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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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.[11]

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 CRP 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 Standard[12] 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

[11] ‘Bidding supplier’ or ‘bidding entity’ means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

[12] https://www.gov.uk/government/publications/ppn-006-guidance-on-taling-account-of-carbon-redcution-plans-adopting-and-applying-conditions-of-participation-html

Carbon Reduction Plan template

Supplier name	**Athona Limited and Athona Education Limited**
Publication date	**19/12/2025**

Commitment to achieving net zero

Athona Limited 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: 2023
Additional details relating to the baseline emissions calculations:
Reporting period Oct 2022 to Oct 2023 (Restated in December 2024 due to improvements in available data and reporting methods) 2023 (Reporting Period Oct 2022 to Oct 2023) is our Baseline Emissions year (Restated in December 2024 due to improvements in available data and reporting methods). We have followed the GHG Protocol's Corporate Standard and our operational emissions boundary and calculations are based on Financial Control. The 2023 GHG Conversion Factors have been used to calculate emissions. Scope 1: Company Facilities: Includes Gas and Electricity Usage and Air Conditioning Servicing. Company Vehicles: We do not have any company fleet vehicles. Scope 2: Gas and Electricity Generated Scope 3: Narrative: *This is a service-based business with no physical products being manufactured / transported. **This is an office-based business with no formal waste monitoring due to shared waste facilities with other businesses in the premises and negligible emissions arising from waste generated. ***Employee commuting survey yielded 68% response rate, the survey data has been averaged to 100% and provided as a calculated estimate for the baseline year. **** Downstream transportation and distribution = temporary workers commuting to clients, the total tCO2e has been estimated using the average temporary worker commuting data x

average number of shifts worked per week x number of temporary workers as a baseline estimate until data capture can be further refined and improved.

Baseline year emissions: 2023 (Reporting period Oct 2022 to Oct 2023)	
Emissions	Total (tCO2e)
Scope 1	**130.52**
Scope 2	**124.94**
Scope 3 (included sources)	**3629.46**

4. Upstream transportation and distribution* = 0

5. Waste generated in operations = 0**

6. Business travel (Car, Bus, Train, Air Travel) = 39.76

7. Employee Commuting * = 98.75**

Employee teleworking = 4.84

9. Downstream transportation and distribution ** = 3486.11**

Total emissions	**3884.92**

Current emissions reporting

Reporting year: 2025 (Reporting period Oct 2024 to Oct 2025)	
Emissions	TOTAL (tCO2e)
Scope 1	**126.14**
Scope 2	**126.14**
Scope 3 (included sources)	**2834.21**

4. Upstream transportation and distribution* = 0

5. Waste generated in operations = 0**

6. Business travel (Car, Bus, Train, Air Travel) = 27.03

7. Employee Commuting * = 66.37**

Employee teleworking = 22.02

9. Downstream transportation and distribution ** = 2718.79**

Total emissions	**2960.35**

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 ten years to 2583.12 tCO_2e by 2033. This is a reduction of 34.51%.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline. The carbon emission reduction achieved by these schemes equate to 924.57 tCO_2e, a 28.80% reduction against the 2023 baseline and the measures will be in effect when performing the contract.

We are currently in the process of adopting the ISO14001 Environmental Management System and hope to have accreditation by the end of 2026.

We have reviewed our business travel policy to opt for online meetings in the first instance and secondary to use public transport as the default method of transport. This has had a positive impact on reduction from 39.76 tCO_2e to 27.03 tCO_2e in 2025.

We are developing reporting tools to monitor and share emissions data and awareness of its impact to increase adoption of emissions reduction schemes throughout the business.

We have adopted a companywide ‘Switch Off’ campaign to ensure all electrical devices are switched off out of hours.

We have retained a hybrid working environment since Covid 19 allowing staff flexibility to work from home for part of the week.

We have removed disposable items i.e. plastic and paper cups providing reusable items only.

We will encourage car sharing wherever possible and during the summer months promote a cycle to work scheme.

We have been mindful of reductions in emissions through adoption of a number of energy saving measures since relocating to our current premises in December 2018. We ensured as part of the design that PIR sensors and LED lighting was installed throughout the building to save on energy consumption.

In 2018 we also introduced print release software to reduce wasted printing by requiring employees to physically key in a passcode at the printer to release their printing, rather than sending it to the printer and forgetting it which has significantly reduced paper and printer usage, therefore reducing consumables and waste.

Whilst very minimal, we have always opted for recycling schemes for WEEE equipment and the use of certified shredding for confidential waste ensuring that the waste is recycled. We will continue to use certified schemes that recycle office waste rather than sending to landfill.

Future carbon reduction initiatives

In the future we hope to implement further measures such as: In order to achieve Net Zero by 2050, we have adopted the following carbon reduction targets:

By targeting the three main sources of emissions within our organisational control it will make the most impact and produce the quickest reduction in emissions:

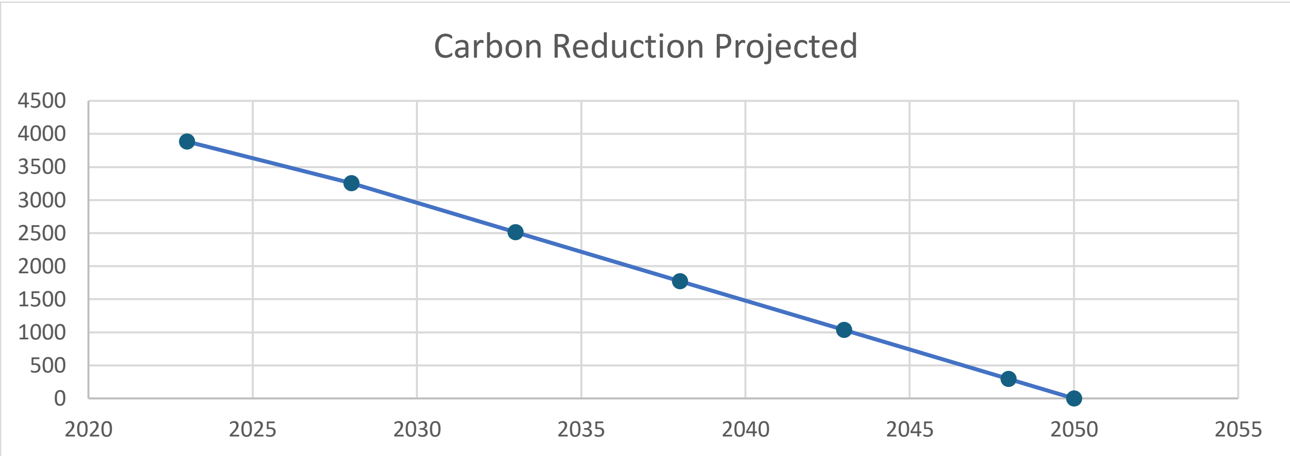
- Encourage the reduction of temporary worker commuting emissions through improved data capture and awareness of the impact of their travel choices, promoting more sustainable forms of transport through available schemes and behaviour modification.

- Further reducing use of gas and electricity within our office premises, by adopting further technological controls and behaviour modification through education of emissions impact with our employees.

- To further reduce Business Travel using vehicles, instead opting first for online meetings and second using public transport as the main source of travel.

We project that average carbon emissions will decrease over the next five years to 3253.32 tCO_2e by 2028. This is a reduction of 16.26% The Carbon Reduction Initiatives and targets will be reset every 5 years to ensure we can achieve Net Zero by 2050.

Projected progress against these targets can be seen in the graph below:



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 standard[13] and uses the appropriate government emission conversion factors for greenhouse gas company reporting.[14]

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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) Standard.[15]

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:

Tanya Ironmonger – Managing Director

Date: 19/12/2025

[13] https://ghgprotocol.org/corporate-standard

[14] www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

[15]