EXAMPLE DATA — NOT A REAL COMPANY. Sampleshire Facilities Ltd is a demonstration organisation: this is not a real Carbon Reduction Plan.

Carbon Reduction Plan

Supplier name: Sampleshire Facilities Ltd

Publication date: 11 November 2026

Commitment to achieving net zero

Sampleshire Facilities 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: 1 April 2024 to 31 March 2025 (2024/25)

Additional details relating to the baseline emissions calculations: calculated from the entries recorded in our carbon ledger for the baseline year, each checked by a second person in our organisation before inclusion.

Baseline year emissions:

Emissions	Total (tCO2e)
Scope 1 · Measured	24.6493
Scope 2 · Measured	13.1479
Scope 3 (included sources)	35.5465
Total emissions	73.3436

Each figure is rounded to four decimal places on its own, so the rows may not add up exactly to the total shown.

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Current emissions reporting

Reporting year: 1 April 2025 to 31 March 2026

Emissions	Total (tCO2e)
Scope 1 · Measured	20.1779
Scope 2 · Measured	10.1136
Scope 3 (included sources)	32.5973
Total emissions	62.8888

Scope 3 emissions in the reporting year, by category:

Scope 3 category	Total (tCO2e)
Category 4: Upstream transportation and distribution · Calculated	1.8838
Category 5: Waste generated in operations · Calculated	1.5840
Category 6: Business travel · Calculated	3.9669
Category 7: Employee commuting · Calculated	19.0385
Category 9: Downstream transportation and distribution · Calculated	6.1241

Of the change in our Scope 2 emissions from electricity between our baseline year (1 April 2024 to 31 March 2025) and our reporting year (1 April 2025 to 31 March 2026), a fall of 1.1261 tCO2e came from a change in the electricity we used and a fall of 1.9082 tCO2e from a change in the UK government's electricity emission factor, not from anything we did.

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How these emissions were calculated

Scope 1 and Scope 2 emissions are reported in full, together with Scope 3 categories 4, 5, 6, 7 and 9.

We set our organisational boundary using the operational control approach.

Emissions are calculated in tonnes of carbon dioxide equivalent (tCO2e) using the UK Government GHG Conversion Factors for Company Reporting 2025, published by DESNZ.

Baseline year emissions are calculated with the UK Government GHG Conversion Factors for Company Reporting 2024.

Every figure for a period uses the DESNZ greenhouse gas conversion factors for the year that holds most of that period: 2025 for this plan's reporting year and 2024 for its baseline.

All of the emissions reported for our reporting year (1 April 2025 to 31 March 2026) were calculated from our own activity data (quantities such as kilowatt-hours, litres and kilometres) multiplied by the UK government's conversion factors.

Our figures come from the evidence in our ledger, converted with the UK government's greenhouse gas conversion factors. Figures from bills and meter readings are as accurate as those documents. Figures calculated from activity, such as distance travelled, depend on the records behind them. Figures estimated from spend are the least certain, and we show them separately. We don't give a numerical uncertainty range.

Our footprint covers the seven greenhouse gases named by the Kyoto Protocol: carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF6) and nitrogen trifluoride (NF3).

Every entry in these figures was checked by a second person in our organisation before inclusion.

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 to 36.6718 tCO2e by 2030. This is a reduction of 50% against our 2024/25 baseline.

This is not what remains at net zero: an interim target does not set the emissions left in 2050. Emissions that remain at net zero must be balanced by permanent carbon removals.

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Environmental management measures

The following environmental management measures are in place and will be in effect when performing the contract:

- LED lighting at the head office: All head office lighting replaced with LED fittings.
- Rail-first travel policy: UK business journeys are booked by rail unless rail is not practical.

Carbon reduction projects

Completed carbon reduction initiatives

The following projects have been completed or are in progress since the 2024/25 baseline:

- Cycle to work scheme.
- Replace 4 diesel vans with electric: 2 of 4 delivered.
- LED lighting, head office.

Future carbon reduction initiatives

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

- Heat pump at head office, replacing gas boiler.
- Rail-first travel policy.

Review and publication

This plan is reviewed and updated annually, within 6 months of our financial year-end.

This plan will be published on our UK website, with a prominent link on our homepage.

Example — Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 and uses the appropriate government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body) on 11 November 2026.

Signed on behalf of the supplier: Alex Example, Director. Date: 11 November 2026.

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