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 entity 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 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.

Carbon Reduction Plan

Supplier name: Basis Technology Ltd

Publication date: 29 December 2022

Commitment to achieving Net Zero

Basis 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: 01/12/2021 – 30/11/2022
Additional Details relating to the Baseline Emissions calculations.
This is the first reporting year for Basis Technology Ltd. Below are notes relating to the required elements of the PPN document: • All five scope 3 sections of the PPN requirements have been examined. Of these 5 sections, Basis Technology's current reporting year emissions fall under four of these scope 3 categories: Waste generated in operation (category 5), Business travel (category 6) Upstream transportation and distribution (category 4) and Homeworking (category 7). • Scope 1 emissions are not applicable to Basis Technology's business operations and are therefore not included in the scope of the assessment. The company does not own any vehicles, utilise fuels attributed to company owned facilities or generate onsite energy. • As Basis Technology does not supply any tangible goods, downstream transportation and distribution of goods (category 9) does not apply with no emissions associated with this category to report. • As all Basis Technology employees work from home, Employee commuting is not included, homeworking is included under category 7. Therefore, all category 7 emissions are under Homeworking.

Baseline year emissions: 01/12/2021 – 30/11/2022

Scope	Activity	2021/22 (tCO$_2$e)
Scope 1 Sub Total		**0.00**
Scope 2 Sub Total		**0.00**
Scope 3	Flights (category 6)	57.35
	Well To Tank	8.62
	Employee-owned car travel (grey fleet) (category 6)	7.78
	Computing (category 4)	2.34
	Water (and wastewater) (category 5)	0.76
	Waste (category 5)	0.75
	Rail travel (category 6)	0.31
	Home-workers (category 7)	0.21
	Van travel and distribution (Outsourced) (category 4)	0.13
	Taxi travel (category 6)	0.06
	Bus travel (category 6)	<0.01
Scope 3 Sub Total		**78.31**
Total tonnes of CO$_2$e		**78.31**
Tonnes of CO$_2$e per employee		**15.66**
Tonnes of CO$_2$e per £M turnover		**39.15**

Current Emissions Reporting 01/12/2021 – 30/11/2022

Scope	Activity	2021/22 (tCO$_2$e)
Scope 1 Sub Total		**0.00**
Scope 2 Sub Total		**0.00**
Scope 3	Flights (category 6)	57.35
	Well To Tank	8.62
	Employee-owned car travel (grey fleet) (category 6)	7.78
	Computing (category 4)	2.34
	Water (and wastewater) (category 5)	0.76
	Waste (category 5)	0.75
	Rail travel (category 6)	0.31
	Home-workers (category 7)	0.21
	Van travel and distribution (Outsourced) (category 4)	0.13
	Taxi travel (category 6)	0.06
	Bus travel (category 6)	<0.01
Scope 3 Sub Total		**78.31**
Total tonnes of CO$_2$e		**78.31**
Tonnes of CO$_2$e per employee		**15.66**
Tonnes of CO$_2$e per £M turnover		**39.15**

Emissions reduction targets

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 62.6 tCO$_2$e** by **2028.**

Carbon Reduction Projects

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

- When flying for business, aim to fly economy class only, this can be implemented through a sustainable travel policy. Additionally, switching short-haul flights to alternative transport such as rail travel.
- Incentivise employees to purchase electric vehicles through implementing a salary sacrifice scheme. This will reduce Employee-owned car travel emissions (Category 6).
- Investigate switching home energy suppliers to a 100% renewable energy tariff to reduce homeworking emissions.

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[1] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

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:

Udi Nessimyan

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Date: …………………………… 30 December 2022

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[1] https://ghgprotocol.org/corporate-standard
[2] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[3] https://ghgprotocol.org/standards/scope-3-standard