

Carbon Reduction Plan

Company name: CDS Print Services

Publication date: 29/09/2026

Commitment to Achieving Net Zero

CDS Print Services is committed to achieving net zero emissions by 2050.

Baseline Emissions and Current Emissions Reporting

Baseline Emissions Reporting

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.

CDS Print Services reported its Scope 1 and 2 emissions, as well as the required subset of Scope 3 emissions for the Carbon Reduction Plan, for the first time in YE2023.

Although CDS Print Services began reporting their carbon emissions in YE2021 as Corporate Document Services. In 2021 CDS Print measured carbon footprint was 129.8 tCO₂e, this (and subsequent measurements) did not include the full subset of emissions categories needed for PPN 006. We have included 100% of our operational boundary to ensure we have full transparency.

Baseline Year: 2023

Additional Details Relating to the Baseline Emissions Calculations:

Previously we have reported scope 3 emissions for Corporate Document Services.

Since CDS Print Services became a separate entity in April 2025 both baseline emissions and current emissions have been separated to allow for closer comparison.

The following figures are for CDS Print Services only.

Baseline year 2023:	
Emissions	Total (tCO ₂ e)
Scope 1	33.98
Scope 2 (market-based)	13.22
Scope 3 ¹	
Category 1: Purchased goods and services	6,836
Category 2: Capital goods	excluded
Category 3: Fuel and energy related activities	15.54
Category 4: Upstream transportation and Distribution	417.58
Category 5: Waste generated in operations	2.99
Category 6: Business travel	3.98
Category 7: Employee commuting	91.15
Category 8: Upstream leased assets	not applicable
Category 9: Downstream transportation and distribution	not applicable
Category 10: Processing of sold products	not applicable
Category 11: Use of sold products	excluded
Category 12: End of life treatment of sold products	6.54
Category 13: Downstream leased assets	not applicable
Category 14: Franchises	not applicable
Category 15: Investments	not applicable
Total emissions	7420.98

Current Emissions Reporting

Current year emissions are a record of the greenhouse gases that have been produced in the current year of reporting. These figures have been verified in full by Planet Mark.

Reporting year 2025:	
Emissions	Total (tCO ₂ e)
Scope 1	27.29
Scope 2 (market-based)	0
Scope 3 ²	
Category 1: Purchased goods and services	5192.46
Category 2: Capital goods	excluded
Category 3: Fuel and energy related activities	13.29
Category 4: Upstream transportation and distribution	158.81
Category 5: Waste generated in operations	0.16
Category 6: Business travel	4.74
Category 7: Employee commuting	111.63
Category 8: Upstream leased assets	not applicable
Category 9: Downstream transportation and distribution	not applicable
Category 10: Processing of sold products	not applicable
Category 11: Use of sold products	not applicable
Category 12: End of life treatment of sold products	1.22
Category 13: Downstream leased assets	not applicable
Category 14: Franchises	not applicable
Category 15: Investments	not applicable
Total Emissions (tCO₂e)	5509.59

Emissions Reduction Targets

To continue our progress to achieving net zero, we have adopted the following carbon reduction targets:

- Continue to reduce Scope 1 emissions by a minimum of 5% each year to retain Planet Mark Certification
- Introduce carbon reduction KPIs across the business in 2027
- Increase data visibility by 10% of 2025, by working with our suppliers to understand more activity data and in turn collaborating on ways to reduce our footprint in our supply chain.
- Reduce our commuting emissions by 5%. We will promoting active travel schemes to support employees to opt for greener transport.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2023 baseline.

The carbon emissions reduction achieved by these schemes equate to 1911.39 tCO₂e, a 25% reduction against the 2023 baseline and the measures will be in effect when performing the contract.

- Installation of updated heating controls, allowing better control of energy
- Assigned responsibility of net zero / sustainability to a board or Senior Leadership Team (SLT) member, to drive decarbonisation at executive level
- Expanded measurement boundary to include 100% organisational boundary and 100% operational boundary (all relevant Scope 3 categories)
- Increased activity data within supply chain
- Developed an energy policy
- Energy monitoring and reporting to staff
- Switched to a REGO-backed renewable energy tariff
- Requested carbon reduction plans from suppliers
- Clear signposting around bins (e.g. standardised and consistent colour coding and labelling for all bins)
- Selecting a sustainable waste provider
- Partnered with manufacturers who run closed-loop recycling schemes for ink cartridges/toners
- Compost food waste and have it collected by council / local service

Future Initiatives

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

- Establish a decarbonisation working group
- Establish minimum training requirements for staff
- Deliver Carbon literacy training to all members of staff
- Improve data quality of reporting (engaging with suppliers to access more primary data sources, moving away from secondary data such as spend)
- Introduce product level carbon footprint for customers
- Provide incentives for employees to opt for sustainable travel
- Assess driving routes to optimise efficiency
- Conduct a supplier maturity assessment of top suppliers
- Collaborate with suppliers to identify shared carbon reduction opportunities across key products and services
- Engage with suppliers to review delivery modality
- Review logistics provider

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 Standard](#) and uses the appropriate [government emission conversion factors](#) for greenhouse gas company reporting.

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](#).

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the company:

A handwritten signature in black ink, appearing to read 'M. G. ...', is written over a horizontal dotted line.

Date: 6th October 2026

Position: **Managing Director**