



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 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.

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

Carbon Reduction Plan Template

Supplier name: **HKS Architects**.....

Publication date: **TBD**.....

Commitment to achieving Net Zero

HKS Architects 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: 2018	
Additional Details relating to the Baseline Emissions calculations.	
This was the first year we conducted a carbon audit to determine our carbon emissions.	
Baseline year emissions: 16,812	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	488
Scope 2	2,368
Scope 3 (Included Sources)	13,955
Total Emissions	16,812

Current Emissions Reporting

Reporting Year: 2022

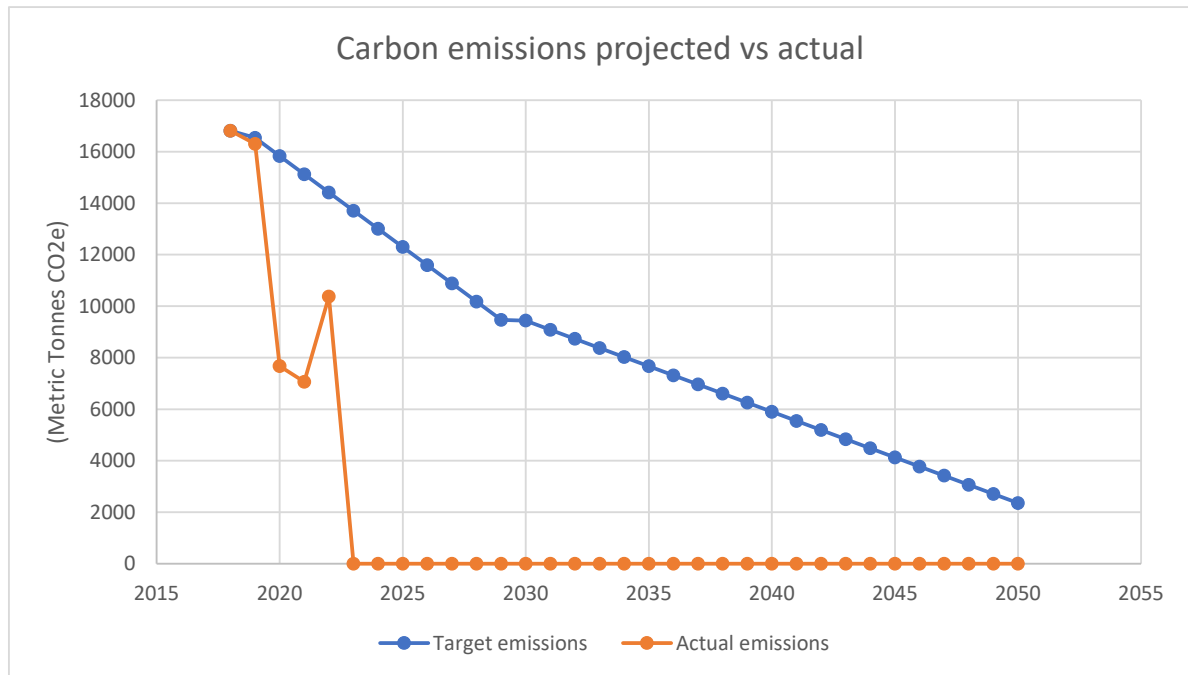
EMISSIONS	TOTAL (tCO₂e)
Scope 1	299
Scope 2	600
Scope 3 (Included Sources)	9,479
Total Emissions	10,378

Emissions reduction targets

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

We project that carbon emissions will decrease over the next seven years to **8,339** tCO₂e by **2030**. This is a reduction of **50.4%** from our 2018 baseline.

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018 baseline. The carbon emission reduction achieved by these schemes equate to 6,355 tCO₂e, a 38%ge reduction against the 2018 baseline and the measures will be in effect when performing the contract

HKS is committed to a climate-positive future. Driven by the goal to help limit global temperature rise to below 1.5°C, we work as responsible stewards of our resources, communities and planet. In addition to joining the UN Global Compact, HKS has joined a number of other climate pledges including the AIA 2030 Commitment, the China Accord, MEP2040 and the SE 2050 Commitment. These initiatives require rigor, transparency and industry movement towards a net zero future.

We continue to invest time and resources to support carbon and equity-focused research with our firm, including building decarbonization through electrification and thermal envelope performance, designing interiors for a circular economy, and created our Resilience Design Toolkit in collaboration with the AIA.

HKS prioritizes energy efficiency in both our business practices as well as the projects we design. Sixteen of our offices are designed for sustainable certifications, including our largest office as LEED Platinum certified. We have a phased plan to add metering systems to our 24 offices globally and a target to energy model 100% of our projects and a commitment to deliver net zero operational energy for all our projects by 2030.

We are proud to announce that HKS is now a carbon neutral business. In support of SDG13 and our commitment to the United Nations Global Compact, this is an imperative milestone

in our efforts to combat climate change as we remain steadfast in our approach to rigorously and transparently address our emissions.

We are continuously working to accurately monitor and reduce our offsets through policies and programs focused on Scopes 1, 2 and 3 including business travel, commuting, and purchased goods and services. Our carbon footprint has been third-party audited.

Partnering with Cloverly, a climate action platform, we have curated an offset portfolio focused on both the removal and offsetting of carbon, including the investment of industry-specific programs and innovations, such as CarbonCure and Moelven Carbon Negative Construction, working to bolster the transformation of building construction into a carbon-free industry.

HKS is committed to using materials in a manner that will minimize the impact on the environment. HKS encourages the use of recycled materials and other forms of environmental stewardship initiatives whenever feasible. HKS prioritizes recyclable, reusable and/or compostable supplies. We are working to develop a program or protocol in place to reduce waste associated with material samples.

At our largest office in Dallas, TX, we offer a discount program for employees to utilize public transportation at a discounted rate. Additional offices offer incentives based on local transportation authority programs. Additional protocols for eco-friendly commuting are underway.

HKS created mindfulMATERIALS in 2014, when we recognized a need to share chemical content and environmental impact materials information to project teams in a simple way. What began as a resource library labeling initiative to incorporate transparency information into designers' everyday work process has grown into an industry-wide, open-source digital platform with more than 600 user and manufacturer members.

Additionally, HKS created Chemicals of Concern Awareness Assessment and Guides, focusing on material and product selection, HKS developed a variety of educational and project-focused guidance tools for employees— enabling teams to deliver projects that reduce harmful human and environmental health impacts on each project we design. Through human anatomy visualizations, the assessment guides teams to make informed decisions that drive market transparency and deliver healthier projects.

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

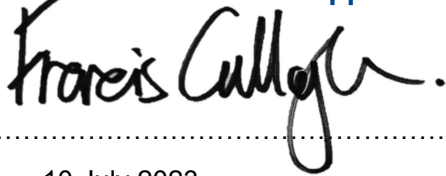
⁴<https://ghgprotocol.org/corporate-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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:



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Date: 10 July 2023
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⁶<https://ghgprotocol.org/standards/scope-3-standard>