



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 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.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

²Technical 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

³Guidance 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: Colt Group Holdings Limited

Publication date:18/10/2022.....

Commitment to achieving Net Zero

Colt Group Holdings Limited is committed to achieving Net Zero emissions by 2050.

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.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	4,831.9
Scope 2	23,821.8 (market based methodology)
Scope 3 (Included Sources)	595,865.4
Total Emissions	624,519.1

Current Emissions Reporting

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO₂e)

Scope 1	3,259.0
Scope 2	18,196.8
Scope 3 (Included Sources)	536,077.0
Total Emissions	557,532.7

Emissions reduction targets

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

We have set comprehensive, near-term emissions reduction targets approved by the Science-Based Targets Initiative (SBTi). We are also working on developing our long-term targets and net zero strategy and have committed to set targets within 2 years as part of the net-zero standard.

Our 2030 aims are:

Scope 1 and Scope 2: A carbon reduction of 47% by 2030 (relative to a 2019 baseline) to meet the ambitious target of limiting temperatures to 1.5 degrees

Scope 3: Colt Group is aligning with the Paris Agreement well-below 2 degrees trajectory. We will cut emissions by -28% (compared to our 2019 baseline). Our Scope 3 emissions in 2021 made up 96% of our overall emissions. Since 2019, we have reduced our Scope 3 emissions by 10%.

We project that Scope 1 and 2 carbon emissions will decrease over the next five years by 21% by 2024, and Scope 3 emissions will decrease by 12.5% over the same period. It is worth noting that work on updating our 2019 baseline is underway, this may impact on current progression against targets.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline.

In 2021 we have set comprehensive, near-term emissions reduction targets approved by the Science-Based Targets Initiative (SBTi). We are also working on developing our long-term

targets and net zero strategy and in October 2022 have committed to set our long term SBTs within 2 years as part of the net-zero standard.

Greening our Vehicles

We are committed to greening our vehicles and see this as a key driver to reducing our carbon footprint. We are decarbonising our in-house fleet through electrification, and we have committed to a 75% pure electric fleet by 2030. To date fully electric vehicles make up 14% of our total fleet and plug-in hybrid vehicles represent 18%.

In 2021 we reduced Colt Group's fleet emissions by 43%, compared to our baseline. This reduction was mainly due to the pandemic that reduced the trips of our in-house fleet. We installed cabling at six sites, and we ordered 37 dual charging points and 1 single charging point to ensure that we can increase our fleet of electric vehicles from 2022 onwards.

Reduction through renewable energy

We continue to adopt energy efficient technologies to transform our network and data centres and improve our energy efficiency. Our Data Centre business' ("DCS") focus on customer experience ensures that their in house team of design and operational experts guarantee new facilities are designed with energy efficiency at the forefront. Ongoing operational expertise then seeks to continue to manage the site efficiently.

At Colt, we implement multi-year transformation programmes to leverage technological advances such as Software Defined Networking, Network Function Virtualisation, Edge Computing and Artificial Intelligence. This will result in a more intelligent network operation with IT workloads closer to the user, higher resilience and availability and reduced carbon emissions through an automated and more energy efficient system. We continue to increase the use of renewables across our operations.

In 2021, Scope 2 power (energy purchased for own consumption) for Colt and DCS operations across the UK and mainland Europe were operated by procuring 100% renewable power using Guarantees of Origin certificates. DCS has also committed to providing green power to Colt and its customers. We are committed to procuring renewable energy power to our facilities. In 2021 we achieved 84% Scope 2 renewable electricity for all Colt Group sites globally.

New Global Travel Policy

In 2021, we launched a new global travel policy for all Colt Group employees. We have worked with our external travel advisors to develop a more sustainable approach to our global business travel needs. This involved development work on the travel booking platform to enable our employees to see the carbon emissions associated with their journey. We are committed to reducing travel by promoting video conferencing and remote meetings wherever possible.

In addition we have established an internal carbon price for travel, allocating a cost to every tCO₂e emitted as a result of business travel.

Circular economy

Zero waste to landfill targets

We have three DCS sites and three Colt offices currently on the road to zero waste to landfill certification, with a view to having collected 12 full months of zero waste data and achieving certification by 2024.

These sites are:

DCS: Les Ulis (France), Inzai (Japan), Welwyn Garden City (UK)

Colt Technology Services: Malakoff (France), Colt house (UK), Sibiu (Romania)

We are also piloting a 'zero plastics' approach in our London Colt House office.

Tackling e-waste:

Colt is part of GeSI's Circular Electronics Partnership, driving circular solutions for telecommunications equipment.

We have a comprehensive investment recovery (IR) programme. We are expanding this in 2022, introducing more IR partners and renegotiating current contracts to ensure sustainability data requirements are met.

We apply circular economy principles in both our purchase and resale of used equipment.

Impact in 2021:

We resold 870 pieces and recycling a further 24.9 tonnes of decommissioned equipment, via our investment recovery partners.

We extended the life of 37,413 pieces of equipment through reuse in our network.

We supported a pioneering bioleaching trial. Bioleaching is a non-toxic, environmentally considerate extraction method, unlike smelting or incineration. Precious metals extracted can be re-used and given a second life, rather than remaining in old electronics in landfill sites around the world.

30 of our PCBs (Printed Circuit Boards) were bioleached, resulting in 3.4 tonnes of CO_{2e} saved per PCB bioleached (vs widely used thermal processing recycling)

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

- 75% renewable electricity for all sites globally by 2023
- 93% of supply chain emissions aligned to 1.5C SBT by 2025
- 38% electric vehicles in company fleet by 2025 and 75% by 2030
- 100% switch to renewable gas by 2030
- Engaging with suppliers to encourage them to make increasingly sustainable choices- this is important because by them reducing their Scope 1 and 2 emissions it reduces our Scope 3 emissions
- Encouraging our suppliers to make the same commitment as Colt by setting Science-based targets aligned to 1.5 degrees for scopes 1 & 2
- 40% reduction in business travel during 2022 and beyond through increased usage of video conferencing tools.

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).

Signed on behalf of the Supplier:



Kelsey Hopkinson.....

Date: ... 18/10/2022.....

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>