Banner

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Banner Group Ltd
PPN 06/21 Carbon Reduction Plan

Produced with Carbonology® Ltd. in line with Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts

carbonology®

Contents

Document Control			
Version	**Date**	**Details of Changes**	**Person(s) Making Changes**
Draft	10/01/2023	Document created. Commitments, boundaries, methods, results and reduction initiatives added.	D.Algar
V.1.0	20/01/2023	Latest figures added to documents. Targets updated accordingly	D. Algar
V.1.1	10/02/2023	Additional figures added for NDC. Targets amended to reflect latest data and reduction initiatives.	D.Algar
V.1.2	24/02/2023	Additional business travel data integrated. Targets amended accordingly	D.Algar
V.1.3	06/03/2023	Boundaries updated to include estimated electricity consumption at Birmingham site. Swindon added.	D.Algar

Supplier name: Banner Group Ltd

Publication date: 06 April 2023

Executive Summary

This Carbon Reduction Plan has been produced in response to Procurement Policy Note (PPN) 06/21 which specifies how Banner should have a plan to manage greenhouse gas (GHG) emissions and have a commitment to Net Zero emissions by 2050 in order to bid for Government contracts.

Banner is committed to supporting Government Net Zero targets by 2050 and are taking all reasonable steps to achieve this before the 2050 deadline, by 2045 if possible. Banner is committed to implementing this Carbon Reduction Plan and providing a wide range of carbon reduction initiatives in the delivery of contracts. Banner is part of the Evo Group. Top level support from Evo is provided to Banner to enable our Net Zero goals.

Emissions have been quantified following PPN 06/21 Technical Standard and ISO 14064-1:2019. Below is a summary of emissions. Data collection is still underway for Scope 3 for 2022. 2021 acts as the base year as this is the first period where supply chain emissions have been quantified. Most emissions are from Scope 3 upstream transportation of goods. Results are subject to change as new data are collected. All changes in results will be documented. Scope 1 and 2 figures for 2022 include some estimates while data are collected.

Emissions Summary – tCO2e			
Scope	**Source**	**2021**	**2022**
Scope 1	Gas	339.38	227.60
Scope 2	Electricity Generation (location)	400.58	337.26
Total Scope 1 & 2		**739.97**	**564.86**
Scope 3	Upstream transportation and distribution (UK/IRE)	1,606.57	-
	Upstream transportation and distribution (International)	16,814.36	-
	Waste generated in operations	6.23	-
	Business travel (road/rail/air)	58.86	-
	Employee commuting	131.47	-
	Employee homeworking	36.16	-
	Downstream transportation and distribution	2,795.98	2,801.49
Total Scope 3		**21,448.96**	
Total Emissions		**22,189.60**	**3,366.35**

Energy efficiency measures such as LED lighting are in place on sites to reduce overall electricity consumption. Targets have been set to phase out gas from sites by 2037. A thorough analysis of supply chain emissions has taken place to give visibility of upstream transportation emissions at both UK/Ireland and the international level. Collaborating with suppliers to promote decarbonisation of vehicles and reduce packaging waste will be the key way to influence reductions in out supply chains.

Downstream transportation is completed by Banner's sister company, Truline who are within the Evo Group portfolio of companies. Truline are investing in EVs for deliveries in specific locations. By the end of 2022, 14 EVS were being used in the fleet with 10 covering London and 4 operating in Leicestershire.

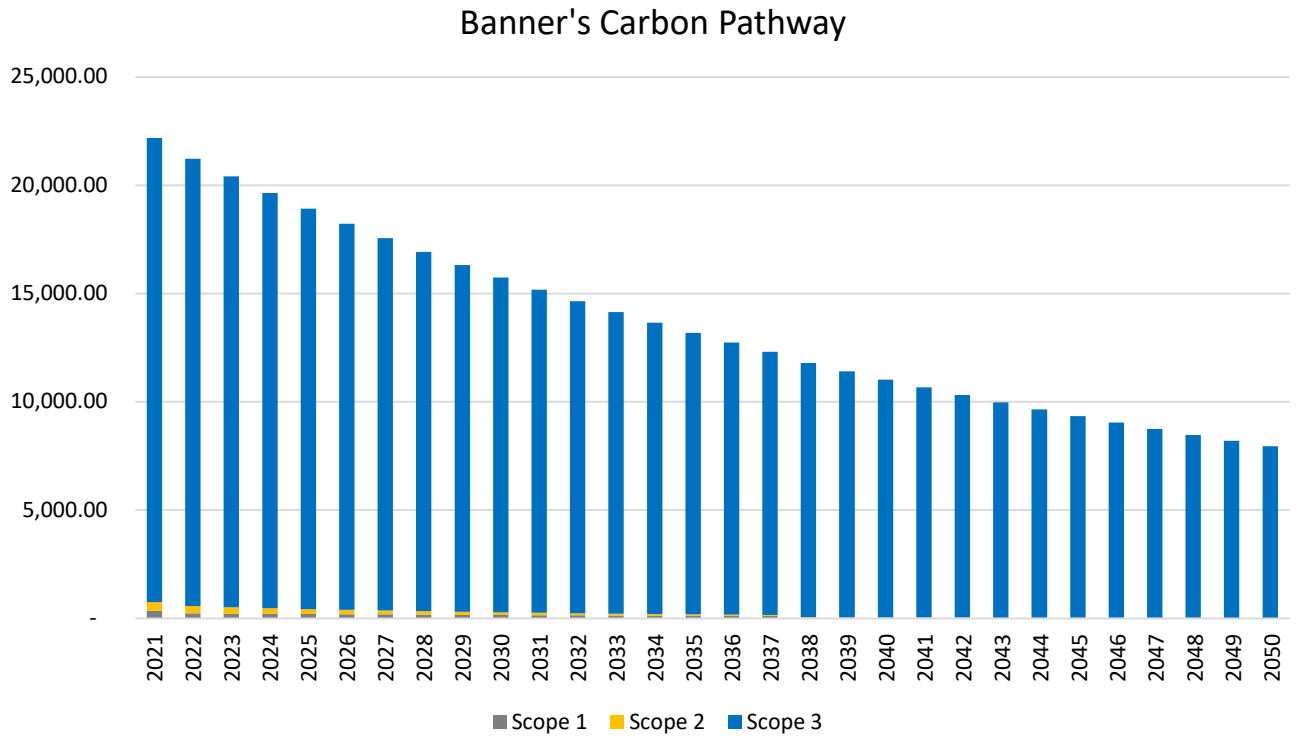
Hybrid working and virtual meetings are used to reduce the need for commuting and business travel. To support those who do commute, Banner are investing in installing additional charging points at sites and

upgrading currently installed systems. Banner sends zero waste to landfill and work hard to ensure that all materials are recycled where possible to do so. Necessary infrastructure, signage and training is present at all sites to ensure waste is disposed of correctly.

Banner also operates a certified ISO 14001:2015 Environmental Management System. This is used to continually improve environmental performance and maintain awareness of legislative requirements. Carbon reduction targets will be integrated into this EMS. A new Emissions Monitoring System has been developed as part of the Carbon Reduction Plan project. This will be used to continually monitor emissions from now on.

We project that carbon emissions will decrease over the next five years to 17,558.95 tCO2e by 2027. This is a reduction of 20.87% from the 2021 base year.

Below is a forecast of our carbon reductions against the 2021 base year. Most remaining emissions by 2050 will come from international shipping, with Scope 1 and 2 virtually eliminated. We are aiming to be carbon neutral in alignment with PAS 2060 by 2035 at the latest.



Introduction

This Carbon Reduction Plan has been prepared in line with Procurement Policy Note (PPN) 06/21 guidance to support the UK Government's commitment to a 100% reduction of greenhouse gas (GHG) emissions (compared to 1990 levels) in the UK by 2050. Also referred to as the 'Net Zero' target.

In line with PPN 06/21 guidance, Banner has taken steps to understand its environmental impact and carbon footprint relevant to the delivery of contracts as specified in the Public Contracts Regulations 2015.

Banner is committed to the following initiatives:

- Making an organisational commitment to reducing emissions over time to achieve Net Zero before 2050, and achieving carbon neutrality in alignment with PAS 2060 by 2035
- Annually quantifying and declaring emissions of GHGs defined within the Kyoto protocol; carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons (HFC), perfluorocarbons (PFC), sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3), where relevant
- Developing a Carbon Reduction Plan in line with PPN 06/21 Technical Standard for Completion of Carbon Reduction Plans outlining environmental management measures that will be applied in the performance of relevant contracts and wider business operations
- The Carbon Reduction Plan will be supported and signed off by top management (or equivalent) within the organisation.

Carbon reduction initiatives detailed in this report will be in effect during the delivery of relevant contracts unless states otherwise. This document will be continually updated to reflect the progress of carbon reduction initiatives.

This Carbon Reduction Plan has been prepared in collaboration with leading sustainability experts Carbonology® Ltd UK and is based on the UK Government Template. Banner and Carbonology® Ltd will be working together closely moving forward to ensure reduction goals are met.

This is Banner's first Carbon Reduction Plan. Banner will review this Carbon Reduction Plan, including re-quantifying its emissions every 12 months to meet Government requirements of the reporting period of a Carbon Reduction Plan being less than 12 months from the date of commencement of the procurement of a contract. If reporting period is more than 12 months from date of commencement of the procurement Banner will provide a justifiable reason why this has occurred.

Full details of how this Carbon Reduction Plan meets the requirements specified in Guidance on adopting and applying the PPN 06/21 – Selection Criteria can be found in the Annex.

Background to Banner

Banner is part of the Evo Group, one of the biggest suppliers and distributors of workplace supplies and services in the UK and Ireland. Our aim is to supply simple and effective solutions for any type of workplace.

Banner has extensive experience in supporting organisations to consolidate and simplify their supply chains. As an Evo company, our advanced national logistics, distribution, and procurement systems operate on multi-channel levels at any scale and location. We tailor to your specific service and sustainability requirements.

Banner has environmental sustainability at the heart of our decision making. The planet needs urgent care and recognition of this fact has never been higher on the agenda. To achieve long-lasting change, we are working collaboratively across operations, employees, supply chain and customers, challenging everyone to make a stand to protect our natural environment for the security of future generations.

It's important to look ahead and design innovative answers to the challenges we face, as a business, within our communities and by our customers. Corporate Social Responsibility needs to be integral to the way we conduct ourselves, both outwardly and inwardly.

We're pleased to have a robust CSR strategy in place. This operates across four key pillars, Our Natural Environment, Our Supply Chain, Our Communities and Our People. These help us to deliver social value and impact for our customers, community, suppliers and employees.

We continue to expand our investments and commitments and look forward to continuing to share this progress with you in the months and years to come.

Commitment to Achieving Net Zero

Banner is committed to achieving Net Zero emissions by 2045 at the latest and is taking pro-active measures to achieve this goal as early as practically possible. This will be achieved via the implementation of Carbon Reduction Plan to reduce emissions relative to the baseline period (1st January – 31st December 2021).

Banner is committed to reviewing its emissions annually and maintaining its commitment to carbon neutrality by 2035 in alignment with PAS 2060. This commitment will be supported by the quantification of 100% of Scope 1 and 2 emissions and relevant significant Scope 3 emissions. Prior to achieving Net Zero, carbon neutrality will be achieved via high-quality, independently verified offset credits.

Emissions have been quantified following ISO14064-1:2019 and compiled in a GHG Inventory which sub-divides emissions sources into Scope 1, 2 and 3 as defined in the GHG Protocol. UK emission conversion factors from DEFRA have been used to calculate and convert emissions to tCO2e and other relevant GHGs.

Boundaries

Organisational and reporting boundaries have been defined in alignment with ISO 14064-1. This is Banner's first time quantifying organisational emissions to this level of detail. Data are still being collected for Scope 3 sources

for 2022. Some estimates have been performed for utilities consumption over 2022 while data are still being gathered.

Evo Group have quantified emissions in alignment with ISO 14064-1 for the entire portfolio. A full GHG Report is in development that will include Banner's organisational emissions and will be published online once complete. Additional emission sources have been quantified as part of this project. This CRP reports on emission sources as specified in PPN 06/21 Technical Requirements.

Organisational Boundaries

This Carbon Reduction Plan is intended to cover all facilities that Banner operate out of. In line with ISO 14064-1 the control approach has been taken. This covers all facilities and activities that Banner has operational control over.

Emissions are categorised at the facility level and subdivided where data allows. Below are the specific sites covered by this Carbon Reduction Plan:

Site Name	Address	Headcount (2021)
Basingstoke	Units 19, 20, 21 and 22 Bilton Road, Kingsland Industrial Park, Basingstoke, RG24 8LJ	54
Birmingham	Banner (Landmark); 3 Brindley Place; Birmingham, B1 2JB	22
Bradford (New Spectrum)	Quest House, 38 Vicar Lane, Bradford, BD1 5LD	0
Bury St Edmunds	Unit 9, Bunting Road, Bury St. Edmunds, IP32 7BX	23
13Hinckley (Subec)	Office 1, Trinity House, Coventry Road, Hinckley, LE10 0NB	0
NDC Wakefield	Newland House, Unit 2, Tuscany Park, Wakefield Europort, Normanton, WF6 2TZ	200
Newtonards	16a Crawfordsburn Road, Newtonards, Co Down, BT23 4EA	13
Norwich	Third Floor, Cavell House, Stannard Place, St Crispins Road, Norwich, NR3 1YF	18
Stoke	1st Floor, Unit 6, Brock Way, Newcastle-under-Lyme, ST5 6AZ	0
Swindon	The Chelsea Building, Rivermead Drive, Swindon, SN5 7EX	23

Reporting Boundaries

Banner is pro-actively collecting data to enable accurate and comprehensive GHG quantification to meet PPN 06/21 requirements. As specified in PPN 06/21 Technical Guidance, the required emission sources have been reported on in this document.

Reporting boundaries refer to solely UK operations with the exemption of upstream transportation which covers the international supply chain to customers. International and domestic upstream transportation are reported separately. Downstream transportation emissions come from Truline, a company within the Evo Group.

Electricity emission reported on a location basis. Scope 3 transmission and distribution (grid losses) emissions are available upon request.

Scope	Emission Source
1	■ Gas
2	■ Purchased electricity
3	■ Upstream transportation and distribution ■ Waste generated in operations ■ Business travel (grey fleet, rail, air) ■ Employee commuting ■ Employee homeworking ■ Downstream transportation and distribution

GHG Emissions

Quantification Methodology

Emissions have been quantified in alignment with the following standards:

- ISO 14064-1 Specification with guidance at the organisational level for the quantification and reporting of greenhouse gas emissions
- PPN 06/21 Technical Standard for the completion of Carbon Reduction Plans
- UK Environmental Reporting Guidelines

Associated energy consumption has also been calculated as part of SECR requirements but is not reported on for vehicle use in this document. Emissions have been quantified for Scope 1, 2 and 3 sources as defined in the GHG Protocol.

GHG emissions have presented in a GHG Inventory displaying specific sources of emissions. UK Government conversion factors from the Department for Business, Energy and Industrial Strategy have been used to convert activity data into kilograms of carbon dioxide equivalent ($kgCO_2e$) as well as directly into kg of carbon dioxide (CO_2), methane (CH_4) and nitrous oxide (N_2O) where appropriate. Emissions are calculated by multiplying the metric (e.g., kWh or km travelled) by the appropriate conversion factor. Conversion factors are based on the global warming potential of these gases.

$$tCO_2e = \frac{activity\ data\ x\ emission\ factor}{1000}$$

Banner have converted all available activity data to GHG emissions where it has been practical to do so. No data have been intentionally excluded but ongoing work is occurring to ensure maximum data capture moving forward.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases (GHGs) 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 period for quantification of GHG emissions is 1st January to 31st of January 2021. Baseline period chosen to reflect operations and supply chains begging to return to pre-COVID-19 levels. All reporting periods are in calendar year format. Full details of calculations and assumptions associated with specific emission sources can be viewed in Organisation's ISO 14064 Greenhouse Gas Inventory and Greenhouse Gas Report.

The following section gives an overview of organisational emissions. Tables are presented for individual years as outlined in the PPN 06/21 template. A summary table can be found below for all reporting periods. 2021 has been the main focus of data collection, this is the first year where an in-depth analysis of upstream transportation emission has occurred.

Emissions Summary – tCO2e			
Scope	**Source**	**2021**	**2022**
Scope 1	Gas	339.38	227.60
Scope 2	Electricity Generation (location)	400.58	337.26
Total Scope 1 & 2		**739.97**	**564.86**
Scope 3	Upstream transportation and distribution (UK/IRE)	1,606.57	-
	Upstream transportation and distribution (International)	16,814.36	-
	Waste generated in operations	6.23	-
	Business travel (road/rail/air)	58.86	-
	Employee commuting	131.47	-
	Employee homeworking	36.16	-
	Downstream transportation and distribution	2,795.98	2,801.49
Total Scope 3		**21,448.96**	**2801.49**
Total Emissions		**22,189.60**	**3,366.35**

Base Year: 2021

Baseline Year: 2021 (1st January 2021 – 31st December 2021)	
Additional Details relating to the Baseline Emissions calculations.	
First period where detailed data collection and GHG quantification has occurred, including supply chain.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	339.38
Scope 2	400.58
Scope 3 **(Included Sources)**	21,449.64 Upstream transportation Waste generated in operations Business travel (rail, air, road) Employee commuting Employee homeworking Downstream transportation
Total Emissions	**22,189.60**

Current Reporting Year

Reporting Year: 2022 (1st January – 31st December)	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	227.60
Scope 2	337.26
Scope 3 **(Included Sources)**	2,801.49 Downstream transportation Data collection in progress for other sources
Total Emissions	**3,366.35**

Activity data for Scope 3 sources is currently being gathered. This is a large undertaking due to the volume of shipments in the supply chain. Collaboration between other companies within the Evo portfolio, and external suppliers is also required to get all the information we need. Scope 3 emissions for 2022 are forecast to be lower than 2021.

Assumptions and Estimates

Utilities and Waste

Data for electricity and gas consumption collected via regular meter readings at sites. Some estimates were performed for 2022 as full year data were not available at time of writing. Historic data were used to inform estimates and averages.

Electricity for Birmingham is not available due to this being a leased site. Electricity consumption was estimated for the 22 workstations Banner occupy at the shared site. The assumption was that the workstations consume 0.2kWh per hour, accounting for a standard set of electronic devices a member of staff would use, plus lighting and intermittent use of a kettle. Annual leave and bank holidays were accounted for. The final figure was rounded up to 700kWh per month total energy consumption to minimise the chance of underestimating.

In some instances, estimates were performed to establish tonnes of waste generated. These estimates were based on the size of containers used. In most cases weights were available from Waste Transfer Notes meaning that the overall level of uncertainty is low.

Waste water has been included in figures. Regular meter readings are taken at sites to gauge consumption levels. The assumption is that 95% of water consumed is disposed of via drains, and therefore becomes waste water.

Business Travel

Expense claims used to calculate emission from business travel. This covers car, taxi, national rail, London Underground and a small number of flights.

Detail varied for individual each claim so in some cases an estimate had to be made for distances travelled. Sufficient information was available for the majority of claims, in some cases the average distance of known claims was used where data did not allow a distance to be manually calculated. It was assumed that all Tube journeys were 5km per claim. Business travel data were available from April to December 2021. Results were extrapolated to account for the rest of the year but are still relatively low due to high use of public transport.

Staff are now being encouraged to provide more information as part of business travel claims so exact distances can be calculated. Average car, unknown fuel emissions conversion factors used to avoid underestimating emissions.

Commuting and Homeworking

An online survey was used to collect data on commuting and homeworking habits across the business. Commuting calculated by multiplying one-way distance by 2 to calculate the daily distance. To avoid over-reporting of emissions, corrections for annual leave and bank holidays were applied. Total number of commuting days per year multiplied by total daily distance for each mode of transport.

A small number of responses were judged to erroneous so were removed from useable results. The survey gave the option for comments on commuting habits. These comments were addressed where practical (e.g., half the journey via car, the rest by train).

Initially the survey was used to help estimate homeworking emissions. Due to a low response rate and some void answers, it was decided to manually calculate homeworking emissions based on known records of hybrid working practices within Banner. HR Records showed 137 members of staff as either hybrid or fully remote. Total homeworking hours calculated based on an 8-hour working day, accounting for annual leave and bank holidays. 2022 homeworking factors were used as specific 2021 factors were not published as part of DEFRA's 2021 emission factors. Office equipment factor applied to 12 months of the year, but it was assumed that heating was only used by staff for 5 months of the year.

Upstream Transportation

Emissions calculated on a tonne.km basis for over 120,000 individual shipments. This covered over 80% of upstream transportation by spend and therefore all of Banner's key suppliers.

Total weight in tonnes of goods shipped in 2021 for each route multiplied by distanced travelled at each stage of a journey to calculate tonne.km. Tonne.km multiplied by the corresponding conversation factor for the relevant mode of transport at each stage (e.g., HGV, cargo ship, etc).

The first step was mapping out international routes using online tools to gauge distance and real shipping route itineraries to confirm selected routes were feasible. These distances were then put in a matrix displaying distance from the origin port to Felixstowe or Dublin to streamline calculations. Exact origin ports are not known for all shipments, so research was completed for each country to establish the busiest port by volume of trade. By selecting the busiest ports, it increases the likelihood of selecting the correct one. Selecting alternative origin ports would not have made a significant difference to results in most cases. For landlocked EU countries it was assumed that goods were driven to the Port of Rotterdam from the country's respective capital city and shipped over to Felixstowe.

The next steps were calculating the distance from the respective UK/Irish port to the suppliers' location, then on to the Banner locations. Google maps were used to identify road distances. It was assumed that goods were transported via HGVs (average laden).

Data were for 9 months' worth of shipments, so results were extrapolated to estimate the equivalent for 12 months. This data covered 80% of shipments by spend, so another extrapolation was complete to estimate 100%.

Banner is committed to continually collecting detailed activity data to enable supply chain calculations. A key outcome of this project is a repeatable process for calculating upstream transportation emissions that will be applied to 2022 and beyond. Data are currently being collected for 2022. We believe we are one of the first companies in our industry to complete an analysis of the emissions within our supply chain to this level.

Downstream Transportation

Banner use Truline, another company within the Evo Group for downstream transportation of goods. Detailed records of fuel use from Truline's delivery fleet are available and were used to calculate associated emissions on a volumetric basis, rather than tonne.km.

To account for Banner's proportion of emission from the Truline fleet, a financial approach was taken. This accounts to apportioning 45% of Truline's Scope 1 fuel use to Banner's Scope 3 downstream transportation. It should be noted that care is taken to avoid double counting at the Group level, but this figure has been accounted for to represent the downstream emission from the delivery of Banner's goods in the delivery of contracts to customers.

Carbon Reduction Initiatives

Reduction Targets and Forecasts

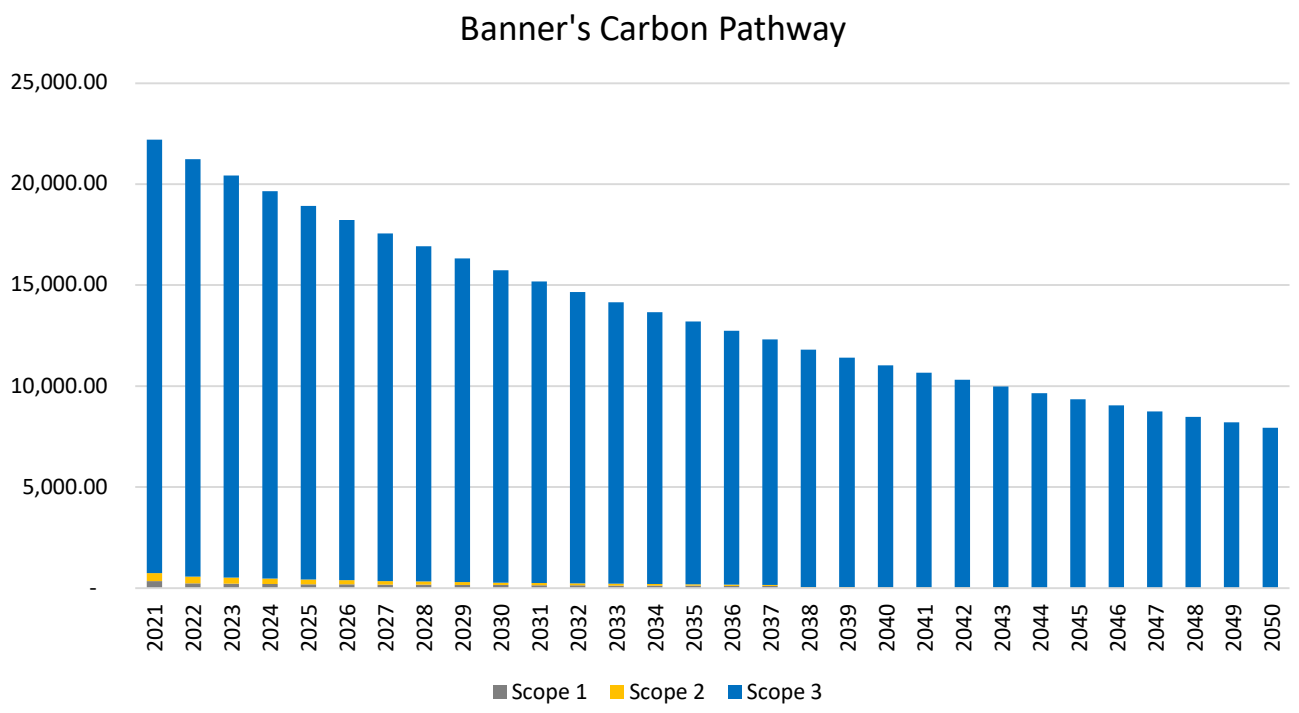
Below is a summary of targets and the forecasted reduction in tCO_2e over the next 5 years. Any changes to the base year in future Carbon Reduction Plans will be explained.

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

- Reduce emissions from gas by 5% each year, with gas phased out across the business by 2037
  - **51.49 tCO_2e** reduction over the next 5 years
- Zero leaks from HVAC systems (***achieved 2021 and 2022***)
  - No leaks detected
- Reduce emission from business travel by 5% each year
  - **12.65 tCO_2e** over the next 5 years
- Reduce emission from electricity by 12% each year
  - **159.28 tCO_2e** over the next 5 years
- Reduce emission from upstream transportation by 3% each year
  - **2,524.18 tCO_2e** reduction over the next 5 years
- Zero waste to landfill (***achieved 2021 and 2022***)
  - No waste sent to landfill. All re-used or recycled where possible
- Reduce emission from commuting by 8% each year
  - **41.24 tCO_2e** reduction over the next 5 years

Below is our route towards Net Zero. We are aiming for Net Zero across all sources but recognise that the majority of emission will still come from our supply chain in 2050 and are collaborating with suppliers to help reduce this. Ultimately our supply chain emission will be heavily dependent on decarbonisation within the global transportation sector, but Banner is committed to seeking sustainable alternatives where possible.

We project that carbon emissions will decrease over the next five years to 17,558.95 tCO2e by 2027. This is a reduction of 20.87% from the 2021 base year.



Gas

The long-term target is to eliminate all stationary combustion of gas across the business by 2037. Banner is investigating the feasibility of removing currently installed systems ad substituting them with more sustainable alternatives such as ground source heat-pumps, or those that run on electricity. Where possible, no new sites will be opened that utilise gas for heating purposes.

As Banner do not directly own a fleet of vehicles and have had no recorded leaks of fugitive emission from HVAC systems, this will help bring Scope 1 emissions down to zero.

As with all other areas, staff are encouraged to be energy efficient at work. For instance, not leaving external doors open, not using personal heaters while at desks and closing windows overnight.

Electricity

We have invested in LED lighting systems across the business to help reduce overall energy consumption. As part of our certified ISO 14001 EMS, we also regularly engage with staff to ensure they are aware of how they can reduce electricity consumption through behavioural changes.

Low energy devices are also being rolled out across the business. Where possible, older devices are substituted for new more energy efficient alternatives.

Our target has been set to go beyond the passive reductions presented by the gradual decarbonisation of the UK's electricity grid.

No formal targets have been set regarding installing on-site renewables systems, but we are currently investigating the feasibility of installing solar panels on sites. Green electricity contracts have been in place across all sites where Banner have control of the energy source since 2019.

Upstream Transportation

Banner have limited control over upstream transportation, particularly on an international scale but by using British based manufactures, we can limit the total distance goods need to travel, and therefore reduce total emissions.

We specialise in streamlining supply chains and are applying this knowledge to help reduce the carbon footprint of our upstream transportation. Collaboration will be key to reducing the emission associated with our supply chain.

A limited number of contracts operate with a backhaul approach from our suppliers. On their return from delivering product distribution hubs, Truline haulage fleet divert via suppliers and collect goods bound for our distribution centres ensuring that road miles are better used.

Waste Generated in Operations

We've reduced our cardboard wastage by utilising a wider range of different sized packaging cartons as they no longer need to be cut down because there's a suitable size for most orders. Reducing the size and therefore weight of packaging materials also have the extra benefit of reducing transportation emissions.

All our warehouses' sites across the UK are zero waste to landfill. Where possible, all waste is recycled or sent to waste-to-energy facilities. We drive down our overall waste by providing recycling facilities across all our site, this includes re-using or recycling all our broken pallets through a dedicated supplier. We're identifying the current waste disposal routes, communicating them to everyone internally and encouraging innovation to design waste out of our system.

As part of our aim to reduce single-use plastics, Banner has introduced eco-friendly packages throughout its warehouses. The new packaging fill of recycled cardboard is used for small pick parcels, of which we deliver 6,000 a week. By recycling our used or damaged cardboard boxes into shock absorbent netted material, we are currently shredding and recycling over 360 tonnes of cardboard per year. As part of our commitment to reduce single use plastics for paper deliveries, we've removed all plastic from the packaging and reduced damage rates, which results in less returns and paper wastage. All plastic tape has also been replaced with 100% biodegradable gummed paper tape. This has removed over 450,000 metres of plastic packaging from parcels.

As part of our ongoing commitment, we regularly donate surplus stock to our local communities. Most recently we have provided easy access to improved hand hygiene through a donation of sanitiser to support those most in need.

To reduce wasting water, regular meter readings are taken across sites to pro-actively identify excessive use that may indicate a leak. There are plans to install water efficiency measures where possible. We are also planning to run educational campaigns to reduce water consumption, and therefore waste.

Business Travel

Due to a high up-take of public transport and a relatively low volume of business travel during the base year due to COVID-19 restrictions, business travel only accounts for a small proportion of our overall emissions. Banner actively encourage staff to use public transport which helps significantly reduce emissions. Almost all business travel to and from London occurs via rail.

Where possible we utilise virtual meetings (MS Teams) to eliminate the need for business travel all together. In all instances a virtual meeting is considered over an in person meeting where practical.

Occasionally we must fly to meet with our stakeholders where a virtual meeting is not practical. Company policy is to avoid first class and other 'premium' classes that are known to incur a larger carbon footprint. As with domestic travel, virtual meetings are always considered prior to international travel. No long-haul flights occurred over 2021 or 2022.

A conservative target of reducing emission from business travel by 5% each year against the base year has been set as overall business travel distance may increase over 2023 due to fewer COVID-19 restrictions enabling more travel at domestic and international levels.

Commuting and Hybrid Working

To support staff's transition away from petrol and diesel cars, we will invest in additional charging capacity across all sites over the next 10 years. This will enable staff that don't have access to the necessary infrastructure at home to be able to charge their vehicles at work. Some sites currently have charging infrastructure that is being upgraded to account for additional demand and to keep up to date with changing technology. Most of our charging infrastructure on sites is currently dedicated to delivery vehicles to reduce downstream transportation emissions, this will eventually be expanded to give staff access to the necessary infrastructure.

To eliminate the need for commuting all together in some roles, we also support a hybrid working policy. For relevant jobs roles, staff have the flexibility to work from home for a portion of the week, thus drastically reducing the need to commute. In some cases, we have roles that are entirely remote, thus no commuting occurs.

Downstream Transportation

Banner's downstream transportation is carried out by Truline, a company within the Evo Group that specialise in distribution of goods. The fleet use the latest diesel engines and are refreshed on a regular basis. Route planning and tracking softwares are employed to optimise route planning and ensure that driving is as economical as it can be. Truline's fleet is already undergoing electrification, with 14 vehicles currently in use, predominantly serving London and Leicester. Alternative fuels are also under review.

Other Initiatives

Banner operates a certified ISO 14001 Environmental Management System; this is used to continually improve environmental performance. Objectives from the Carbon Reduction Plan will be integrated into the EMS and form part of the business overall sustainability strategy.

There were no fugitive emissions from HVAC systems within organisational boundaries over 2021 or 2022. Documented maintenance records are kept as part of our ISO 14001 EMS and all maintenance is carried out by qualified individuals.

An additional target that is under review is for 50% of SKUs to have a re-useable element to their function. Although the vast majority of our products can be recycled, by increasing the number that can be reused Banner will be supporting the circular economy and reducing the number of raw materials required to supply customers. Although this will not be possible for 100% of products, Banner is committed to supporting the UK's transition away from single-use plastics. We also work with our customers to find innovative ways to reduce waste, such as our battery, toner and furniture recycle services.

Banner have also set the target to be a carbon neutral business by 2035. Banner recognises that simply purchasing offsets is not the solution to climate change, so are committed to achieving carbon neutrality in line with PAS 2060. This means only the highest quality offset credits will be purchased to achieve carbon neutrality, and that any credits will go towards helping people and planet.

Summary Of Current Carbon Reduction Initiatives

Below is a summary of carbon reduction initiatives that have been completed and will be in effect during the delivery of contracts:

- ISO 14001:2015 Environmental Management System to monitor and continually improve environmental performance
- All HVAC systems maintained to ensure no leaks
- Energy efficiency measures implemented in offices such as LED lighting to reduce energy consumption
- Encourage all staff to be mindful of energy consumption and provide training to influence energy efficient behaviour
- Hybrid working and virtual meetings embraced to reduce the need for staff commuting and business travel at international and domestic level
- Public transport encouraged for all business travel
- Zero waste to landfill and recycling facilities provided at all sites
- Biodegradable packaging tape used
- Reduce cardboard waste by optimising box sizes for packaging
- Growing proportion of downstream transportation is by EVs
- Some backhauling of inbound supplier goods

Summary of Planned Carbon Reduction Initiatives

Below is a summary of proposed projects we are currently developing or are planning to implement in the future.

- Our sister company that manages our downstream transportation, Truline, will be investing in more EVs for deliveries over the next 10 years
- Integrate new Emission Monitoring System into the business to continually track emissions in alignment with ISO 14064
- Gradually phase out gas across the business and avoid opening new sites that use gas for heating where possible
- Review lighting systems across all sites to ensure LEDs are used in all possible areas
- Increase EV charging capacity at sites to support staff transition away from petrol and diesel vehicles
- Upgrades to existing EV infrastructure are planned to ensure functionality
- Continue to develop innovative solutions to reduce overall packaging waste and the quantity of single use plastics

Declaration and Sign Off

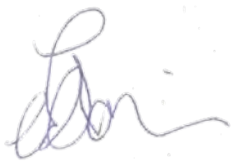
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard[i] and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[ii].

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[iii].

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:



Vivian Slater, Managing Director

Date: 06 April 2023

Annex

Features a Carbon Reduction Plan must contain as specified in Guidance on adopting and applying the PPN 06/21 – Selection Criteria

	Requirement	Banner Response
1	Carbon Reduction Plan submitted which; confirms the supplier's commitment to achieving Net Zero by 2050	Banner is committed to achieving Net Zero by 2050 at the latest but is aiming to achieve this as early as 2045, while going beyond passive reductions presented by the market. It should be noted that the achievement of Net Zero is heavily dependent on external factors in the supply chain, but Banner is committed to influencing reductions where possible. Residual emission will be offset. Banner is committed to implementing this Carbon Reduction Plan as part of its business operations and quantifying emissions annually to gauge its success. This will also form part of Banner's ISO 14001:2015 EMS. Prior to achieving Net Zero emissions, Banner is committed to achieving carbon neutrality in alignment with ISO14064-1:2019 and PAS 2060:2014.
2	Carbon Reduction Plan submitted which contains emissions reported for all required Scopes (in accordance with the required methodology),	Banner has quantified and reported on 100% of Scope 1 and 2 emissions where data allows. Some estimates have been performed where activity data for sites are missing. Once data are obtained this CRP will be updated accordingly. Al estimates are conservative to avoid underestimation. All required Scope 3 categories as specified in PPN 06/21 requirements have been quantified and reported. Upstream transportation has been reported separately for international shipping from origin ports to the UK/Ireland, and for domestic transportation via road within UK/Ireland. Downstream transportation calculated based off Truline's fleet emissions. A financial approach identifies Banner's portion of emission.
3	Carbon Reduction Plan submitted which details environmental management and carbon reduction measures in effect during the delivery of the contract and	This Carbon Reduction Plan outlines numerous environmental management and carbon reduction measures. Quantitative targets have been set based on carbon milestones. These targets will be reviewed each year to account for changes in conversion factors. All reduction initiatives will be in effect during the delivery of contracts unless specified otherwise.
4	Reporting period is (*sic*) falls no more than 12 months prior to the date of commencement of the procurement	2021 and 2022 reporting periods included, thus making it valid until the end of 2023. Emissions for 2023 onwards will be quantified and included in future CRPs. This CRP will be continually updated as new data arises that enables quantification.
5	Carbon Reduction Plan not submitted	Carbon Reduction Plan, or a summary version of it, will be submitted upon request for relevant contracts. If Carbon Reduction Plan requires updates or

		amendments as a result of feedback from tendering process, they will be made in time for submission deadlines.
6	Carbon Reduction Plan fails to confirm supplier's commitment to achieving Net Zero by 2050	See row 1.
7	Emissions in the Carbon Reduction Plan are not reported for any Scopes or only for some Scopes without explanation why	100% of Scope 1 and Scope 2 emissions quantified and reported. Required Scope 3 sources included. Where quantification has been possible, no emissions have been intentionally excluded. Conservative estimates have been performed in some cases.
8	Emissions in the Carbon Reduction Plan not reported for any Scopes or only for some Scopes, but supplier provides an acceptable explanation why	See row 7
9	Reporting period is more than 12 months from the date of commencement of the procurement	See row 5
10	Reporting period is more than 12 months from the date of commencement of the procurement, **but provides an acceptable explanation why**	See row 5 If reporting period for contracts exceeds allowable time period, an acceptable explanation will be provided. A new Emissions Monitoring Systems has been developed as part of this project to allow continual visibility of emissions from a wide range of sources.
11	Supplier **fails to detail the environmental management measures in effect**, including certification schemes or specific carbon reduction measures that will be in effect during the performance of the contract	Environmental management measures are detailed in the main body of this Carbon Reduction Plan, including those that have been completed and will be in effect in the delivery of contacts. Planned future initiatives are also included. Future initiatives are feasible and based of currently available practices or technologies. Speculative technologies do not form part of the CRP.

Scope 3 emissions. Table adapted from Technical standard for Completion of Carbon Reduction Plans . Full details of category descriptions can be found within this link. Scope 3 emissions are defined in the GHG Protocol.

Scope 3 Category	Minimum Boundary	Justification for Inclusion/Exclusion
4. Upstream transportation and distribution	The scope 1 and scope 2 emissions of transportation and distribution providers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	**Included** A detailed analysis of upstream transportation has taken place. This has been completed on a 'row by row' basis to account for 80% of goods by spend. This figure was then extrapolated to account for 100%.
5. Waste generated in operations	The scope 1 and scope 2 emissions of waste management suppliers that occur during	**Included**

	disposal or treatment Optional: Emissions from transportation of waste	Emissions from disposal of waste, including waste water, have been quantified and included.
6. Business travel	The scope 1 and scope 2 emissions of transportation carriers that occur during use of vehicles (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles or infrastructure	**Included** Business travel via rail, road and air included. Estimates carried out in some cases where expense claims did not provide an exact distance travelled. Consistent and conservative approach taken. Data available April – Dec. Available results extrapolated to estimate full year emissions.
7. Employee commuting	The scope 1 and scope 2 emissions of employees and transportation providers that occur during use of vehicles (e.g., from energy use) Optional: Emissions from employee teleworking	**Included** Calculations supported by HR records and an electronic survey that was sent to staff. The survey did not receive a 100% response rate, so emissions from useable responses were extrapolated to account for all staff. Homeworking (teleworking) emissions calculated using 2022 conversion factors as this was the first year the factors were published by DEFRA. Corrections applied to account for annual leave and bank holidays.
9. Downstream transportation and distribution	The scope 1 and scope 2 emissions of transportation providers, distributors, and retailers that occur during use of vehicles and facilities (e.g., from energy use) Optional: The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure	**Included** Downstream transportation carried out by sister company Truline within the Evo Group. Scope 1 fuel consumption is recorded as part of all journeys so accurate primary data was available to facilitate quantification. A spend based approach was taken that apportions 45% of Truline's Scope 1 fleet emissions to Banner's as Scope 3 downstream transportation.

[i] https://ghgprotocol.org/corporate-standard
[ii] https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
[iii] https://ghgprotocol.org/standards/scope-3-standard

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