



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, 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
- 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 to satisfy this particular condition of participation.

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)

# Carbon Reduction Plan Template

Supplier name: Tenos Ltd

Publication date: 01/09/2025

## Commitment to achieving Net Zero

Tenos 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<sup>st</sup> June 2024 – 31<sup>st</sup> May 2025 (first year of calculation)**

### Additional Details relating to the Baseline Emissions calculations.

Tenos Ltd has not previously assessed or reported emissions, so our first reporting period is our Baseline Year.

### Baseline year emissions:

| EMISSIONS                            | TOTAL (tCO <sub>2</sub> e)                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Scope 1</b>                       | Stationary or Mobile Combustion Source – N/A<br>Mains Gas – 701.08 kg CO <sub>2</sub> e<br>Company Owned / Leased Vehicles – N/A<br>Refrigerant Gas Loss Recharge – N/A<br>Total – 701.08 kgCO <sub>2</sub> e = 0.70 tCO <sub>2</sub> e                                                                                                                                                                                                                                         |
| <b>Scope 2</b>                       | Total Organisation Energy Usage on Site – 5,053.19 kgCO <sub>2</sub> e<br>Total Electric Vehicle Energy Usage – N/A<br>Total – 5,053.19 kgCO <sub>2</sub> e = 5.05 tCO <sub>2</sub> e                                                                                                                                                                                                                                                                                           |
| <b>Scope 3</b><br>(Included Sources) | C7 - Total Organisation Energy Usage WFH – 12,817.20 kgCO <sub>2</sub> e<br>C5 - Organisation Waste – 671.96 kgCO <sub>2</sub> e<br>C6 - Business Travel (not using owned/leased vehicles) – 35,427.49 kgCO <sub>2</sub> e<br>C7 - Staff Commuting (not using owned/leased vehicles) – 35,605.77 kgCO <sub>2</sub> e<br>C6 - Business Hotel or Event Activities – 5,290.00 kgCO <sub>2</sub> e<br>C4 - Inbound Deliveries (upstream transportation) – 18.37 kgCO <sub>2</sub> e |

|                        |                                                                                                                                                                                                                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | C9 - Outbound Deliveries (downstream transportation) – N/A<br>C1/5 - Organisation Water Usage – 36.37 kgCO <sub>2</sub> e<br>C3 - Transmission & Distribution Losses – 307.44 kgCO <sub>2</sub> e<br>C3 - Well to Tank – 17,861.31 kgCO <sub>2</sub> e<br>Total – 109,035.92 kgCO <sub>2</sub> e = 109.04 tCO <sub>2</sub> e |
| <b>Total Emissions</b> | 114.79 tCO <sub>2</sub> e                                                                                                                                                                                                                                                                                                    |

## Current Emissions Reporting

| Reporting Year: 1 <sup>st</sup> June 2024 – 31 <sup>st</sup> May 2025 (first year of calculation) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EMISSIONS                                                                                         | TOTAL (tCO <sub>2</sub> e)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Scope 1</b>                                                                                    | Stationary or Mobile Combustion Source – N/A<br>Mains Gas – 701.08 kg CO <sub>2</sub> e<br>Company Owned / Leased Vehicles – N/A<br>Refrigerant Gas Loss Recharge – N/A<br>Total – 701.08 kgCO <sub>2</sub> e = 0.70 tCO <sub>2</sub> e                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Scope 2</b>                                                                                    | Total Organisation Energy Usage on Site – 5,053.19 kgCO <sub>2</sub> e<br>Total Electric Vehicle Energy Usage – N/A<br>Total – 5,053.19 kgCO <sub>2</sub> e = 5.05 tCO <sub>2</sub> e                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Scope 3<br/>(Included Sources)</b>                                                             | C7 - Total Organisation Energy Usage WFH – 12,817.20 kgCO <sub>2</sub> e<br>C5 - Organisation Waste – 671.96 kgCO <sub>2</sub> e<br>C6 - Business Travel (not using owned/leased vehicles) – 35,427.49 kgCO <sub>2</sub> e<br>C7 - Staff Commuting (not using owned/leased vehicles) – 35,605.77 kgCO <sub>2</sub> e<br>C6 - Business Hotel or Event Activities – 5,290.00 kgCO <sub>2</sub> e<br>C4 - Inbound Deliveries (upstream transportation) – 18.37 kgCO <sub>2</sub> e<br>C9 - Outbound Deliveries (downstream transportation) – N/A<br>C1/5 - Organisation Water Usage – 36.37 kgCO <sub>2</sub> e<br>C3 - Transmission & Distribution Losses – 307.44 kgCO <sub>2</sub> e<br>C3 - Well to Tank – 17,861.31 kgCO <sub>2</sub> e<br>Total – 109,035.92 kgCO <sub>2</sub> e = 109.04 tCO <sub>2</sub> e |

|                        |                           |
|------------------------|---------------------------|
| <b>Total Emissions</b> | 114.79 tCO <sub>2</sub> e |
|------------------------|---------------------------|

## Emissions reduction targets

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

### Staff Commuting

Tenos Ltd will encourage sustainable commuting options by promoting ridesharing, walking and cycling. We have already introduced a Cycle to Work scheme available to all employees as a financial incentive to travel sustainably.

We have also implemented flexible working arrangements and remote working options to reduce the number of commutes, leading to lower emissions. Adopting a hybrid working arrangement has enabled us to decrease the frequency of office attendance, and, therefore, the emissions associated with commuting.

To improve the accuracy of our emissions assessments going forward, Tenos Ltd are considering the implementation of policies to collect detailed commuting data. This will facilitate more precise analysis, the development of targeted reduction strategies, and effective tracking of progress over time.

### Business Travel

Replacing flights with virtual meetings and choosing direct routes will enable Tenos Ltd to cut down business travel emissions. For train travel, we will leverage digital platforms to minimise trips.

### Hotel Stays and Events

We are considering the adoption of emissions-conscious event policies, such as encouraging employees to stay at eco-certified hotels. We could more easily integrate these options into travel plans through partnerships with sustainable hotel chains.

Tenos Ltd intend to consolidate trips by combining meetings and extending stays to reduce the required frequency of travel.

For internal events, we plan to host locally or at sustainable venues to help limit the carbon footprint. By offering carbon offset programs and promoting eco-friendly options such as train travel for short journeys to events, we could further mitigate emissions.

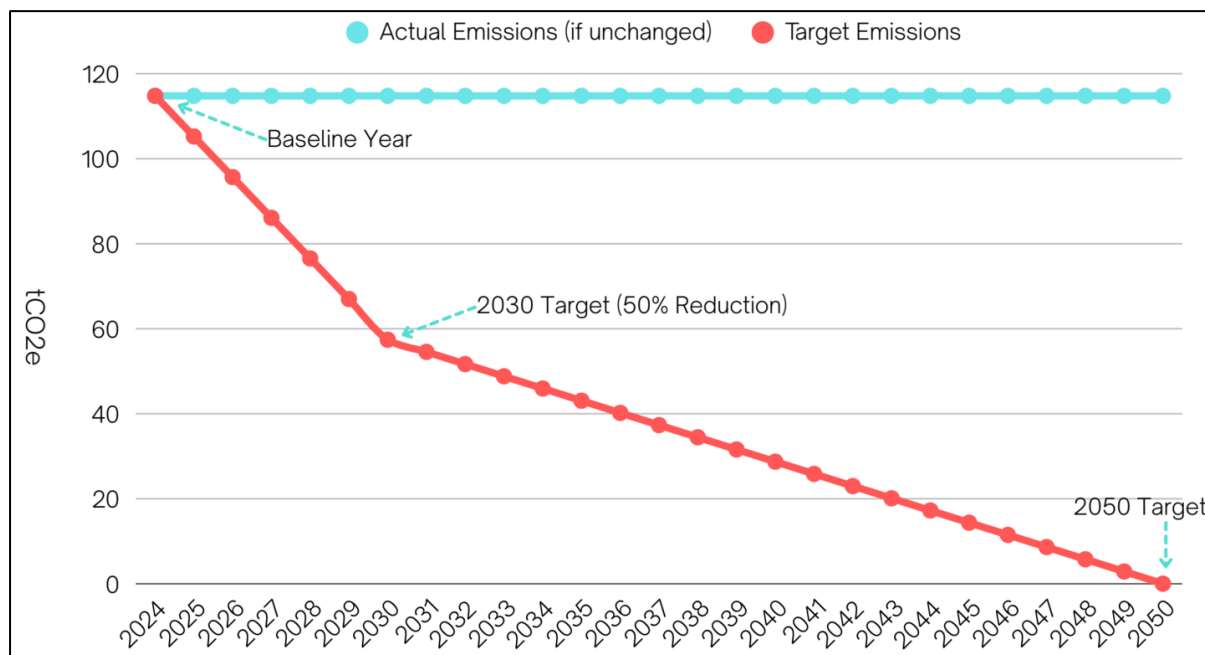
## Projected Progress

We project that carbon emissions will decrease over the next five years to 57.40 tCO<sub>2</sub>e by 2030. This is a reduction of 50%. This is on the basis that a reduction of 8.33% (9.56 tCO<sub>2</sub>e) is achieved per year from the Baseline. Following this, an annual reduction of 2.50% (2.87 tCO<sub>2</sub>e) will achieve Net Zero in 2050.

By accurately measuring, offsetting and committing to annually reduce emissions 8.33% by 2030, Tenos is not only carbon neutral, but in alignment with both science based and UK Government targets for carbon emissions reductions.

These figures have been calculated based on the current size and structure of Tenos Ltd. However, given that we have plans for strong growth, our current reduction strategies will be evaluated and optimised using intensity values (tCO<sub>2</sub>e per million turnover, FTE or other metrics).

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

This is our first year of reporting, so Tenos Ltd has not yet had the opportunity to implement and track the progress of our intended carbon reduction initiatives. However, to demonstrate our commitment to continuous improvement, we have achieved Carbon Neutrality via carbon offsets for our Baseline year.

Through the Carbon Neutral Britain Climate Fund™, Tenos has offset its total carbon emissions via internationally certified carbon offsetting projects. Certified via the Verra – Verified Carbon Standard (VCS), the Gold Standard – Voluntary Emission Reductions (VER) or the United Nations – Certified Emission Reductions (CER) programmes, the projects have also been selected based on their direct and indirect impact around the world – not just in offsetting, but also in supporting education, employment and clean water, as well as having net positive impact on the local wildlife and ecology.

Tenos currently have a BS EN ISO 14001:2015 'Certificate of Registration' for our environmental management system that we have proudly maintained since December 2012 demonstrating our commitment to protecting the environment.

### Future carbon reduction initiatives

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

Tenos Ltd will continue to offer our Cycle to Work scheme to all employees as a financial incentive to travel sustainably. We will continue to optimise our flexible working arrangements and remote working options to reduce the number of commutes, leading to lower emissions.

We are considering the adoption of emissions-conscious event policies, such as encouraging employees to stay at eco-certified hotels. Tenos Ltd intend to consolidate trips by combining meetings and extending stays to reduce the required frequency of travel. For internal events, we plan to host locally or at sustainable venues to help limit the carbon footprint.

## **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<sup>3</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>4</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>5</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:**



Stuart A. Kerr  
**Director (Tenos)**

Date: 1<sup>st</sup> September 2025

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<sup>3</sup> <https://ghgprotocol.org/corporate-standard>

<sup>4</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>5</sup> <https://ghgprotocol.org/standards/scope-3-standard>