



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, 2025.....

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 2025](#)

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

Carbon Reduction Plan

* Data and information we are using is global data and not UK specific

Current Emissions Reporting

Reporting Year: Financial year 2024/25 (1 st April 2024 to 31 st March 2025)	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	12,901
Scope 2	109,074
Scope 3 (Included Sources)	269,567
Total Emissions	414,886

* Data and information we are using is global data and not UK specific

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

Target	Baseline (FY20)	Unit	FY25 Actual	Progress
Achieve net zero by 2040	Scope 1: 22,121 Scope 2: 201,973 Scope 3: 347,637	MTCO ₂ e	Scope 1: 12,901 Scope 2: 109,074 Scope 3: 269,567	Achieved a reduction of 46% in Scope 1 and 2 and a 22% reduction in Scope 3 emissions from the baseline, exceeding our SBTi-approved target for 2030, which required a linear reduction of 25% for Scope 1 and 2 emissions compared to our FY20 baseline for achieving net-zero by 2040
Reduce absolute Scope 1 and 2 emissions by 50% by 2030	Scope 1: 22,121 Scope 2: 201,973	MTCO ₂ e	Scope 1: 12,901 Scope 2: 109,074	Achieved a reduction of 46% from the base year

Our intermediate targets of 2030 were validated by the Science Based Target initiatives (SBTi) to be aligned to the 1.5°C pathway. Our SBTi-approved target for 2030 requires a reduction of 50% for Scope 1 and 2 emissions and 42% for Scope 3 emissions compared to our FY20 baseline. In FY25, the implementation of energy efficiency and technology improvement initiatives across our infrastructure played a pivotal role in reducing our carbon footprint. As a result, we achieved a combined 46% reduction in Scope 1 and Scope 2 emissions from the base year and a 27% reduction year on year, marking a significant stride

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towards net-zero. In addition, we have also achieved a 22% reduction in scope 3 emissions compared to our base year 2020.

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 32 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 procurement: Transition 80% of our electricity to renewable by 2030. 1,000,000+ GJ Total energy consumption: 24% reduction from base year FY20.
- Zero Waste – All owned campuses in India are free from 'Single use plastics.'
- ⚡ Met 34% of our energy requirements from renewable sources in FY25
- 🏆 EcoVadis Gold + S&P Global Sustainability Yearbook recognitions
- 👤 Achieved 28.8% gender diversity in FY25 + Top Employer in 26 countries
- 📖 Delivered 6,600+ hours of sustainability training
- 🌱 3.2 million saplings planted
- 🌊 3,087 acres of water bodies rejuvenated
- 🧑🏠 7.5 million+ lives impacted through HCLFoundation

Sustainability and environmental Initiatives:

- The organisation was recognized for its water conservation efforts with the Best Industry for CSR award at the National Water Awards 2022.
- HCLTech signs The Climate Pledge, committing to achieve net-zero carbon emissions by 2040.
- Published the first Business Responsibility and Sustainability Report (BRSR) for the financial year 2021–22.
- Became the first India-headquartered company to join the Water Resilience Coalition and endorse the CEO Water Mandate.
- Partnered with UpLink, investing \$15 million over five years to drive freshwater conservation through the Aquapreneur Innovation Initiative.
- Science Based Targets initiative – climate targets validated

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Initiatives in UK region:

- Before any workstation or chair is procured, it undergoes careful evaluation, with a strong preference for BIFMAcertified products that meet the highest standards of quality, comfort and support. In regions like the UK, we go a step further by conducting Display Screen Equipment (DSE) assessments, fully aligned with local legal requirements, to ensure our teams are protected, wherever they work. It's all part of creating a workplace where safety and comfort go hand in hand.
- In the UK, HCLTech as supported the King's Trust for over a decade, empowering young adults through the Get Started Programs. In 2024, HCLTech funded four Get Started with Technology programs, benefiting over 45 young adults with essential technical skills.
- HCLTech UK employees participated in fundraising initiatives like Walk the Talk, where our leaders and other executives from leading UK organizations in the Technology Leaders Group (TLG) walked 20 miles to raise funds.

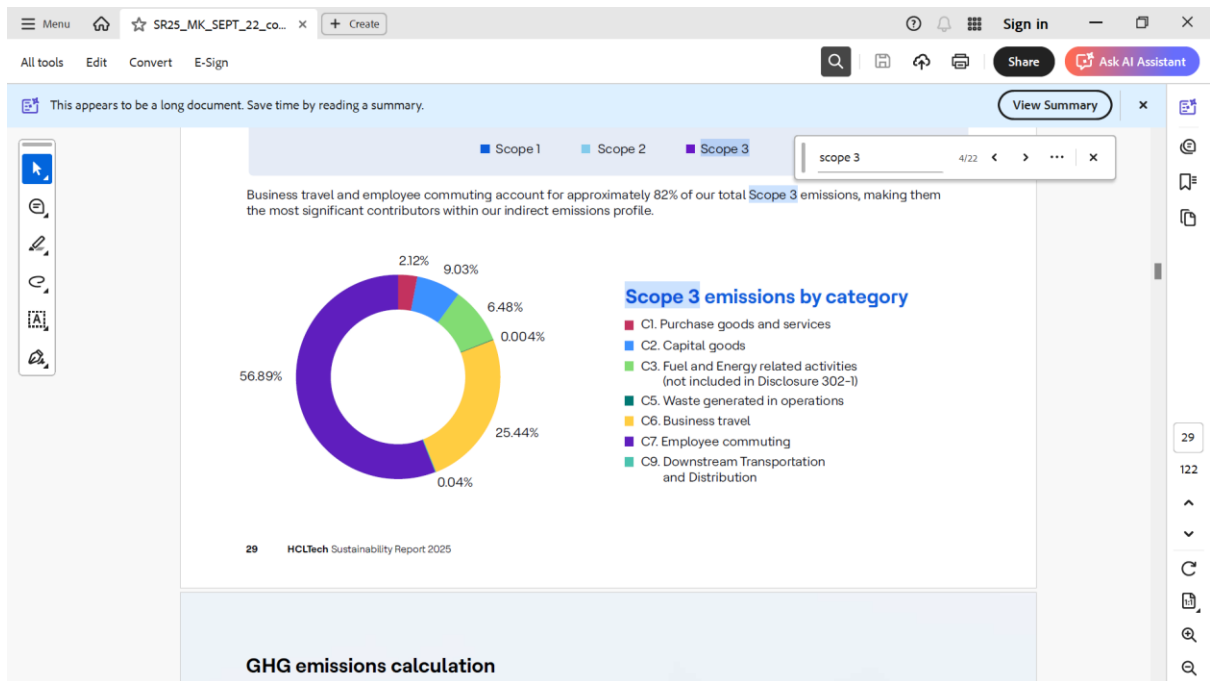
Emissions Calculations:

Calculation of Scope 1 GHG emissions is based on conversion factors, emission factors considered in 2006 IPCC Guidelines for National Greenhouse Gas Inventories, IPCC sixth assessment report, The UK Department for Environment, Food and Rural Affairs (Defra), US Environments Protection Agency (EPA), and GHG protocol cross sector emission factors.

Scope 2 GHG emissions for Indian operations are calculated based on emission factors in Central Electricity Authority, Govt. of India (CEA Version_20.0): Grid Emission Factors - Weighted Average Emission Rate (Incl RES), including cross-border electricity transfers which is 0.727 kgCO₂ per kWh. Scope 2 GHG emissions for rest of the countries (other than India) operations are calculated based on emission factors in Institute for Global Environmental Strategies (IGES) and GHG protocol cross sector emission factors. Scope 2 GHG emissions for purchased energy using diesel as fuel are calculated based on emission factors in The UK Department for Environment, Food and Rural Affairs (Defra), US Environments Protection Agency (EPA), and GHG protocol cross sector emission factors.

Calculation of Scope 3 GHG emissions are calculated based on emission factors considered in The UK Department for Environment, Food and Rural Affairs (Defra), US Environments Protection Agency (EPA), Central Electricity Authority of India (CEA), and Institute for Global Environmental Strategies (IGES), and GHG protocol cross sector emission factors.

Scope 3 Measurements



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: Paul Montgomery

Role: Head of Public Services

Company: HCL Technologies Ltd.

Date: 31st March 2025

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>