

# Carbon Reduction Plan Template

Supplier name: Gravitas Recruitment Group Limited

Publication date: 15 September 2023

## Commitment to achieving Net Zero

Gravitas Recruitment Group Limited is committed to achieving Net Zero emissions by 2045.

## 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: 2022**

### Additional Details relating to the Baseline Emissions calculations.

We have used baseline reporting figures for 2021. Going forward we will engage with suppliers and an external consultant (if deemed to be required) and work with them to design a mechanism for effectively capturing and recording data as we advance. This will provide the ability to identify target areas for cutting emissions.

As far as possible we will base calculations on actual data rather than assumptions and average data methods to ensure accurate calculations and target setting.

Scope 3 currently includes: Employee commuting and travel, Waste in operations and Business Travel

Neither of the following are generated from our services:

- Upstream transportation and distribution emissions
- Downstream transportation and distribution emissions

Other areas will be further reviewed in future include: Capital Good – IT equipment purchases and purchased goods and services

### Baseline year emissions:

**EMISSIONS**

**TOTAL (tCO<sub>2</sub>e)**

<b>Scope 1</b>	1.5
<b>Scope 2</b>	24.2
<b>Scope 3</b> (Included Sources)	122.7 (Employee commuting and travel, Waste in operations and Business Travel)
<b>Total Emissions</b>	<b>148.4</b>

## Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
<b>Scope 1</b>	As baseline figures are 2022, current reporting figures are not yet available. These will be provided once an external consultant has been engaged.
<b>Scope 2</b>	As above
<b>Scope 3</b> (Included Sources)	As above
<b>Total Emissions</b>	As above

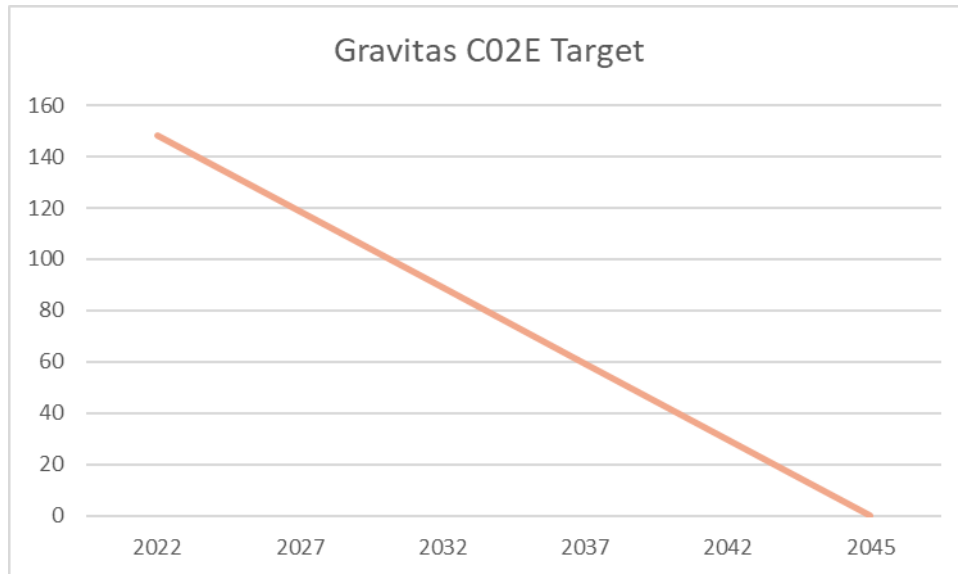
## Emissions reduction targets

*This is the organisation's first carbon footprint and targets are set out below:*

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 118.7 tCO<sub>2</sub>e by 2027. This is a reduction of 20%

Progress against these targets will be tracked as follows:



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these and other schemes will be confirmed in our 2023 report.

- All waste generated is recycled where possible to reduce landfill
- Introduction of virtual meeting platform to ensure meetings can be conducted without the need for / minimising business travel
- Increased home working for teams – reducing emissions caused by commuting to work
- Car sharing and use of public transport is encouraged for travel.
- Use of online resources and DocuSign instead of printed materials wherever possible
- Promotion of salary sacrifice measures such as cycle to work schemes

In the future we hope to implement further measures to reduce energy usage through measures such as:

- Enhancing staff awareness
- Increasing homeworking in 2023
- Embracing technologies to minimise printing e.g. DocuSign
- LED lighting replacements

- Monitor and computer switch off policies to be enforced
- Carbon considerations when considering incentive trips
- Carbon offset arrangements

## 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<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

### Signed on behalf of the Supplier:

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke, positioned above a dotted line.

Date: .....15 September 2023.....

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

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

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