

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 Template

Supplier name: Crown Flooring Ltd

1st Publication date: 1st March 2021

Revision date: 1st March 2026

Commitment to achieving Net Zero

Crown Flooring 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: 2021	
Additional Details relating to the Baseline Emissions calculations.	
Crown Flooring has measured and reported carbon emissions since 2021. The Crown Flooring board has a strategic plan for considerable growth. It has been decided that the fairest way to evaluate emissions is against turnover. In this way we can see effective emission reduction/increase while turnover increases.	
Baseline year emissions: 2021	
EMISSIONS	TOTAL (kgCO₂e)
Scope 1	635,452
Scope 2	5,220
Scope 3 (Included all sources required by PPN06/21)	760
Total Emissions	641,433

Current Emissions Reporting

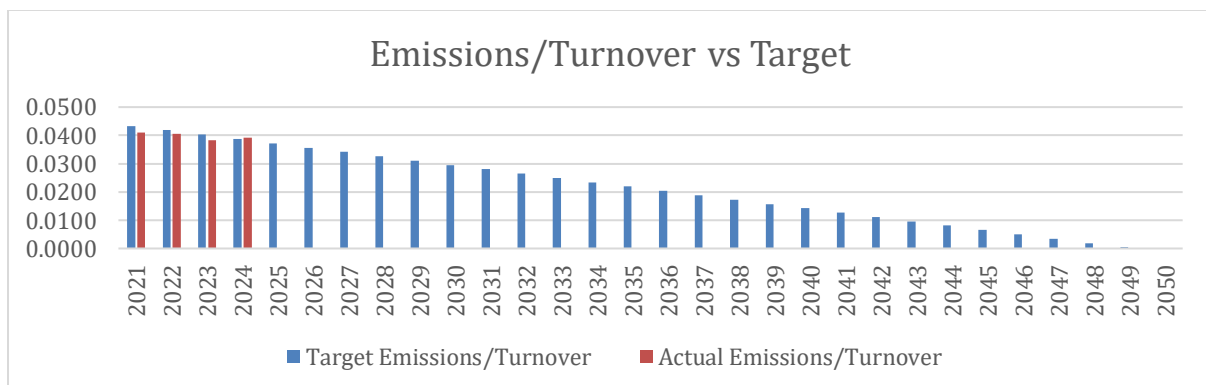
Reporting Year: 2024	
EMISSIONS	TOTAL (kgCO ₂ e)
Scope 1	728,719
Scope 2	6,878
Scope 3 (Included all sources required by PPN06/21)	877
Total Emissions	736,474

Emissions reduction targets

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

- Crown Flooring is targeting net zero emissions across all its activities by 2050. This target includes all emission sources covered in PPN06/21
- Crown Flooring is targeting a 50% reduction in emissions against all scopes by 2035 and aims to achieve an emission intensity of 0.0219kgCO₂e/£

Progress against our PPN06/21 target 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 2021 baseline.

Carbon reduction initiatives implemented to date

- We are ISO 14001
- We reuse, or recycle, all of our packaging materials such as cardboard, polystyrene, shredded paper etc. All materials that can be recycled are segregated into specific waste bins / skips and forwarded to waste transfer stations.
- We minimise the use of paper in our offices through the use of email, this has greatly reduced the amount of paper used within the workplace, and previously we would have sent hard copy correspondence in the post, letters in the post. Processing information electronically is also much more energy and carbon efficient than physically sending hard copy correspondence.
- We have installed multi-function devices to handle faxing, printing and photocopying demands in our offices, this greatly helps reduce energy and also reduces paper usage.
- We supply internal recycle bins for our office paper.
- Our consumption of fuel and energy is closely monitored, and we take care that it is not wasted through inefficiency or casualness.
- We recycle old computers responsibly and will do so through our IT replacement strategy.
- We recycle printer cartridges.
- We recycle the fluorescent light tubes in our offices.
- We have reduced the amount of our land fill waste by finding ways or recycling waste material more efficiently, either in house or through working in conjunction with others who are able to use the material in a constructive way.
- We ensure that all our workplaces either in our offices or out on site adhere to current environmental standards and energy conservation requirements.

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

- We intend to purchase our electricity from suppliers who re-invest in renewable energy sources
- We have replaced electrical items with more efficient devices as their lifecycle has ended. i.e. LED's for fluorescent.
- Where possible we will source our materials from suppliers who operate in an environmentally friendly manner and who are geologically local to us to reduce road traffic, road traffic costs and carbon emissions.
- We will choose vehicles with fuel efficiency and CO2 emissions in mind, when our current fleet of company vehicles are due for replacement. Fuel efficiency and mileage will be closely monitored with the help of tracker systems.
- We will encourage web links to sites promoting sensible and sustainable

attitudes towards the environment, renewable energy etc.

- We will encourage suppliers to strive for the same level of environmental care as we provide to offset their carbon footprint.

We will deliver awareness raising CPD training on green issues and sustainable development to all employees in order to inspire them to reduce their carbon footprint and encourage them to take action to offset their carbon footprint in innovative ways.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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. Cotterill

Martin Cotterill, Director, Crown Flooring Ltd

Date: 1st March 2025

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>