



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: Locality (UK) **Publication Date:** October 2025

Commitment to achieving Net Zero

Locality (UK) is committed to achieving Net Zero emissions by 2040.

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: July 2019-June 2020
Additional Details relating to the Baseline Emissions calculations.

Baseline emissions are calculated in line with the requirements of this measure, including required scope 3 emissions.

Baseline year emissions:

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	7 (location-based) 1.2 (market-based)
Scope 3 (Included Sources)	26 (Sources: business travel, employee commuting, upstream transport and distribution, waste. Downstream transport and distribution not applicable.)
Total Emissions	33 tCO₂e (Gross) 27.2 tCO₂e (Net)

Current Emissions Reporting

Reporting Year: July 2024-June 2025

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 tCO₂e
Scope 2	0 tCO₂e
Scope 3 (Included Sources)	Coworking Space: 0.38 tCO ₂ e Business Travel (Rail): 0.49 tCO ₂ e Business Travel (Car): 2.43 tCO ₂ e Business Travel (Flight) 1.67 TCO ₂ e Employee Commuting (Underground): 0.12 tCO ₂ e Waste Generated in Operations: 0.01 tCO ₂ e Upstream Transport & Distribution: 0.10 tCO ₂ e 5.20 tCO₂e

Total Emissions	5.20 tCO₂e
------------------------	------------------------------

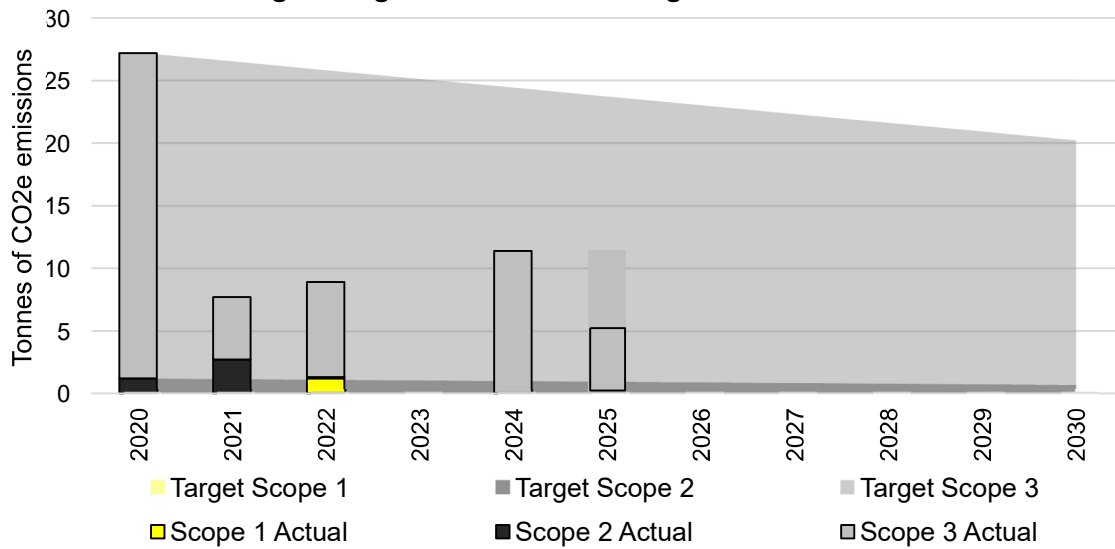
Emissions reduction targets

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

- An interim target of a 50% reduction of scope 1, scope 2 and selected scope 3 emissions by 2030
- A Net Zero target by 2040

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

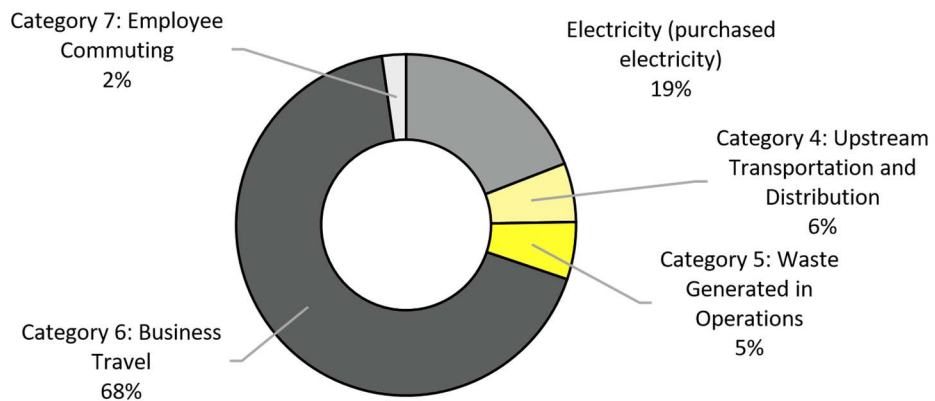
Actual Emissions Progress Against Reductions Target



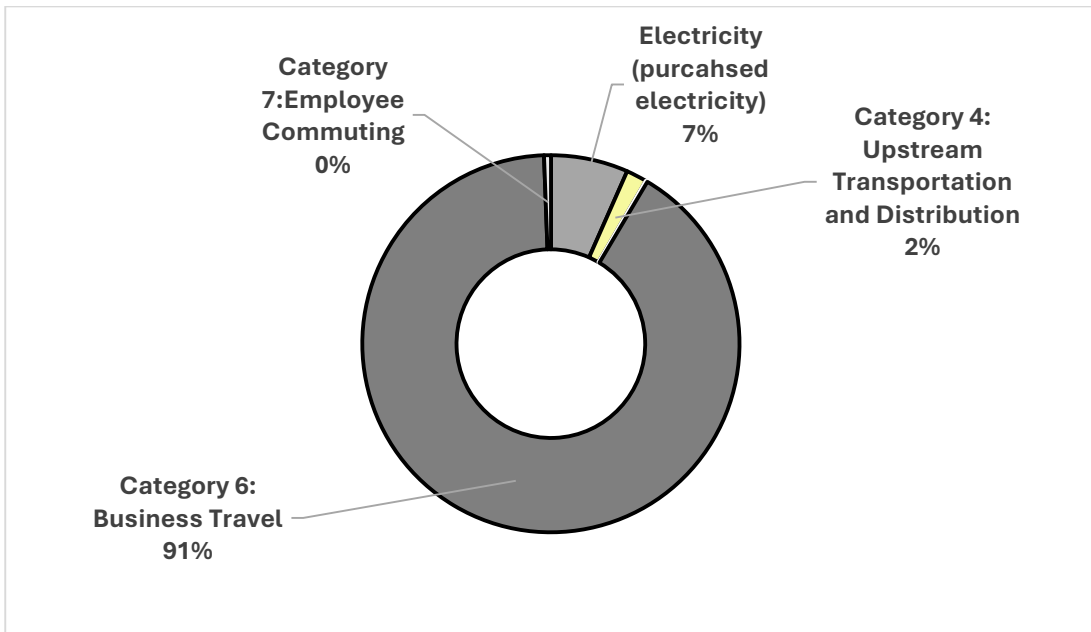
Carbon Reduction Projects

Completed Carbon Reduction Initiatives

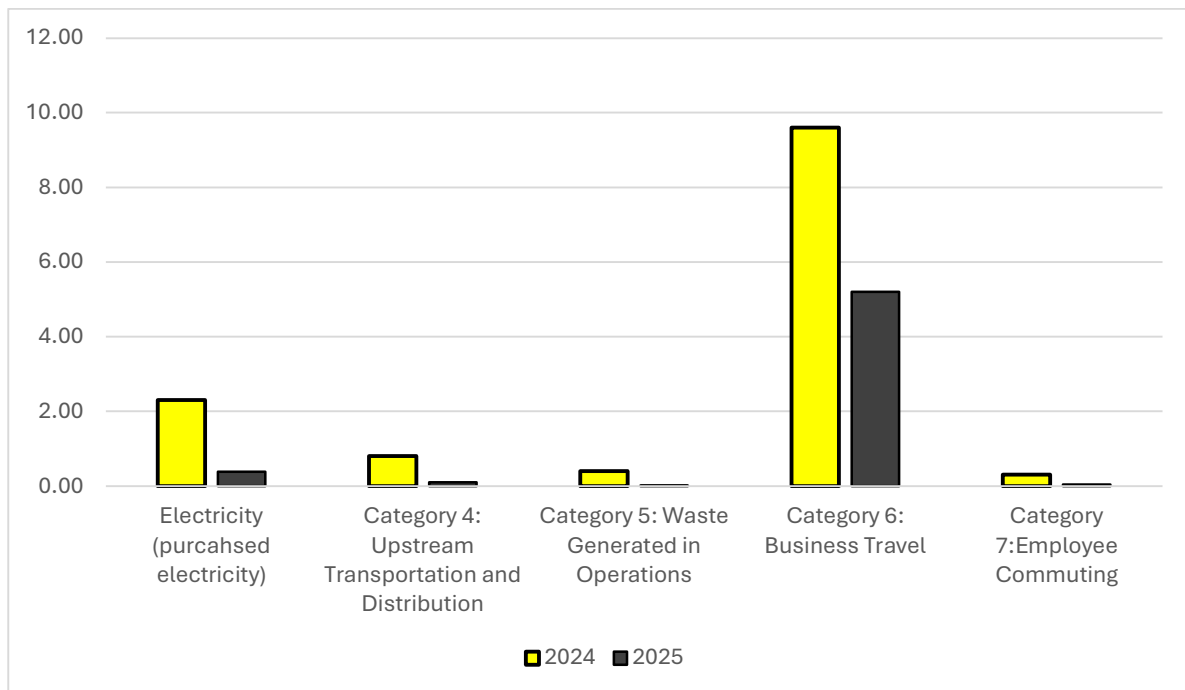
Total Gross GHG Emissions FYE24 (tCO₂e)



Total Gross GHG Emissions FYE25 (tCO₂e)



GHG Emissions – Annual comparison



We have calculated our scope 1, 2 and relevant scope 3 emissions and associated energy consumption for a fourth year in order to continue to monitor the highest emitting areas. The distribution of emissions in FYE25 compared to the previous reporting year can be seen in the charts above.

Overall gross emissions have decreased by approximately **63%** in FYE25 compared to FYE24 (from 14 tCO₂e to 5.20 tCO₂e)

This significant reduction is primarily due to the strategic decision to move from a traditional head office to a serviced coworking space, which eliminated all Scope 2 emissions. Employee commuting emissions have decreased by 81% to 0.3 tCO₂e, with an increasing number of staff on homeworking / remote contracts aligning Locality with the post-pandemic working landscape.

Our emissions profile has shifted entirely to Scope 3 sources. **Business Travel** is the largest contributor, accounting for 88% of our total footprint. Notably, a single return flight to the USA now accounts for 32% of our entire annual emissions, highlighting it as a critical area for review in future carbon reduction efforts.

During this reporting period we have put the following measures in place to reduce our energy consumption and carbon emissions:

- Moved to a coworking space with commuting reduced to just once per week for 8 staff on average.
- Moved our IT site visits to online.

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.

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:

A handwritten signature in black ink, appearing to be the initials 'MS' followed by a long horizontal stroke.

Date: 25/10/2025

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

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> ³ <https://ghgprotocol.org/standards/scope-3-standard>

