



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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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 2050.¹¹

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 CRP 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 Standard¹² and Guidance, 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
- 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

¹¹ 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

¹² <https://www.gov.uk/government/publications/ppn-006-guidance-on-taking-account-of-carbon-reduction-plans-adopting-and-applying-conditions-of-participation-html>

Carbon Reduction Plan template

Supplier name: Synergize Ltd & GFM Ltd

Publication date: 18 February 2026

Commitment to achieving net zero

Synergize Ltd & GFM Ltd are committed to achieving net zero emissions by 2045.

Baseline emissions footprint 2024

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.

We have updated the previously reported 2024 emissions for stationary combustion and purchased electricity to reflect improved availability of consumption data. We have also updated market-based electricity figures to account for the use of residual emission factors. Any earlier submitted versions of these 2024 figures should therefore be disregarded.

Emissions	TOTAL (tCO ₂ e)	Synergize (tCO ₂ e)	GFM (tCO ₂ e)
Scope 1	Total: 174.0 Natural gas: 2.2 Transport: 171.7	Total: 28.1 Natural gas: 0.5 Transport: 27.6	Total: 145.8 Natural gas: 1.7 Transport: 144.1
Scope 2	Market-based: 2.7 Location-based: 1.5 Electric Vehicles: 6.1	Market-based: 0.8 Location-based: 0.4 Electric Vehicles: 0.0	Market-based: 1.9 Location-based: 1.0 Electric Vehicles: 6.1
Scope 3 (included sources)	Total: 617.1 Fuel and Energy-related Activities: 47.6 Upstream transportation & distribution: No data available Waste: 6.4 Business Travel: 140.5 Commuting: 411.7 Working From Home: 10.9 Downstream transportation & distribution: No data available	Total: 74.2 Fuel and Energy-related Activities: 7.2 Upstream transportation & distribution: No data available Waste: 4.8 Business Travel: 38.9 Commuting: 18.4 Working From Home: 4.9 Downstream transportation & distribution: No data available	Total: 542.9 Fuel and Energy-related Activities: 40.4 Upstream transportation & distribution: No data available Waste: 1.5 Business Travel: 101.6 Commuting: 393.3 Working From Home: 6.0 Downstream transportation & distribution: No data available
Total emissions	Market-based emissions: 799.8 Location-based emissions: 798.6	Market-based emissions: 103.1 Location-based emissions: 102.7	Market-based emissions: 696.8 Location-based emissions: 695.8

Current emissions reporting 2025

Emissions	TOTAL (tCO2e)	Synergize (tCO2e)	GFM (tCO2e)
Scope 1	Total: 128.5 Natural gas: 2.6 Transport: 125.6	Total: 24.4 Natural gas: 1.1 Transport: 23.3	Total: 104.1 Natural gas: 1.5 Transport: 102.6
Scope 2	Market-based: 2.5 Location-based: 1.1	Market-based: 1.0 Location-based: 0.5	Market-based: 1.5 Location-based: 0.7
Scope 3 (included sources)	Total: 781.6 Fuel and Energy-related Activities: 31.7 Upstream transportation & distribution: No data available Waste: 2.9 Business Travel: 119.9 Commuting: 622.9 Working From Home: 4.2 Downstream transportation & distribution: No data available	Total: 187.1 Fuel and Energy-related Activities: 6.0 Upstream transportation & distribution: No data available Waste: 2.9 Business Travel: 72.7 Commuting: 104.3 Working From Home: 1.3 Downstream transportation & distribution: No data available	Total: 594.5 Fuel and Energy-related Activities: 25.7 Upstream transportation & distribution: No data available Waste: 0.01 Business Travel: 465.9 Commuting: 518.7 Working From Home: 2.9 Downstream transportation & distribution: No data available
Total emissions	Market-based emissions: 912.6 Location-based emissions: 911.3	Market-based emissions: 212.5 Location-based emissions: 212.0	Market-based emissions: 700.1 Location-based emissions: 699.3

Base Year & Changes in Calculations Methodology

The previous year is used as the base year for emissions reduction in all subsequent years and the changes between this reporting period and last year have been recorded and detailed. The recalculation policy is to recalculate the previous year emissions only for relevant significant changes which meet the threshold of affecting 5% of base year emissions. During the current reporting period, a review of office energy allocation methodologies was undertaken to ensure emissions were being attributed accurately and consistently across the reporting group.

The reporting group operates from a shared office location occupied by three entities, two of which are GFM and Synergize whom are both within the organisational boundary of this disclosure. Historically, total office energy consumption was fully attributed to GFM, with energy use for Synergize estimated through an apportionment based on desk occupancy. A third entity, Adaston, previously wasn't factored in when allocation consumption between the entities.

This approach, while pragmatic, was identified as leading to an overstatement of energy consumption for GFM and an inconsistent application of allocation principles across the reporting boundary.

To improve accuracy and consistency, the methodology has been updated so that office energy consumption is now apportioned for GFM, Synergize, and Adaston using a common basis: the proportion of desks occupied by each entity within the shared office. This allocation method reflects relative space utilisation and is considered an appropriate proxy in the absence of sub-metering.

To maintain comparability and ensure the integrity of emissions reduction targets, this revised methodology has been applied retrospectively to the base year. As a result, last year's figures have been recalculated to align with the updated allocation approach. This rebasing ensures that year-on-year performance reflects genuine changes in activity and efficiency rather than methodological differences. The change has a significant impact on consumption, and therefore carbon emissions, for GFM during reporting period 2024.

Variations in reported emissions between years, particularly for Synergize, reflect changes in desk occupancy, as well as actual changes in office energy use. These changes are methodological in nature and improve the accuracy and consistency of emissions reporting across the reporting period.

Market-based electricity calculations have also been updated to include residual emissions. GFM's emissions have therefore been updated for 2024 and figures previously reported can now be considered superseded.

Emissions reduction targets

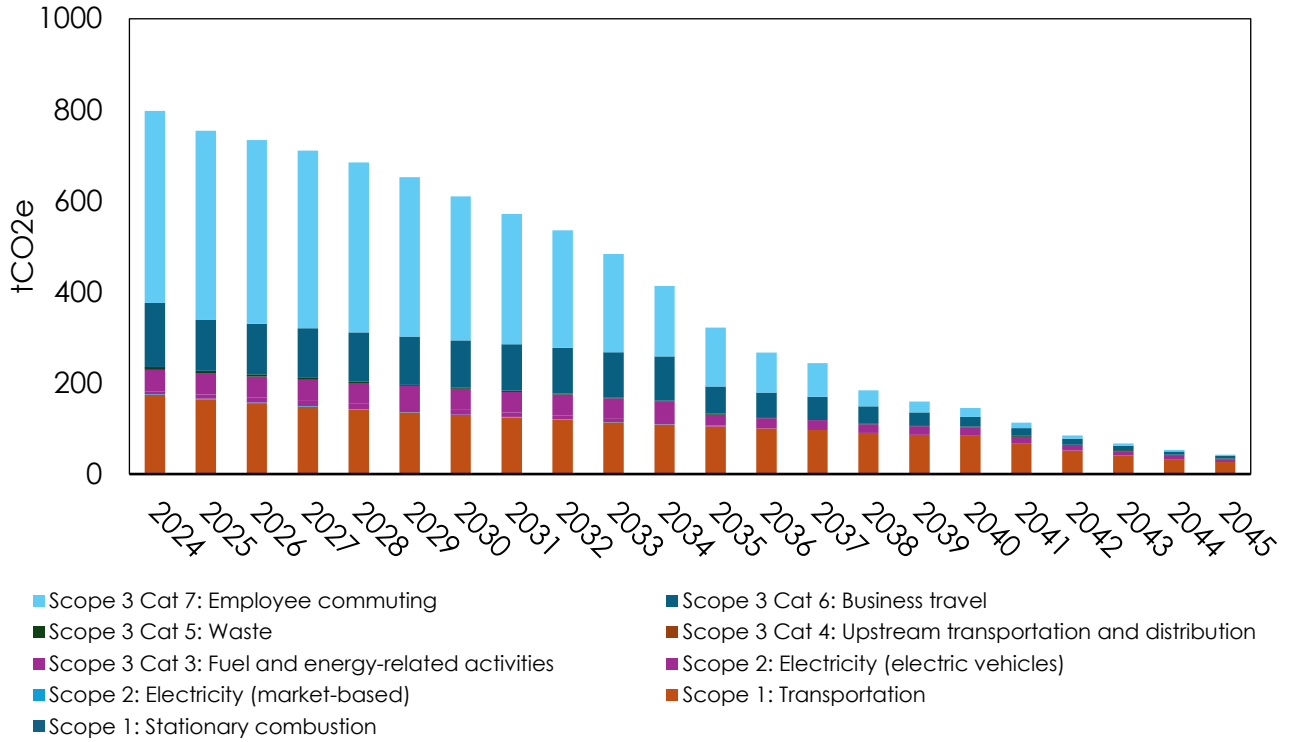
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets which apply to both Synergize and GFM individually and when both are combined.

- 5% reduction in absolute emissions by 2025 from 2024 baseline year. This is made up of reductions in the below groups of scopes:
 - Scope 1 and 2: 4%
 - Scope 3: 6%
- 24% reduction in absolute emissions by 2030 from 2024 baseline year. This is made up of reductions in the below groups of scopes:
 - Scope 1 and 2: 22%
 - Scope 3: 24%
- 60% reduction in absolute emissions by 2035 from 2024 baseline year. This is made up of reductions in the below groups of scopes:
 - Scope 1 and 2: 41%
 - Scope 3: 65%
- 82% reduction in absolute emissions by 2040 from 2024 baseline year. This is made up of reductions in the below groups of scopes:
 - Scope 1 and 2: 54%
 - Scope 3: 90%
- 95% reduction in absolute emissions by 2045 from 2024 baseline year. This is made up of reductions in the below groups of scopes:
 - Scope 1 and 2: 85%
 - Scope 3: 97%

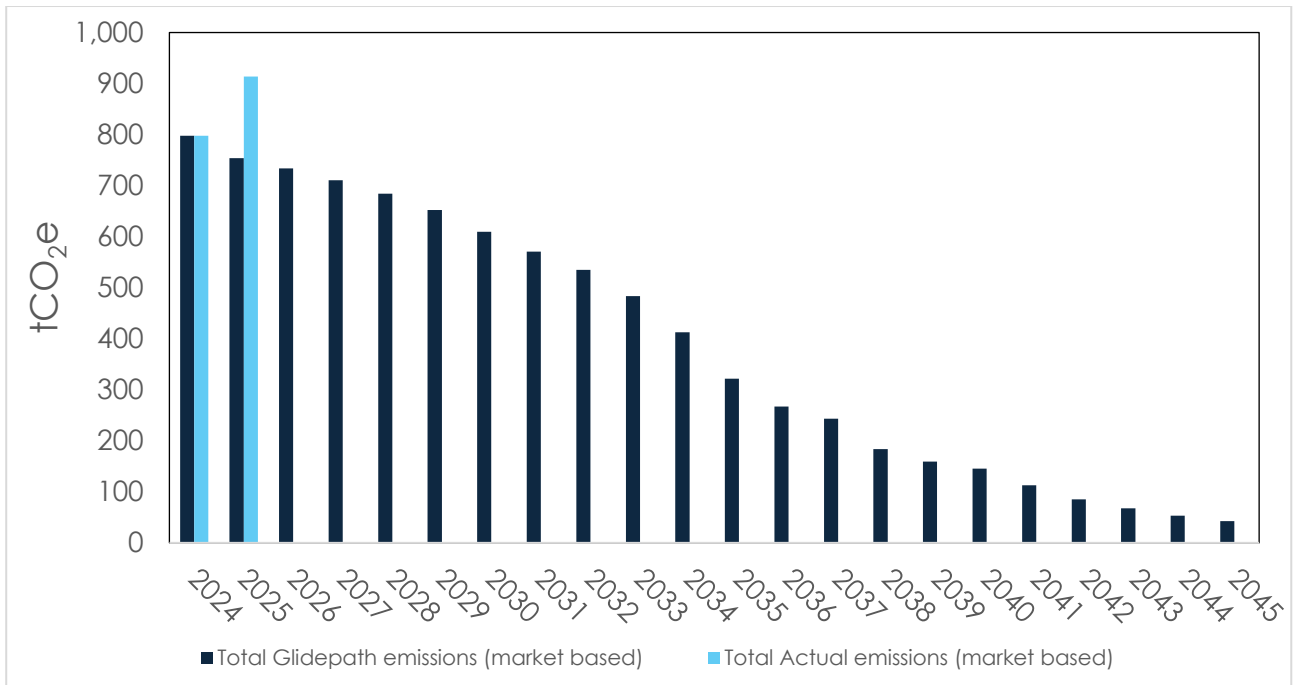
Note the previously mentioned updates to base year emission calculation methodology have impacted future reduction targets. Minor changes to future-looking reduction targets have also been made. This is to ensure they are better aligned with expected grid decarbonisation between now and 2035, as well as the phase out of internal combustion engine (ICE) vehicles up until 2045. Reduction target changes for Scope 1 transport, EV energy usage, and employee commuting have been impacted.

All previous iterations of PPN 006 reports can be considered superseded.

Up to date annual targets are shown below:



Our progress against our glidepath is shown below:



Carbon reduction projects

Completed carbon reduction initiatives

There have not been any explicit carbon reduction initiatives during the reporting period as we have worked to refine our calculation approach and reduction targets to be as representative and realistic as possible.

Future carbon reduction initiatives

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

- Gradual replacement of petrol/diesel vehicles with electric or hybrid alternatives as vehicles reach end of life.
- Route optimisation to reduce mileage and fuel consumption.
- Introduction of a low-emission vehicle policy for future fleet procurement.
- Increased use of video conferencing to reduce the need for travel.
- Adoption of a “virtual-first” meeting policy where appropriate.
- Engage with the landlord or managing agent to understand the building’s energy performance, boiler efficiency, and any future building works scheduled during the tenancy agreement.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.¹⁵

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:

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Date:

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¹³ <https://ghgprotocol.org/corporate-standard>

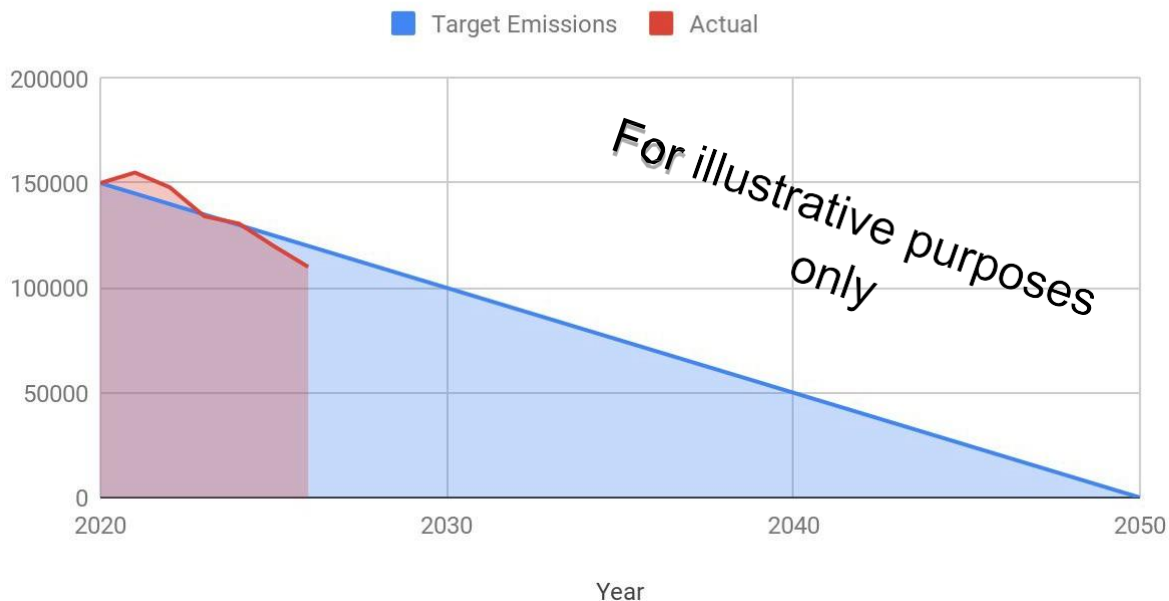
¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

Annex – Guidance notes

- Please provide details of your organisation’s baseline emissions. If your organisation has not previously assessed or reported emissions, please state this and use your first reporting period as your baseline.
- Under **Additional details relating to the baseline emissions calculations**, please add details of your baseline emissions as required: for example, that it is a historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting); that there had been no previous reporting; or that you have created a new baseline due to substantial organisational change or restructuring.
- Under the heading **Emissions reduction targets**, if your organisation already has emissions reduction targets, please give those targets. If your organisation had no previous emissions reduction commitment, or if this is your organisation’s first carbon footprint, please provide targets for your organisation. You may want to show progress against your targets in a graph, like the one show below:

Carbon Reduction: Projected vs. Actual



- Under the heading **Completed carbon reduction initiatives**, please provide brief details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as: the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.
- Under the heading **Future carbon reduction initiatives**, please provide brief details of some of your likely/proposed future carbon reduction projects, if any. This is for information only.