



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: HCL Technologies Ltd.....

Publication date:March 31, 2022.....

Commitment to achieving Net Zero

HCL Technologies is committed to achieving Net Zero emissions by 2040.

Twenty-six of our major sites are certified for ISO 14001: 2015 and covered under an environmental management system (EMS).

We adhere to the ISO 14064- 1:2018 standard for GHG emission quantification, reporting and removal.

Further information can be found in the HCL Sustainability Report at this location:

[HCL Sustainability Report 2022](#)

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: Financial year 2019/20 (1 st April 2019 to 31 st March 2020)	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	22,121
Scope 2	201,973
Scope 3 (Included Sources)	347,638
Total Emissions	571,732

Current Emissions Reporting

Reporting Year: Financial year 2021/22 (1 st April 2021 to 31 st March 2022)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	19,507
Scope 2	138,433
Scope 3 (Included Sources)	227,695
Total Emissions	385,635

Emissions reduction targets

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

- Reduce absolute scope 1 & 2 emissions by 50% by 2030 considering 2020 as the baseline
- Reduce absolute scope 3 emissions by 42% by 2030 considering 2030 as the baseline

Our intermediate targets of 2030 were validated by the Science Based Target initiatives (SBTi) to be aligned to the 1.5°C pathway.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019-20 baseline.

- Climate Change – 70% reductions in per capita Scope 1 & 2 GHG emissions in the last decade.
- Eco Efficiency – Recharged 21 times more water than we consumed during the year 2021-22.
- Climate Change/Eco Efficiency – 7.3 million sq. ft of building space in India is platinum rated by the US Green Building Council (USGBC) for Leadership in Energy and Environment Design (LEED).
- Renewable Energy – Increased the renewable energy portion of our overall energy consumption to 17.7% in FY 2021/22 (1st April 2021 to 31st March 2022).

Carbon Reduction Plan

- Zero Waste – All campuses in India are free from 'Single use plastics'.
- Over 844,000 saplings planted
- 69% reduction in per capita water consumption in the last five years.

The carbon emission reduction achieved by these schemes equate to 186,097 tCO₂e, a 33% reduction against the 2020 baseline and the measures will be in effect when performing the contract

In the future we hope to implement further measures such as:

- Achieve Net Zero by 2040
- Reduce absolute scope 1 & 2 emissions by 50% by 2030
- Transition to 80% of electricity usage to renewable energy by 2030
- Achieve zero waste to landfill at all owned facilities by 2025
- Maintain zero discharge from all our owned facilities

Carbon Reduction Plan

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.

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: 

Name: Christina Herden

Role: Director - Sustainability

Company: HCL Technologies Ltd.

Date: 31st March 2022

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>