



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: Vision Linens.

Publication date: March 2025

## Commitment to achieving Net Zero

Vision Linens are committed to achieving Net Zero emissions by 2050 as part of our UN Global Compact commitment.

## 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: 2023 1/01/2023 - 31/12/2023</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<i>Our financial year runs 1 Jan-31 Dec so with that in mind and factoring in covid impact on supply chains we chose to baseline from 2023. With our first full year reporting for 2023. This accounts for the business entity involved in delivery of linen to NHS laundries.</i>	
<i>The methodology for measuring our carbon footprint is in line with Green House Gas Protocol. The calculations were completed on the Compare your footprint calculator using UK Government emission factors. We have included scope 3 emissions within our baseline year and in year reporting.</i>	
<b>Baseline year emissions: 2023</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	<b>21.028</b>
Scope 2	0.021
Scope 3 (Included Sources)	<b>Scope 3 total – 1,330.36</b> Upstream transport & distribution 857.50 Waste – 12.45 Business Travel – 0.81

	<b>Employee Commuting – 15.62</b> <b>Downstream transport and distribution – 443.78</b>
<b>Total Emissions</b>	<b>1,351.409</b>

## Current Emissions Reporting

Reporting Year: 2024 - 1/01/2024 - 31/12/2024	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	21.34
Scope 2	0.023
<b>Scope 3</b> (Included Sources)	<b>Scope 3 total - 1,330.36</b> <b>Upstream transport &amp; distribution 662.29</b> <b>Waste – 14.13</b> <b>Business Travel – 0.43</b> <b>Employee Commuting – 13.50</b> <b>Downstream transport and distribution – 513.44</b>
<b>Total Emissions</b>	<b>1,203.79</b>

## Emissions reduction targets

We have has no previous emissions reduction commitment. 2023 is our organisations first carbon footprint. So the targets we are setting out are our first time setting targets. We are actually working with a 3<sup>rd</sup> party organisation to help us set our GHG reduction goals as a wider company. So for now we're going with a 30% reduction with additional plans to validate our net zero goals.

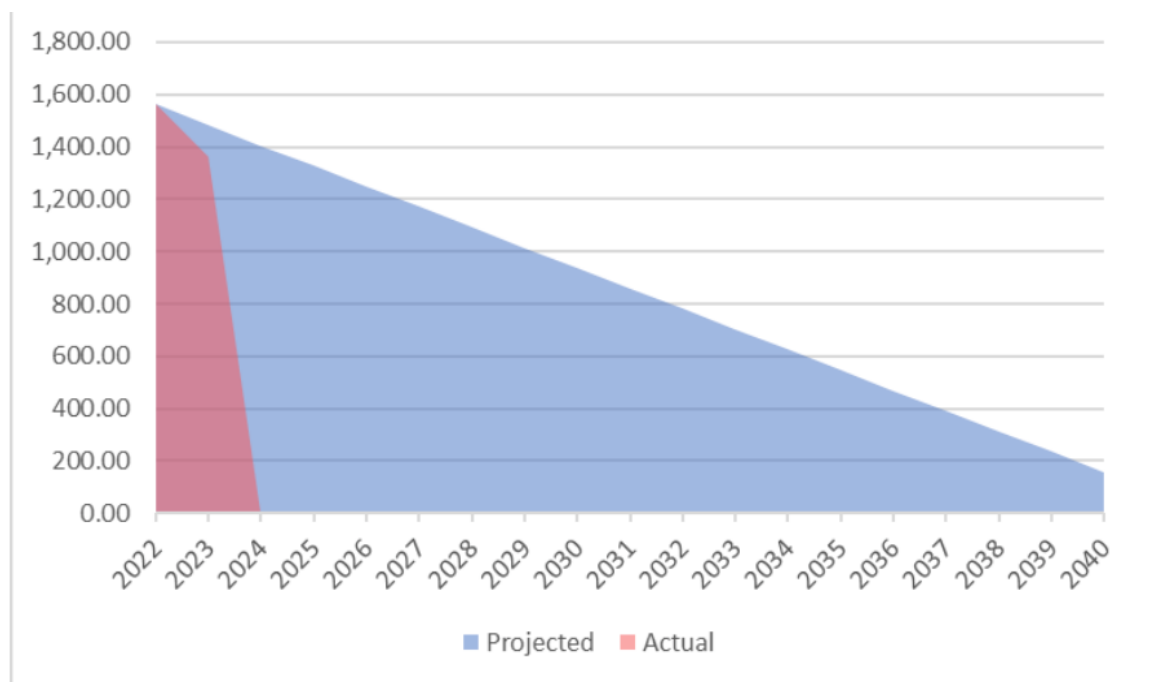
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 1,093.25 tCO<sub>2</sub>e by 2028. This is a reduction of 30% from the 2023 baseline.

The following environmental management measures and projects have been completed or implemented since the 2023 baseline.

The carbon emission reduction achieved by these schemes equate to 201.37 tCO<sub>2</sub>e, a 13% reduction against the 2023 baseline and the measures will be in effect when performing the contract.

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equates to 121 tonnes CO<sub>2</sub>e, a 7%ge reduction against the 2023 baseline and the measures will be in effect when performing the contract

- *Implemented mixed recycling on-site*
- *Set-up on site compositing*
- *Installed on-site hot/cold water filter and dispenser to remove delivery miles and plastic water bottles*
- *Reduced international travel budget 2024*
- *Installed solar film on building windows to reduce demand on air con in summer months – summer 2023*
- *Changed product packaging to be 70% recycled plastic – 2024*
- *Invested in planting trees with Tree nation 2025*

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

- *Reduce paper consumption and move to recycled paper sourcing*
- *Investigate sourcing new sustainable packaging materials to reduce CO2e of packaging – as well as shipping less weight in sea freight.*
- *Develop sustainable procurement policy to drive down emissions reductions in our purchased goods and services.*
- *Conduct staff travel survey to determine incentives and initiatives to reduce business commuting emissions. As well as encouraging staff to use low carbon transport methods such as cycling, public transport and use of low/zero emission cars.*
- *Incorporate energy efficiency measures into the firm's facilities and promoting efficient energy use in all areas of business activity.*
- *Develop a three-year sustainability strategy to cover FY 2026-28 which will set out further commitments which will be added to revised environmental policy statement and carbon reduction plan.*
- *Invest in switching company owned diesel van to electric vehicle*
- *Share our sustainability journey with industry partners and the UK business community to advocate for the SMEs to make similar sustainability commitments.*

## **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>

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

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:**

*M. Ryan*

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Date: 25.03.2025.....

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<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>