



**BUY PROMO PRODUCTS LIMITED**

**CARBON REDUCTION PLAN PPN 06/21**

# **Buy Promo Products Limited Carbon Reduction Plan PPN 06/21 2024-25**

Reporting Period: 1 April 2024 — 31 March 2025

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Prepared by: ESG PRO Limited

## Introduction

Buy Promo Products Limited, trading as Buypromoproducts, is a specialist provider of personalised promotional merchandise and branded corporate gifts throughout the United Kingdom. Established with a focus on supporting organisations in strengthening brand presence, Buypromoproducts offers a comprehensive range of innovative, high-quality, and practical promotional items.

The company's portfolio spans everything from eco-friendly giveaways to premium executive gifts, helping businesses to engage customers, reward staff, and increase brand recall in a competitive marketplace. Whether working with small start-ups, established SMEs, or large multinational corporations, Buypromoproducts partners closely with each client to deliver bespoke solutions tailored to individual brand identities and marketing strategies.

Renowned for its consultative approach and unwavering commitment to customer service excellence, Buypromoproducts combines deep product knowledge with a keen understanding of emerging market trends. The company's experienced team provides expert advice to ensure that clients select the most effective promotional items to meet their objectives, timelines, and budgets.

Through attentive account management and a dedication to quality assurance, Buypromoproducts ensures maximum impact from every campaign. Its ability to offer creative, reliable, and flexible solutions has earned it a reputation as a trusted promotional partner across a wide array of industries and sectors, ranging from finance and technology to healthcare, education, and the public sector.

The introduction of the Public Procurement Notice (PPN) 06/21 by the UK Cabinet Office represents a major evolution in the way public sector procurement operates. Since September 2021, organisations tendering for central government contracts worth over £5 million are required to demonstrate substantial commitments to delivering social value, including tackling climate change, promoting equal opportunity, and supporting local communities. For businesses such as

Buypromoproducts, aligning with these requirements is not merely a matter of regulatory compliance; it represents a strategic opportunity to showcase leadership in responsible business practices and innovation. By embedding sustainability, ethical sourcing, and ESG (Environmental, Social, and Governance) principles into its operations and product offerings, Buypromoproducts not only strengthens its competitive position but also enhances trust with clients and stakeholders who are increasingly prioritising environmental and social responsibility in their supply chains.

## Methodology

Buy Promo Products Limited retains full responsibility for the internal controls governing the collection, management, and verification of the data presented in this Carbon Reduction Plan. In preparing the report, the company worked closely with ESG Pro Limited to ensure that all emissions calculations are robust, transparent, and aligned with internationally recognised reporting standards. The methodology adopted adheres to the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard, as well as the Corporate Value Chain (Scope 3) Standard, both of which provide globally accepted frameworks for consistent and credible emissions reporting across business operations and supply chains.

All emissions disclosed in this report have been calculated using the latest UK Government GHG Conversion Factors for Company Reporting (2024 edition), issued by the Department for Energy Security and Net Zero in collaboration with DEFRA. These official conversion factors ensure standardisation and credibility in reporting, and facilitate compliance with the requirements of PPN 06/21, particularly regarding the disclosure of a Carbon Reduction Plan for public sector procurement.

For the reporting period spanning 1 April 2024 to 31 March 2025, Buypromoproducts has completed its first comprehensive greenhouse gas inventory. This reporting period establishes the company's official base year for carbon reporting, providing a foundational benchmark against which all future carbon reduction initiatives and performance improvements will be measured. The baseline covers the company's direct and indirect operational emissions and provides critical insights into its environmental impact, supporting informed decision-making in the development of future sustainability strategies.

Given the company's operational structure—a small office located within a residential property without separate utility metering—Scope 1 (direct) and Scope 2 (purchased energy) emissions were calculated using an Operational Hours Allocation Method. Under this approach, Buypromoproducts' energy consumption was proportionally allocated based on active business hours relative to total household hours. With the office operating approximately 40 hours per week out of a total 168 household hours, a business allocation factor of 24% was applied to household energy consumption. This methodology was consistently applied to both natural gas usage for heating (Scope 1) and electricity consumption (Scope 2), ensuring a fair, transparent, and defensible estimate of the business's emissions in the absence of sub-metered data.

For Scope 3 Category 6 (Business Travel), Buypromoproducts reported a total of 320 kilometres of travel conducted via employee-owned or rental vehicles over the reporting period. Emissions for this category were calculated using the distance-based DEFRA 2024 emissions factors for road transport, resulting in an estimated 0.058 tonnes of CO<sub>2</sub>e and approximately 251.3 kWh of associated energy use. No air travel or hotel stays were undertaken. Business travel was limited to a single annual

event, with all other activities conducted remotely through digital platforms. Given the extremely low volume of travel, Scope 3 Category 6 emissions are acknowledged as immaterial within the context of the company's overall footprint, further confirming Buypromoproducts' low-carbon operational model.

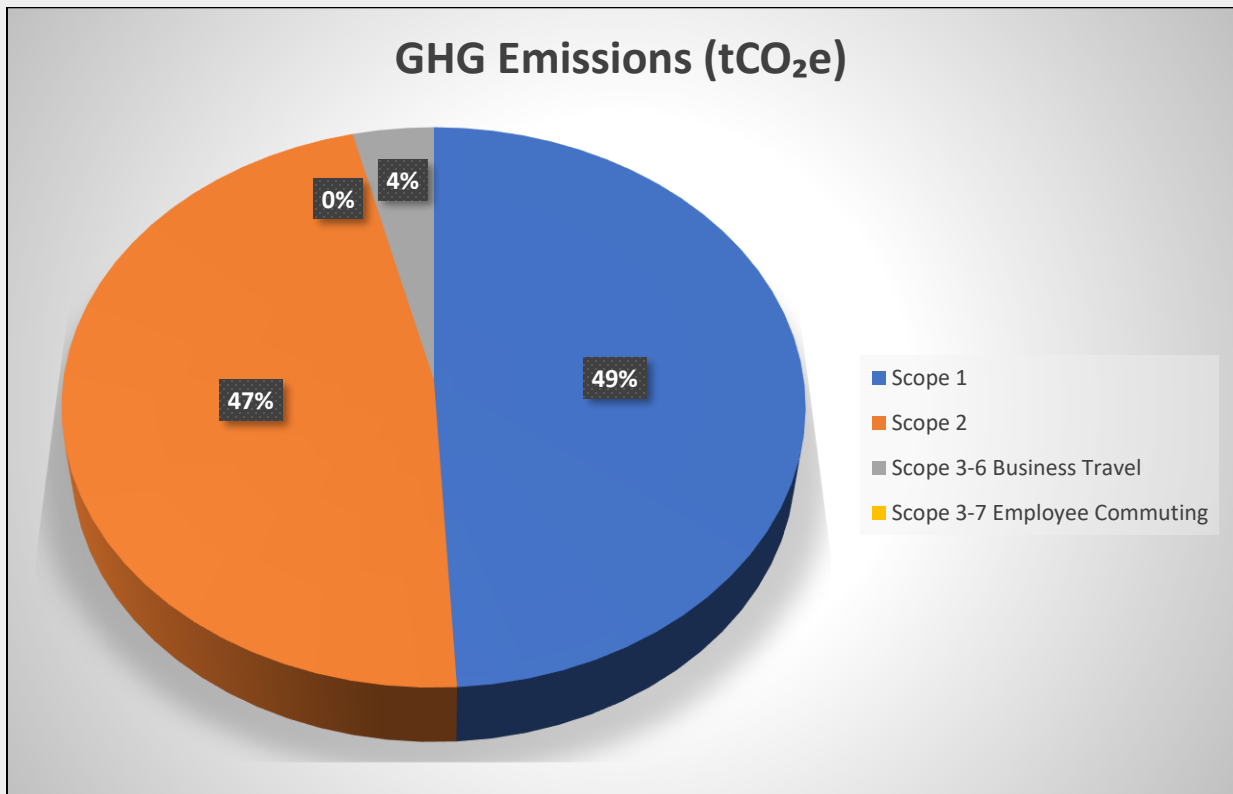
Regarding Scope 3 Category 7 (Employee Commuting), the company's emissions were assessed but not formally quantified due to their negligible impact. Buypromoproducts employs a small team of three individuals, the majority of whom either work remotely or commute very short distances on foot or via short car journeys from the home-based office. With no company-provided transport and minimal travel activity, emissions associated with employee commuting are considered immaterial and do not significantly influence the company's total emissions profile. Nevertheless, Buypromoproducts acknowledges the importance of monitoring all potential sources of emissions and will continue to review commuting patterns as part of its ongoing commitment to transparent and responsible carbon reporting.

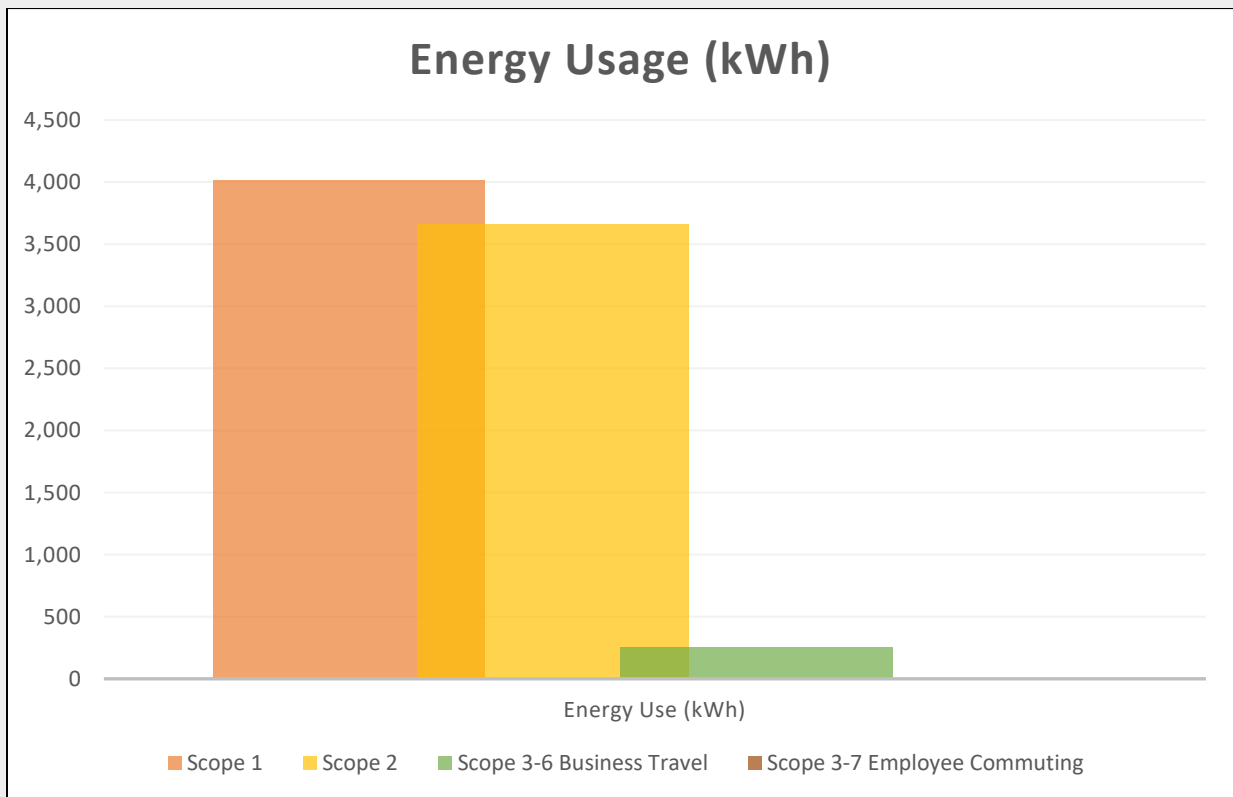
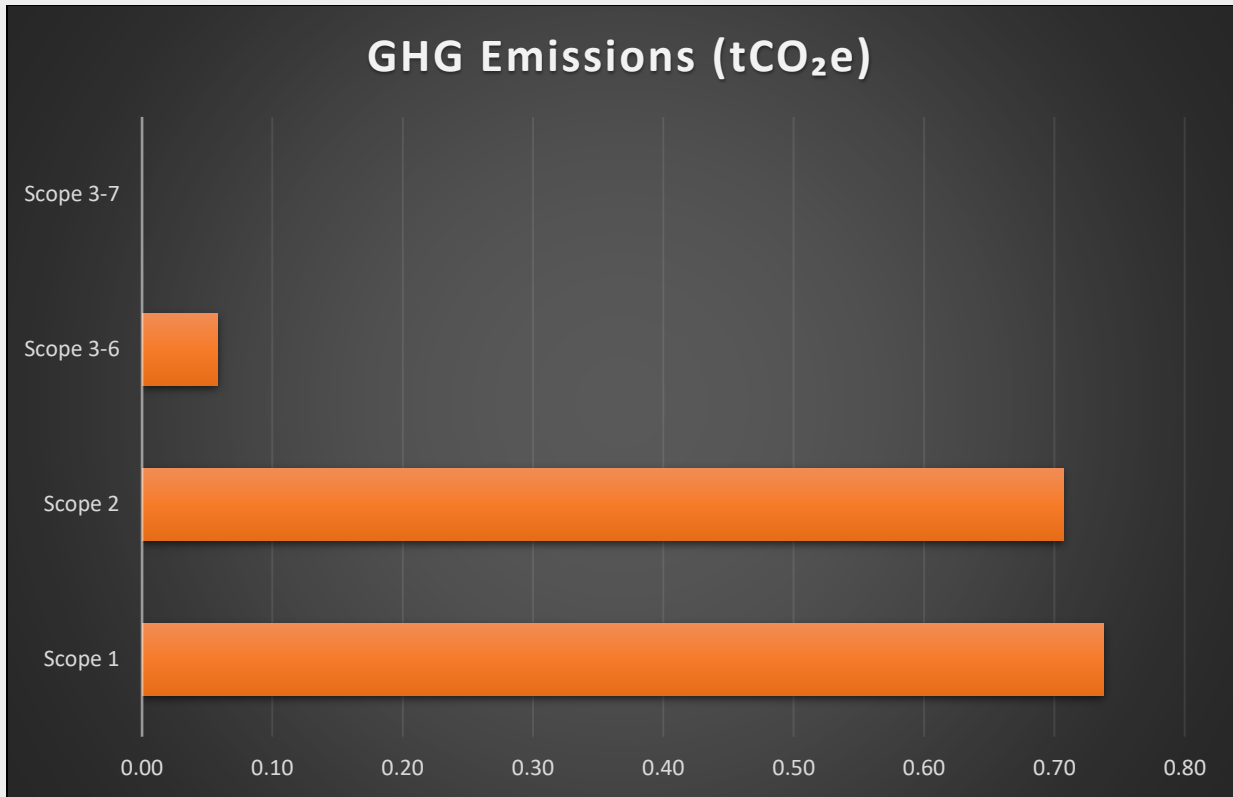
As Buypromoproducts progresses with its sustainability journey, the company remains committed to improving the precision of its data collection and expanding the scope of its reporting where material. Future initiatives will include greater engagement with suppliers to better understand and manage indirect emissions within the value chain, thereby strengthening the company's overall environmental performance and alignment with best practice expectations under PPN 06/21.

## Greenhouse Gas Inventory 2024

Emission Source	GHG (tCO <sub>2</sub> e)	Energy Use (kWh)
Scope 1	0.74	4,014
Scope 2	0.71	3,658
Scope 3-6 Business Travel	0.06	251
Scope 3-7 Employee Commuting	-	-
<b>Totals</b>	<b>1.50</b>	<b>7,923</b>

Intensity Ratio	GHG tCO <sub>2</sub> e
tCO <sub>2</sub> e per Full-Time Employee (FTE)	0.50
tCO <sub>2</sub> e per £100,000 Revenue	0.28





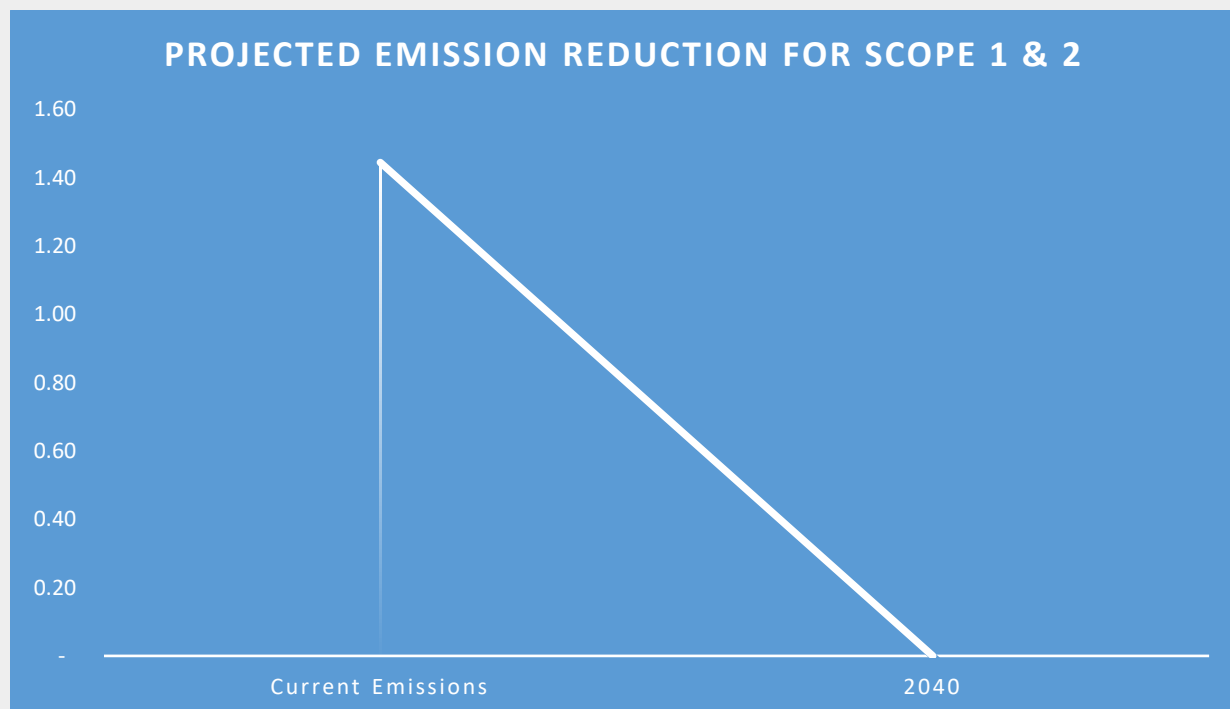
## Emissions Reductions Targets

### Absolute Reduction Targets

Buy Promo Products Limited is committed to achieving net zero greenhouse gas emissions by 2040. This ambition is underpinned by a strategy focused on absolute emissions reductions across its operational footprint, including direct energy use and relevant Scope 3 activities. Given the company’s low-carbon operating model and minimal emissions profile, its pathway to net zero is both achievable and aligned with national decarbonisation objectives. The company will aim to eliminate all Scope 1 and Scope 2 emissions by the 2040 target date and reduce material Scope 3 emissions by a minimum of 50%. Emissions performance will be reviewed annually in line with PPN 06/21 expectations, and updates will be incorporated into future reporting cycles to reflect ongoing improvements and policy developments.

### Intensity Ratio Reduction Targets

Buypromoproducts also recognises the importance of reducing carbon intensity—measuring emissions relative to both workforce size and financial turnover. For the 2024–2025 reporting period, the company has recorded a carbon footprint of 0.50 tCO<sub>2</sub>e per full-time equivalent (FTE) employee and 0.28 tCO<sub>2</sub>e per £100,000 of turnover. These ratios reflect the company’s inherently low-emission structure, including its small team, remote-friendly operations, and limited business travel. As part of its long-term sustainability goals, Buypromoproducts aims to reduce Scope 1 and Scope 2 intensity ratios to zero by 2040.



## Emissions Management

### Scope 1 – On-Site Energy Use

Buypromoproducts reported Scope 1 emissions of 0.74 tCO<sub>2</sub>e, arising from the use of natural gas for space heating within a home-based office environment. While these emissions are relatively low in absolute terms, further reductions could be achieved through long-term changes to heating systems. Transitioning from gas heating to a low-carbon alternative—such as an electric air source heat pump powered by renewable electricity—would help eliminate Scope 1 emissions entirely. Additional efficiency gains could be realised through improvements to insulation, installation of smart thermostats, or zoning controls that optimise heat usage only during active business hours.

### Scope 2 – Electricity Consumption

Electricity consumption accounted for 0.71 tCO<sub>2</sub>e in Scope 2 emissions, based on Buypromoproducts' pro-rated energy use within a shared residential setting. As the company does not currently procure electricity through a renewable energy tariff, one of the most immediate actions to reduce Scope 2 emissions would be to switch to a certified green energy provider. Further emission reductions could be supported by upgrading to high-efficiency computing and lighting equipment, enabling standby reduction features, and employing timed or sensor-based lighting systems to limit unnecessary energy consumption during non-operational hours.

### Scope 3, Category 6 – Business Travel

Business travel emissions for the reporting period were 0.06 tCO<sub>2</sub>e, resulting from a single annual event involving employee-owned or rental vehicles. All other business functions were conducted remotely. While the emissions impact is negligible, Buypromoproducts may consider formalising a low-carbon travel policy to ensure future travel decisions remain aligned with its climate goals. This could include encouraging the continued use of virtual meetings, selecting low-emission vehicle hire options where travel is necessary, and evaluating public transport alternatives where feasible.

### Continuous Monitoring and Improvements

This baseline assessment represents Buypromoproducts' first complete greenhouse gas inventory and forms the foundation for future climate action. As part of its commitment to sustainability and compliance with PPN 06/21, the company will review emissions performance annually and seek opportunities to refine its data quality and expand the scope of reporting. Over time, the integration of low-carbon procurement, sustainable technology choices, and staff awareness initiatives will support deeper emissions reductions.

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the 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>1</sup> and uses the appropriate government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</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:

  
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Date: 30 APR 2025

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup><https://ghgprotocol.org/standards/scope-3-standard>