

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 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 Carbon Reduction Plan may only be a temporary measure to satisfy this particular condition of participation.

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.

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

Carbon Reduction Plan

Supplier name: Now Education Group Limited

Publication date: November 2025

Commitment to achieving Net Zero

Now Education Group 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: 2021

Additional Details relating to the Baseline Emissions calculations.

Now Education Group is an office-based recruitment specialist with 42 employees. We have a number of serviced offices and lease parts of a multi-occupied office building and have no control over the infrastructure of the premises, but we encourage the landlords to observe good environmental practices. We aim to reduce our utility use by educating our employees via EMS training to reduce our usage. Our aspects and impacts on the environment are the use of electricity and fuel for staff travelling to work. All equipment purchased ie PCs and Laptops are at the end of their use and are recycled via charity schemes and observing the WEEE regulations. All office waste is recycled (which is minimal) and disposed of by an approved waste carrier, ShredPro.

This is our first baseline calculation from 01.01.2021 to 31.12.2021. We calculated our carbon footprint which amounts to 98.7 tonnes CO₂e equating to 2.35 per employee which is below the average for an office-based environment. Our staff work in the office mostly 5 days per week with 3 members of staff working from 1 day per week, 2 staff working 2 days per week and 1 member working fully from home.

Baseline year emissions: 2021

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	26.6
Scope 3 (Included Sources)	72.1
Total Emissions	98.7 tonnes CO ₂ e

Current Emissions Reporting

Reporting Year: 2025	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0
Scope 2	30.4
Scope 3 (Included Sources)	82.3
Total Emissions	112.7 tonnes CO ₂ e

Emissions reduction targets

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

Now Education Group has established emissions-reduction targets based on our 2021 baseline year.

Our baseline footprint was 37.6 tCO₂e (2.35 tCO₂e per employee, with 16 employees).

As our workforce has grown to 49 employees, our projected footprint—based on the same emissions intensity, is 115.15 tCO₂e.

Because we operate in serviced, multi-occupied buildings and have limited influence over building-level infrastructure, our emissions-reduction targets are intentionally modest but achievable.

2025 Target

- 2% reduction in carbon intensity
- Target intensity: 2.30 tCO₂e per employee
- Expected total footprint: 112.7 tCO₂e

2027 Target

- 4% reduction in carbon intensity
- Target intensity: 2.26 tCO₂e per employee
- Expected total footprint: 110.7 tCO₂e

2030 Target

- 8% reduction in carbon intensity
- Target intensity: 2.16 tCO₂e per employee
- Expected total footprint: 105.8 tCO₂e

Long-Term Commitment

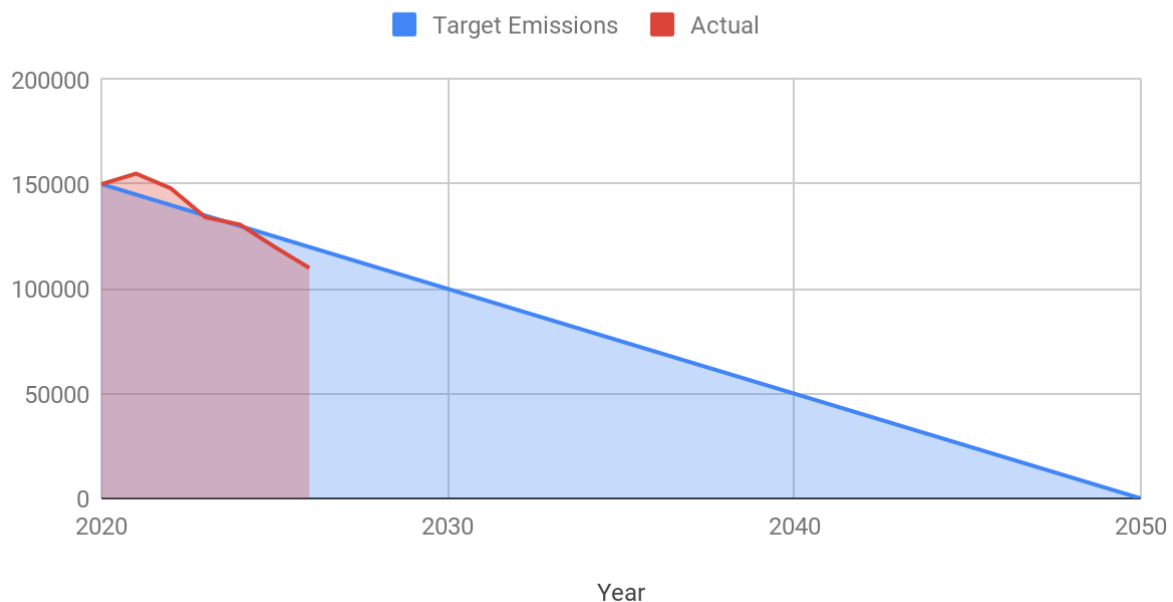
Now Education Group remains aligned with government policy to achieve Net Zero by 2050, following gradual and realistic reductions appropriate for a service-based SME.

How We Will Meet These Targets

- Providing environmental awareness/EMS training to staff
- Encouraging switch-off behaviour to reduce unnecessary electricity use
- Continuing to recycle WEEE and office waste through approved carriers
- Promoting remote working to reduce commuting emissions
- Encouraging low-carbon commuting options where feasible
- Engaging positively with landlords regarding energy-efficient building management

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 2021 baseline. The carbon emission reduction achieved by these measures is estimated at approximately 1–2 tCO₂e, equating to a modest reduction against the 2021 baseline.

These measures are ongoing and will remain in effect when performing the contract.

- Introduction of an Environmental Management System (EMS) awareness programme to educate staff on energy-saving behaviours and waste reduction.
- Reduction in energy use through behavioural changes, including switch-off policies for IT equipment, monitors, and non-essential lighting.
- Recycling of all end-of-life IT equipment through WEEE-compliant and charitable reuse schemes.

- Implementation of office waste recycling with an approved waste carrier (ShredPro).
- Increased hybrid working arrangements, which have reduced individual commuting emissions.
- Minimisation of business travel, with virtual meetings adopted as the default approach.
- Procurement of more energy-efficient laptops and PCs to replace older, less efficient devices when reaching end-of-life.

These completed initiatives reflect achievable improvements for a small office-based organisation operating within multi-occupied buildings where structural energy controls are outside our direct influence.

Future carbon reduction initiatives

In the future, we plan to implement further measures such as:

1. Working with landlords to encourage improved building energy efficiency where possible, including efficient heating/lighting management.
2. Introducing a formal low-carbon travel policy, encouraging staff to use public transport, car-share, or cycle where feasible.
3. Further enhancing EMS training, including periodic refreshers to reinforce energy-saving practices.
4. Exploring options for energy-efficient office equipment and low-energy peripherals at the point of replacement.
5. Introducing simple internal monitoring of electricity consumption, where available, to identify small behavioural improvements.
6. Reviewing opportunities to purchase renewable-energy-backed tariffs for office spaces where the contract structure allows.
7. Exploring carbon-offsetting options for small residual emissions that cannot be directly reduced.

These future initiatives are intended to support steady, realistic reductions appropriate for a service-based SME with limited control over building infrastructure.

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 standard³ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁴.

³ <https://ghgprotocol.org/corporate-standard>

⁴ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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) Standard⁵.

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:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Date: 24/11/2025

⁵ <https://ghgprotocol.org/standards/scope-3-standard>