



Cabinet Office

CARBON REDUCTION PLAN GUIDANCE

RM6116 Network Services 3

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 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.

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

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: Eckoh plc (which in includes Eckoh UK Ltd)

Publication date: Jan 2023

Commitment to achieving Net Zero

Eckoh plc is committed to achieving Net Zero emissions by 2045.

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.

2022 is the first year Eckoh plc (which includes Eckoh UK Ltd) has reported its emissions and it covers the 12-month period from 1st April 2021 to 31st March 2022. During the baseline year, in December 2021, the Company acquired Syntec Holdings Limited, which has been included in the baseline year from the point of acquisition.

Baseline Year: 2022

Additional Details relating to the Baseline Emissions calculations.

Eckoh plc is a technology company providing Customer Engagement Security Solutions. Historically these solutions have been delivered to clients in the UK via our own managed service private cloud platform and in the US either directly on-site via the client's data centres or via a public cloud environment. There are two data centres in the UK, two data centres in the US and a third UK data centre from the acquired Syntec Holdings Limited (included in the base year from acquisition Dec 2021) together with a cloud solution provided to clients through Amazon Web Services and Microsoft Azure. Since 2020, and the on-set of the pandemic, the majority of new US deployments have been via the cloud environment, and we expect this trend to continue.

Eckoh plc owns its main UK office and has a lease on a second UK office following the acquisition of Syntec Holdings Limited in December 2021. Eckoh US has a small office that is leased, with two-thirds of US employees working permanently from home locations. There is gas heating in both UK employee offices. For the UK leased office, the landlord is responsible for the heating management and the gas utilisation has been estimated based on the square footage of the space and the actual utilisation of the owned UK Office. The gas heating in the UK offices account for Scope 1 emissions. There is no gas heating in the leased US Office.

The Company has no Company vehicles.

Included in Scope 2 emissions is the electricity purchased for the employee offices and data centres. Eckoh plc does not have control of the purchasing of the electricity in the data centres, with the exception of the acquired data centre, which purchases electricity from renewable sources.

Eckoh plc ensures electricity for its UK owned office is from renewable energy sources, the tCO₂ for this office has been included in the base year, whilst we determine from the electricity provider whether it is zero carbon impact. Eckoh encourages the building management of the two leased offices to adopt low carbon practises.

Scope 3 emissions include waste generated in the offices and employee travel either for business travel or commuting. Eckoh adopts a hybrid working model across its operations in the UK and US and encourages employees to walk and cycle to work where feasible. During the base year we do not have firm data on how employees were travelling to the offices and during the base year the offices were closed for specific periods or remained open with hybrid working arrangements. We have estimated the number of weeks the office was open, the number of days employees were in the office during this period, accounting for holiday and then calculated for different groups of employees based on their home postcode their average commuting mileage. It is accepted that this does not include travel to offices by train or other forms of transport.

During the base year there have been a number of visits to US client's premises, however, as clients migrate our solution from their on-site data centres to a cloud environment this need for on-site visits will be reduced and in time eliminated fully. The Company has no Company vehicles and so this travel to client's premises has been included in Scope 3 emissions.

During the base year where employees have claimed business travel expenses for travel by car, train or air, the tCO₂ of the individual trips has been calculated.

General domestic waste is kept to a minimum through a company-wide digitalisation project, the waste tCO₂ included in the baseline year is for the off-site shredding facility.

Baseline year emissions: 2022

EMISSIONS	TOTAL (tCO₂e)
Scope 1 Gas consumption	18.13 tCO₂e
Scope 2 Electricity consumption	335.09 tCO₂e
Scope 3 Including: Upstream Transportation and Distribution Waste Generated in Operations Business Travel	59.12 tCO₂e

Employee Commuting Downstream Transportation and Distribution	
Total Emissions	412.35 tCO2

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO_{2e})
Scope 1 Gas consumption	18.13 tCO_{2e}
Scope 2 Electricity consumption	335.09 tCO_{2e}
Scope 3 Including: Upstream Transportation and Distribution Waste Generated in Operations Business Travel Employee Commuting Downstream Transportation and Distribution	59.12 tCO_{2e}
Total Emissions	412.35 tCO₂

Emissions reduction targets

Scope 1 emissions will be eliminated by 2030, through the consolidation of office space and the sourcing of office space more suitable to a hybrid working model with no scope 1 emissions.

Scope 2 emissions will reduce through a number of initiatives as follows:

- In the shorter term the consolidation of the three UK data centres to two.
- Continued migration from on-site client deployments to the cloud environments.
- During the current year the core security product has been enhanced and there has been a significant improvement in the density of the core platform on which it operates. This will dramatically improve electricity usage both in the data centres and in the cloud environment. This new capability is expected to be implemented progressively from

March 2023 and will start to impact the reporting year 2024. Initially the benefit will be from new clients, but through an upgrade and roll-out plan, existing clients will benefit over a three-to-five-year period.

- In the period from the base year to 2045 all four remaining data centres will be migrated to the cloud.
- The consolidation of the UK offices and a move to a new office location and set-up that is more suited to hybrid working will reduce electricity consumption, along with Smarter Working, through to being net zero by 2045.

Scope 3

- Employees are encouraged to work smarter and to think before they travel. Where feasible meetings will be held remotely.
- Continued focus on digitalisation across the business.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

- Development of the main platform component to improve density, and reduce the carbon footprint. This will be ready to roll-out for new clients from March 2023 and will then be included in a replacement/upgrade plan for existing clients over a 3-5 year plan.
- Continued development of solutions and product in the cloud environment. Clients are being deployed more frequently in the US market on the cloud than on-site and an upgrade path for existing clients from on-site solutions to the cloud is in place to migrate clients to the more carbon efficient solution and deployment.
- The office working environment is a hybrid model, with focus across the business on digitalisation and smarter working practices. This is an on-going focus.

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.


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>

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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