



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, as a condition of participation, to submit a CRP which details their organisational carbon footprint and confirms their commitment to achieving net zero by 2050.

CRPs are to be completed by the bidding supplier 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 2050.¹¹

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 CRP 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 Standard¹² and Guidance, 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
- 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 CRP may only be a temporary measure to satisfy this particular condition of participation.

The CRP 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 objectives of the CRP within their strategic plans.

A template for the CRP is set out below. Please complete and publish your CRP in accordance with the reporting standard published alongside this PPN.

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¹¹ 'Bidding supplier' or 'bidding entity' means, for the purpose of this guidance, the organisation with whom the Contracting Authority will enter into a contract if it is successful.

¹² <https://www.gov.uk/government/publications/ppn-006-guidance-on-taking-account-of-carbon-reduction-plans-adopting-and-applying-conditions-of-participation-html>

Carbon Reduction Plan template

Supplier name: Pitney Bowes Limited

Publication date: 3 March 2026

Commitment to achieving net zero

Pitney Bowes is committed to achieving Net Zero emissions by 2040 for scope 1 & 2 and by 2050 for scope 3.

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: 2022

Additional details relating to the baseline emissions calculations:

Pitney Bowes Inc. (parent of Pitney Bowes Ltd – PB UK) has been reporting scope 1 & 2 CO₂ emissions publicly through CDP for more than 10 years and scope 3 emissions since 2021. PB UK scope 1 & 2 numbers are extracted from the global report, but it is not possible to do the same for scope 3 numbers that are calculated for the whole corporation.

2022 was chosen for the new baseline for PB UK numbers as it is the first year physical meter readings replaced estimations based on square footage that compensated for lack of electric consumption data given by the landlord of our site.

The first numbers below apply to the entire group Pitney Bowes Inc. that includes Pitney Bowes UK Ltd as described in our corporate ESG report 2022 available at:

<https://www.pitneybowes.com/content/dam/pitneybowes/us/en/our-company/corporate-responsibility/23-corp-02166-esg-report-2022-final.pdf>

Baseline year emissions:

Emissions	Total (tCO ₂ e)
Scope 1	Global: 45,060 t – UK: 218.8 t
Scope 2	Global: 18,011 t (market-based) – UK: 48.3 t
Scope 3 (included sources)	Global: 588,309 t – UK: not differentiated from global (includes relevant categories: Purchased goods and services, Capital goods, Fuel- and energy-related activities, Upstream transportation and distribution, Waste generated in operations, Business travel, Employee commuting, Use of sold products – but excludes the following not relevant categories: Upstream leased asset, Downstream transportation and distribution, Processing of sold products, End-of-life treatment of sold products, Downstream leased assets, Franchises, Investments)

Total emissions	Global : 651,380 t (scope 1, 2 & 3) – UK : 267.1 t (scope 1 & 2)
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Current emissions reporting

Reporting year: 2024	
Emissions	TOTAL (tCO₂e)
Scope 1	Global: 28,307 t – UK: 150.7 t
Scope 2	Global: 9,719 t (market-based) – UK: 93.6 t
Scope 3 (included sources)	Global: 193,172 – UK: not differentiated from global (includes relevant categories: Purchased goods and services, Capital goods, Fuel- and energy-related activities, Upstream transportation and distribution, Waste generated in operations, Business travel, Employee commuting, Use of sold products – but excludes the following not relevant categories: Upstream leased asset, Downstream transportation and distribution, Processing of sold products, End-of-life treatment of sold products, Downstream leased assets, Franchises, Investments)
Total emissions	Global: 231,198 – UK: 244.3

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we focus particular attention on the environmental risks most relevant for our company and have adopted the following carbon reduction targets at a global level.

- In 2024, Pitney Bowes engaged in a strategic shift of its activities to propose products and services to streamline shipping, mailing, operations of our clients.
- We focus on reducing the impact of the physical goods produced or used in our operations - our products and the packaging we use as part of our operations
- We focus on reducing the impact of carbon emissions due to the use of energy in our operations - at our operating sites and in our transportation fleet – as well as throughout our value chain, suppliers, and clients

We commit to reducing the impacts of these risks through:

- **Reducing environmental impacts of our products via**
 - Sustainable life cycle of our products
 - Responsible packaging
 - Minimizing the impact of waste.
- **Reaching carbon neutrality by 2040 in our operations (scope 1 &2) via**
 - Efficient use of energy in our sites and fleet
 - Increased use of renewable energy
 - Offset of carbon emissions when all other reductions have been implemented.
- **Reaching carbon neutrality by 2050 in our value chain (scope 3) via**
 - Better understanding of the sustainability practices of our suppliers
 - Increased accuracy of suppliers' CO2 reporting
 - Partner with suppliers engaged in sustainable practice.

Our business model, objectives and strategy are compatible with a long-term vision of a net-zero economy. To meet these objectives and aim for growth and environmental sustainability, we work steadily to make our operations more efficient, and we are committed to the use of green technologies, both existing and yet to be developed. Our approach combines early adoption of green technologies that fit our business with flexibility to capitalize on changes as the technologies continue to evolve.

Carbon reduction projects

Completed carbon reduction initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 231,198 tCO₂e, a 65% reduction against the 2022 baseline and the measures will be in effect when performing the contract.

Pitney Bowes continues to advance its carbon reduction strategy, building on its earlier CO₂ reduction targets and global objectives. Over the past several years, Pitney Bowes has made substantial progress globally in increasing the share of electricity sourced from renewables—growing from 11.5% in 2020, to 29% in 2021, 43.7% in 2022, and reaching 57.8% in 2023. The company remains focused on improving energy efficiency and expanding renewable-energy sourcing.

We value our partnership with ENERGY STAR® and provide energy-efficient products backed by rigorous U.S. government environmental standards. A wide array of our products are Energy Star rated including our SendPro product family (SendPro MailStation, SendPro C Series, SendPro P Series and our latest SendPro Mailstation), as well as our innovative PitneyShip™ Cube. Our clients have the ability to use less energy as well as lower CO2 emission working with our shipping and mailing equipment.

Recognition

ISO 14001 for UK; EPA SmartWay High Performer 2023 and 2024; EPA GreenPower Partners; The Center for Climate Solutions and The Climate Registry, 2020 Climate Leadership Award for Excellence in Greenhouse Gas Management for (Goal Setting Certificate) and 2021 Goal Achievement Award.

To further enhance operational efficiency, Pitney Bowes has implemented a range of fleet and site-energy initiatives. These include fleet efficiencies, site energy efficiencies & renewable energy as outlined below:

Fleet Efficiencies

Pitney Bowes is transferring its partnership with the U.S. EPA SmartWay programme for its new fleet in 2025. The Company was named SmartWay High Performer in 2023 and 2024. We optimise our fleet by condensing in-house routes, optimising drivers and vehicle fleet, and implementing other fuel-saving measures and new technologies to drive efficiency such as installation of advanced telematics on all our logistic vehicles. In addition, we purchase biodiesel fuel to provide the benefits of renewable fuels for our fleet and continue to explore broader fleet electrification, complementing earlier UK efforts to deploy electric vehicles in our company vehicle fleet and to encourage personal EV adoption across the grey fleet.

Site Energy Efficiencies & Renewable Energy

Our strategic changes in real estate portfolio meant that our share of renewable electricity through new contracts associating Renewable Energy Certificates (RECs) is now 49.3%, still on course for our 2025 target of 50%. Pitney Bowes is a long-term member of the Green Power Partnership, an industry partnership with the U.S. EPA to promote alternative energy.

In the UK we continue our discussions with landlord of our head office to move toward sourcing electricity from renewable sources.

Future carbon reduction initiatives

In the future we hope to implement further measures such as:

- Efficient use of energy in our sites and fleet.
- Offset of remaining carbon emissions.
- Increased use of renewable energy.
- Better understanding of the sustainability practices of our suppliers.
- Increased accuracy of suppliers' CO2 reporting.
- Partner with suppliers engaged in sustainable practice.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 standard¹³ and uses the appropriate government emission conversion factors for greenhouse gas company reporting.¹⁴

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.¹⁵

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:

Ryan Higginson

[Ryan Higginson \(Mar 4, 2026 14:39:53 GMT\)](#)

RYAN HIGGINSON, VP & COUNTRY LEADER

UK/IRELAND, PITNEY BOWES LIMITED

Date: **04/03/26**

¹³ <https://ghgprotocol.org/corporate-standard>

¹⁴ www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

¹⁵ <https://ghgprotocol.org/standards/scope-3-standard>

Signature: *Ryan Higginson*

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