

## 1 Introduction

Managing and reducing our carbon emissions is a central part to our low carbon aspirations. Large businesses – those with a turnover of more than £36m or a staff base of more than 250 employees – are legally obliged to report their carbon footprint, objectives, policies, and carbon reduction achievements.

Under these guidelines, we are a small business, and we follow the DEFRA Small Business User Guide to measure our carbon footprint, assess initiatives, and measure the success of those initiatives. Wherever possible, we will align our policies, objectives and initiatives with the wider Global policies, objectives, and initiatives.

This policy supports our carbon reduction objectives.

### 1.1 Commitment

We are committed to reducing our environmental impact and supporting the transition to a low-carbon economy. We are a professional services recruitment agency. Our emissions are primarily associated with:

- office operations;
- employee commuting;
- business travel; and
- digital infrastructure.

## 2 Objectives

Our 2026-2030 objectives are to:

- measure and understand our carbon footprint, reporting internally and externally annually;
- reduce our absolute greenhouse gas emissions year-on-year;
- embed sustainability into everyday operations;
- support our clients and candidates in making lower-carbon choices; and
- support a tree-planting and re-wilding carbon capture project for each year of these objectives.

## 3 Scope of Emissions

We make every effort to align our assessment and objectives with the GHG Protocol, which includes:

### 3.1 Direct Emissions

- natural gas used in offices (where applicable); and
- company issued vehicles

### 3.2 Indirect Energy Emissions

- purchased electricity

Document Number:	CH-PO-100	Page 1 of 4
Document Title:	Carbon Reduction Policy	Author: KSP
Rev 0.1 22/10/25	Date Printed 02/03/2026	Uncontrolled when printed

### 3.3 Other Indirect Emissions

- employee commuting;
- business travel (rail, air, taxis);
- IT equipment and cloud services;
- office supplies and waste;
- outsourced services; and
- candidate and client travel (where influence applies)

## 4 Baseline Measurement

Our baseline carbon footprint will be established using:

- direct utility bills and group data;
- travel expense records;
- estimated commuting; and
- procurement and IT usage data

### 4.1 Baseline Year

Our baseline year is 2025.

### 4.2 Measuring Our Carbon Emissions

We will assess our carbon emissions using the DEFRA Small Business User Guide and the DECC/DEFRA greenhouse gas conversion factors and The Carbon Trust calculator tool.

## 5 Carbon Reduction Targets

Reducing and offsetting our carbon emissions is very important to us. How we limit and offset our emissions is a measurement of our legacy footprint in protecting our ecology and environment.

We will work across key focus areas, including:

Area	Objective	Means
Office operations	- reduce our direct energy consumption by 15% year on year	- <i>REDUCE CONSUMPTION</i> where possible, fitting motion detecting light controllers to limit electrical consumption; - <i>REDUCE CONSUMPTION</i> where possible, our computer users should work from a single screen to directly reduce electrical consumption; - <i>REDUCE PAPER</i> by only printing where absolutely necessary; - <i>MOTIVATE LOW WASTE</i> by following our CH-PO-05 Clean Desk policy to encourage staff to not print unnecessarily; and

Document Number:	CH-PO-100	Page 2 of 4
Document Title:	Carbon Reduction Policy	Author: KSP
Rev 0.1 22/10/25	Date Printed 02/03/2026	Uncontrolled when printed

		- replace high energy devices with modern low energy equivalents
Business travel	- reduce our direct travel by 10% year on year	- <i>REDUCE CAR USE</i> by using rail transport for essential journeys between offices wherever practical; - <i>LIMIT ALL TRAVEL</i> where travel between offices can be replaced with technology (video conference etc), to utilise technology; and - <i>MAXIMISE EFFICIENCY</i> where car use is essential, to car share wherever possible.
Commuting	- to encourage all staff to adopt low or zero emissions modes of commuting	- <i>ENCOURAGE ZERO EMISSIONS</i> by offering all staff access to a Cycle to Work scheme; and - <i>ENABLE HYDROCARBON FREE</i> commuting by offering qualifying staff access to a salary sacrifice electric vehicle scheme
Offsetting	- to offset our direct and indirect emissions by offsetting	- supporting local tree planting & re-wilding schemes by helping to plant 25 trees per year (0.5tonnes of carbon, assuming 20-25kg capture/tree/year)

## 6 Engagement & Culture

Our senior management team will lead our corporate engagement, fostering a strong culture of reduced emissions by setting the standard for the use of rail in travel, in enabling technology to limit vehicular travel that may otherwise have been avoidable, and by adopting an ambassador role on our behalf interfacing with local carbon capture and re-wilding schemes.

Our senior management team will share their efforts by reporting internally, and sharing their journeys over our available news channels: web site and social media feeds.

### 6.1 Monitoring & Reporting

We will monitor our utilisation annually, comparing in the first instance to our baseline year, and thereafter to the previous year performance.

### 6.2 Reporting

We will report our performance transparently on the company website, and where possible and relevant, over our social media channels.

## 7 Carbon Offsetting

Whilst it may be considered the last resort, we are fully committed to offsetting as a means to support our local ecological recovery and long term sustainability.

Document Number:	CH-PO-100	Page 3 of 4
Document Title:	Carbon Reduction Policy	Author: KSP
Rev 0.1 22/10/25	Date Printed 02/03/2026	Uncontrolled when printed

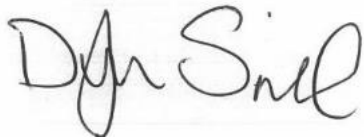
It is with this in mind that our senior management teams will commit to our Offsetting objectives.

## 8 Governance & Review

Our Carbon Reduction Policy will be:

- reviewed annually;
- updated to reflect operational changes; and
- approved by the senior management team

Signed:



Name: Dylan Spink  
Date: 26/01/2026  
Position: Director

Signed:



Name: Jack Howell  
Date: 26/01/26  
Position: Director

Document Number:	CH-PO-100	Page 4 of 4
Document Title:	Carbon Reduction Policy	Author: KSP
Rev 0.1 22/10/25	Date Printed 02/03/2026	Uncontrolled when printed