

Carbon Reduction Plan

Tenders Group | Whitecroft Consulting Ltd | Company number 16981649

Policy owner	Director
Version and review	Version 1.0 25 September 2026 Review by 25 September 2027

1. Our commitment

Tenders Group is committed to reducing greenhouse gas emissions from its operations and supply chain and to achieving **net zero emissions by 2050 at the latest**.

We provide bid writing, bid management, tender reviews, training and procurement support. Our work is primarily delivered through people, digital systems and remote collaboration. The emissions most relevant to us are likely to come from home or office energy use, business travel, commuting, purchased technology, digital services and suppliers. We will measure those sources before claiming a quantified reduction.

This plan sets out the steps we take in day-to-day decisions and how we will establish a reliable emissions baseline. We will not describe emissions as zero simply because we do not yet have the data to calculate them.

2. How we reduce emissions in our work

Travel and meetings

We use video calls and telephone meetings where they allow us to work effectively with clients and suppliers. Where travel is necessary, we consider public transport and combine meetings where practical. We will record business journeys so that their emissions can be measured and reviewed.

Digital delivery and printing

We prepare, review and share tender documents electronically wherever the buyer's requirements allow. We avoid unnecessary printing, use electronic meetings for routine reviews and retain digital records in place of duplicate paper files. When printing is required, we print only the copies needed.

Equipment and energy

We aim to use existing equipment for its useful life, maintain it appropriately and consider energy efficiency when replacing it. Team members are encouraged to switch off equipment that is not in use and avoid unnecessary energy consumption. We will assess electricity and heating associated with any premises under our operational control.

Suppliers and subcontractors

When selecting suppliers, contractors and digital services, we consider environmental impact alongside suitability, security, quality and cost. For material purchases or contracts, we will ask proportionate questions about energy use, travel, equipment and the supplier's own carbon reduction measures. We will not claim reductions achieved by a supplier as Tenders Group reductions without evidence.



Training and client delivery

We offer remote delivery where suitable and agree in-person training or workshops when they add value. For work requiring attendance, we plan travel and materials in advance to avoid unnecessary journeys, printing and waste.

3. Emissions we will measure

We will report emissions in **tonnes of carbon dioxide equivalent, or tCO₂e**, using an identified reporting period and appropriate published conversion factors. Our first inventory will distinguish between emissions we directly control and relevant emissions arising from our activities.

Category	What we will assess for Tenders Group
Scope 1: direct emissions	Fuel burned in vehicles or premises owned or controlled by the business, if applicable. We will record a category as <i>not applicable</i> only after checking it.
Scope 2: purchased energy	Electricity, heat or other purchased energy for premises under our operational control, if applicable.
Scope 3: business travel	Rail, road, air, accommodation and other travel purchased for business purposes.
Scope 3: employee commuting	Travel to a regular workplace, where relevant. We will distinguish this from business travel.
Scope 3: waste from operations	Waste generated at premises under our control, where data is available.
Scope 3: transportation and distribution	Upstream and downstream deliveries associated with our work, where applicable.
Other relevant Scope 3 sources	Purchased equipment, outsourced services, digital services and home working, assessed separately where sufficiently reliable information is available.

The five Scope 3 categories commonly required in a UK government procurement carbon reduction plan are business travel, employee commuting, waste generated in operations, upstream transportation and distribution, and downstream transportation and distribution. [gov.uk](https://www.gov.uk)

4. Baseline and current emissions

Baseline year: To be established from the first complete and reliable 12-month reporting period.

Current reporting year: To be confirmed when the first inventory is completed.

Baseline emissions: Not yet calculated.

Current emissions: Not yet calculated.

We will collect invoices, meter information where relevant, travel expenses, mileage records, equipment purchases and appropriate supplier data. Where exact information is unavailable, we will use a documented estimate, state its limitations and improve the data in the next reporting cycle. We will use the relevant UK Government greenhouse gas conversion factors for UK activity data. [gov.uk](https://www.gov.uk)



We will document the organisational boundary, reporting dates, calculation method, conversion factor year, exclusions and any material changes. This will allow subsequent reports to be compared on a consistent basis.

5. Reduction actions and measures of progress

Action	Measure	Review
Use remote meetings when suitable	Business journeys and associated tCO ₂ e	Annually
Plan necessary travel efficiently	Miles travelled by mode and associated tCO ₂ e	Annually
Deliver and review documents digitally	Printing volumes or purchased paper, where recorded	Annually
Extend the useful life of equipment	Equipment purchases and replacements	Annually
Assess material suppliers' environmental practices	Relevant supplier checks completed	At appointment or renewal
Establish and update our emissions inventory	Scope 1, Scope 2 and relevant Scope 3 tCO ₂ e	Annually

Once the baseline is calculated, we will set a measurable interim reduction target with a defined year and percentage. We will review progress annually and explain any increase as well as any decrease. Growth in the business may increase total emissions, so we will examine **absolute emissions** alongside a suitable activity measure, such as emissions per employee or per unit of revenue.

6. Governance and publication

The Director of Bids is responsible for maintaining this plan, collecting the information needed for the emissions inventory, reviewing progress and approving changes. People who arrange travel, buy equipment or appoint suppliers are expected to support the measures within their responsibilities.

We will review this plan at least annually and update it when our operations change materially. Once the first inventory has been calculated and checked, we will add the baseline and current-year emissions figures and publish an updated plan where required for a procurement.

10 Approval

Approved for Tenders Group by: Darlinton Amfo, Director of Bids

Approval signature:  Date: 25th September 2026

This policy takes effect when approved. The signed copy is the controlled version.

