



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.

Carbon Reduction Plan Template

Supplier name: HH Global

Publication date: November 2022

Commitment to achieving Net Zero

HH Global commits to reduce absolute Scope 1,2 and 3 GHG emissions 90% by **2040** from a 2022 base 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: 2022 (1st April 2021 – 31st March 2022)	
Additional Details relating to the Baseline Emissions calculations.	
2022 was the most recent full year of carbon emissions data when we submitted our Science Based Targets and it was used as our baseline.	
Baseline year emissions: 2022 (1st April 2021 – 31st March 2022)	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	195.6
Scope 2	2862.9 (location-based)
Scope 3 (Included Sources)	988346.6 Our Scope 3 emissions breakdown is as follows: <ol style="list-style-type: none">1. Purchased Goods & Services (820768.2 tCO₂e)2. Capital Goods (N/A - no capital goods purchases made in the reporting period that are not already accounted for in Scopes 1/2 or other Scope 3 categories)3. Fuel & Energy Related Activities (226.87 tCO₂e)4. Upstream Transport & Distribution (39601.7 tCO₂e)5. Waste Generated in Operations (34.5 tCO₂e)6. Business Travel (855.0 tCO₂e)

	<p>7. Employee Commuting (1553.64 tCO₂e)</p> <p>8. Upstream Leased Assets (N/A - no other material emission sources from assets we lease that are not already accounted for in Scopes 1/2 or other Scope 3 categories)</p> <p>9. Downstream Transport & Distribution (N/A “transport and distribution” is categorised as upstream, as the cost of transport goods was paid by HH Global and is therefore under their upstream operational control)</p> <p>10. Processing of Sold Products (N/A - processing of sold products is not a material source of emissions)</p> <p>11. Use of Sold Products (N/A - majority of products sold by HH Global do not consume energy during their use phase)</p> <p>12. End of Life Treatment of Sold Products (125306.7 tCO₂e)</p> <p>13. Downstream Leased Assets (N/A - no downstream leased assets during the reporting period)</p> <p>14. Franchises (N/A - no franchises in business model)</p> <p>15. Investments (N/A - no significant investments made in the reporting period that are not already accounted for in Scopes 1/2 or other Scope 3 categories)</p> <p>*Please note, N/A is where a category has been reviewed and deemed immaterial to HH Global’s operations.</p>
Total Emissions	991405.12

Current Emissions Reporting

Reporting Year: 2022 (1 st April 2021 – 31 st March 2022)	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	195.6
Scope 2	2862.9 (location-based)
Scope 3 (Included Sources)	<p>988346.6</p> <p>Our Scope 3 emissions breakdown is as follows:</p> <p>16. Purchased Goods & Services (820768.2 tCO₂e)</p>

	<p>17. Capital Goods (N/A - no capital goods purchases made in the reporting period that are not already accounted for in Scopes 1/2 or other Scope 3 categories)</p> <p>18. Fuel & Energy Related Activities (226.87 tCO₂e)</p> <p>19. Upstream Transport & Distribution (39601.7 tCO₂e)</p> <p>20. Waste Generated in Operations (34.5 tCO₂e)</p> <p>21. Business Travel (855.0 tCO₂e)</p> <p>22. Employee Commuting (1553.64 tCO₂e)</p> <p>23. Upstream Leased Assets (N/A - no other material emission sources from assets we lease that are not already accounted for in Scopes 1/2 or other Scope 3 categories)</p> <p>24. Downstream Transport & Distribution (N/A “transport and distribution” is categorised as upstream, as the cost of transport goods was paid by HH Global and is therefore under their upstream operational control)</p> <p>25. Processing of Sold Products (N/A - processing of sold products is not a material source of emissions)</p> <p>26. Use of Sold Products (N/A - majority of products sold by HH Global do not consume energy during their use phase)</p> <p>27. End of Life Treatment of Sold Products (125306.7 tCO₂e)</p> <p>28. Downstream Leased Assets (N/A - no downstream leased assets during the reporting period)</p> <p>29. Franchises (N/A - no franchises in business model)</p> <p>30. Investments (N/A - no significant investments made in the reporting period that are not already accounted for in Scopes 1/2 or other Scope 3 categories)</p> <p>*Please note, N/A is where a category has been reviewed and deemed immaterial to HH Global’s operations.</p>
Total Emissions	991405.12

Emissions reduction targets

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

- 1) HH Global commits to increase annual sourcing of renewable energy to 100% by 2025.
- 2) HH Global will reduce Scope 1,2 & 3 emissions by 50%, by 2030
- 3) HH Global will reduce Scope 1,2 & 3 emissions by 90%, by 2040.

Carbon Reduction Projects

During the period, HH Global has taken the following action to reduce emissions:

- We have designed the “Sustainable Procurement Framework” to keep working with our clients and suppliers to reduce the environmental impact of purchased goods and services.
- Many of our suppliers have their own environmental savings targets, working towards net zero – addressing water, electricity and carbon reduction, and recycling and repurposing waste materials from the production process. Identifying and onboarding like-minded suppliers is key to HH Global reaching our 2040 Net Zero target.
- Our UK-based offices are in modern buildings and use renewable energy when possible. We are working towards switching to 100% renewable energy to power our offices.
- Lowering upstream and downstream transportation emissions by optimising delivery mechanisms.
- Reduced business travel using video-conferencing technology.
- Use of energy efficient IT equipment. We designed a digital footprint calculator to monitor the energy efficiency of our IT equipment.
- Employee training on the importance of energy and carbon efficiency.
- Flexible working policies to reduce employee commuting and energy consumption.

Science-based Target Initiative (SBTi)

In 2022 we have submitted our Science Based Targets to SBTi. These targets are currently being reviewed by SBTi for validation. We have already begun the implementation of our net-zero plan, which is currently being deployed across the business and integrated into our operations to support these targets.

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.

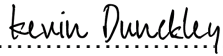
¹ <https://ghgprotocol.org/corporate-standard>

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

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 (or equivalent management body).

Signed on behalf of the Supplier:

DocuSigned by:
 Kevin Dunckley Date: **17th November 2022**
FA187839D1E34B8...
chief sustainability officer

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