

Carbon Reduction Plan Template

Supplier name: Novacraft Limited

Publication date: 26/01/2026

Commitment to achieving Net Zero

Novacraft Limited is committed to achieving Net Zero emissions by 2040.

Baseline Emissions Footprint

Baseline Year: 2022

Additional Details relating to the Baseline Emissions calculations.

In the baseline year Novacraft Limited was based in Northamptonshire. (NN6 9BX). The organisation operated from a leased office in a shared office complex run by a managing agent. The company provided travel and membership cards to several organisations including Transport for London. Approximately 15 members of staff worked from the Northamptonshire Offices with a further 240 members of staff being employed working remotely from home providing telephone and e-mail support to the users of the cards. The current full time equivalent headcount in for 2025 was 171 members of staff.

The Covid-19 pandemic in 2019 resulted in the business model for the organisation changing. In line with legal requirements the organisation facilitated home working for all staff that could work from home. This led to the migration of most of the workforce to home working arrangements. A decision was made in late 2021 to permanently continue with this arrangement and the organisation significantly downsized the office capacity.

Covid 19 travel restrictions in 2019 and 2020 significantly affected the business turnover especially in relation to the issuing and management of Transport for London travel cards and it was therefore felt that 2022 was a more representative base year to calculate the baseline carbon footprint.

The organisation is reporting on the 5 scope 3 emissions required by Crown Commercial Services however this does not include scope 3 emissions for home working which is currently not a requirement. We do continue to engage with our employees to switch to renewable energy providers and survey staff each year to measure the percentage increase in those that have done so.

The organisation does not generate heat or power or operate any commercial vehicles and consequently there are no scope 1 emissions. The organisation does not purchase energy for the offices it leases directly but in the form of a service charge. It has been confirmed that this is through a renewable energy provider and therefore scope 2 emissions are also 0 in the baseline and current year.

Baseline year emissions: 2022	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	4. Upstream transportation and distribution. 6.48 5. Waste generation. 0.36 6. Business travel. 0.82 7. Employee commuting. 11.75 9. Downstream transportation and distribution. 6.36
Total Emissions	25.77 (tCO₂e)

Current Emissions Reporting

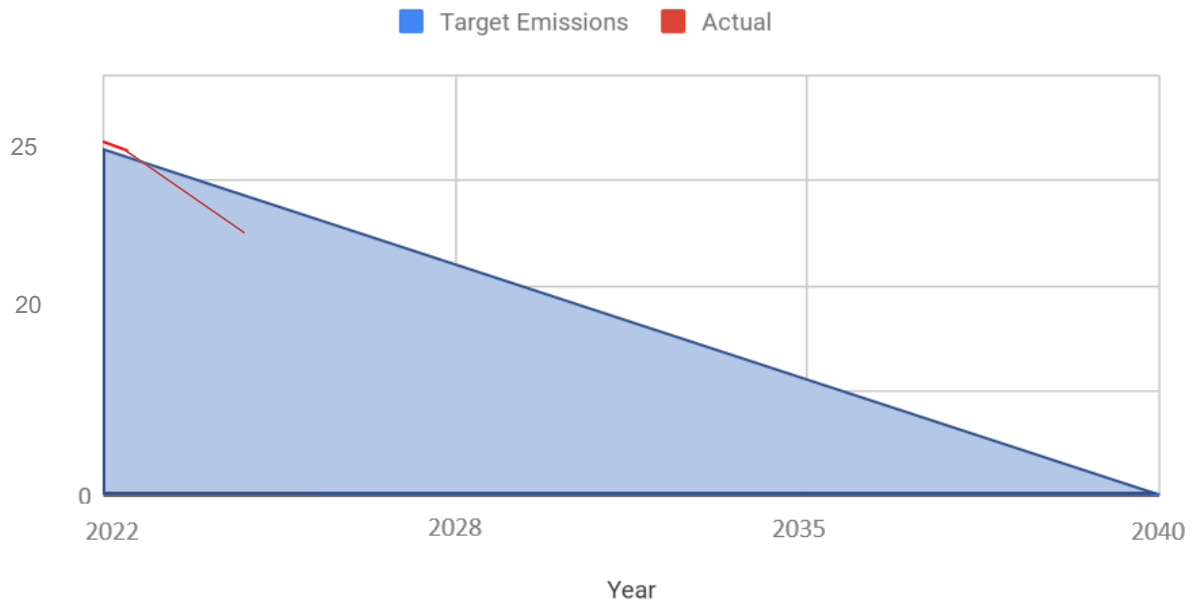
Emissions:2025	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	4.Upstream transportation and distribution. 4.23 5.Waste generation. 0.24 6.Business travel. 0.33 7.Employee commuting. 8.48 9.Downstream transportation and distribution. 7.02
Total Emissions	20.30 (tCO₂e)

Emissions reduction targets

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

1. To continue to provide information to all homeworkers on the benefits to the environment of switching to renewable energy sources and to survey all homeworkers each year to identify the percentage of staff who are using renewable energy and to monitor this each year when calculating the organisations overall tCO₂e emissions.
2. To put in place annual strategies to reduce year on year group 3 emissions to ensure they are as low as is practicable in 2039.
3. To address remaining emissions with all other options exhausted we will offset any remaining emissions in 2040.
4. We project that carbon emissions will decrease over the next 5 years (in relation to declared scope 3 emissions) to 18tCO₂ by 2028. This is a reduction of 30%.

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects.

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

1. Ensuring that 80% of meetings take place virtually.
2. Ensuring that the use of public transport is the primary means of business travel.
3. Reducing waste generation on site and increasing recycling.

The carbon emission reduction achieved by these schemes equate to 5.47 tCO₂e, a 25% reduction against the 2022 baseline. These initiatives will be in place throughout the life of the contract.

Future Carbon Reduction Initiatives.

In the future we will be implementing the following measures to reduce our carbon footprint:

1. To continue to provide information to all homeworkers on the benefits to the environment of switching to renewable energy sources and to carry out a survey each year to identify the percentage of staff who are using renewable energy and to factor this in when calculating the total tCO₂e emissions of the organisation.
2. Engaging with our suppliers to review their plans to move to electric vehicles and to promote the use of electric vehicles to our commuting employees.
3. To continue to monitor the transition of our downstream transportation provider (Royal Mail) in relation to the introduction of electric vehicles and reflect this in future reporting years.
4. To maintain our ISO 14001 accreditation and continue to apply the waste hierarchy in respect of the waste we create through our business activities.

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:

Charles Novacraft Direct Limited

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Karen Hodkinson

Chief Compliance Officer

Date: ...26.01.2026.....

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>