



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

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

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: Francotyp-Postalia Ltd

Publication date: 13/07/2026

Commitment to achieving Net Zero

Francotyp-Postalia Ltd 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: 2022	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	1.126 1.1290 t CO ₂
Scope 2	154 172.0000 t CO ₂
Scope 3 (Included Sources)	Currently no data. We report solely about German based companies and their CO ₂ footprint. Category 4 not applicable to the company as products are received directly in Germany, we outsource the shipping from Germany to the UK. Category 5 not applicable to the UK. Waste calculated in Germany 2022 158 258 t Category 6 trips by plane in 2022 42.0000 t

	Categories 7 and 9 are not yet monitored. Data will be provided by 2040.
Total Emissions	1.280 215.1290 t CO ₂

Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	903 926 t CO ₂
Scope 2	99 60 t CO ₂
Scope 3 (Included Sources)	Currently no data. We report solely about German based companies and their CO₂ footprint. Category 4 not applicable to the company as products are received directly in Germany, we outsource the shipping from Germany to the UK. Category 5 not applicable to the UK. Waste calculated in Germany 2023 1671 291 t Category 6 trips by plane included in scope 1 Categories 7 and 9 are not yet monitored. Data will be provided by 2040.
Total Emissions	1.002 986 t CO ₂

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	742 t CO ₂
Scope 2	94 t CO ₂
Scope 3 (Included Sources)	Currently no data. We report solely about German based companies and their CO₂ footprint. Category 4 not applicable to the company as products are received directly in Germany, we outsource the shipping from Germany to the UK. Category 5 not applicable to the UK. Waste calculated in Germany 2024 168 t Category 6 trips by plane included in scope 1 Categories 7 and 9 are not yet monitored. Data will be provided by 2040.

Total Emissions	836 t CO2

Reporting Year: 2025	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	555 t CO2
Scope 2	82 t CO2
Scope 3 (Included Sources)	Currently no data. We report solely about German based companies and their CO2 footprint. Category 4 not applicable to the company as products are received directly in Germany, we outsource the shipping from Germany to the UK. Category 5 not applicable to the UK. Waste calculated in Germany 2025 176 t Category 6 trips by plane included in scope 1 Categories 7 and 9 are not yet monitored. Data will be provided by 2040.
Total Emissions	637 t CO2

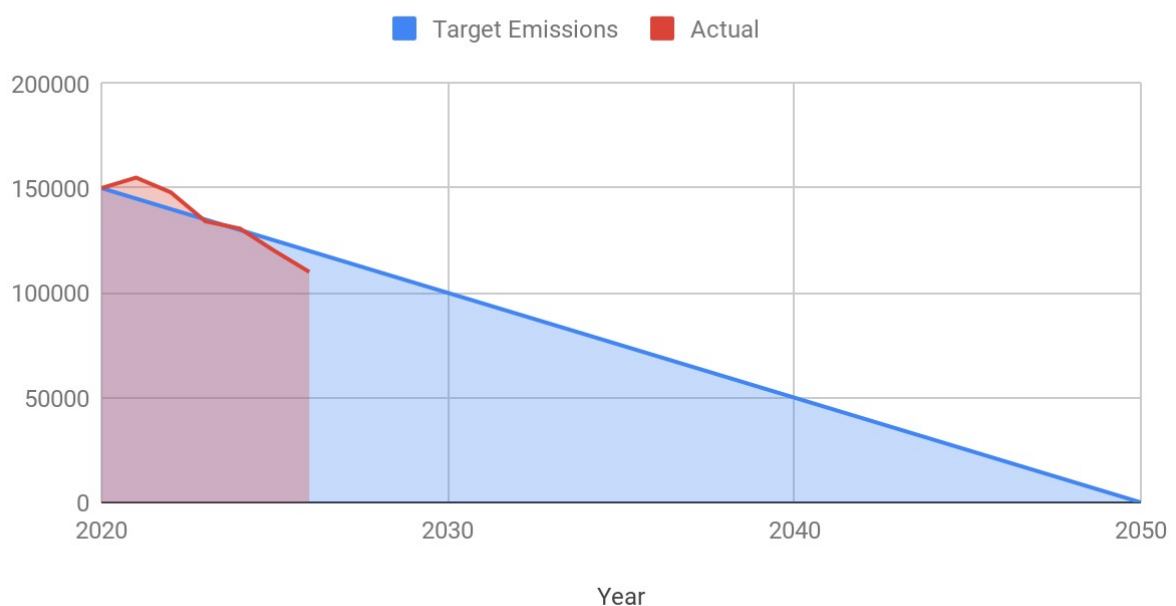
Emissions reduction targets

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

We currently follow the EU-Guidelines to cut emissions by 55% by 2030 and be climate neutral by 2050. With the new laws we will have many more targets which will be finalised by end of 2024.

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes equate to 116,400 tCO₂e, a 22.4%ge reduction against the 2020 baseline and a

54.1% reduction in the last 12 months and the measures will be in effect when performing the contract.

Our company cars operate with Ecoboost technology ensuring energy efficiency and minimal fuel consumption. Ecoboost offers numerous benefits, including GHG emissions reductions, fuel cost savings, as well as greater safety and comfort. As part of our 14001 accreditation, we monitor and report on our carbon footprint to ensure it is at an acceptable level to minimise environmental impact. We have reduced the use of company cars and engineer call outs as we have implemented our service on a swap it basis, negating the need for an engineer visit. 98% of our breakdown calls are resolved over the phone.

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

Switching to LED lights across all offices, reducing use of company cars and engineer call outs, lower emissions in company cars, hybrid working, green electricity, reuse and recycle where possible and lowering hazardous substances. We also have a scheme to reduce the impact of manufacturing ink & toner cartridges by offering customers a service to recycle and reuse their waste printer cartridges. There is a reduction of 33% in energy use in the past 12 months.

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:

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>

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Liam La Cumbre, Country Manager

Date: 13/07/2026