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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[1] 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[2] and Guidance[3], 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.

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[1] 1Bidding 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/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf

[3] Guidance 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: **Asite Solutions Limited**

Publication date: **19/09/2022**

Last Updated**: 28/06/23**

Commitment to achieving Net Zero

Asite Solutions Ltd (Asite) is dedicated to achieving Net Zero emissions by 2050.

Asite operates as a cloud-based SaaS provider. Given the nature of our operations, our main focus lies on Scope 3 emissions, as any reductions in this area have the most significant impact on our overall carbon footprint. Nonetheless, we also acknowledge the significance of decreasing our Scope 2 and Scope 1 emissions to ensure consistent advancements towards reaching our Net Zero emissions goal.

Baseline Emissions Footprint

Baseline emissions refer to the greenhouse gases that were emitted in the past, before the implementation of any measures to mitigate emissions. They serve as a benchmark for measuring the reduction of emissions.

Baseline Year: 01/07/2021 – 30/06/2022
Additional Details relating to the Baseline Emissions calculations.
Baseline emissions are a record of past greenhouse gas emissions that occurred prior to the implementation of any emission-reduction strategies. Baseline emissions serve as a baseline against which reductions in emissions can be measured. Asite's baseline emissions inventory includes all our measurable scope 1, scope 2 emissions, together with a first estimate of our total scope 3 value chain emissions. Asite includes all seven Kyoto Protocol Greenhouse Gas groups in our emissions footprint calculations where relevant.
Baseline year emissions:

EMISSIONS	TOTAL (tCO$_2$e)

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Scope 1	0.22
Scope 2	2.91
Scope 3 (Included Sources)	57.9
Total Emissions	61.03

Current Reporting Year

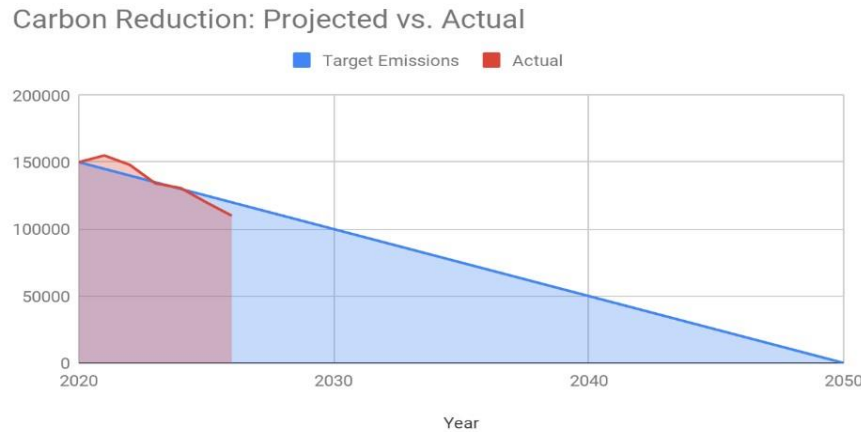| Reporting Year: 01/07/2022 – 30/06/2023	
EMISSIONS	TOTAL (tCO$_2$e)
Scope 1	0.20
Scope 2	1.97
Scope 3 (Included Sources)	81.66
Total Emissions	83.83

Emissions reduction targets

To progress towards achieving Net Zero, Asite has adopted the following carbon reduction targets. We anticipate a decrease in carbon emissions to 48.82 tCO2e by 2027, which represents a 20% reduction over the next five years. This carbon emission target aligns with the UK government's standard carbon reduction metric, while aiming to exceed the average carbon reduction rate in the country.

Recognizing that our company's growth entails storing a significant amount of data on behalf of our clients, Asite acknowledges the corresponding increase in our carbon footprint.

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Consequently, Asite is implementing operational changes to minimize our overall carbon impact and counterbalance this heightened environmental burden.

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

Carbon Reduction: Projected vs. Actual

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

As 2023 will be the second year for Carbon Emission reporting, Asite has rolled-out several Carbon Reduction Initiatives. Asite has implemented a wide range of environmental management measures since the baseline year of 2022 in order to reduce carbon emissions by 20% by 2027.

The following environmental management measures and projects have been completed or implemented since the 2022 baseline:

1. **Collaborative partnerships:** Foster partnerships with other organizations, industry bodies, or NGOs working on carbon reduction initiatives to share knowledge, resources, and best practices. Collaborative efforts can lead to greater impact and collective action.
2. **Remote software deployment and updates**: Adopt remote software deployment and update mechanisms to minimize the need for physical visits to customer sites, reducing travel-related carbon emissions.
3. **Paperless customer interactions:** Encourage customers to adopt paperless practices by providing digital documentation, electronic signatures, and online collaboration tools, reducing paper usage and associated carbon emissions.
4. **Remote training and customer support:** Utilize remote training and customer support methods, such as virtual classrooms and video conferencing, to minimize travel and reduce carbon emissions associated with in-person training and support sessions.
5. **Paperless operations:** Digitize and automate administrative processes to minimize paper usage and reduce the associated carbon footprint.

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

1. Asite is currently forming an Environmental Social Governance (ESG) Steering Committee comprised of Senior Leadership Team members to track, coordinate, and ultimately reduce our global footprint. The ESG Steering Committee is committed to expanding our global ESG programme with new initiatives that will benefit all Asite entities.

2. Build awareness amongst our workforce of the impact of their decisions on our journey to net-zero
3. Working with suppliers to encourage them to set their own carbon reduction targets in-line with the science and sign-up to the Science Based Target Initiative
4. Exploring a salary sacrifice scheme for electric cars
5. Prioritising environmental responsibility throughout the design and execution of future office refurbishment
6. Minimising energy consumption in our datacentres through a life-cycle assessment and the introduction of energy optimisations tools and processes.

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 [4] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[5].

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[6].

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:

DocuSigned by:

Nathan Doughty   CEO

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Date: ……………………………… 07-Jul-23

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[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

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