

**COMMITMENT
TO CARBON
REDUCTION
PLAN.**

CAPITAL&CENTRIC

Commitment to Carbon Reduction Plan

PPN 06-21

June 2026

PREPARED FOR

Capital&Centric Limited



PPN 06-21

Prepared By	Olivia O'Brien
Reviewed By	Dan Watt
Report Reference	71692
Issuing Company	Civic MEP Limited
Issued	24/06/2026 – Rev00

This report is the copyright of the issuing Civic group company and is intended solely for the use of the individual or organisation to whom it is addressed. It may not be disclosed, reproduced, or referred to in whole or in part by any other party without the prior written consent of the relevant Civic group company. No liability is accepted by any Civic group company for any loss or damage arising from any unauthorised use of this report.

"Civic" is a trading name used by companies within the Civic Plus Limited group (registered number: 14208271), including Civic Engineers Limited (registered number 06824088), Civic Plus Limited (registered number: 752376), Civic Earth Limited (registered number 14897633), Civic Heritage Limited (registered number 15913145), Civic MEP Limited (registered number 09245443), Civic Rail Limited (registered number 15913179) and New Practice Limited (registered number SC623648). All are private limited companies registered in England at Carvers Warehouse, 77 Dale Street, Manchester M1 2HB. Except for Civic Plus Limited (registered number: 752376), which is registered in the Republic of Ireland at 36 Lad Lane, Baggot Street Lower, Dublin D02 T208 and New Practice Limited, which is registered in Scotland at 35 Virginia Street, Glasgow, G1 1TN.

CONTENTS

1. Commitment to Achieving Net Zero	2
2. Baseline Emissions Footprint	2
3. Current Emissions Reporting	3
4. Emissions Reductions Targets.....	3
5. Carbon Reduction Projects	4
6. Declaration and Sign Off	4

1. Commitment to Achieving Net Zero

This Commitment to a Carbon Reduction Plan has been written in accordance with the UK Government Public Procurement Notice 06/21 Taking account of carbon reduction plans in the procurement of major government contracts.

Capital&Centric Limited is committed to achieving Net Zero emissions by 2050. In support of this commitment, Capital&Centric Limited will establish and maintain a measurable carbon reduction pathway aligned with UK Government procurement requirements and the principles of the Science Based Targets initiative (SBTi), where applicable.

2. 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.

The Baseline year for setting the Carbon Reduction Plan is 2025. Any assumptions, exclusions or limitations in data or scope have been duly indicated. In the event of any sensible estimations to the baseline, Capital&Centric Limited will endeavour to remediate ahead of formal Carbon Reduction Plan establishment.

Baseline Year: 2025

Additional Details relating to the Baseline Emissions calculations.

This Carbon Reduction Plan establishes Capital&Centric Limited's first organisational greenhouse gas emissions baseline for the 2025 reporting year. The emissions inventory has been prepared using the operational control approach as defined by the Greenhouse Gas Protocol Corporate Standard. All emissions reported are Location-Based and emission factors are sourced from the UK Government GHG Conversion Factors for Company Reporting (2026). The baseline has been developed using the principle of materiality and the best available information at the time of reporting.

As this is the first reporting year, certain activity data is unavailable and requires estimation. Data quality is expected to improve in future reporting periods as formal carbon reporting processes become embedded within the organisation. As such the following proxies and assumptions are required to establish a representative baseline position at this stage.

Scope 1 emissions are reported as zero. Capital&Centric Limited do not operate company-owned vehicles, consume natural gas within its operational boundary, or maintain equipment giving rise to refrigerant emissions.

Scope 2 emissions comprise purchased electricity consumption within the operational boundary. Complete electricity consumption data is currently unavailable for the baseline year. In the absence of complete baseline-year utility records, available consumption data was used as a proxy for the reporting period. Consumption is therefore estimated using available electricity invoices for the ground floor occupancy during October 2025 together with common areas electricity data from Q1 2026. Common areas consumption is apportioned on a floor-area basis, assuming equal distribution across five floors. Annual consumption is extrapolated from the available data to provide a reasonable estimate of baseline electricity usage. Capital&Centric Limited intend to improve data availability and reporting accuracy in future reporting periods through enhanced utility data collection processes, particularly when setting interim targets.

Scope 3 emissions are calculated using the best available information for the reporting period. All 15 Scope 3 categories defined by the Greenhouse Gas Protocol have been reviewed and reporting is only on those considered applicable to operations. Categories not included within the baseline inventory are assessed as either not applicable, immaterial, or unsupported by sufficient historic or current data to enable robust quantification. These categories will be reviewed annually as data collection processes mature.

Waste emissions are calculated using waste management contractor data (Fresh Start Waste Services). Waste quantities are reported in tonnes and categorised into General Waste and Dry Mixed Packaging. General Waste is assumed to be treated through Energy from Waste (combustion) in line with the waste contractor’s stated zero-landfill approach. Dry Mixed Packaging is assumed to be processed through recycling facilities.

Business travel emissions are estimated using average monthly travel activity derived from 2026 records and extrapolated to establish a representative baseline.

Employee commuting emissions are estimated using average weekly commuting patterns obtained through an employee survey conducted in June 2026 and applied across the reporting period, due to limited historic data. Homeworking emissions have not been included within the baseline inventory but may be reviewed as part of future reporting cycles.

Due to the nature of Capital&Centric Limited’s activities, no material emissions have been identified relating to upstream transportation and distribution or downstream transportation and distribution. These categories will continue to be reviewed annually to ensure that any future changes in operational activities are appropriately captured.

The baseline emissions inventory represents the best available estimate of organisational emissions for the reporting year. Capital&Centric Limited recognise the importance of improving data quality and completeness and will continue to strengthen data collection, monitoring and reporting processes to support future carbon reduction planning and target setting.

Baseline year emissions: 2025

EMISSIONS	TOTAL (tCO₂e)
Scope 1	0
Scope 2	2.85
Scope 3 (Included Sources)	Upstream transportation and distribution – 0 Waste generated in operations – 0.025 Business travel – 6.38 Employee commuting – 5.06 Downstream transportation and distribution – 0
Total Emissions	14.31

Capital&Centric Limited commits to improving the completeness, accuracy, and transparency of emissions data annually, with a defined programme of data enhancement to reduce reliance on proxy data in future reporting cycles.

3. Current Emissions Reporting

The current emissions reporting can be seen in section 2. This section will be expanded for the 2027 report.

4. Emissions Reductions Targets

Capital&Centric Limited are committed to achieving Net Zero emissions by 2050. This Carbon Reduction Plan sets out the organisation’s current emissions based on the best available data.

Capital&Centric Limited recognise that the current emissions inventory is not yet comprehensive, particularly in relation to proxy data, and are initiating a structured data improvement programme to enhance completeness and accuracy over the next reporting period.

As part of this, Capital&Centric Limited are in the process of developing robust, science-aligned carbon reduction targets. Formal, quantified carbon reduction targets will be developed following completion of the data improvement programme (2027) and will be incorporated into future revisions of this Plan. In the interim, the organisation is committed to implementing the carbon reduction measures outlined within this document to support its trajectory to Net Zero.

5. Carbon Reduction Projects

2025 represents Capital&Centric Limited’s first organisational greenhouse gas emissions baseline year. While no formally verified emissions reduction against a historic baseline is yet available, a number of carbon reduction measures are already being implemented or progressed, forming the foundation of the organisation’s carbon management strategy.

The completion of this Carbon Reduction Plan Commitment represents the first step in the organisation’s carbon management journey. During the next reporting cycle, the baseline assessment will be used to identify material sources of emissions, establish reduction priorities and develop a programme of targeted carbon reduction measures and emissions.

The following measures are currently being implemented or actively progressed:

- Procurement strategy to transition toward 100% renewable electricity supply, subject to contractual arrangements
- Implementation of sustainable travel policies, including reduction of single-occupancy journeys
- Monitoring and management of business travel through internal reporting and behavioural guidance
- Engagement with waste contractors to further support zero landfill and improved recycling performance
- Development of improved Scope 3 data capture processes, including supply chain engagement
- Establishment of a formal carbon reduction governance framework, including annual review and reporting mechanisms

These measures will be quantified and assessed against the baseline emissions inventory in future reporting periods.

Capital&Centric Limited are committed to continuous improvement in environmental performance and will review progress annually through future Carbon Reduction Plan updates.

6. 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 standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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) Standard.

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:

.....

Date:

CIVIC