

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 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.

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.

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/attachmen](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technic)

[t_data/file/991625/PPN_0621_Technic](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technic)

3

Guidance can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachmen](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopti)

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[ng_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_adopti)

Carbon Reduction Plan Template

Supplier name: DDATS Limited

Publication date: 01 Feb 2025

Commitment to achieving Net Zero

DDATS Limited is committed to achieving Net Zero emissions by 2035.

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: 2025/26

Additional Details relating to the Baseline Emissions calculations.

DDATS was incorporated in Oct 2025. The period relates to last FY period (Apr 25 – Mar 26)

Baseline year emissions:

EMISSIONS TOTAL (tCO₂e)

Scope 1 0

Scope 2 0

Scope 3 1.6

(Included

Sources)

Total Emissions 1.6

Current Emissions Reporting

Reporting Year: 2025/26 (Apr – May 25)

EMISSIONS TOTAL (tCO₂e)

2

Scope 1 0

Scope 2 0

Scope 3 0.3

(Included Sources)

Total Emissions 0.3

Emissions reduction targets

As an SME on a high-growth curve, we expect our emissions to slightly increase before levelling down and reach Net Zero by 2035. We have adopted the following carbon reduction targets: We project that for combined Scope 1 & 2 carbon emissions will keep to the zero level for next FY. We project that Scope 3 carbon emissions will increase by 20% on a relative intensity basis per 1000 GBP of gross profit by 2026 before flat-lining from 2027 onwards.

We will overall premises emission footprint as zero for the next 2 years. Any office space lease will be aligned with our reduction targets.

We keep an "Activity Based Working policy" to support reduced business travel and employee commuting, with increased home working and fewer client-site meetings. We also advocate hybrid working models with our buyers with a view to reducing the amount of onsite presence and travel required. These steps have driven significant business travel and employee commuting emission reductions.

All of our electricity and gas used, even within Scope 3 emissions, come from 100% renewable energy sources.

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 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:

Suprabha Sharma (Director)

Date: 01/02/2026

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

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

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