

Carbon Reduction Plan

Supplier name

Tradewind Recruitment Limited & Sanza Teaching Agency

Publication date.

4th February 2026

Commitment to achieving net zero

Tradewind Recruitment Ltd & Sanza Teaching Agency are committed to achieving net zero emissions by **2050**.

Baseline emissions footprint

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.

Baseline year: 2023-24

Additional details relating to the baseline emissions calculations:

This is Tradewind Recruitment Ltd & Sanza Teaching Agency's first comprehensive carbon footprint assessment and therefore serves as our baseline year. Prior to April 2023, emissions data had not been collated. As such, the 2023–24 period has been selected to establish our organisational baseline.

This includes Scope 1 and 2 emissions, alongside the subset of Scope 3 categories required under the Carbon Reduction Plan reporting standard. The baseline will serve as the reference point for tracking future emissions reductions.

Baseline year emissions: 2023-24

Emissions	Total (tCO₂e)
Scope 1	0.00
Scope 2	26.68
Scope 3 (included sources)	225.17
Total emissions	251.84

Current emissions reporting

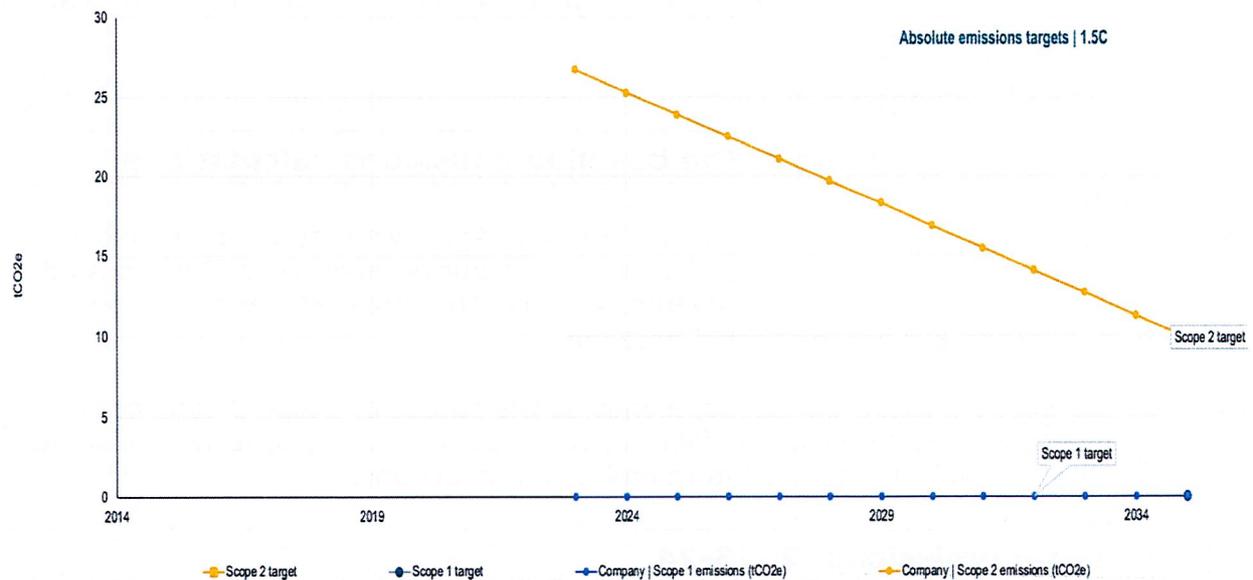
Reporting year: **2024-25**

Emissions	TOTAL (tCO ₂ e)
Scope 1	0.43
Scope 2	26.06
Scope 3 (included sources)	214.93
Total emissions	241.42

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 190 tCO₂e by 2030. This is a reduction of 25%.



Carbon reduction projects

Completed carbon reduction initiatives

As this is the organisation's first Carbon Reduction Plan and baseline reporting period, no formal carbon reduction initiatives had been completed prior to the baseline year.

However, a year-on-year reduction in total emissions has already been observed, with emissions decreasing from 251.84 tCO₂e in 2023–24 to 241.42 tCO₂e in 2024–25, representing a 4.14% reduction. This reduction has been driven primarily by lower business travel emissions, reduced electricity consumption, and increased use of electric vehicles.

All future initiatives outlined below will be in effect when performing the contract.

Future carbon reduction initiatives

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

Implement a Sustainable Travel Policy

- Reduce flight usage where rail alternatives exist
- Promote remote meetings to minimise travel needs

Introduce Energy Efficiency Actions in Offices

- LED lighting upgrade across all offices
- Install smart heating and cooling controls with occupancy sensors
- Replace end-of-life equipment with Energy Star-certified alternatives

Review and Transition to Renewable Electricity Tariffs

- Move offices to green tariffs where available

Employee Commuting Improvements

- Launch an enhanced Cycle-to-Work scheme with a salary sacrifice option
- Promote public transport where feasible
- Encourage hybrid working patterns
- Formalise a hybrid working policy to reduce commuting emissions while maintaining team collaboration

These actions will support reductions in **Scope 2 and Scope 3** emissions to align with the Net Zero trajectory.

Carbon Reduction Projection

With the measures above, the organisation expects to:

- Achieve a **2–5% annual emissions reduction** initially
- Reach **Net Zero by 2050** through progressive reductions and offsetting of any residual emissions, in accordance with the UK Government requirements.

Declaration and sign off

This Carbon Reduction Plan has been completed in accordance with **Procurement Policy Note 006 (PPN 006)** and the 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 standard¹³ 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 approved by senior management (or equivalent management body).

Signed on behalf of the supplier:

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