



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<sup>3</sup>, 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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<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)

<sup>3</sup>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](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: .....Arcadis.....

Publication date: ...29<sup>th</sup> July 2022.....

## Commitment to achieving Net Zero

Arcadis is committed to achieving Net Zero emissions, however our current baseline is predicting a reduction of 65% by 2035.

## 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.

<b>Baseline Year: 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>The carbon emissions baseline has been aligned with the Global business, each country has contributed to the Net Zero approach and will demonstrate how they will achieve a reduction in carbon emissions. The global approach has been to use Science Based Targets in demonstrating how we will meet the 1.5C reduction.</p> <p>To provide a fair summary against normal work activities for the business we have a baseline against our 2019 figures. These figures are pre-pandemic and when the business was fully operational and undertaking normal work in the office, sites and foreign travel activities as part of our everyday activities. It is anticipated that the new ways of working, which the business has adopted, will help improve this figure in 2022. It should be noted that the figures provided for 2021, are lower as there were country and business restrictions in place to protect personnel for the effects of COVID-19.</p>	
<b>Baseline year emissions 2019:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	353
<b>Scope 2</b>	1,693

<b>Scope 3</b> (Included Sources)	7,605
<b>Total Emissions</b>	9,651

## Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO <sub>2e</sub> )
<b>Scope 1</b>	268.72
<b>Scope 2</b>	231
<b>Scope 3</b> (Included Sources)	1102.52
<b>Total Emissions</b>	1602.24

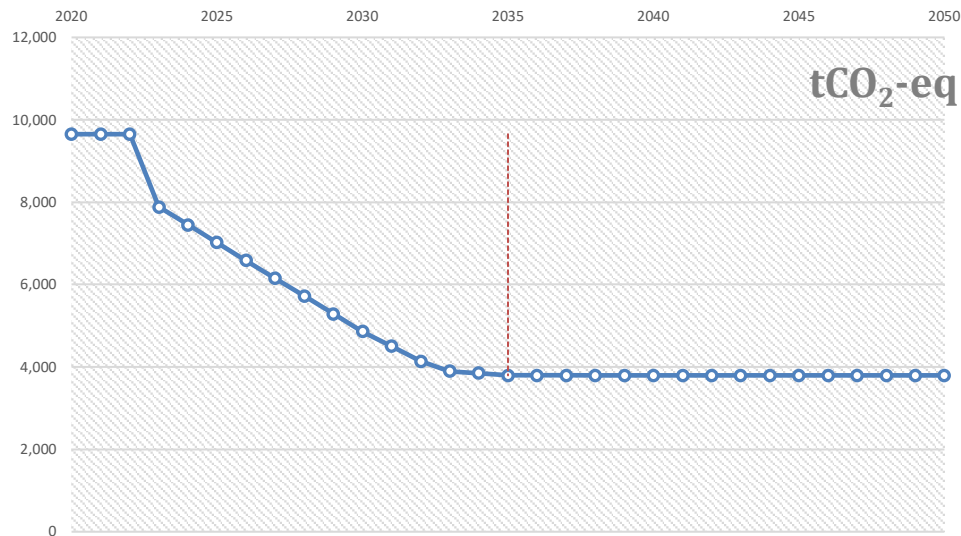
It should be noted that the 2021 figures, are particularly good in demonstrating a reduction but these are skewed by the impacted of the pandemic and the restrictions imposed by governments.

## Emissions reduction targets

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 6152 tCO<sub>2e</sub> by 2027. This is a reduction of 37%

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

Arcadis are certified to ISO 14001 and maintain an integrated management system, within this we have objectives and targets that are reviewed and challenged each year with demonstrate continuous improvement, The initiatives and improvements below fall under. Arcadis have set a Science Based Target, are part of the Pledge to Net Zero and UN Race to Zero campaigns.

The following environmental management measures and projects have been identified in the UK:

- Operational (offices)
  - Using energy from renewable sources in offices
  - Reducing the natural gas consumption in the office environment by 100% by 2025.
  - Reducing our office space and moving into Sustainable and Smart office environments, reducing emissions by 40% over the next 8 years.
- Travel
  - Baseline figure established to verify 50% reduction in Air travel by 2025;
  - Promoting the use of public transport, to achieve a 75% reduction in travel emissions, when engaging with clients and attend the office by 2030.
  - Transition our company fleet to electric vehicles by 2030, or sooner. This includes when hiring with an expectation that they will be electric vehicles.
- Home working
  - A written and approved new ways of working document, that enables employees to be flexible in the way in which they work and how we deliver projects with our clients. This way of working includes working from home initiatives. Although we recognise that through working from home, we are still contributing to carbon emissions and we have taken this into account in our figures.

The carbon emission reduction achieved by the schemes equate to 6007 tCO<sub>2</sub>e, a 62.2% reduction against the 2019 baseline, by 2035, and the measures in ongoing and progress against each provided when performing the contract.

## 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>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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>6</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:



Simon Bimpson - UK & Ireland Country Director .....

Date: 30.09.2022 .....

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

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

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