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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[1] 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[2] and Guidance[3], 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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[1]Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

[2]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

[3]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

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Carbon Reduction Plan Template

Supplier name: Sabio Ltd

Publication date: 13th April 2026

Commitment to achieving Net Zero

Sabio 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: 1st October 2021- 30th September 2022	
Additional Details relating to the Baseline Emissions calculations. Data collection and analysis has strictly followed the GHG Protocol Corporate Accounting and Reporting Standard. The World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD) developed the standard to promote standardised global carbon accounting methodologies and as such, the GHG Protocol Standard is one of the recommended methodologies under SECR guidelines. UK Governments 2022 emission factors, generated by DEFRA, have been used to quantify all emissions, with the exception of overseas electricity, which has been quantified using electricity emission factors calculated by the EIB, EEA or reported directly by the National Government. Sabio's data inputs have been reviewed and processed by Carbon Responsible Limited.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**7.97** (Global), 7.97 (UK), 0.00 (Non-UK)
Scope 2	**460.72** (Global), 144.56 (UK), 316.16 (Non-UK)
Scope 3 **(Included Sources)**	**1,125.92** (Global), 666.74 (UK), 459.9 (Non-UK) Mobile Combustion: 13.38 (Global), 13.38 (UK), 0.72 (Non-UK) Other Emissions: 1,112.54 (Global), 653.36 (UK), 459.18 (Non-UK)
Total Emissions	**1,594.61 (Global), 819.27 (UK), 775.34 (Non-UK)**

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Current Emissions Reporting

Reporting Year: 1st October 2024 – 30th September 2025

In FY25, Sabio achieved a **37.0% reduction** in total greenhouse gas emissions (–553.32 tCO_2e year-on-year), reporting 943.32 tCO_2e across all scopes. Emissions were predominantly driven by **Scope 3** activities (87.8%), with Scope 2 accounting for 11.6% and Scope 1 0.7%, reflecting the organisation's low level of direct emissions.

The largest contributors to the FY25 footprint were employee commuting and homeworking (43.1%) and business travel (25.9%). The overall reduction in emissions was primarily driven by significant decreases in **business travel** (–50.8%), due to reduced air travel and fewer hotel stays and employee commuting and homeworking (–47.5%), reflecting lower commuting distances and changes in workforce patterns.

These reductions were partially offset by an increase in emissions from purchased goods and services (+25.2%), primarily driven by improved supplier data availability and expanded reporting coverage.

At a scope level, Scope 1 emissions decreased by **43.6%,** largely due to the reclassification of vehicle emissions from owned to leased assets. Scope 2 emissions increased slightly by 4.6% (+4.82 tCO_2e), reflecting higher electricity consumption. Scope 3 emissions decreased by **40.1% overall**, with reductions in travel and commuting outweighing increases associated with improved supply chain data.

Overall, FY25 reflects **measurable emissions reductions** supported by operational changes and ongoing improvements in **data quality and reporting coverage**.

EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**6.22** (Global), 6.22 (UK), 0.0 (Non-UK)
Scope 2	**109.34** (Global), 26.54 (UK), 82.79 (Non-UK)
Scope 3 **(Included Sources)**	**827.76** (Global), 362.31 (UK), 465.46 (Non-UK) Category 1: Purchased goods and services: 93.46 Category 3: Fuel Energy related activities: 40.87 Category 5: Waste generated in operations: 0.23 Category 6: Business Travel: 244.06 Category 7: Employee Commuting: 406.84 Category 8: Upstream Leased Assets: 42.30 Category 9: Downstream Transportation & Distribution: Not Applicable
Total Emissions	**943.32 (Global), 395.07 (UK), 548.25 (Non-UK)**

Docusign Envelope ID: 6E826167-8E6D-83CC-80A1-D1F8FED69951

Emissions reduction targets

To continue our progress to achieving Net Zero, we've made a formal commitment to achieve net-zero carbon emissions by 2050, a pledge that has been accepted by both the Science Based Target Initiative (SBTi) and the United Nations Global Compact (UNGC) during 2024.

Sabio will agree the targets to decrease our carbon emissions over the next five years as part of our net carbon zero pathway target and short-medium-long term objectives that will be submitted to SBTi by the end of June 2026.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the FY21-22 baseline.

REPORITNG YEAR	COMPLETED INITIATIVES TO REACH TARGET tCO_2e	SOURCE(S) THESE ADDRESS
Financial Year 2021/2022	Nett Zero commitment published – Target 2050	1, 2 and 3
Financial Year 2021/2022	Complete Sensor lighting installation throughout our UK office estate	Scope 2
Financial Year 2021/2022	Improved efficiency of heating and air conditioning within our offices – Set temperature for offices and server rooms.	Scope 2
Financial Year 2022/2023	Implemented a Go Green at work guide to conduct business internally and with clients with the most sustainable method as the first choice and preferred option: 1. **Digital communication:** The most sustainable option involving the use of digital tools to communicate internally and externally and provide support for our customers. 2. **Active Travel:** Promoting the use of walking and cycling wherever practical to attend office locations. 3. **Public transport:** Including buses, trains and trams to attend offices and visit customers wherever practical. Multi passenger transport is our preferred option. 4. **Shared transport:** Where public transport is not available, car and taxi-sharing are expected. 5. **Private car:** This is recognised as the least sustainable option and only utilised where all other methods are unavailable.	Scope 3
Financial Year 2022/2023	Working with our suppliers and landlords to reduce greenhouse gas emissions by switching to renewable energy options throughout our offices.	Scope 2

Docusign Envelope ID: 6E826167-8E6D-83CC-80A1-D1F8FED69951

	Where practicable LED lighting, motion sensors and timers have been installed in Sabio offices to reduce electricity consumption. Water dispensers are now set to automatic timers to switch off during out of office hours. Moving forwards the above measures will be included as standard for all new office relocation projects. In addition, an Energy Champion" has been identified for each Sabio site to promote and lead proactive energy reduction activities and communicate progress on a regular basis.	
Financial Year 2023/2024	Improving energy efficiency throughout our offices by ensuring replacement appliances are of A grade standard.	Scope 2
Financial Year 2023/2024	Roll out regular employee communication and launch a new expense and travel platform enabling employees to be aware of the carbon impact of their travel choices.	Scope 1, 2 and 3
Financial Year 2023/2024	ESG requirements added to Supplier carbon footprint assessment to support lowering carbon output of products and services.	Scope 3
Financial Year 2023/2024	Maintaining a program of employee equipment recycling.	Scope 2
Financial Year 2024/2025	ISO 14001 Certification awarded for Sabio Group and now covers all regions.	Scope 1, 2 and 3
Financial Year 2024/2025	Introduced 6 Energy champions within the UK to promote Energy best practice.	Scope 2

Proposed Carbon Reduction Initiatives

Financial Year 1st October 2025 – 30th September 26

REPORTING YEAR: 1st October 2025 – 30th September 2026		
YEAR	**PROPOSED INITIATIVES TO REACH TARGET tCO_2e**	**SOURCE(S) THESE WILL ADDRESS**
Financial Year 2025/2026	Agree Sabio's short and medium term targets to be submitted for Net Zero pathway to Science Based Targets.	Scope 1, 2 and 3

Docusign Envelope ID: 6E826167-8E6D-83CC-80A1-D1F8FED69951

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 standard[4] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[5].

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[6].

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:
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…Chief Financial Officer……

Date: …30.10.2026……..……

[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