



RECRUITMENTSOLUTIONS
Logistics, Resourcing & Training Specialists



2023 Carbon Reduction Plan

ACHIEVING NET ZERO BY 2030

Commitment to Achieving Net Zero

H&G Recruitment Solutions is committed to achieving Net Zero emissions by 2030.

Baseline Emissions Footprint

Baseline Year: 2022 (01/01/2022 – 31/12/2022)

The Carbon Reduction Plan has been completed in compliance with PPN 06/21. Our Carbon Emissions in 2022 were measured in line with GHG Protocol and include the greenhouse gases stated in the Kyoto Protocol.

Baseline year emissions: 2022		
EMISSIONS	TOTAL (tCO ₂ e)	
Scope 1	15.19	
Scope 2	610.13	
Scope 3	74.93	
Included Sources	Business Travel	23.72
	Employee Commuting	51.21
	Upstream transportation and distribution	0.00
	Downstream transportation and distribution	0.00
	Waste generated in operations	0.00
Total Emissions	700.25	

Current Emissions Reporting

Reporting Year: 2022 (01/01/2022 – 31/12/2022)

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	Waste generated in operations	0.00
Total Emissions	700.25	

Reporting Period

H&G Recruitment Solutions will publish a Carbon Reduction Plan on a yearly basis detailing emissions released from UK Operations from 1st January to 31st December.

Baseline Year & Current Reporting Year

Due to 2022 being the first year we have measured our CO₂e emissions, the report for the Baseline Year and Current Reporting year contains the same figures. Due to this, the explanations below apply to both sets of data:

Scope 1

Scope 1 is reported as 15.19 tCO₂e in 2022 as we have tracked the mileage travelled by our fleet.

H&G Recruitment Solutions do not have boilers, on-site manufacturing, or f-gases to report emissions on.

Scope 2

Within Scope 2, we have measured the emissions released from working from home and the consumption of purchased gas and electricity in office. With **H&G Recruitment Solutions** employees making the most of hybrid working, we have calculated 2 out of 5 days as spent working from home and the other 3 from the office. Heating, lighting and computer consumption have all been taken into account to calculate emissions released due to working from home.

Scope 3

Business Travel

The emissions resulting from business travel have been calculated at 23.72 tCO₂e. This includes travel by Rail, Bus, rental cars, and employee-owned vehicles for business purposes, excluding the commute to and from work.

Employee Commuting

The emissions resulting from employee commuting have been calculated at 51.21 tCO₂e, considering factors such as the distance travelled, mode of transportation, and average fuel consumption. This calculation accounts for the total commuting emissions generated by our employees and the corresponding greenhouse gas emissions associated with their transportation choices.

Upstream and Downstream transportation and distribution

The Upstream and Downstream Transportation Subset in Scope 3 is reported as 0.00 tCO₂e in the Reporting Year 2022 as **H&G Recruitment Solutions** does not directly engage in upstream and downstream transportation and distribution meaning we are unable to quantify the emissions associated with those activities.

Waste generated in operations

We have requested the CO₂e released from our waste removal provider, however, they don't currently have this data available. We have been assured that this is something they are looking to be able to provide for the next reporting year and will include this in our report for 2023 onwards.

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to 350.12 tCO₂e by 2028. This is a reduction of 50%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

Environmental Policy Compliance

H&G Recruitment Solutions commits to complying with all relevant regulatory requirements, particularly the Environmental Protection Act 1990. The company will continually assess and enhance its environmental performance, reduce impacts, and increase awareness among employees and colleagues.

Paper Management

To minimise paper wastage, **H&G Recruitment Solutions** will proactively digitise business operations. The goal is to recycle at least 90% of the waste produced by operations. The company will regularly evaluate and optimise operations to ensure efficiency.

Energy and Water

H&G Recruitment Solutions will strive to use ethical energy and water suppliers, promoting conscious usage among its teams to reduce wastage. The company aims to consume energy efficiently and reduce greenhouse gas emissions in line with its Energy Management Policy.

Office Supplies

The company will source ethically and responsibly manufactured products, promoting the down-cycling of equipment still in good working order to charitable causes.

Transportation

Fleet Management:

H&G Recruitment Solutions will minimise toxic emissions by carefully selecting and using its fleet of company vehicles. This will include moving to hybrid or electric fleet vehicles. The company will promote fuel-efficient driving practices and reduce unnecessary travel by leveraging virtual meetings and other remote communication methods.

Cycle to Work:

H&G Recruitment Solutions is committed to promoting sustainable and healthy commuting, via our Cycle to Work policy, employees are incentivised to choose cycling as a viable and environmentally friendly means of transport.

Hybrid Remote Work Scheme:

H&G Recruitment Solutions employees can also take advantage of hybrid remote working with 2 days out of 5 working from home. This reduces the emissions generated from employees travelling to and from the office.

Energy Management

H&G Recruitment Solutions Energy Management Policy, an integral part of our Environmental Policy, aims to establish a framework for energy efficiency and greenhouse gas reduction. H&G Recruitment is committed to responsible energy management. The company will minimise energy requirements, foster a culture promoting energy conservation, and maintain transparency through data integrity. The commitment extends to embracing renewable energy sources to achieve net-zero carbon emissions.

- **Reducing Fossil Fuel Dependence:** Invest in renewable energy to reduce dependence on fossil fuels. We are currently installing solar panels on H&G Recruitment Solutions properties.
- **Controlling Energy Consumption:** Communicate and train staff on energy-conscious practices to avoid unnecessary expenses.
- **Environmental Impact Reduction and Software:** Implement an energy management system, engage with the supply chain to improve processes, and adhere to ISO14064-1 or PAS2080 standards.

Monitoring

Quarterly monitoring systems will be introduced to assess the success of implemented initiatives compared to previous measures. This policy will be reviewed annually as part of the Policies for Excellence by the Board and Directors, controlled by the CEO.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

Signed on behalf of the Supplier:

Date:

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

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