



# Cabinet Office

Sure Find Recruitment Ltd

## Carbon Reduction Plan

### Introduction

Sure Find Recruitment Ltd recognises the significant impact of climate change on our planet and understands our duty to contribute to a sustainable future for generations to come. As part of our dedication to environmental responsibility, we are committed to **achieving Net Zero carbon emissions by 2040**. This initiative will be overseen by our Director, Russ Seth, ensuring rigorous oversight and accountability. We aim to provide the highest standards of service while reducing our carbon footprint. This Carbon Reduction Plan outlines our baseline emissions for the year 2023 and our strategic approach to progressively reduce our carbon emissions.

We will achieve our net zero emissions goal by focusing on the following four key commitments:

- **Clear Goals:** We have set specific, measurable, and time-bound targets to substantially reduce our carbon footprint.
- **Energy Efficiency:** We are committed to adopting energy-efficient practices and technologies throughout our operations to minimise energy usage.
- **Sustainable Transport:** We are promoting sustainable commuting options and are exploring the transition to low-emission or electric vehicles within our fleet.
- **Supply Chain:** By collaborating with our clients and candidates, we aim to implement sustainable sourcing practices and lessen the environmental impact of our supply chain.

By concentrating our efforts on these four areas, we are on track to achieve our net zero emissions target by 2040.

## Baseline Emissions Data

To establish our carbon reduction goals, we have analysed the emissions data for the calendar year, utilising industry averages for similar companies. The data includes emissions from our offices, transportation, energy consumption, and other operational activities.

- **Scope 1 Emissions:** These are direct emissions from sources that we own or control. While our business activities and processes are currently limited, resulting in no emissions within Scope 1, we remain vigilant about our Net Zero target by 2040. We will actively monitor and report any potential emissions that may arise as our operations evolve soon.
- **Scope 2 Emissions:** These are indirect emissions from purchased electricity and heating. Our offices and facilities accounted for 10.7790 tons of CO2 equivalent in 2023.
- **Scope 3 Emissions:** These are indirect emissions from sources not owned or controlled by Sure Find Recruitment, such as business travel and supply chain activities. In 2023, our Scope 3 emissions amounted to 50.7429 tons of CO2 equivalent.

## **Baseline Year: 2023**

To set a foundation for our Carbon Reduction Plan, we have conducted an emissions inventory for the year 2023. This includes all relevant sources of greenhouse gas (GHG) emissions from our operations.

<b>Baseline year emissions</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO2e)</b>
Scope 1	0.6
Scope 2	4.31
Scope 3 (Included Sources)	15.74
Total Emissions	20.6521

<b>Current Emissions Reporting</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO2e)</b>
Scope 1	0.6
Scope 2	4.31
Scope 3 (Included Sources)	15.74
Total Emissions	20.6521

## Carbon Reduction Projects

**Relocation:** Moving to an Energy Efficient Location.

We work in partnership with our Office Manager to undertake a unified approach in reducing office emissions, taking ownership in our commitment to achieving Net Zero emissions by 2040. This office supports:

### Paperless Office

We champion 100% digital reporting, providing training/mentorship to contract staff where required. We recycle all printer cartridges and place restrictions on the number of staff allowed to print, limiting printer access.

### Travel Reduction

We use Microsoft Teams to conduct virtual meetings with candidates. This has cut down emissions produced by candidates travelling to the office and by internal staff travelling to candidate accommodation. Through this, we have reduced our domestic miles and their emissions by 25%.

### Volunteering Day

We offer all staff one paid day per annum to join a project or support a charity. This includes Community-based Sustainability Initiatives.

In the future, we will implement further measures, such as:

- Providing Carbon Footprint Reduction Training for all
- Offering all staff one paid day off per year to engage in carbon reduction initiatives.

## Emissions Inventory (2024)

### Scope 1: Direct Emissions

- Office Heating: Use of natural gas and any other fuels for heating our various office locations.
- Company Vehicles: Emissions from any company-owned vehicles used for service provision and staff travel.

### Scope 2: Indirect Emissions

- Electricity Consumption: Emissions from the electricity used in our offices, care homes, and other facilities.

### Scope 3: Other Indirect Emissions

- Purchased Goods and Services: Emissions from the production and transportation of medical supplies, office materials, and other goods we use.
- Business Travel: Emissions from staff travel using public transportation or personal vehicles for business purposes.
- Employee Commuting: Emissions from staff commuting to and from work.
- Waste Generation: Emissions from waste produced in our operations and its disposal.

### Emission Reduction Targets

- Short-term (2025): Reduce total emissions by 15% from the 2023 baseline.
- Mid-term (2030): Achieve a 40% reduction in total emissions from the 2023 baseline.
- Long-term (2045): Achieve Net Zero carbon emissions.

## Strategies for Emission Reduction

### Energy Efficiency

- Office Heating: Upgrade to energy-efficient heating systems and improve insulation to reduce energy consumption.
- Electricity: Transition to 100% renewable energy sources for electricity. Implement energy-saving practices and install energy-efficient lighting and appliances.

## Transportation

- **Company Vehicles:** Gradually transition to electric or hybrid vehicles for company use.
- **Business Travel:** Encourage virtual meetings to reduce the need for travel. Promote the use of public transportation and carpooling among staff.

## Waste Management

- **Reduce, Reuse, Recycle:** Implement a robust waste management system focusing on reducing waste, promoting reuse, and enhancing recycling efforts.
- **Medical and Electronic Waste:** Partner with certified recyclers to ensure responsible disposal and recycling of medical and electronic equipment.

## Supply Chain

- **Sustainable Sourcing:** Work with suppliers to source environmentally friendly products and materials.
- **Efficient Logistics:** Optimise procurement processes to reduce emissions from supply chain activities.

## Employee Engagement

- **Awareness and Training:** Conduct regular training sessions to educate staff on sustainable practices and the importance of carbon reduction.
- **Incentives:** Provide incentives for employees who actively contribute to reducing their carbon footprint, such as biking to work or using public transportation.

## Monitoring and Reporting

- **Annual Reviews:** Conduct annual reviews of our emissions and progress towards our targets.
- **Continuous Improvement:** Update the Carbon Reduction Plan annually to incorporate new technologies, practices, and data for more accurate reporting and enhanced strategies.

## Data Collection and Verification

- Iterative Improvements: With each iteration of this document, we will enhance the collation of data to assure more accurate reporting and make necessary adjustments to our strategies based on the latest data and technological advancements.

## Conclusion

Sure Find Recruitment Ltd is committed to a sustainable future. By taking actionable steps and involving our staff and stakeholders, we aim to significantly reduce our carbon emissions and achieve Net Zero by 2040. This plan will be reviewed and updated regularly to ensure we are on track and making continuous progress towards our goal.

**Objective:** To achieve a Net Zero emissions status by the year 2040.

### Key Milestones:

- Scope 1 Emissions: Given our limited current emissions, we aim to maintain a net-zero status within Scope 1 throughout our operations. Any emissions generated will be offset through measures such as adopting renewable energy sources and investing in carbon offset programs.
- Scope 2 Emissions: Reduce Scope 2 emissions by 10% compared to the baseline year (2023) by 2025 through the implementation of energy-efficient technologies and practices.
- Scope 3 Emissions: Decrease Scope 3 emissions by 20% compared to the baseline year (2023) by 2025 through supplier engagement, reduction in business travel, and other emission-reducing initiatives.
- Accurate Reporting: Implement more precise emission tracking and reporting systems to ensure transparency and accurate measurement of our carbon footprint.
- Employee Engagement: Encourage and educate employees on carbon reduction efforts to achieve active participation in our sustainability goals.

## 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>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 have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard 3.

This Carbon Reduction Plan has been reviewed and signed off by the relevant management body.

Signed on behalf of Sure Find Recruitment Ltd:

Russ Seth