



# 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: Quantexa Limited

Publication date: 10/12/2024 | 5:48 PM GMT

## Commitment to achieving Net Zero

Quantexa 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: FY2020/2021 (1st April 2020 – 31st March 2021)**

### Additional Details relating to the Baseline Emissions calculations.

The data presented below covers all scopes required to meet PPN-0621 broken down into Scope 1,2 and 3.

The data used to generate these calculations was provided by our landlord “WeWork” alongside other Scope 3 data which was generated using internal data sources.

The baseline date for the calculations has been agreed, that Quantexa will follow the financial year, this has been approved by Quantexa Leadership.

The submitted calculations include data from Quantexa’s UK location as presented and made available for the purposes of this PPN 0621 report.

Quantexa has partnered with <https://www.altruistiq.com/> to perform the calculations for the submission of this plan. Quantexa management provide oversight and Altruistiq produce the carbon reduction plan going forward using industry approved methods to meet the requirements of PPN 06/21.

### Baseline year emissions:

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0 t CO <sub>2</sub> e
Scope 2	0 t CO <sub>2</sub> e
Scope 3 (Included Sources)	Category 1 Purchased Goods & Services = 893 t CO <sub>2</sub> e Category 8 Upstream Leased Assets = 83 t CO <sub>2</sub> e Category 7 Employee Commuting = 41 t CO <sub>2</sub> e

	<p>Category 5 Waste Generated in Operations = 2 t CO2e</p> <p>Category 6 Business Travel = 1 t CO2e</p>
<b>Total Emissions</b>	1,020 t CO2e (UK Only)

### Current Emissions Reporting

<b>Reporting Year: FY2023/2024 (1st April 2023 - 31st March 2024)</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	23.0
<b>Scope 2</b>	0.0
<b>Scope 3 (Included Sources)</b>	<p>Category 1 Purchased Goods &amp; Services = 1,494.3 t CO2e</p> <p>Category 3 Fuel and Energy Related Activities = 21.3 t CO2e</p> <p>Category 4 Upstream Transportation and Distribution = 0 t CO2e*</p> <p>Category 5 Waste Generated in Operations = 2.3 t CO2e</p> <p>Category 6 Business Travel = 1,103.0 t CO2e</p> <p>Category 7 Employee Commuting = 101.5 t CO2e</p> <p>Category 8 Upstream Leased Assets = 0 t CO2e*</p> <p>Category 9 Downstream Transportation and Distribution = 0 t CO2e*</p> <p><b>*Please note emissions associated with Upstream Transportation and Distribution are included within Purchased Goods &amp; Services because we are unable to collect detailed emissions data from our Upstream logistics within our supply chain. Downstream Transportation and Distribution is not relevant to the Quantexa operating model.</b></p> <p><b>This request is catered for within Category 1 Purchased Goods &amp; Services based on internal data. Quantexa does not have the ability to gather this data. This would entail collecting data such as Quantities of fuel (e.g., diesel, petrol, jet fuel) consumed, the amount spent on fuels, distance travelled etc. This is not possible for the number of purchases made by Quantexa.</b></p>

	<p><b>Quantexa has followed the GHG Protocol Scope 3 guidance which sets out a hierarchy of approaches. Based on the data available the option of using a spend-based data method was selected. Quantexa are unable to differentiate between money spent on a good or service and the delivery cost which are often included within the total spends. Therefore, a spend-based approach has been used. A spend-based emissions factor relevant to the good and service is applied and accounted for under Scope 3 Category 1 purchased goods and services.</b></p> <p><b>The link below details the spend-based method selected.</b></p> <p><b><a href="https://ghgprotocol.org/sites/default/files/standards_supporting/Chapter4.pdf">https://ghgprotocol.org/sites/default/files/standards_supporting/Chapter4.pdf</a></b></p>
<b>Total Emissions</b>	<b>2745.4 t CO2e</b>

Quantexa adopted an operational control approach for data collection, encompassing the GHG inventory for all greenhouse gas emissions. This methodology was chosen as it provides the most effective framework for reporting and supports leadership in making informed, sustainable decisions. Where data gaps were identified, Altruistiq provided estimations using a kWh intensity per unit of floor space. Notably, estimations were unnecessary for the London office. The Scope 2 emissions calculation yielded a result of 0 tCO2e, reflecting the use of renewable energy sources at the UK location.

In comparison to the baseline year, the following methodological adjustments were implemented:

- Emissions associated with leased office spaces, including electricity and fuel combustion for heating, have been reclassified under Scope 1 and Scope 2 from FY21/22 onwards. Previously, these were categorised under Scope 3 (category 8) in FY20/21.
- Renewable energy usage has been incorporated using a market-based accounting approach.

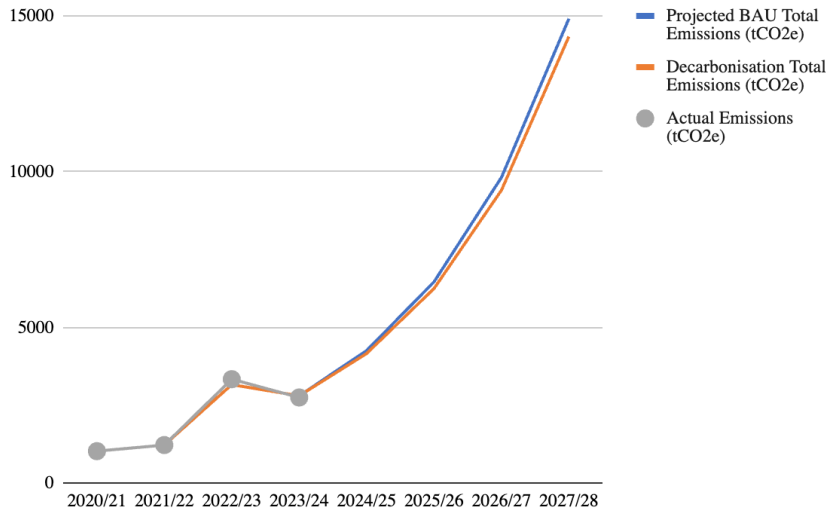
Between FY22/23 and FY23/24, Quantexa achieved a 27% decrease in UK emissions intensity (tCO2e/£ revenue), alongside a 36% decrease in energy consumption intensity (kWh/£ revenue).

Despite these overall reductions, emissions from commuting and business travel increased by 13% and 1%, respectively. These rises were primarily driven by workforce growth in the London office (an additional 51 employees compared to FY22/23) and the global expansion necessitating more frequent business travel.

As in FY22/23, commuting emissions were calculated using a conservative "average data method," which relied on national averages for commuting patterns. This approach was necessitated by low response rates to Quantexa's internal commuting survey.

This refined reporting methodology and the achieved reductions underscore Quantexa's commitment to sustainability while addressing challenges posed by organisational growth and expansion.

## Emissions reduction targets



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the FY2021 baseline. The carbon emission reduction achieved by these schemes equate to a 52.8tCO<sub>2</sub>e Scope 2 emissions reduction (through market-based renewables) against the counterfactual location-based emissions, as of FY2024, and the measures will be in effect when performing the contract.

Climate change represents one of the most pressing challenges of our time, and Quantexa is steadfast in its commitment to being part of the solution. Building on previous progress, Quantexa are intensifying efforts to address this critical issue with urgency and determination. Quantexa understand the expectations of clients and stakeholders, and is resolute in its dedication to achieving its sustainability targets.

Since its baseline year, Quantexa has implemented a range of impactful reduction initiatives. These include completing an ESOS assessment and submitting CDP and EcoVadis questionnaires for the second consecutive year, with results available upon request. Recognising the complexities of managing emissions in shared office spaces, Quantexa has cultivated stronger partnerships with landlords, including WeWork, to better monitor and optimize energy usage.

These enhanced collaborations have enabled a sharper focus on energy efficiency and the adoption of renewable energy sources across all Quantexa locations. At Quantexa's WeWork offices, sustainability is embedded through features such as Green Building Certifications, Zero Waste to Landfill initiatives, Green Cleaning practices, EV charging stations, grey water recycling, and plastic-free office environments. These efforts underscore Quantexa's commitment to integrating sustainability into its operations and addressing environmental challenges proactively.

Quantexa has partnered with Altruistiq to support the management of its sustainability requirements. Altruistiq provides comprehensive guidance on environmental reporting across all Quantexa locations, ensuring clarity and compliance in all sustainability-related matters.

This report outlines the methodology employed by Altruistiq to model a potential decarbonization pathway for Quantexa, based on initiatives presented by the company. The analysis incorporates various assumptions to estimate future emissions under two scenarios: a "Business as Usual" (no change) approach and a Decarbonization Scenario. The initiatives proposed by Quantexa, along with the assumptions regarding their impact on the company's baseline emissions, are integral to this modelling effort, providing a roadmap for meaningful progress toward sustainability goals.

The following environmental management measures and projects have been implemented or completed since the 2020/21 baseline:

- **Carbon Offset Programme:** Partnered with Ecologi to directly fund climate solutions, reduce or remove emissions, and work towards becoming a climate-positive workforce.
- **Carbon Output Monitoring:** Continued monitoring and reporting of carbon emissions from all business travel using a dedicated portal and mandated reporting capabilities from our supplier.
- **Hybrid Work and Virtual Meetings:** Continued hybrid working and prioritisation of virtual meetings, building on the success of our hybrid work model to minimise unnecessary travel and associated emissions.
- **Environmental Knowledge and Action:** Advanced environmental awareness and sustainable practices in our operations and services, conducting business with the lowest possible environmental impact.
- **Mandatory ESG Training:** Introduced mandatory Environmental, Social, and Governance (ESG) training for all employees to ensure comprehensive understanding of sustainable practices and corporate responsibility.
- **Eco-Friendly Programmes:** Launched new initiatives, including:
  - An Electric Car Scheme in the UK to promote sustainable commuting.
  - Established recycling practices for old IT equipment, with active exploration of donation opportunities to reduce waste.
  - Continued the Cycle to Work Scheme to encourage sustainable commuting.
- **Diversity, Equity, and Inclusion (DEI) Tools:** Implemented tools to measure DEI using anonymised data baselines to identify areas for improvement and guide priorities.
- **Inclusive Talent Practices:** Embedded equitable and inclusive processes across the talent journey, from attraction to onboarding, learning, and performance management.
- **Leadership Education:** Provided training for leaders and managers to embed inclusive behaviours and routines through behavioural nudges and workshops.
- **Well-being Initiatives:** Continued regular well-being seminars on key focus areas and topics, alongside discussion forums to foster education and understanding.
- **Community Engagement:** Generated local social value through volunteering and investments in community initiatives.
- **Sustainable Transportation:** Partnered with Uber for Business to promote sustainability through efficient, shared, and low-emission transportation options.
- **Expanded Mandatory Training:** Broadened compliance training to include Code of Conduct, Cybersecurity, Sexual Harassment, and Anti-Bribery and Corruption, reinforcing a culture of ethical behaviour and sustainability.
- **Diversity and Governance Guest Speakers:** Hosted guest speakers for Black History Month and Cybersecurity Awareness to promote diversity, equity, and inclusion while reinforcing social responsibilities and strengthening governance practices.

These measures underline our commitment to environmental stewardship, social impact, and governance excellence.

## 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:

Signed by:  Ray O'Brien Quantexa Ltd COO  
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Date: .....

<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>