

Carbon Reduction Plan

FICTIONAL EXAMPLE

Supplier name: Hollowmere Clinical Supplies Ltd (company number 00000000 (fictional))

Publication date: 4 November 2026

Commitment to achieving net zero

Hollowmere Clinical Supplies Ltd is committed to achieving net zero emissions by 2045.

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.

Baseline year: 1 October 2025 to 30 September 2026

Additional details relating to the baseline emissions calculations: This is the first carbon footprint Hollowmere Clinical Supplies Ltd has prepared, so the reporting year is used as the baseline year, as allowed by the PPN 006 template guidance notes. The footprint covers UK operations under operational control: one leased office and warehouse unit (Leicestershire), three diesel vans, two company cars, purchased freight, waste, business travel and employee commuting. Scope 2 is location based. Factors: UK Government GHG Conversion Factors for Company Reporting 2026.

Baseline year emissions:

Emissions	Total (tCO2e)
Scope 1	43.91
Scope 2	6.31
Scope 3 (included sources)	34.98
Total emissions	85.20

Current emissions reporting

Reporting year: 1 October 2025 to 30 September 2026

Emissions	Total (tCO2e)
Scope 1	43.91
Scope 2	6.31
Scope 3 (included sources)	34.98
Total emissions	85.20

Included Scope 3 sources: Cat 4 upstream transportation and distribution; Cat 5 waste generated in operations; Cat 6 business travel; Cat 7 employee commuting. Not applicable: Cat 9 downstream transportation and distribution (all outbound delivery is purchased by us and reported under Cat 4).

Emissions reduction targets

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 63.90 tCO2e by 2031. This is a reduction of 25%.

Interim aim: switch all three vans to battery electric at lease renewal (2028) and move to a 100% renewable electricity tariff from April 2027.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 1 October 2025 to 30 September 2026 baseline. As this is our first carbon footprint, the reduction achieved by these measures is not yet quantified against the baseline; it will be reported from our next annual update. The measures will be in effect when performing the contract.

- LED lighting with PIR controls installed across the warehouse (2025)
- Route planning software for van deliveries, reducing empty running
- Cardboard baler on site, so all cardboard is recycled
- Video calls replace most supplier review visits

Future carbon reduction initiatives

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

- Battery electric vans at the 2028 lease renewal

- Renewable electricity tariff (REGO backed) from April 2027
- Air source heat pump to replace the gas heaters in the office
- Supplier engagement asking the top 10 suppliers for their own Carbon Reduction Plans
- Cycle to work scheme and car sharing for commuting

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 and uses the appropriate government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.

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: **Jane Example, Managing Director**. Approved by the board of directors on 3 November 2026. Signed (no physical signature required under the PPN 006 technical standard).

Date: 3 November 2026

FICTIONAL EXAMPLE. Prepared by GPT Shop Ltd as a sample.