



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

Supplier name: **Mayfair Laboratories Limited**

Publication date: **10/09/2025**

Commitment to achieving Net Zero

Mayfair Laboratories Limited is committed to achieving Net Zero emissions by **2035**.

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: 2024	
Additional Details relating to the Baseline Emissions calculations.	
We have assessed our baseline emissions for the year 2024 and will use this as our reference point going forwards. We are grateful to the Green Economy for their guidance and support in this process. We have calculated in line with the Streamlined Energy and Carbon Reporting Regulations (SECR) requirements, that is our Scope 1 and Scope 2 emissions as well as our Scope 3 emissions which relate to business travel. Additional Scope 3 categories, calculated retrospectively in line with GHG Protocol guidance and using the relevant DEFRA Carbon Conversion Factors, have been included in this Carbon Reduction Plan. Scope 1 emissions are Nil as the business does not use any gas in its operations, and the company does not own any vehicles. Scope 2 emissions cover our purchased electricity, we are on green tariff but assumed market-based emissions for calculation. Scope 3 emissions measured are listed below, downstream distribution has not been measured because as a professional services consultancy we do not distribute or ship physical products.	
Baseline year emissions: 9.88 tCO ₂ e	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 tCO ₂ e
Scope 2	0 tCO ₂ e

Scope 3 (Included Sources)	• Scope 3 emissions (included sources): 9.88 tCO₂e ○ C1. Purchased Goods & Services – 5.93 tCO₂e ○ C5. Waste – 0 tCO₂e ○ C6. Business Travel – 3.7 tCO₂e ○ C7. Employee Commuting – 0 tCO₂e
Total Emissions	9.88 tCO ₂ e

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 tCO ₂ e
Scope 2	0 tCO ₂ e
Scope 3 (Included Sources)	• Scope 3 emissions (included sources): 9.88 tCO₂e ○ C1. Purchased Goods & Services – 5.93 tCO₂e ○ C5. Waste – 0 tCO₂e ○ C6. Business Travel – 3.7 tCO₂e ○ C7. Employee Commuting – 0 tCO₂e
Total Emissions	9.88 tCO ₂ e

Emissions reduction targets

Mayfair Laboratories Limited has adopted an accelerated pathway to achieve Net Zero well ahead of the 2050 deadline.

- **Baseline Year:** 2024
- **Baseline Emissions:** 9.88 tCO₂e (Scope 1 = 0, Scope 2 = 0, Scope 3 = 9.88)

We are committed to reducing our total greenhouse gas emissions to **zero by 2035**, a full 15 years earlier than the standard PPN 06/21 requirement. This target covers Scope 2 and Scope 3 emissions, which include purchased goods and services, business travel, employee commuting, and waste. Our pathway to Net Zero is based on annual reductions from our 2024 baseline, with a straight-line trajectory to 0 tCO₂e by 2035.

Key milestones:

- By 2028: emissions reduced by approximately 40% compared with 2024 baseline.
- By 2030: emissions reduced by approximately 65% compared with baseline.
- By 2035: Net Zero achieved (0 tCO₂e).

Progress against this pathway will be tracked annually and published as part of our Carbon Reduction Plan.

The pathway chart from our benchmark assessment (2024) illustrates the required annual reductions to meet this goal:

Near Term Target

We project that carbon emissions will decrease by 40% by 2028. (from 9.88 tCO₂e to around 6.0 tCO₂e). This is a reduction of 40% across scopes 2 & 3 with scope 3 being the emissions from purchased goods & services, waste generated in operations, business travel and employee commuting.

Long Term target

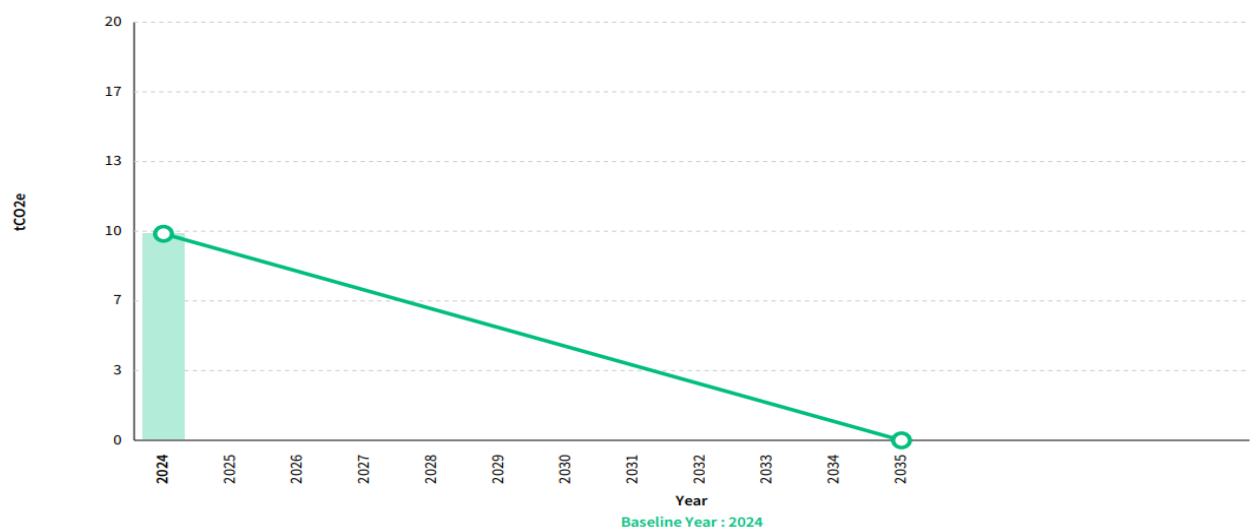
Achieve a full reduction to **Net Zero (0 tCO₂e) by 2035**.

Our pathway follows a straight-line reduction from the 2024 baseline, with annual reductions achieved through improved procurement, lower-carbon travel, greater use of local suppliers, and waste minimisation.

Progress will be tracked annually, and interim results will be published in updated Carbon Reduction Plans. Progress against these targets can be seen in the graph below:

Pathway to Net Zero

This diagram illustrates your Pathway to Net Zero, mapping your journey from your baseline year carbon emissions to your net zero target year. The trajectory highlights the required annual carbon reductions needed to meet this goal, demonstrating the pace and scale of emissions reductions over time. By tracking progress against this pathway, you can identify key milestones and assess the impact of carbon reduction initiatives, serving as a roadmap for achieving net zero.



Carbon Reduction Projects

Internal Initiatives

As a remote-first company, we already reduce emissions by minimising office use and commuting. Building on this, we will:

- Improve **data collection techniques** year-on-year to ensure better quality reporting of our carbon footprint
- Strengthen our **virtual-first policy**, using Teams and Zoom for meetings and consolidating visits into aggregate trips where possible
- Prioritise **public transport or electric vehicles** for unavoidable travel

- Support **home-office energy efficiency** through smart heating, LED lighting, and efficient IT equipment

External Initiatives

To complement these actions, we will:

- Procure **renewable energy** from certified suppliers for any shared infrastructure
- Exploring the **carbon in-setting projects** to address unavoidable emissions
- Review **waste management practices** in both home and shared work settings, aiming to reduce and recycle more effectively

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:

GÖKHAN KARAHAN

Managing Director – Mayfair Laboratories Ltd



Date: 15 September 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>