

## 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)
- published and clearly signposted on the supplier's UK website.
- 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.**

[Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](#)

# Carbon Reduction Plan Template

Supplier name: MTY GROUP LTD

Publication date: 10<sup>th</sup> July 2025

## Commitment to achieving Net Zero

**MTY Group Ltd** is committed to achieving Net Zero emissions by 20**30**.

## Baseline Emissions Footprint

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**Baseline Year: 2023**

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

*This is MTY Group Ltd's first formal carbon assessment. The baseline was developed using operational data from the financial year March 2023 to February 2024. It includes estimated Scope 2 electricity use from a small rented office and storage facility, as well as Scope 3 emissions from employee business travel, supplier deliveries using third-party FORS-accredited couriers, and a single short-haul flight. Scope 1 emissions are zero, as MTY Group does not own any vehicles or fuel-consuming equipment. Subcontractors and main contractors manage all on-site activities.*

**Baseline year emissions:**

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.00
Scope 2	0.95
Scope 3 (Included Sources)	4.40

Total Emissions	5.35
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## Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0.00
Scope 2	0.65
Scope 3 (Included Sources)	3.20
Total Emissions	3.85

## Emissions reduction targets

MTY Group Ltd has no previous emissions reduction commitments in place. This Carbon Reduction Plan reflects our organisation's **first formal carbon footprint**, with a baseline established for the financial year 2023 (March 2023 – February 2024). This baseline covers Scope 2 emissions from electricity use in our rented office and storage facilities, and Scope 3 emissions from business travel, courier deliveries, and one short-haul flight.

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

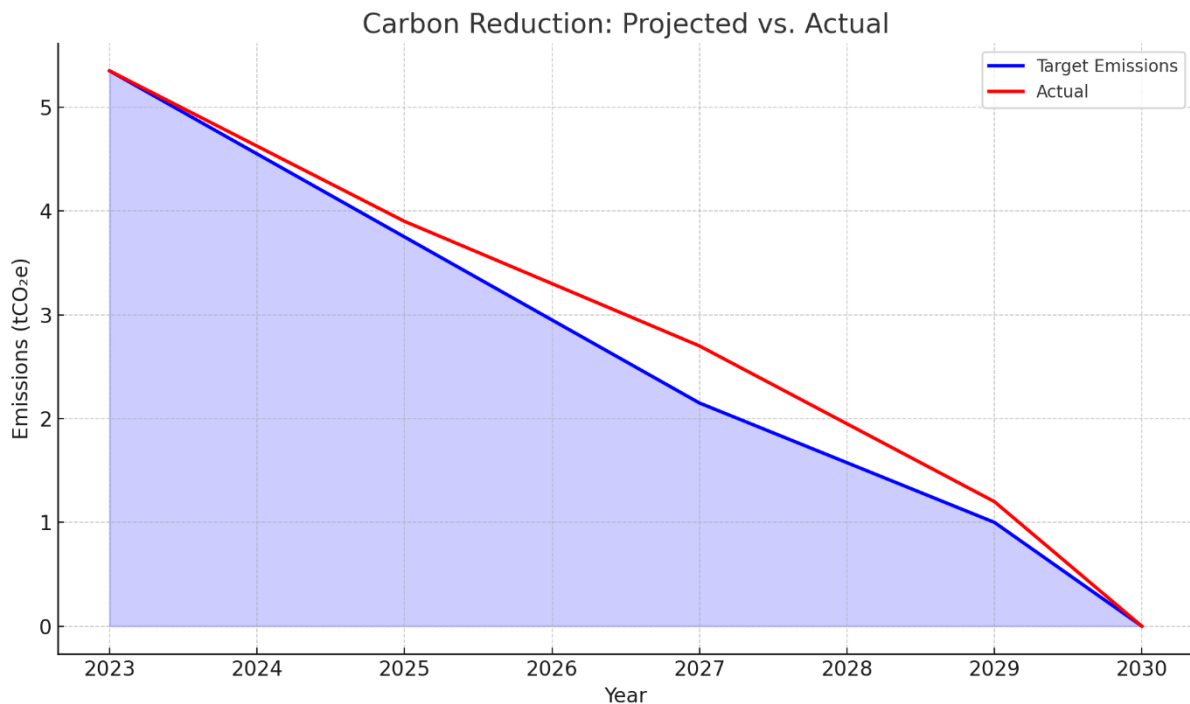
We project that carbon emissions will decrease over the next five years to **1.0 tCO<sub>2</sub>e** by 2029. This is a reduction of **81.3%** compared to our baseline emissions of **5.35 tCO<sub>2</sub>e in 2023**.

To achieve this, MTY Group Ltd will:

- Optimise logistics and reduce Scope 3 delivery emissions
- Shift further toward remote working and digital communication
- Switch to renewable electricity tariffs for office spaces
- Work with suppliers and contractors to minimise upstream emissions
- Offset any residual emissions through verified schemes by 2030

Our final target is to reach **Net Zero (0.00 tCO<sub>2</sub>e) by 2030** through a combination of reductions and high-quality offsets.

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 2023 baseline. The carbon emission reduction achieved by these schemes equate to **1.50** tCO<sub>2</sub>e, a **28%**ge reduction against the 2023 baseline and the measures will be in effect when performing the contract

*Since the 2023 baseline year, MTY Group Ltd has implemented the following carbon reduction projects to support emissions reduction across our operations:*

- **Adoption of energy-efficient LED lighting** throughout the main office space
- **Use of eco-heaters and oil-filled radiators** to minimise energy consumption in heating
- **Implementation of a hybrid and remote working policy**, reducing commuting-related travel emissions
- **Optimised courier scheduling** using FORS-accredited partners to consolidate deliveries and reduce transport frequency
- **Reduced business travel** by substituting physical site visits with virtual meetings wherever feasible
- **Storage and reuse of excess building materials**, such as leftover full pallets of tiles, to minimise procurement and waste impact

*These initiatives have contributed to a measurable reduction in Scope 2 and Scope 3 emissions since our baseline year.*

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

- **Switching to a 100% renewable electricity supplier** for office and storage premises

- **Embedding environmental and sustainability criteria into subcontractor and supplier selection**
- **Formalising a Green Procurement Policy to guide sustainable sourcing and reduce embedded carbon in materials**
- **Partnering with carbon-accountable logistics providers that offer emissions data and offsetting options**
- **Achieving ISO 14001 certification to strengthen our environmental management practices**
- **Offsetting any residual emissions through verified schemes, such as afforestation or clean energy projects**
- **Installing occupancy sensors and timers to reduce unnecessary lighting and energy usage in storage spaces**

**These forward-looking initiatives form part of our strategic roadmap to achieve Net Zero by 2030.**

## **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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</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>3</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:**

*John Fuller*

**John Fuller**  
**Operations Director**

Date: 10th July 2025

<sup>1</sup> <https://ghgprotocol.org/corporate-standard>

<sup>2</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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