



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<sup>1</sup> 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 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 Carbon Reduction Plan 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 Standard<sup>2</sup> and Guidance<sup>3</sup>, 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; and
- 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 Carbon Reduction Plan may only be a temporary measure under this selection criterion.

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.

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<sup>1</sup>Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

<sup>2</sup>Technical Standard can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991625/PPN\\_0621\\_Technical\\_standard\\_for\\_the\\_Completion\\_of\\_Carbon\\_Reduction\\_Plans\\_\\_2\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf)

<sup>3</sup>Guidance can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991623/Guidance\\_on\\_adopting\\_and\\_applying\\_PPN\\_06\\_21\\_\\_Selection\\_Criteria\\_\\_3\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf)

# Carbon Reduction Plan

Supplier name: Mitel Networks (International) Limited

Publication date:

## Commitment to achieving Net Zero

Mitel Networks Limited, is a wholly owned subsidiary of Mitel Networks (International) Limited. Mitel Networks (International) Limited from a global corporate level, as well as Mitel Networks Limited from a UK subsidiary level, are committed to achieving Net Zero emissions by 2050. Further, the carbon reduction targets and timelines set out herein are inclusive of and apply to Mitel Networks Limited.

## Baseline Emissions Footprint

Mitel uses 2021 emissions as our baseline for net zero targets. We have followed GHG protocol methodology for emission calculations. The baseline emissions include all the relevant scopes for Scope 1, Scope 2, and Scope 3 emissions.

<b>Baseline Year: 2021</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<p>We have recalculated our 2021 baseline to account for additional emission information we subsequently received from our real estate, travel, and logistics partners. Additionally, Mitel has incorporated a Scope 2 dual reporting method to incorporate renewable energy instruments.</p> <p>Our updated 2021 total baseline emission is 17,615.9 MtCO<sub>2e</sub>.</p> <p><b>Note:</b> The scope boundary for Mitel's emission footprint includes all of Mitel's affiliates and locations, but does not yet include the Unify portion of our business as it was acquired in late 2023. We will continue toward reporting an integrated emission footprint for all our overall blended operations with the intention to report a blended operations baseline by 2025.</p> <p>Our commitment to achieve net zero by 2050 remains unchanged.</p>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2e</sub>)</b>
<b>Scope 1</b>	<b>309.8 MtCO<sub>2e</sub></b>
<b>Scope 2 Market Based</b>	<b>6,166.8 MtCO<sub>2e</sub></b>

<b>Scope 2 Location Based</b>	<b>5,695.7 MtCO<sub>2</sub>e</b>
<b>Scope 3*</b>	<b>11,139.2 MtCO<sub>2</sub>e*</b> *Includes all the relevant scope 3 sectors excluding use of life and end of life emissions
<b>Total Emissions</b>	<b>17,615.9 MtCO<sub>2</sub>e</b>

## Current Emissions Reporting

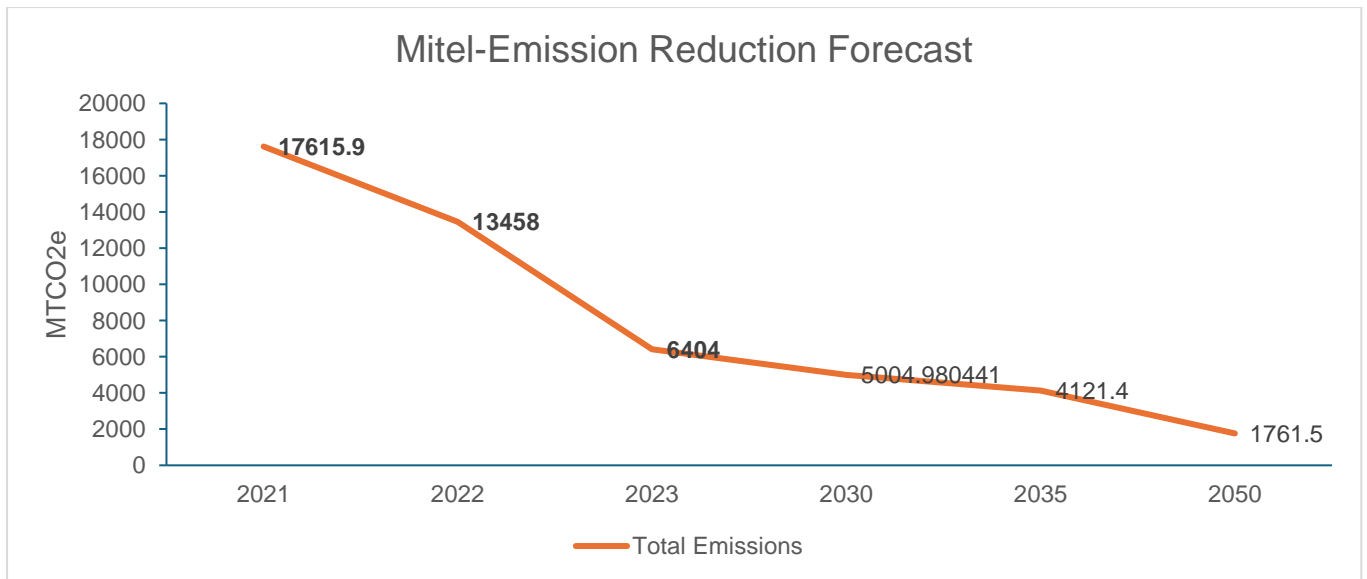
<b>Reporting Year: 2023</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	<b>367.2 MtCO<sub>2</sub>e</b>
<b>Scope 2 Market based</b>	<b>1,594.4 MtCO<sub>2</sub>e</b>
<b>Scope 2 Location Based</b>	<b>2,312.3 MtCO<sub>2</sub>e</b>
<b>Scope 3</b>	<b>4,442.7 MtCO<sub>2</sub>e*</b> *Includes all the relevant scope 3 sectors excluding use of life and end of life emissions
<b>Total Emissions</b>	<b>6,404.2 MtCO<sub>2</sub>e</b>

## Emissions reduction targets

To advance toward net zero, we have set the following carbon reduction targets:

- We project a 22% decrease in Scope 1 and 2 emissions by 2030 compared to 2023 levels.
- During the same period, Scope 3 emissions are expected to decline by 23% and reach 3,484 MtCO<sub>2</sub>e by 2030.
- Our long-term goal is to achieve net zero emissions, reducing our net emissions by 80% from the 2021 baseline, by 2050.

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



## Carbon Reduction Projects

### Carbon Reduction Initiatives in 2023

In 2023, Mitel completed and implemented several emission reduction measures:

- Mitel achieved a 53% reduction in carbon emissions, to 7,281 MtCO<sub>2</sub>e, as compared to 2022 emissions.
- Mitel procured 6,250 units in renewable energy certificates to offset Scope 2 emissions from our North American operations.
- Mitel integrated 451MWh of solar energy into our energy consumption for our Bangalore, India office operations.
- Mitel adopted a hybrid work model, strategically reducing our physical office footprint by 64% from the 2021 baseline.
- Mitel increased renewable energy consumption at contract manufacturing facilities, avoiding 50% of manufacturing emissions, up from 35% in 2022.
- Mitel optimized inventory and logistics planning, resulting in an 84% year-on-year reduction in freight transport emissions in 2022.
- Mitel has committed to the Science Based Targets initiative (SBTi) to help limit global warming to below 1.5°C.

### Certifications and Partnerships

- Mitel is ISO 14001 certified – Environmental Management System (effective 2021-2024).
- Mitel is ISO 27001 certified – Information Security Management System (effective 2021-2024).
- Energy Star certification – Mitel's IP phones have received Energy Star Certification in 2023

## Future Initiatives-Sustainability and Reduce Emissions.

Mitel is committed to implementing the following measures to reduce emissions sustainably:

- **Green Energy Sourcing:** Mitel will continue to collaborate with landlords to source green energy for existing facilities.
- **Energy Conservation Project:** A project to replace conventional lighting with LEDs in our Ottawa facility to reduce energy consumption. (Period-2024, Ongoing)
- **Electric Vehicles:** Mitel will transition to an electric vehicle fleet, reducing per-vehicle emissions by threefold.
- **Renewable Energy Certificates:** Mitel will continue sourcing Renewable Energy Certificates (RECs) for US and Canada operations while exploring renewable energy options in Europe and other markets.
- **Product Emission reduction:** Mitel will undertake the following actions:
  - Blue Angel Certification- Active improvements across major product categories to have them Blue Angel (German Ecolabel) certified.
  - Conduct life cycle emission analysis on our key product lines to evaluate opportunities for improvement.
- **Green Logistics:** Mitel will drive logistics partners to adopt green transportation solutions.
- **Manufacturing and Warehousing Optimization:** Mitel aims to optimize our manufacturing and warehousing footprint to reduce transportation emissions.

## 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>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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>6</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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<sup>4</sup><https://ghgprotocol.org/corporate-standard>

<sup>5</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>6</sup><https://ghgprotocol.org/standards/scope-3-standard>

DocuSigned by:

Tarun Loomba

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Date: .....

Tarun Loomba  
Director, Mitel Networks (International) Limited