 2: Capital goods**<br><br>*IT equipment* | **0 $tCO_2e$**<br><br>*Market- and Location-based* |
| **Category 3: Fuel- and energy-related activities**<br><br>*Emissions related to the production (i.e. extraction, generation, transportation) of fuels and energy purchased and consumed by Clarasys in the reporting year that are not included in scope 1 or scope 2.* | **Market-based: 30.331 $tCO_2e$**<br><br>**Location-based: 35.435 $tCO_2e$**<br><br>*Difference due to UK electricity grid production emissions.* |
| **Category 4: Upstream transportation and distribution**<br><br>*Transportation and distribution of products purchased in the reporting year, between Clarasys' tier 1 suppliers and our own operations in vehicles not owned or operated by the company.* | **0.090 $tCO_2e$**<br><br>*Market- and Location-based* |
| **Category 5: Waste generated in operations**<br><br>*Emissions from third-party disposal and treatment of waste generated in the Clarasys's owned or controlled operations in the reporting year.* | **0.529 $tCO_2e$**<br><br>*Market- and Location-based* |
| **Category 6: Business travel**<br><br>*Emissions from the transportation of employees for business-related activities in vehicles owned or operated by third parties, such as aircraft, trains, buses, and passenger cars. This also includes emissions from hotel stays.* | **61.430 $tCO_2e$**<br><br>*Market- and Location-based* |
| **Category 7: Employee commuting**<br><br>*Emissions from the transportation of* | **Market-based: 43.375 $tCO_2e$** |

| | | |
|---|---|---|
| | *employees between their homes and Clarasys offices, via e.g. car, bus, rail, underground/subway, air. This also includes emissions from remote working.* | **Location-based: 51.299 $tCO_2e$**<br>*Difference due to market-based using data on Clarasys employees' home electricity tariffs.* |
| **Total Emissions** | **Total (market-based): 231.674 $tCO_2e$**<br>**Total (location-based): 245.481 $tCO_2e$** | |

## Emissions reduction targets

**Summary:**

Relative to the 2022 baseline year, gross greenhouse gas emissions dropped 29.1%, representing a fall of c.95 $tCO_2e$.

Combined operational scope 1 and 2 emissions fell by 66.3% (down c.71 $tCO_2e$).

Value chain scope 3 emissions declined by 10.8% (a reduction of c.24 $tCO_2e$).

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets, which have been validated by the Science Based Targets initiative (SBTi):

Clarasys set the following science-based targets in 2023 which is guiding our action:

- short-term: to reduce operational (scope 1+2) emissions 42% by 2030 from a 2022 base year.
- long-term: to achieve net-zero emissions covering Scope 1, 2 and 3 emissions by 2040 from a 2022 base year.

Between 2022 and 2025, our operational (Scope 1 and 2) emissions fell by 66.3% (a 71 $tCO_2e$ reduction to 36 $tCO_2e$), already surpassing our short-term target of 42% by 2030. Over the same period, our total emissions across Scopes 1, 2, and 3 decreased by 29.1% (a 95 $tCO_2e$ reduction to 232 $tCO_2e$), keeping us on track toward our long-term target of net-zero by 2040.

In 2025, employee commuting and purchased goods and services both saw increases in emissions. Business travel remains our largest single source of emissions, alongside scope 2 electricity, making these key areas of focus. Over the coming year, we will prioritise these categories as reduction hotspots to support progress towards our net-zero target.

## Carbon Reduction Projects

**Completed Carbon Reduction Initiatives**

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

- Validated near-term and net-zero reduction targets with the Science-Based Targets initiative (SBTi) to formalise our commitments
- Configured lighting control in our office premises to accurately reflect our working habits, daylight provision and space usage to minimise energy consumption from lighting.
- Transitioning more of our catering for events to vegetarian and vegan options.
- Reused the majority of the furniture in our current office to minimise the need for new purchases.

In the future, we are looking at further measures to reduce our emissions such as:

- **Sustainable travel policy**
  We will design and implement a sustainable travel policy that empowers our people with the knowledge, guidance, and tools needed to make lower-impact choices when undertaking business travel.
- **Food and drink**
  We will assess the potential carbon savings of offering vegetarian and/or vegan-only catering options at office events. As part of this, we will identify key “hot spot” events where these options can be piloted.
- **Improving data quality and automation**
  We will continue to align our carbon reporting needs with internal systems to improve data accuracy and reliability. Where possible, we will automate data collection to enhance efficiency and reduce manual intervention.

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standards 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[3] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[4].

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[5].

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:

**Name**: Matt Cheung

**Job Title**: CEO

**Date**: 17th October 2026

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[3] https://ghgprotocol.org/corporate-standard

[4] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[5] https://ghgprotocol.org/standards/scope-3-standard

**Signature**:

