



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 supplier entity 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 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.

# Carbon Reduction Plan Template<sup>1</sup>

Supplier name: Tata Consultancy Services Limited (TCS)

Publication date: 18/10/2023

## Commitment to achieving Net Zero

TCS is committed to achieving Net Zero emissions by 2030 and has committed to set a science-based emission (SBTi) reduction target aligned with the SBTi's target-setting criteria to limit global warming to well-below 2°C above pre-industrial levels and pursue efforts to limit warming to 1.5°C. TCS science-based emission (SBTi) reduction targets are currently being developed for submission and verification by SBTi in 2024. This Carbon Reduction Plan covers TCS operations provided by its UK branch office (UK branch registration number 007627). The organizational boundary for emissions covered in the scope of this document is based on operational control for TCS' operations in the UK.

## 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.

<b>Baseline Year: FY 2016</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Baseline emissions were independently calculated and verified according GHG Protocol, and ISO 14064:3. The boundary of the baseline emissions includes Scope 1, 2, and relevant Scope 3 emissions. All 15 scope emission 3 categories have been reviewed and relevant scope 3 emissions to our business undertakings have been identified and calculated; we have identified the following relevant scope 3 emissions: Purchased goods and services; Capital goods; Fuel-and-energy-related activities (not included in Scope 1 or 2); Upstream transportation and distribution; Waste generated in operations (produced by our operations); Business travel and Employee commuting ( to include home working emissions) only.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>

<sup>1</sup> covers TCS' operations in the UK

<sup>2</sup> Scope 3 baseline emissions have increased due to additional relevant category inclusion (Purchased goods and services; Capital goods; Fuel-and-energy-related activities (not included in Scope 1 or 2); Upstream transportation and Employee commuting ( to include home working emissions))

<b>Scope 1</b>	138.89
<b>Scope 2</b>	878.26
<b>Scope 3 ( *Included Sources table A)</b>	15,651 <sup>2</sup>
<b>Total Emissions</b>	<b>16668.15</b>

## Current Emissions Reporting

<b>Reporting Year: April 2022-March 2023</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2e</sub>)</b>
<b>Scope 1</b>	<b>193</b>
<b>Scope 2</b>	<b>0<sup>2</sup></b>
<b>Scope 3 ( *Included Sources table A)</b>	<b>13452</b>
<b>Total Emissions</b>	<b>13645</b>

## Emissions reduction targets

To continue our progress to achieving Net Zero by 2030, we have adopted the interim carbon reduction target to reduce the absolute Scope 1 + Scope 2 emissions by 70% by 2025. TCS UK achieved the interim 2025 target (of 70 percent reduction) in FY 2023 two years ahead of time.

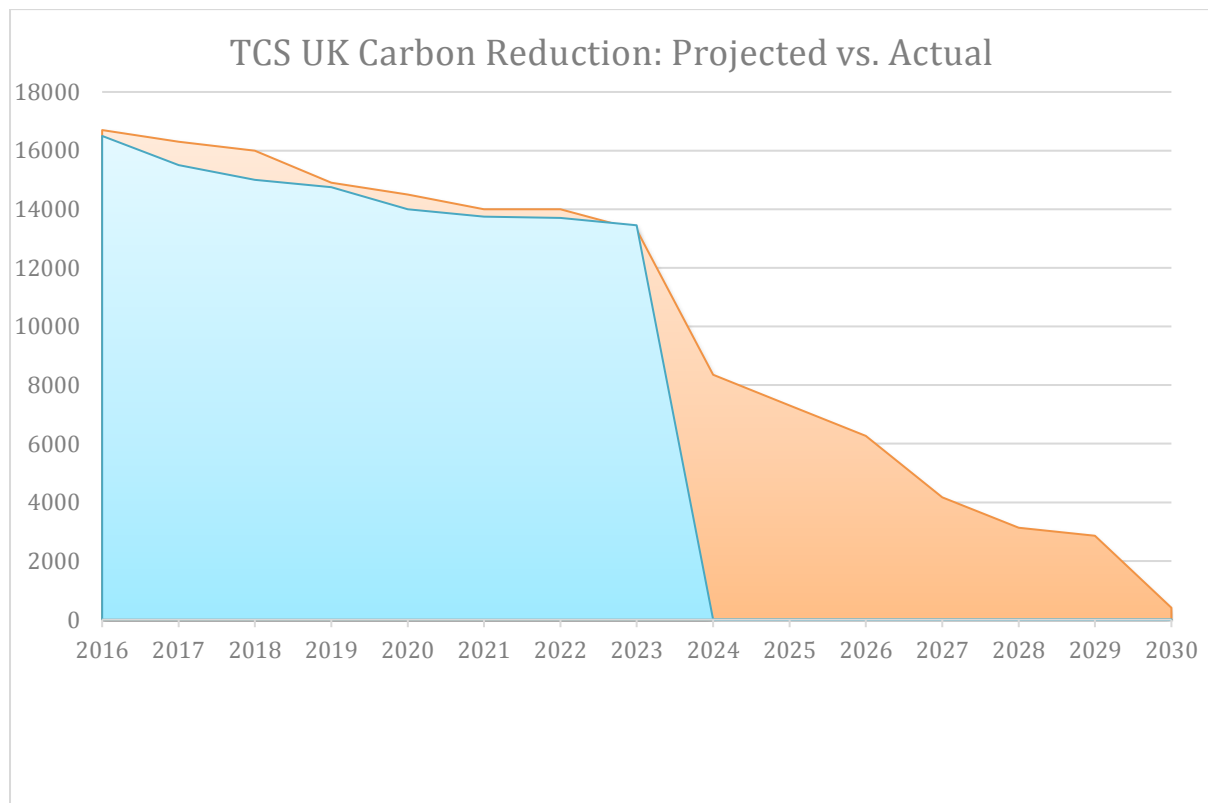
<sup>2</sup> TATA Consultancy Services UK have purchased Renewable Energy Guarantees Of Origin (REGO) certificates against the volume of none renewable electricity consumption within our operations. The remainder of electricity consumption is 100% renewable and TCS UK achieved carbon neutrality for scope 2 emissions in FY 23 against pas 2060 and externally verified by Ernest Young Associates LLP

## TCS Emission reduction objectives include:

- **Reduce Green House Gas emissions** by improving energy efficiency in our operations.
- **Reduce absolute Scope 1 and Scope 2** emissions by 70 percent by 2025 over a 2016 base year and achieve Net Zero status by 2030 or earlier.
- **Mitigate our impact** on the environment across the project lifecycle through responsible sourcing practices and green building infrastructure.
- **Operate efficiently** by leveraging IoT Remote Energy Management. TCS will follow Green IT practice and manage end-of-life of assets in responsible manner.
- **Minimise consumption** of natural resources such as:
  - Optimise water consumption through conservation, sewage treatment and reuse, ad rainwater harvesting.
  - Reduce consumption of paper. Paper waste will segregated, shredded, and sent for recycling and other consumables.
- **Use 'Green Procurement'** to the maximum possible extent, working with supply chain partners to reduce value chain emissions and adhere to safe and environmentally responsible practices.
- **Promote 'Eliminate, Reduce, Reuse and Recycle' philosophy** for all types of waste and dispose of **inevitable** wastes in an environmentally acceptable manner as per regulatory requirements.
- **Expand use of renewable** energy sources

We project that carbon emissions will decrease over the next two years by at least 1.607 Tonnes of CO<sub>2</sub>e per FTE 'tCO<sub>2</sub>e to 0.403 'Tonnes of CO<sub>2</sub>e per FTE 'by 2025. This is a reduction of 80% against our baseline year.

Progress against these targets can be seen in the graph below:



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2016 baseline. The carbon emission reduction achieved by these schemes equate to a 70.2% 'Tonnes of CO<sub>2</sub>e per FTE' reduction against the 2016 baseline.

Under the aegis of TCS' Environmental Policy, Green procurement policy, TATA climate change policy, Sustainable supply chain policy and ISO 14001:2015 Environmental Management System certification, TCS is committed to mitigate its impact on the environment across its lifecycle through its responsible sourcing practices, green building infrastructure, resource efficient operations (by leveraging IoT), and ensuring optimisation, Green IT and managing end of life of assets in responsible manner. All these are aligned to our objective to become a responsible corporate and aspire to minimise our impact on the environment.

Our environmental sustainability strategy is implemented through our environmental policies, standardised processes, impact assessment's, performance monitoring and strong partnerships with stakeholders, including employees. TCS measures, manages and publicly reports on energy, carbon, water and waste metrics– the most material environmental aspects of our operations.

The key focus areas of our environmental strategy are energy efficiency across operations, Carbon footprint reduction, phased transition from conventional energy to renewable energy, working with supply chain partners to reduce value chain emissions and optimizing business air travel and employee commutes, Water management: Efficient use, recycling and rainwater harvesting, Waste management: Reduction, Reuse and Recycling. Our company's Vision 25x25 is a strategic lever which is expected to enable achieving this aspiration, along with carbon removal offsets as a last option in the carbon management hierarchy wherever other options for reductions are not feasible.

Beyond TCS' own footprint, we also drive supply chain sustainability through responsible sourcing.

As part of our commitment to environmental sustainability, TATA Consultancy Services have purchased Renewable Energy Guarantees of Origin (REGO) certificates against a volume of 428 MWh of electricity consumption and Biomethane Certification Scheme (BMCS) certificates against a volume of 965 MWh of gas consumption. Both purchases are for the percentage of our operational non-renewable electricity consumption and mains gas consumption within the UK for the period 01/04/2022 – 31/03/2023. TCS UK has achieved carbon neutrality across Scope 1 and Scope 2 during this reporting year in line with PAS2060 certified by Ernest and Young Associates LLP.

TCS has achieved ISO 14001:2015 Environmental Management System certification. To meet this standard, all activities follow prescribed methods:

- We follow the EMS risk-based approach principle of Plan-Do-Check-Act. We integrate environmental risks and opportunities including compliance management,

impact assessment, control procedures, monitoring and measurement, audits, and reviews.

- We undertake Environmental Aspect-Impact risk and opportunity Assessments for all our business undertakings. As a result of these assessments, we propose mitigation measures as part of project planning and governance, alongside objectives for continual improvement.
- We further increase the sustainability of our supply chain. Sustainability, safety and environmental requirements are integrated in our online vendor management system across vendor lifecycle: selection, review and renewal. We select products and partners based on safety/environment, vendor compliance review, mandatory policy and process requirements, desktop assessments, audits, and performance review.
- We provide environmental and sustainability training for all our workforce through our iEvolve learning management platform.
- We minimise non-essential travel through an agile and flexible approach to our business undertakings. This will be supported by TCS' "Vision 25x25" (by the year 2025 no more than 25% of our employees would need to be at a TCS facility at a point in time and no individual would have to spend more than 25% of their time at a TCS facility to be 100% productive).

Energy and carbon continue to be material environmental aspects for us with greater focus on energy reduction and carbon mitigation. With an operational footprint that consists of office blocks to house our delivery and sales offices across the UK, direct emissions from our operations – also referred to as Scope 1 emissions – are a very small part of our carbon footprint, The rest is made up of indirect emissions, referred to as Scope 2 emissions, associated with purchased electricity. We also account for our Scope 3 emissions.

#### Office/Location based initiatives:

- Our Head Office is certified BREEAM
- We achieved Zero waste to landfill accreditation for 60% of our office portfolio.
- We have installed energy efficient lighting (PIR controls and occupancy sensing in relevant areas)
- Implemented zonal thermal controls (time and temperature)
- Metering for energy management
- Rigorous commissioning and maintenance controls set up to dynamically adjust heating, ventilation, hot water generation to reduce carbon emissions and maximise energy efficiency.
- Full deployment of collaboration technologies across all our offices to reduce business travel
- Transitioned to a fully electrified fleet
- 79% of our electrical energy provision that powers our UK operations is from renewable sources.

- Ongoing annual employee engagement environmental awareness and reduction campaigns in line with Tata Sustainability Month featuring fully digital campaigns.

TCS has a robust sustainability tool from to gather the environment data, such as electricity consumption (conventional & renewable energy), fuel consumption details, water consumption & recycling, waste generation & recycling, etc. The data is collected, reported, validated, and analysed monthly against local KPIs.

In the near future, we will be implementing further measures such as:

- Submitting our Science Based Targets to the Science Based Targets Initiative for validation.
- Undertaking energy audits across our UK office portfolio
- Setting our own internal carbon price, for greater clarity on carbon savings
- Our current electrical energy provision consists of 79% 'renewable energy, we will be extending this, so that we only utilise '100 %renewable electrical energy'
- Introducing paperless offices
- Increased utilisation of supplier take back schemes for packaging waste
- Extending our Zero waste to landfill accreditation for 100% of our office portfolio
- Implementing contractual obligations in relevant value chain contracts to include alignment or exceeding TCS corporate environmental sustainability targets.
- Implementing Green property lease requirements to include operational efficiency
- Scope 3 reporting – Please see table A

Table A

<b>Scope 3 Category FY 23</b>	<b>Emissions</b>	<b>Notes</b>
Purchased goods and services	92 t/CO2e	
Capital goods	680 t/CO2e	
Fuel-and-energy-related activities (not included in Scope 1 or 2)	1,176 t/CO2e	
Upstream Transportation and Distribution	187 t/CO2e	
Waste Generated in Operations	39 t/CO2e	
Business Travel (domestic ground and air)	3,294 t/CO2e	
Employee Commuting (including home working)	7,964 t/CO2e	
Downstream Transportation and Distribution	0.00 Not applicable	This category includes emissions generated from transporting and distributing

		<p>sold products. TCS do not make or distribute products, we are a services company.</p>
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**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<sup>3</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>4</sup>.


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<sup>5</sup>.

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:**

Amit Kapur

Country Manager TCS UK

DocuSigned by:  
  
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Date: 19/10/2023.

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<sup>3</sup> <https://ghgprotocol.org/corporate-standard>  
<sup>4</sup> <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>  
<sup>5</sup> <https://ghgprotocol.org/standards/scope-3-standard>