



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 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) 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.

K2 - Carbon Reduction Plan



Scope

This Carbon Reduction Plan captures carbon emissions and reduction commitments from our services-led activities of K2 which covers the services we deliver to our private and public sector customers.

Commitment to achieving Net Zero

K2 is committed to achieving Net Zero emissions by 2045, consistent with the UK Governments commitment to achieve net-zero by 2050 under the Climate Change Act and the Paris Agreement commitment, to limiting our goal of Carbon Neutrality by 2028 on the pathway to net-zero emissions 2045.

Wider Scope 3 emissions categories have been excluded from our initial reporting period (2023), this is our baseline year, and we are in the process of updating and implementing new reporting processes following a period of growth and expansion. We aim to achieve a full Scope 3 inventory by the end 2024, including the development of a supply chain charter.

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.

Our UK business unit emissions are calculated in tonnes of carbon dioxide equivalent (CO₂e) using the appropriate conversion factors published by BEIS. Our emissions data is reported in line with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard, and Corporate Value Chain (Scope 3) Standard under the 'Operational Control' approach.

Baseline Year: 2023
Additional Details relating to the Baseline Emissions calculations.
This is K2's first carbon reduction report. Figures have been collated from invoiced data (electricity, mileage and business travel), with certain datasets averaged for the full year from available data and analysis that have been independently audited to ensure they comply with internationally recognised standards such as Green House Gas and Science Based Target Protocol's and is consistent with SECR requirements.

We continue to improve our carbon accounting methodologies in line with best practice. We also continue to ensure our carbon emission inventory accurately reflects any structural changes that affect the scope or boundary of our emissions.

As this is our baseline report we recognise our need to increase our carbon inventory, in particular of Scope 3, to which we have included 5 categories as set out below. Our key focus area in 2024 will be in Scope 3 Category 1 Purchased Goods and Services following the Greenhouse Gas Protocol Scope 3 Standard and our Supply Chain Program.

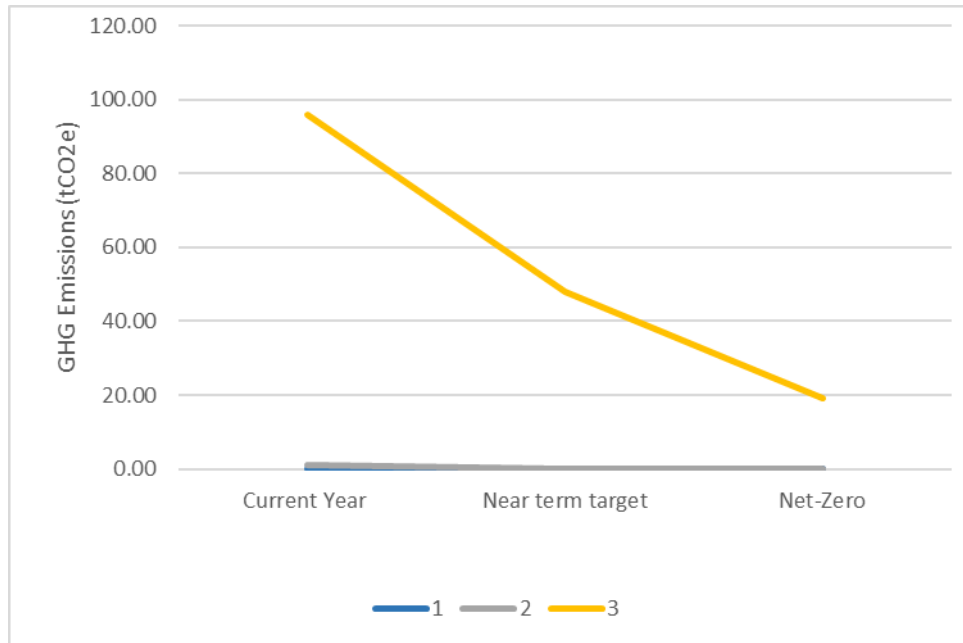
Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	1 (market based) – 2 (location)
Scope 3 (Included Sources)	90.65 Category 5 - Waste generated in operations – 0.26 Category 4- Upstream transportation and distribution – 0 Category 6 - Business travel – 58.39 Category 7 - Employee commuting – 32 Category 9 - Downstream transportation and distribution – 0
Total Emissions	91.65 – market based

Emissions reduction targets

As this is our benchmark report and we have no previous emission reduction commitments, 2023-24 is being used to consolidate data and process in order to set realistic timebound carbon reduction targets in order to work towards achieving Carbon Neutrality & Net Zero.

Future progress against these targets will be seen in the graph below:



Our approach

In determining our carbon reduction plan, we follow the Greenhouse Gas (GHG) Management Hierarchy set out by the Institute of Environmental Management and Assessment (IEMA). K2 Consultancy is committed to prioritising the elimination, substitution, and reduction of carbon in advance of any offsetting commitments.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented during the 2023 benchmark. The carbon emission reduction achieved by these schemes will not be calculated until the next reporting period.

1. Introduction of employee electric vehicle salary sacrifice scheme
2. Introduction of Employee cycle to work scheme
3. Segregation of office waste and supportive waste management contracts
4. Procurement of newer energy efficient office equipment
5. Reduction of paper usage through training
6. Reduction in purchase of single use items

As an ISO 9001 and ISO14001 certified organisation, environmental management and energy management are integrated into our management systems and business processes which are utilised in our service delivery.

We have signed up to several social and purpose led pledges and initiatives to embed social and environmental sustainability across our organisation such as to further reduce waste by eliminating single use plastics, ensuring that all our waste can be recycled including electrical equipment and batteries. Additionally, we will ensure that all our employees are trained and aware of their responsibilities with energy usage both in the office and when homeworking. This includes turning off lights and electronics when not in use, buying local produce and services, and using energy efficient equipment.

In Q1 2024 K2 committed to setting a science-based carbon neutral target by 2028 with the support of Sustainable Business Services.

People:

As part of our Environmental, Social and Governance working group we will create a team of environmental champions in 2024 to drive understanding and introduce further carbon reduction measures.

Buildings & Energy:

We will produce a comprehensive strategy of energy reduction per FTE in 2024.

We will also support our homeworkers with tips to reduce usage whilst working from home.

We commit to only using 100% renewable electricity at our offices where we are in control of utilities by 2024 and this will remove 1 tonnes CO₂e. We will also work with our landlords to lobby for renewable energy and energy efficiency measure across our sites.

Travel:

In 2024 we will produce a business travel strategy following the sustainable travel hierarchy to ensure where travel is required, we adopt the least environmental impact mode.

As commuting accounts for >35% of our recorded carbon emissions we will continue to review our data and implement policies to support our people reduce the impact of commuting to work.

Declaration and Sign Off

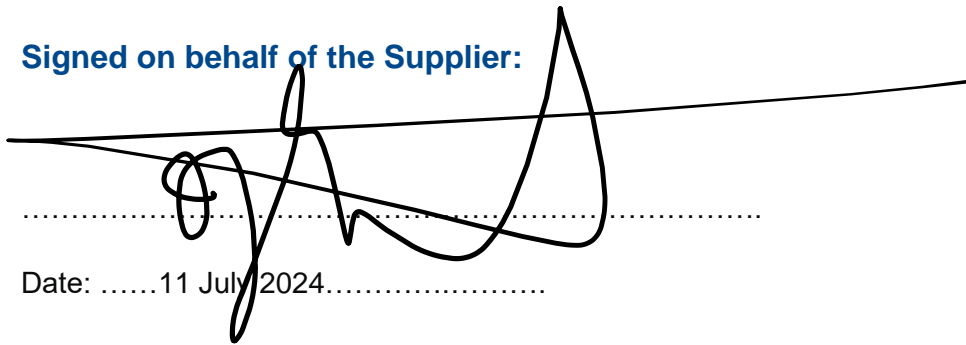
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting²

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors at K2.

Signed on behalf of the Supplier:

A large, stylized handwritten signature in black ink is written over a solid horizontal line. Below the signature, there is a dotted horizontal line. The signature is somewhat abstract and loops around itself.

Date:11 July 2024.....

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

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

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