



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 supplier¹ 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 Standard² and Guidance³, 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.

Carbon Reduction Plan

Company name: **TTC Group (UK) Limited**

Publication date: **2nd March 2024**

Commitment to achieving Net Zero

TTC Group achieved Net Zero emissions at the end of **2022**. We will continue to commit to Net Zero emissions year-on-year.

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: 2019	
Additional Details relating to the Baseline Emissions calculations.	
<i>TTC Group have been undertaking a carbon footprint exercise on an annual basis since 2018, taking into account energy consumption, business miles and purchases made.</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	Energy
Scope 2	Travel
Scope 3 (Included Sources)	Purchases
Total Emissions	91.15

Current Emissions Reporting

Reporting Year: 20 20	
EMISSIONS	TOTAL (tCO _{2e})
Scope 1	Energy
Scope 2	Travel
Scope 3 (Included Sources)	Purchases
Total Emissions	69.24

Reporting Year: 20 21	
EMISSIONS	TOTAL (tCO _{2e})
Scope 1	Energy
Scope 2	Travel
Scope 3 (Included Sources)	Purchases
Total Emissions	63.23

Reporting Year: 20 22	
EMISSIONS	TOTAL (tCO _{2e})
Scope 1	Energy

Scope 2	Travel
Scope 3 (Included Sources)	Purchases
Total Emissions	137.18

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO_{2e})
Scope 1	Energy
Scope 2	Travel
Scope 3 (Included Sources)	Purchases
Total Emissions	160.74

Emissions reduction targets

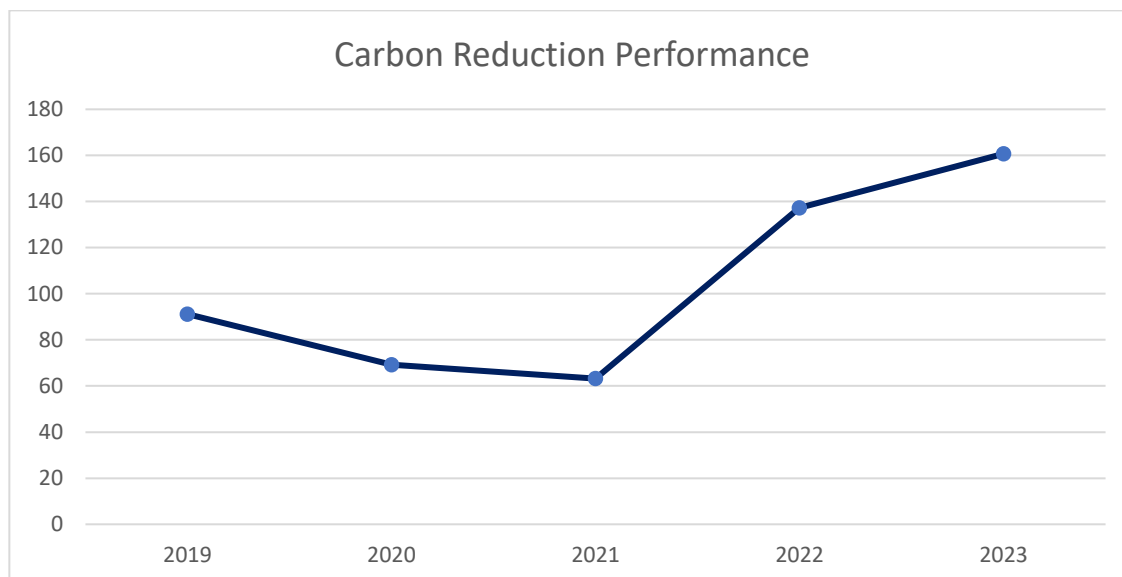
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

- Significantly reducing business miles undertaken by making the use of the latest communication technologies.
- Reducing energy consumption by fitting low energy LED lighting and reducing our office footprint.
- Limiting purchases through our Sustainable Procurement Policy.

We project that carbon emissions will decrease over the next two years to **145** tCO_{2e} by end of **2024**. This is a reduction of **around 10%**

Our carbon impact has increased quite significantly over the last 3 years, this is due to a more comprehensive reporting structure, for example, pre-2022 we did not report on carbon impact as a consequence of employees commuting to work and overnight business trips. We now add this level of detail into our reports and will continue to do this year-on-year/

Performance against targets can be seen in the graph below:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

TTC Group have maintained an accredited Environmental Management System for over 17 years which has assisted us in reducing our environmental impact and allowed us to demonstrate our commitment to being an environmentally responsible organization.

Over the last 2 years TTC Group have Implemented decarbonization strategies in line with the Paris Agreement through real business changes and innovations, including efficiency improvements, renewable energy, materials reductions, and other carbon emission elimination strategies. This has included;

- Increasing operational efficiencies
- Ride to work Schemes
- Effective waste management
- Green travel
- LED lighting installations
- Use of renewable energy
- Use of the latest technology focused on low energy use
- Salary sacrifice for electric vehicles

In partnership with the UK “Make It Wild” initiative, TTC has committed to sponsor the annual purchase and planting of trees to offset 220 tCO₂e per year. This initiative was selected for their dedication to creating natural woodland, which in turn creates natural habitats for our wildlife.

To monitor and measure our performance we have been undertaking carbon emission assessments and analysing our performance, which in turn, helps us identify areas for improvement. Our final actions will involve neutralising any remaining emissions with additional, quantifiable, real, permanent, and socially-beneficial offsets to achieve net zero year-on-year. This does not mean that we will then stand still, we will continue to assess every new business activity and monitor and report our performance.

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

A handwritten signature in black ink, appearing to read 'Jim Kirkwood', with a long horizontal line extending to the right from the end of the signature.

Jim Kirkwood, CEO, TTC Group

Date: **2nd March 2024**