Recruitment Solutions

H&G Recruitment Solutions Ltd.

Carbon Reduction Plan

Version 1.2 Publication Date: 21/07/2026

Version 1.0 I Issued 01/09/2025 I Next Review June 2027 I
Approved by Board of Directors

This Carbon Reduction Plan has been reviewed and updated in accordance with PPN 006 and the associated guidance and reporting standard for Carbon Reduction Plans. It reflects the Company's latest reported greenhouse gas emissions and current carbon reduction commitments.

Organisation Details

H&G Recruitment Solutions Ltd.

Company Number: 04754825

Registered Address: Unit E2, The Courtyard, Albans Park, Hatfield Road, St Albans, Herts, AL4 0LA

Head Office: **H&G Recruitment**

+44 01707 636 680 **enquiries@h-g-recruitment.com**

HG Head Office & South-East Hub

HG Northampton Midlands Hub

HG Warrington Northern Hub

HG Greenford (Onsite)

HG Northampton (Onsite)

HG Sherburn (Onsite)

HG Thameside (Onsite)

HG Waltham Point (Onsite)

HG Warrington (Onsite)

HG South West HQ

Table of Contents

Organisation Details 2

1. Introduction: 4

2. Geographical and Operational Boundaries 4

Monitoring 4

3. UK boundaries 5

4. Commitment to Achieving Net Zero by 2030 6

5. GHG emissions data 6

Baseline Period: 1st Jan 2022 to 31st Dec 2022 6

Reporting Period: 1st Jan 2025 to 31st Dec 2025 6

6. Emissions Reduction Targets 7

7. Emissions Inventory 7

8. Carbon Reduction Initiatives 8

Environmental Policy Compliance 8

Paper Management 8

Energy and Water 8

Office Supplies 8

Transportation 8

Energy Management 8

9. Declaration and Sign Off 9

1. Introduction:

H&G Recruitment Solutions is committed to achieving Net Zero emissions by 2030 and **confirms its commitment to achieving net zero greenhouse gas emissions for its UK operations by 2050 at the latest, in line with UK Government policy (PPN 006)**. This 2026 Carbon Reduction Plan details our progress towards this goal, building on our baseline emissions footprint from 2022 and our reporting year emissions for 2025.

This Carbon Reduction Plan is published on our UK website at https://h-g-recruitment.com/policies/.

It will be reviewed and updated annually within six months of our financial year end, and all previous versions will remain publicly available.

With a network of operational hubs across the UK, including a Head Office and South-East Hub in St Albans, a Northampton Midlands Hub, a Warrington Northern Hub, and a Southwest HQ in Bridgwater, we are committed to continually assessing and enhancing our environmental performance. The company also operates several onsite locations in Greenford, Northampton, Sherburn, Thameside, Waltham Point, and Warrington.

Our plan outlines the significant measures we have already implemented to reduce our carbon footprint, including our Environmental Policy, the digitisation of business operations to reduce paper waste, and promoting ethical sourcing of office supplies. We have also introduced a number of transport initiatives, such as moving to hybrid or electric fleet vehicles and encouraging our staff to use our Cycle to Work policy. In line with our Energy Management Policy, we are also installing solar panels on our properties to reduce our dependence on fossil fuels. Note that separate to our fleet vehicles, and as part of the function of the business offering, we have increased our freight vehicles which has been reflected in the scope figures.

By 2029, we project a 50% reduction in our carbon emissions, and have already reached a figure below our original target of 350.12 tCO2e. We will continue to monitor our progress to ensure sustainability for this figure on a quarterly basis and review this policy annually.

2. Geographical and Operational Boundaries

This Carbon Reduction Plan encompasses all **H&G Recruitment Solutions** operations across the United Kingdom, including both our central office and remote workforce environments. This ensures comprehensive coverage of all material emission sources.

Monitoring

We are implementing quarterly monitoring mechanisms to track progress, optimise initiatives, and refine strategies. These reviews will be integral to our governance process, led by the CEO and senior leadership team.

3. UK boundaries

This Carbon Reduction Plan covers the following sites within H&G Recruitment's operational control:

Site	Estate Size (m^2)	% of Total Estate Size	Description	Tenure	Included in this Report
Central & Head Office Unit E2, The Courtyard, Albans Park, Hatfield Road, St Albans, Herts AL4 0LA	SQFT	100%	Base Operations	Leased	Yes
HG Northampton Midlands Hub 10 Bassett Court, Loake Close, Northampton NN45EZ	N/A	N/A	N/A	N/A	N/A
HG Warrington Northern Hub Oak 5A Centrix House, 26 Crow Lane, Newton-Le-Willows WA12 9UY	N/A	N/A	N/A	N/A	N/A
HG Greenford (onsite) 40 Auriol Drive, Greenford UB6 0TP	N/A	N/A	N/A	N/A	N/A
HG Northampton (onsite) Pineham Way, Northampton NN4 9BX	N/A	N/A	N/A	N/A	N/A
HG Sherburn (onsite) Bishops Dyke, Sherburn in Elmet, Leeds LS25 6JH	N/A	N/A	N/A	N/A	N/A
HG Thameside 50 Lombard Wall, London SE77SW	N/A	N/A	N/A	N/A	N/A
HG Waltham Point (onsite) J Sainsburys Distribution Fleming Road, Waltham Abbey EN9 3BZ	N/A	N/A	N/A	N/A	N/A
HG Warrington (onsite) Lockheed Road, Burtonwood, Warrington WA5 4AH	N/A	N/A	N/A	N/A	N/A
HG Southwest HQ The Exchange Express Park, Bristol Road, Bridgwater, Somerset TA64RR	N/A	N/A	N/A	N/A	N/A
Total Applicable Estate Size	6000 SQFT	100%			
Total Estate Size (including out of scope)		100%			
Number of Sites 10					

All sites and operations listed fall within the organisational boundary of H&G Recruitment Solutions Ltd for greenhouse-gas reporting purposes.

4. Commitment to Achieving Net Zero

H&G Recruitment Solutions is committed to a science-based approach to reducing its carbon emissions. This plan sets a clear pathway for the company to achieve Net Zero emissions by 2030 and confirms our commitment to achieving Net Zero greenhouse gas emissions for UK operations by 2050 at the latest, in line with PPN 006 (February 2025).

All calculations follow the GHG Protocol Corporate and Scope 3 Standards and use the UK Government Greenhouse Gas Conversion Factors for Company Reporting applicable to the reporting period.

5. GHG emissions data

H&G Recruitment Solutions is committed to providing accurate data and reporting on its journey to reducing carbon emissions. Baseline and previous reporting details are provided below.

Baseline Period: 1st Jan 2022 to 31st Dec 2022

Baseline year emissions: 2022		
EMISSIONS	**TOTAL (tCO2e)**	
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**	

Reporting Period: 1st Jan 2025 to 31st Dec 2025

Reporting year emissions: 2025		
EMISSIONS	**TOTAL (tCO2e)**	
Scope 1	236.78	
Scope 2	15.01	
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	**326.72**	

Scope 3 data transparency:

– Business travel and employee commuting are included as material sources.

– Upstream and downstream transportation emissions are estimated as 0.00 tCO_2e due to lack of direct distribution activities; these will be reviewed with suppliers for 2026 reporting. This will ensure full inclusion of the required Scope 3 subset (upstream & downstream transportation, waste, business travel and employee commuting).

– Waste generated in operations data are pending from our waste-management provider and will be incorporated once verified.

Change in Emissions Profile (2025 figures):

Reported Scope 1 emissions have increased following the inclusion of 20 freight vehicles within the emissions inventory. Scope 2 emissions have been recalculated to reflect actual energy consumption associated with a three-office estate and the organisation's operating model, which incorporates flexible working and increased onsite deployment at client locations. These revisions provide a more accurate representation of the organisation's greenhouse gas emissions and operational boundary.

6. Emissions Reduction Targets

To continue our progress towards achieving Net Zero, we have adopted specific and measurable carbon reduction targets that align with climate science. Our ambitious near-term target, set using an absolute contraction method, is to reduce our total emissions by

50% by 2029. This is a forecasted reduction from our 2022 baseline which we are already reached but are monitoring to ensure this can be sustained.

700.25 tCO2e to **350.12 tCO2e**. This commitment demonstrates our proactive stance on climate responsibility and is a significant step towards our long-term target of achieving Net Zero by 2030. Our approach is consistent with best practices outlined by the Science Based Targets initiative (SBTi), ensuring our trajectory is aligned with the necessary global efforts to combat climate change.

- **2022:** This is the baseline year for **H&G Recruitment Solutions**' carbon emissions, which were measured at 700.25 tCO2e.
- **2029:** The company projects a near-term target of reducing its carbon emissions and sustaining this long term by 50% to 350.12 tCO2e.
- **2030:** This is the long-term goal for the company, as it is committed to achieving Net Zero emissions by this year far ahead of the usual recommended 2050 target.

7. Emissions Inventory

Our emissions inventory is supported by detailed data and methodologies to ensure transparency and accuracy. Our carbon emissions for 2024 were measured in line with the **GHG Protocol** and include greenhouse gases stated in the **Kyoto Protocol**. The data is meticulously collected from a variety of sources to provide a comprehensive view of our footprint:

- **Scope 1 emissions** are reported as **15.01 tCO2e**, tracked through the mileage of our company fleet.
- **Scope 2 emissions** are measured from our purchased electricity and gas consumption, as well as energy usage from hybrid working arrangements. The reported figure is **236.78 tCO2e**.
- **Scope 3 emissions** are calculated at **74.93 tCO2e**, which includes **23.72 tCO2e** from business travel and **51.21 tCO2e** from employee commuting. We have also requested data on waste generated in operations from our waste removal provider and plan to include this in our future reports.

Progress against these interim and long-term targets with a focus on sustaining these figures will be measured annually and published in our next Carbon Reduction Plan update. The plan will be reviewed by the Board within six months of each financial year end. Results for the 2026 reporting year will be included in our next Carbon Reduction Plan, published by June 2027.

8. Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. Where data are available, the expected tCO_2e reduction from each initiative will be tracked annually and published in future updates.

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 reducing the number of vehicles and choosing vehicles 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.

Application to Contract Delivery

The following measures will also be applied when delivering contracts for clients, including government departments and public sector bodies:

- Use of electric and hybrid fleet vehicles for contract assignments.
- Virtual and hybrid meetings to minimise business travel.
- Digital candidate documentation and e-signatures to eliminate paper use.

• Procurement of renewable energy for office operations supporting contract delivery.

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. Plans for the installation of solar photovoltaic panels remains in progress and is expected to be completed during the current reporting period.
- **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.

9. Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 (Taking account of Carbon Reduction Plans, February 2025) and the associated Technical 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, 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).

The Board of Directors has approved this Carbon Reduction Plan. The plan is reviewed annually and updated within six months of the company's financial year end. Archived versions remain available on our website to demonstrate progress.

Signed on behalf of H&G Recruitment Solutions Ltd:

S

Name: GAIL RADLEY

Position: CEO

Date of signature: 21/07/2026