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: Neo Technology Ltd.

Publication date: 1st May 2025

Commitment to achieving Net Zero

Neo Technology Ltd. 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.

Baseline Year: 2024	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**Data centres** Microsoft Azure Data Centre usage: 7500kg of CO2e
Scope 2	**Energy consumption:** **Office** King's Cross Jan - Mar 58kWh x 0.193 = 11.194kg CO_2e per day 11.194kg CO_2e x 32 days = 358.21kg CO_2e Canary Wharf Apr – Dec 35kWh x 0.193 = 6.75kg CO_2e per day 6.75 x 85 = 573.75kg CO_2e **Working from home** 6 staff work in the office three days a week, 2 from home. 9 members of staff work from home every day. Approximate energy used by 1 member of staff 10kWh x 0.193 = 1.93kg CO_2e per day Approximate number of staff days working from home per year. 107 days x 6 hybrid staff = 642

	224 days x 9 home working staff = 2016 Total number of staff days working from home = 2658 1.93kg CO_2e per day x 2658= 5129.94kg CO_2e Scope 2 Total = 6061.89kg CO_2e
Scope 3 **(Included Sources)**	**Equipment** 1 laptop = approximately 331kg CO_2e 3 laptops purchased in the year Total = 993kg CO_2e **Travel** 10 trips from Harrogate to London office x 2 = 20 journeys Harrogate to London office: 352.5km Train travel per passenger = 31g CO2e per km 352.5 x 31 = 10.9275kg 10.9275 x 20 = 218.55kg CO2e Return flight from Glasgow to London City Airport: Glasgow to London office approximate distance = 556km x journeys 556km x 2 journeys = 1112km 254.8 grams CO_2e/pkm 1112 x 254.8 = 283.34kg CO_2e **Public transport commute** Hybrid workers office commutes 139 days per year = 278 journeys 6 members of staff 278 x 6 = 1668 Average distance 10km 10km x 31g CO_2e = 310g CO_2e 278 x 310 = 86.18kg CO_2e 517.08 Scope 3 Total = 2011.97kg CO_2e
Total Emissions	15573.86kg CO2e

Current Emissions Reporting

Reporting Year: 2025	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**Data centre** Microsoft Azure data centre usage (Jan-Apr): 2500kg of CO2e
Scope 2	**Energy consumption** Office: 35kWh/day x 0.193 kg CO_2e/kWh x 20 office days = 133kgCO_2e Work from home employees: 9 staff work in the office three days a week, 2 from home. 9 members of staff work from home every day. Approximate energy used by 1 member of staff 10kWh x 0.193 = 1.93kg CO_2e per day Approximate number of hybrid staff days working from home Jan – Apr: 36 x 9 = 324 Approximate number of work from home days Jan – Apr: 75 x 6 = 450 774 x 1.93 = 1493.82kg CO_2e Scope 2 total = 1626.82kg CO_2e
Scope 3 **(Included Sources)**	**Equipment** 2 Laptops: 331kg CO2e/laptop x 2 laptops = 662kg CO2e **Travel** 3 return trips from Harrogate to London: 6 journeys 346km x 6 x 31g CO2e/pkm = 64.36kg CO2e **Public transport commute** Hybrid workers office commutes 46 days Jan - Apr = 92 journeys 9 members of staff 92 x 9 = 828 Average distance 10km 10km x 31g CO_2e = 310g CO_2e 310 x 828 = 256.68kg CO_2e Scope 3 total = **983.04** kg CO_2e

Total Emissions	5109.86kg CO2e

Emissions reduction targets

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

We project that carbon emissions will decrease by 40% of CO2e by 2031, relative to our 2024 baseline. With a net zero target of 2025. This target reflects a structured and progressive approach toward Net Zero, aligned with government procurement requirements under PPN 06/21.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2024 baseline.

The Net Zero Roadmap contains initiatives to reduce our carbon footprint. We continually seek to optimise and enhance efficiency surrounding our use of GHG. We are also arranging tree planting initiatives that we will publicise as part of environmental awareness days.

We have already begun making great progress on our path to Net Zero. We minimise travel through remote/hybrid working, while simultaneously allowing us to employ a diverse range of people from across the UK, from Glasgow to London. We have improved environmental performance through more efficient use of resources and reducing waste.

One of the biggest carbon offsetting initiatives we have made so far has been to move our office to One Canada Square. Our building is designed with energy-efficient systems, including LED lighting, smart thermostats and energy-efficient HVAC systems to minimise energy consumption. Sustainable and recycled materials are also utilised in construction and interior design to reduce environmental impact. Recycling and waste reduction programmes are encouraged to minimise waste and increase recycling. Within the building, green spaces and indoor plants are used to enhance air quality and provide a healthier environment.

Based in Canary Wharf, our building incorporates smart building monitoring technology and advanced data analytics to optimise energy consumption. Our office is part of the Canary Wharf Group (CWG), which has been purchasing 100% of its electricity from renewable sources since 2012, with a commitment to achieve net zero carbon emissions by 2040. CWG has launched Eden Dock, a Biodiversity Action Plan to enhance and preserve biodiversity within the estate, creating green spaces that support wildlife and enhance the wellbeing of residents. CWG upgraded the lighting in Canada Place, Jubilee Place, and Cabot Place to energy-efficient LED systems, resulting in an annual reduction of approximately 1,951 tonnes of CO_2 emissions. The residence also follows circular economy principles, focusing on reducing emissions associated with waste and improving local air quality.

Future Carbon Initiatives

Building our internal data storage approach from a sustainability-first paradigm has resulted in significant reduction in GHG consumption. We opt for a completely cloud-based approach,

removing the need for on-premises servers. By utilising particular services and data centres, we are able to reduce our carbon footprint by up to **98%** on a per activity basis.

Future carbon reduction initiatives

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

Our future carbon reduction initiatives are focused upon proactively reducing our overall carbon footprint through carbon offsetting. Currently, we are working towards achieving ISO14001, which we plan to have achieved in six months. We are also developing a tree planting scheme, in which we will facilitate organisations around the world to plant trees with local communities. By collaborating with nonprofit organisations and those that hire members of local communities, we will not only offset our carbon footprint but we will also restore ecosystems while providing employment to the area. One Tree Planted, International Tree Foundation, Trees for the Future, and Eden Reforestation Projects are organisations that do great work around the world, including here in the UK. With out ensuring we not only optimise our energy efficiency but we also highlight this commitment to our clients.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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:

Tom Tyler

Date: 20th April 2025

[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