

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 entity 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 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.

Carbon Reduction Plan Template

Supplier name: HS Infra Ltd

Publication date: 1 June 2026

Commitment to achieving Net Zero

HS Infra 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: 2021	
Additional Details relating to the Baseline Emissions calculations.	
2021 is HS Infra Ltd's baseline year. We have elected to base our decisions on those services over which we have operational control. Scope 1 we do not own or control boilers, furnaces or conduct any chemical processes. Scope 2 is our consumption of purchased electricity in our offices in Leominster. Scope 3 includes subset 6 business travel and subset 7 employee commuting.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	2,158
Scope 3 (Included Sources)	5, 254 Our scope 3 emissions breakdown is as follows: 4. Upstream transportation & distribution. 0 We are not a production company and have no upstream transportation or distribution aspects.

	5. Waste generated in operations. 0 We are not a production company and have no waste generated. 6. Business travel. 1,804 7. Employee commuting. 3,450 9. Downstream transportation & distribution 0 We are not a production company and have no downstream transportation or distribution aspects.
Total Emissions	7, 412

Current Emissions Reporting

Reporting Year: 2025. This is our fifth year of reporting our emissions. The organisation continues to address plans to reduce scope 2 emissions in our energy use in head office and has recently changed electricity supplier to Octopus and have gone onto their best tariff. Our scope 3 emissions continue to grow due to increased number of employees and also that a small number travel long distances as part of their commute. The number of employees has also increased and whilst car sharing is considered by members of staff, due to the rurality of Herefordshire and the spread of locations across the county this continues to not be feasible. Wherever and whenever car sharing can be used then it is adopted. **The carbon calculator that HS Infra has used for the previous four years is no longer available and we are now using Sustrax Lite which appears to use a different measure as it now indicates that we have scope 1 use. We have therefore recalculated our figures for the previous years using the Sustrax model.**

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	6.24
Scope 2	1.94
Scope 3 (Included Sources)	13.45 Our scope 3 emissions breakdown is as follows: 4. Upstream transportation & distribution. 0 We are not a production company and have no upstream transportation or distribution aspects. 5. Waste generated in operations. 0 We are not a production company and have no waste generated.

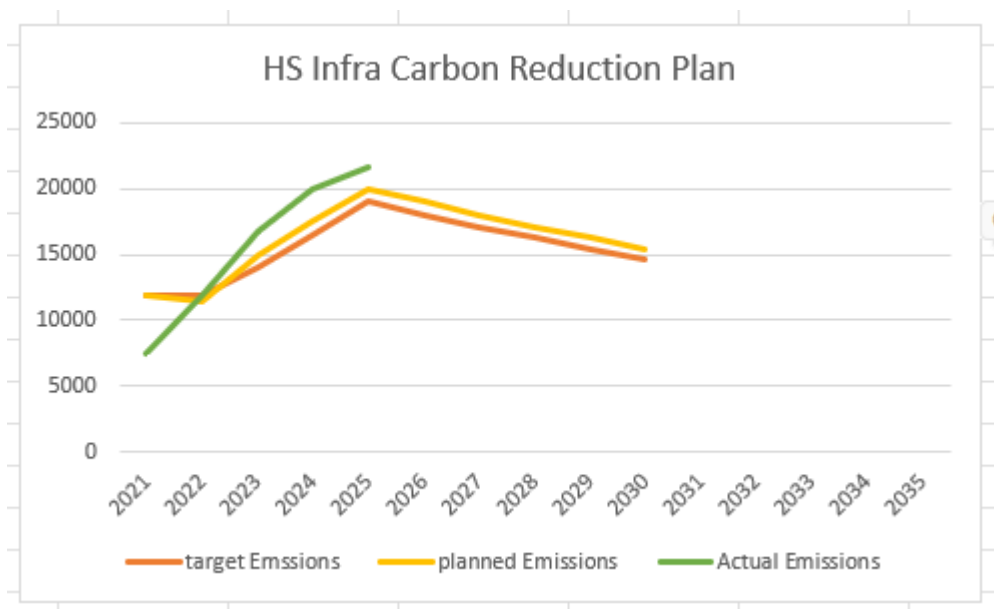
	6. Business travel. 11.22 7. Employee commuting. 2.23 9. Downstream transportation & distribution 0 We are not a production company and have no downstream transportation or distribution aspects.
Total Emissions	21.63

Emissions reduction targets

In order to continue our progress to achieving Net Zero by 2050, we have adopted the following carbon reduction targets.

Our initial target for our carbon emissions was set against our baseline year of 2021 which was low due to the impact of COVID and created a false record. We have now reset our planned emission figures based on the 2022 data and have an ambition to decrease this over the next six years to 15 tCO₂e by 2030, which is a reduction of 33% on the 2025 figure. This year shows that our emissions are continuing to rise but the increase on last year is much smaller.

Planned 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 implemented since the 2021 baseline.

Changing our electricity supplier to one which uses only renewable energy sources. HS Infra has recently changed from Scottish Power to Octopus who generate 100% green electricity. This initiative has therefore been achieved. The Directors are now investigating the most financially appropriate model to support the installation of PV panels onto the roof of the HQ building.

When the Company vehicle is replaced, it will be with an electric vehicle. When the decision to procure an additional vehicle was taken, in 2025 a comparison between the cost of purchasing and operating an EV against a Diesel vehicle was carried out which showed that the EV vehicle attracted a premium of 200% over the diesel vehicle. The economic decision therefore led to the purchase of a second diesel vehicle. However, with a change in need for a potential requirement to transfer physical documents around sites across the country could be achieved with a low-cost EV such as a Renault 5.

All rental vehicles will be electric vehicles. Due to the rurality of Herefordshire, the availability of EVs for rental options are not an option.

Install additional dual charging points in the office car park. Whilst this remains an aspiration the single dual charging point is sufficient for the two personal EVs which meets the needs of HS Infra currently.

All employees will be encouraged to car share to reduce the number of commuting journeys. Whilst this option continues to be encouraged by the Directors. As mentioned earlier in the report, the disparity of personnel and the poor transport infrastructure across Herefordshire, has made this option very difficult to implement.

All employees will be encouraged to move to electric when selecting their next car. Whilst the benefits of EVs are regularly discussed in the work-place, the cost of ownership of a privately owned EV, together with the real-world challenges of the lack of charging infrastructure across Herefordshire have led to a reticence by members of staff to purchase private EVs. However, this financial year, HS Infra have, through the salary sacrifice system, now supported the purchase of personal EV. It will be interesting to see what the uptake on this will be.

Support employees who wish to cycle to work through adoption of the Government approved Bike 2 work scheme. This is currently offered to all employees.

The Directors continue to look at all other measures that could be taken to reduce our carbon footprint.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

¹ <https://ghgprotocol.org/corporate-standard>

² <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) Standard³.

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:

Stephen Hutchinson Director

A handwritten signature in black ink, appearing to read 'S. Hutchinson', written over a horizontal line.

Date: 1 June 2026

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