



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

RM6116 Network Services 3

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 supplier¹ 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 Standard² and Guidance³, 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.

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

³ 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

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: Wifinity Limited

Publication date: 10 January 2023

Commitment to achieving Net Zero

Wifinity Limited 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: 2021	
Additional Details relating to the Baseline Emissions calculations.	
<i>Wifinity has chosen January 2021 – December 2021 as our baseline year.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	295.48
Scope 2	22.27
Scope 3 (Included Sources)	1560.69 Cat 1: Purchased Goods and Services = 1134.53 Cat 2: Capital Goods = 127.14 Cat 3: Fuel & Energy Related Activities = 109.44 Cat 5: Waste = 1.58 Cat 6: Business Travel = 79.85

	Cat 7: Employee Commuting = 108.15
Total Emissions	1878.43

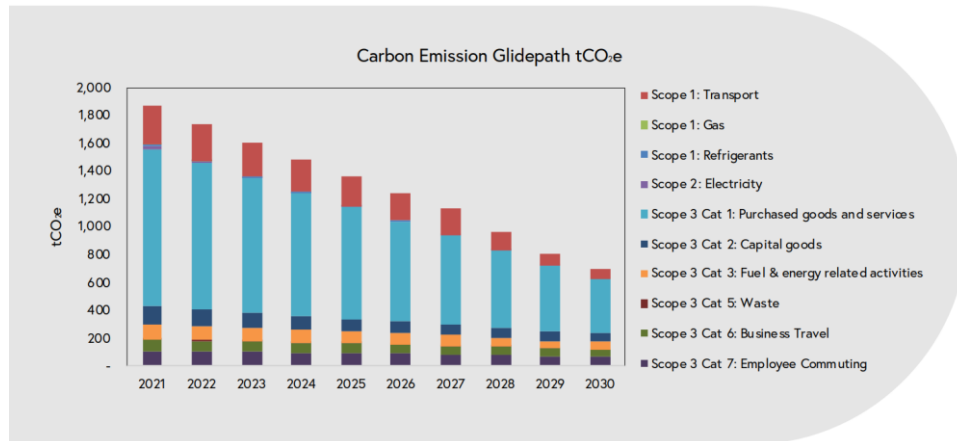
Current Emissions Reporting

Reporting Year: January - December 2021	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	295.48
Scope 2	22.27
Scope 3 (Included Sources)	1560.69 Cat 1: Purchased Goods and Services = 1134.53 Cat 2: Capital Goods = 127.14 Cat 3: Fuel & Energy Related Activities = 109.44 Cat 5: Waste = 1.58 Cat 6: Business Travel = 79.85 Cat 7: Employee Commuting = 108.15
Total Emissions	1878.43

Emissions reduction targets

This is Wifinity's first carbon footprint. In order to continue our progress to achieving Net Zero, we have mapped out and planned a number of positive actions in order to achieve the following carbon reduction targets:

- 21% absolute reduction in emissions by 2024 from 2021 baseline levels
- 40% absolute reduction in emissions by 2027 from 2021 baseline levels
- 63% absolute reduction in emissions by 2030 from 2021 baseline levels



Wifinity's approach is to always focus its efforts on reducing our own emissions, with significant planning and finances set aside to do this. However, a large proportion of our carbon emissions lie within scope 3, it is difficult to reduce these emissions within the short term as these are within our supply chain where we have influence but not control. To try and reduce these emissions Wifinity will use our purchasing power and choice of suppliers to encourage the correct carbon reducing behaviour within our supply chain.

Carbon Reduction Projects

Environmental management measures / emission reduction plan

As a responsible business, we are keen to understand Wifinity's environmental impact by measuring our organisational carbon footprint and reducing our carbon emissions. In Q4 FY22, we engaged the services of Sustainable Advantage to advise the Wifinity Board on global best practices on carbon reduction and Net Zero. We have a detailed carbon emissions reduction plan, the key actions that are summarised below:

Scope 1: Stationary Combustion (Natural Gas)

- Reduce reliance on gas use and replace gas boilers with electrical heating systems such as air source heat pumps, infra-red panels, electric storage heaters etc. where practical
- Progressively replace brown gas consumption with renewable gas consumption
- Ensure that all our facilities use minimal heating by making sure buildings are fully insulated
- Investigate new technologies as they become available and install these where practical (e.g. hydrogen powered boilers)

Scope 1: Transport (owned and leased vehicles)

- Move diesel owned and leased vehicles to electric vehicles (EV) as soon as is practical
- Where moving to EV's is not practical switch to hybrid vehicles
- Provide driver training on how to drive more efficiently to reduce emissions
- Install telematics where feasible to gather granular data on driver performance to issue further guidance

- Install EV charging points at our sites for our vans and car once we move our fleet to EV
- Ensure EV's are charged using green electricity sources where possible including installing charging points at our sites which are supplied with green electricity contracts

Scope 2: Electricity

Some of our electricity comes from 100% renewable energy and we are planning on switching all our other electricity contracts to green contracts as soon as it becomes feasible, in the meantime, we will endeavour to reduce our electricity consumption via the following:

- Energy efficiency guides will be issued to all site staff to facilitate positive behavioural change
- Energy champions at each site will be gathering up to date monthly energy performance data to provide feedback
- Ensure we use energy efficient systems wherever possible e.g., replacing lights with LED and using passive infra-red sensors (PIRs) where possible
- Energy surveys will be undertaken at sites consuming large amounts of electricity to identify capex opportunities, such as our warehouse
- Green champions will be appointed to gather ideas from colleagues across our organisation. These ideas will be collated and shared, and supplemented by what we consider to be best practices
- Investigate opportunities to install green energy production facilities onsite where practicable (e.g., solar panels, wind turbines)

Scope 3: Category 1: Purchased Goods and Services and Category 2: Capital Goods

The majority of our emissions is currently within both categories, amounting to 67.2% of our total emissions. However, we also understand that GHG reductions in this category will primarily happen through our suppliers reducing their carbon emissions, by becoming more carbon aware as the UK progresses towards reaching Net Zero. However, Wifinity will not be taking a passive approach by relying on our suppliers alone, especially as it accounts for over 60% of our total emissions. We will be aiming to enact positive change from our suppliers, by putting in place a robust supplier carbon reduction program. Our approach will involve:

- Engaging with tier 1 suppliers to first understand their carbon footprint (scopes 1 and 2) by sending out carbon surveys
- Being selective about working with sophisticated carbon suppliers (where possible), and additionally, support suppliers to reduce their emissions
- Supporting our tier 1 suppliers by educating them about carbon emissions measurement, and carbon reduction activities
- And finally work closely with our suppliers to collaboratively set carbon emissions reductions targets that is in line with climate science

Scope 3: Category 5: Waste

By 2026, we will aim to be a zero waste to landfill business. Going forward, Wifinity will be implementing the waste hierarchy across our business, from our offices, warehouse to our customer-servicing teams who visit customers on sites.

- We will ensure preference is always given in the following order:
 - Where possible, always aim to reduce the waste generated
 - Then re-using / recycling as much as possible
 - If there is any residual general waste, we will ensure it is incinerated (where the waste is turned into energy) to limit the volume of waste that goes to landfill
- We will develop a staff training programme to minimise waste and maximise recycling. This will be rolled out across all our locations to provide clear, consistent, and accessible training for our staff
- We will track the disposal methods of our various waste streams and only work with waste suppliers who will minimise our waste carbon footprint by not sending our waste to landfill

Scope 3: Category 6: Business Travel

- COVID-19 has taught us that video conferencing tools such as Teams and Zoom can very effectively and successfully host meetings. We are encouraging our staff to continue to embrace this technology to minimise travel, where possible
- Where travel is required, we will prioritise low-carbon travel modes of transport, choosing rail over air and / or cars
- Pay favourable mileage reclaim rates for EV vehicles
- We will also begin collecting more granular data on business travel, such as hotel stays, and distances travelled to better calculate our GHG emissions in future years

Scope 3: Category 7: Employee Commuting

We recognise that we cannot massively influence what modes of travel our employees use. That said we need to do all we can to encourage them to join us on our sustainable journey. We will endeavour to achieve this by:

- Sending a travel survey to each one of our employees to understand how they currently get to and from work
- Putting in place initiatives to include:
 - Cycle to work schemes
 - Encouraging carpool arrangements
 - Providing information on public transport alternatives
 - Installing EV charge points at our office location
 - Paying favourable mileage reclaim rates to EV vehicles

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 standard⁴


⁴ <https://ghgprotocol.org/corporate-standard>

and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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:

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Date: 10 January 2023

⁵ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶ <https://ghgprotocol.org/standards/scope-3-standard>