



# 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.

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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 Template

Supplier name: **PAUL HARTMANN Ltd**

Publication date: **Due Quarter 2 / 2023**

### Commitment to achieving Net Zero

**Paul Hartmann Ltd is committed to achieving Net Zero emissions.**

**The Target year for this will be confirmed in the Carbon Reduction Plan once published in Q2/2023**

### 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: 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• Any slight deviations between individual positions and the total sum are due to rounding</li> <li>• The coverage of the CO2 analysis for Scope 1 and Scope 2 is 99% accurate for the energy types of gas, electricity and district heating. The analysis does not include the CO2 emissions of smaller locations or vehicle fleets at international companies.</li> </ul>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	<b>25,760 tCO<sub>2</sub>e</b>
Scope 2	<b>47,389 tCO<sub>2</sub>e</b>
Scope 3 (Included Sources)	<b>Not calculated yet</b>
<b>Total Emissions</b>	<b>73,148 tCO<sub>2</sub>e (excluding Scope 3)</b>

## Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	23,859 tCO <sub>2</sub> e
Scope 2	38,164 tCO <sub>2</sub> e
Scope 3 (Included Sources)	Not calculated yet
Total Emissions	62,023 tCO <sub>2</sub> e (excluding Scope 3)

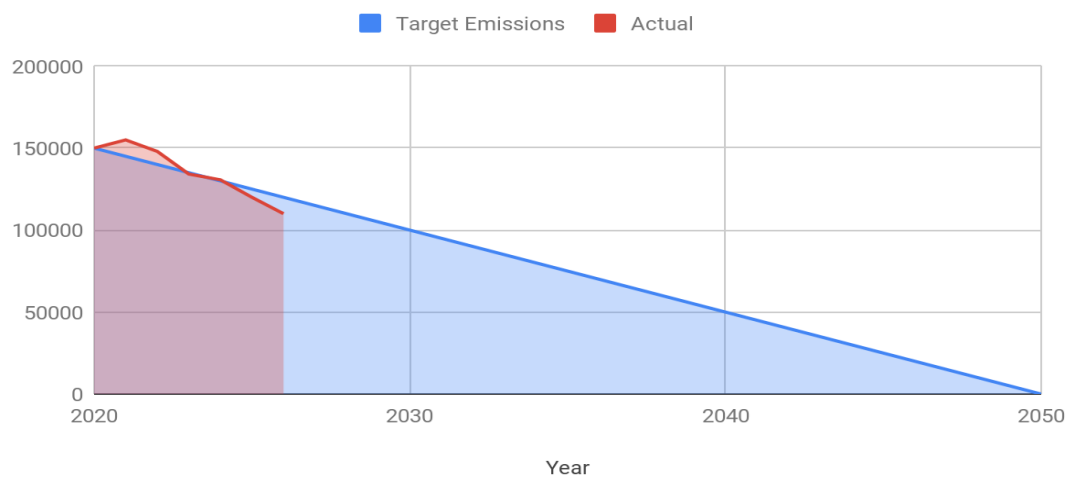
### Emissions reduction targets

Details of exact carbon reduction targets for the next 5 years will be confirmed in the Carbon Reduction Plan once it is published during Quarter 2 / 2023.

These will include both emission target (tCO<sub>2</sub>e) to specific years, and also % reduction figures.

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

### Carbon Reduction: Projected vs. Actual



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

Fuller details of environmental management measures and projects completed or implemented since the baseline will be confirmed in the Carbon Reduction Plan once published in Q2/ 2023 but there are few initial results in the section below

Here are below a non-exhaustive list of the actions both at UK and global that HARTMANN have undertaken in the past few years:

1. The HARTMANN Group set up a “Sustainability Task Force” to coordinate and develop activities to fight climate change, minimise waste, and optimise use of sustainable processes and materials. The resulting **HARTMANN Sustainability report** published in 2022 includes **“Inco Waste”** a project to reduce waste excess by 50% by year 2026, and which achieved 13% reduction in 1<sup>st</sup> year and **is a project whose aims specifically relate to contracts of this nature.**
2. Our main delivery partner is switching its entire diesel HGV fleet to Gd+ HVO, an advanced hydrotreated vegetable oil (HVO) fuel. Gd+ HVO is a direct replacement for diesel, defined as renewable and sustainable under the EU's REDII legislation. Using Gd+ HVO fuel, operators typically reduce lifecycle greenhouse gas emissions by 90%, and consequently help improve local air quality. Independent tests have shown that compared to standard diesel, this achieves **upto 80% reductions of particulates** and up to **20% reductions of nitrogen oxides emissions**. DPD has begun switching its fleet to Gd+ HVO already and aims to convert 60% of its vehicles this year – **This will reduce emissions by 70,282 tonnes compared to 2021.**
3. Our UK operation has invested heavily in running hybrid / electric vehicles to reduce CO2 emissions. In the past year **93% of all company vehicles leased are hybrid or fully electric** meaning that 46% of our fleet is now running on environmentally friendly fuel systems. This compares to three years ago at just 4%.
4. All light bulbs in our UK building are now low energy, smart lighting (i.e., the lights turn off when the room is unoccupied). Consequently, we have **reduced our energy consumption by > 15%** since 2020.
5. In 2022, HARTMANN UK&I was assessed for its Carbon footprint, and confirmed that we are a **Carbon Neutral Organisation**

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

- Ongoing design-to-cost approach to reduce primary raw materials in products and packaging, whilst achieving the same high quality and performance.
- Aiming at 100% fluff pulp coming from certified FSC/PEFC suppliers by 2035

## 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:

Peter Murphy

Trevor Coupe

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Date: **18<sup>th</sup> January 2023**

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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>