



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 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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical 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

³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Carbon Reduction Plan Template

Supplier name: Hollis Global Ltd

Publication date: 07.05.2025

Commitment to achieving Net Zero

Hollis Global 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.

[Instructions to Suppliers:

Please provide details of your organisation's baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

Baseline Year: May 2021 – April 2022

Additional Details relating to the Baseline Emissions calculations.

[Instructions to Suppliers:

Add commentary regarding your Baseline Emissions as required: e.g. historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting), where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]

The base year is 2021/22 which is in alignment with the company's SECR.

We are continuously improving data collection for scope 3, as outlined in the GHG technical guidance for calculating scope 3 emissions.

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	11.62
Scope 2	31.73
Scope 3	206.74

(Included Sources)	<p>The following categories account for our Scope 3 emission figures: Category 4 – Upstream transportation and distribution (Scope 3 supplier data is being collected and will be updated in with an aim for reduction by 2030.)</p> <p>Category 5 – Waste generated in operations (Scope 3 supplier data is being collected and will be updated in with an aim for reduction by 2030)</p> <p>Category 6 – Business travel (201.34)</p> <p>Category 7 – Employee commuting (5.40)</p> <p>Category 9 – Downstream transport and distribution (Category 9 is deemed non-material as we don't produce and distribute any physical products.)</p>
Total Emissions	250.09

Current Emissions Reporting

Reporting Year: May 2023 – April 2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	9.04
Scope 2	36.13
Scope 3 (Included Sources)	175.79 <p>The following categories account for our Scope 3 emission figures: Category 4 – Upstream transportation and distribution (Scope 3 supplier data is being collected and will be updated in 2030.)</p> <p>Category 5 – Waste generated in operations (Scope 3 supplier data is being collected and will be updated in with an aim for reduction by 2030)</p> <p>Category 6 – Business travel (169.39)</p> <p>Category 7 – Employee commuting (6.40)</p> <p>Category 9 – Downstream transport and distribution (Category 9 is deemed non-material as we don't produce and distribute any physical products.)</p>
Total Emissions	220.96

Emissions reduction targets

[Instructions to Suppliers:

If existing emissions reduction targets are in place for your organisation, please provide details below.

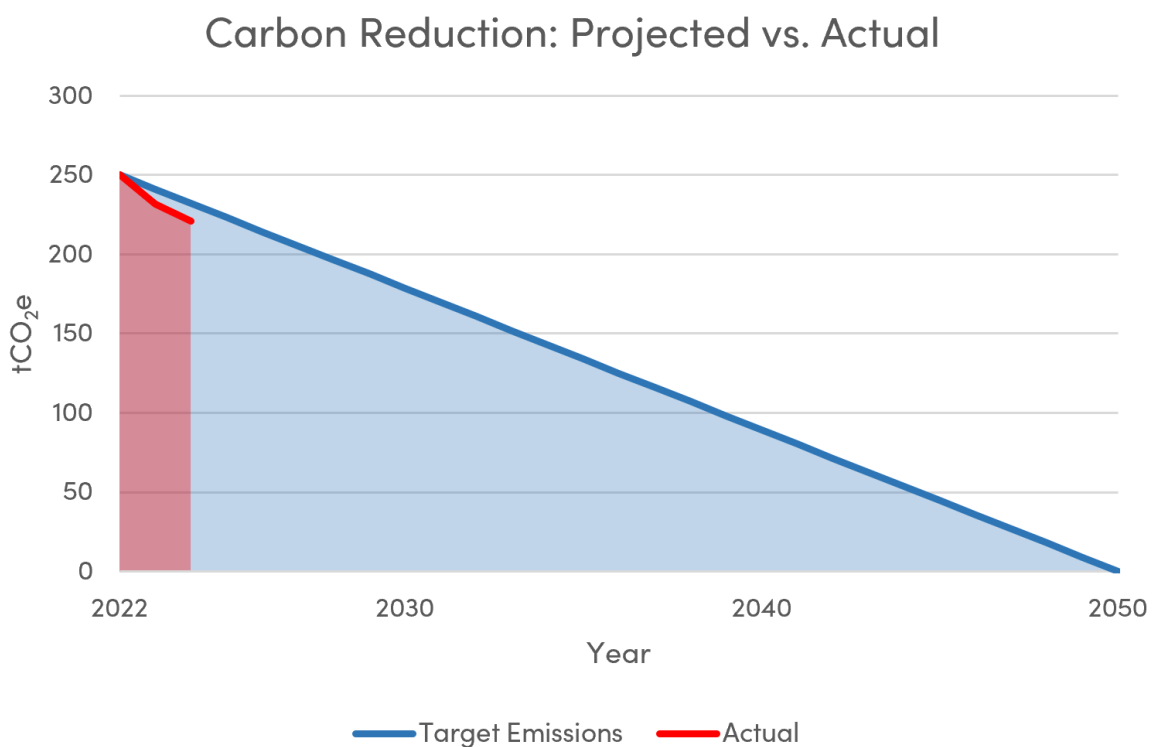
If you have no previous emissions reduction commitment, or if this is your organisation's first carbon footprint, please provide targets for your organisation]

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 178.64 tCO₂e by 2030. This is a reduction of 19.2%.

We are committed to reducing our carbon emissions year on year, by working collaboratively with our employees, suppliers and stakeholders to reduce carbon. Our focus is in the properties we occupy, proportionate travel, careful selection of suppliers, and behavioural/cultural change.

Progress against these targets 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 2022 baseline. The carbon emission reduction achieved by these

schemes equate to 29.13 tCO₂e ge, a 11.6% reduction against the 2022 baseline and the measures will be in effect when performing the contract

[Instructions to Suppliers:

Briefly provide details of some of your completed carbon reduction projects. This is for information only.

This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as; the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.]

- Our operations are aligned with the ISO 14001 Environmental Management System, supporting a structured approach to environmental performance.
- Achieved EcoVadis accreditation, demonstrating our commitment to sustainability and corporate social responsibility.
- Set baseline for scope 1, 2 & 3 emissions, with commitment to reduce our footprint in line with SBTi.
- Our practices are aligned with key industry bodies such as CIBSE and RICS to remain at the forefront of sustainable development.
- We are piloting the UK Net Zero Carbon Buildings Standard for one of our clients, reinforcing our commitment to decarbonising the built environment.
- We are members of the UKGBC, showing our commitment to a sustainable built environment and providing access to training materials for our colleagues.
- Grew our ESG Consulting team, increasing our in-house expertise, who also led an internal ESG steering committee to explore and implement efficiencies in our own offices. [Hollis ESG Strategy](#)
- 85 employees attended a UKGBC two-day training course to increase awareness, understanding of climate change and carbon and how to our experts across all disciplines can collaborate towards a more sustainable built environment.
- Invited internal and external experts to provide training to all employees on sustainability and carbon reduction which raised awareness and led to collaboration between teams.
- Rationalised our office footprint by relocating to smaller, more energy-efficient spaces. Our Glasgow office recently moved from an EPC 'D' building to an EPC 'A.'
- Our new London office reduced embodied carbon by recycling the furniture that could not be re-used from our previous office and retaining as much of the existing fit out as possible.
- Upgraded our lighting systems with LED technology across qualifying office locations.
- Encouraged green energy use from our landlords. All contracts now converted.
- Installed separated recycling in our offices and provided guidance and training on office recycling policies.
- Recycled and reused office equipment to reduce landfill waste.
- Reduced our paper consumption across our operations, including the discontinuation of paper business cards in favour of digital business cards.
- Adopted a hybrid flexible working policy and increased the use of video conferencing to reduce business travel emissions.

- Measured and set goal to reduce carbon emissions from travel – since 2022 business travel has reduced by 61,000 miles.
- Organised the business in a regional structure, encouraging the use of local resources on projects, reducing travel.
- Ceased direct ownership and leasing of company cars.
- Continued the Salary Sacrifice EV Scheme.
- Set a goal for 10% of hire cars to be EVs.
- Implemented a Cycle to Work scheme to encourage low-carbon commuting among staff.
- To ensure our events had impact. We committed to measures to reduce food waste, offer plant-based options, and prohibit the use of single-use plastic bottles; communicate electronically, and prioritise venues that operate sustainably.
- Assessed and engaged with our project supply chains to understand their carbon reduction efforts and support them in achieving their goals.

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

[Instructions to Suppliers:

Briefly provide details of some of any likely/proposed future carbon reduction projects. This is for information only.]

- Regularly review and update our net zero strategy and carbon reduction targets to reflect our evolving operations and growth.
- Progress the exploration of becoming a B Corp certified organisation to formalise our commitment to positive environmental and social impact.
- Continue executing the ongoing programme to transition our offices to more energy-efficient buildings.
- Maintain efforts to monitor and optimise the performance of heating, cooling, and ventilation systems to ensure energy-efficient operations.
- Continue promoting the use of energy-efficient office equipment, such as the trial of single energy-efficient monitors with a view to phasing out less energy efficient ones, to reduce electricity consumption.
- Sustain the offering of our Salary Sacrifice EV Scheme and our EV hire car programme.
- Continue to assess and engage with our project supply chains to understand their carbon reduction efforts and support them in achieving their goals.
- Enhance collaboration with our supply chain partners to enhance carbon data collection, transparency, and reporting accuracy.
- Remain committed to recycling and reusing office equipment and reducing landfill waste wherever possible.
- Intensify efforts to further reduce paper consumption across all offices.

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:



James Audsley, Chief Operating Officer

Date: 09.05.2025

⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>