



## Carbon Reduction Plan

### Commitment to achieving Net Zero

Kaedi Recruitment Agency is committed to achieving Net Zero emissions by 2022.

### 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: September 2021- September 2022	
Additional Details relating to the Baseline Emissions calculations.	
<p>We have used our baseline reporting figure which were calculated for the 2022 reporting period, this was also the first year we have analysed an entire year of emissions.</p> <p>Every year it is our aim to identify target areas for reducing our emission footprint</p> <p>As a micro business our carbon footprint is low because our aim is to be a greener company. To assist with keeping our emissions operate a no car policy unless one is a part of the management team. This is due to the lack of parking spaces in our serviced building which we rent. This is further aided by all roads local to our office to have parking restrictions to further deter the amount of cars in the area.</p> <p>September 2021- September 2022 is our first full year of carbon emissions data therefore it is used as our baseline. Scope 2 is zero because our head office is situated within a serviced building. The owner of the building confirms a renewable energy company is used.</p>	
Baseline year emissions: 2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	13
Scope 2	0

Scope 3 (Included Sources)	Employee Commuting (bus and Rail) – 1.9 Employee Commuting (Car) – 1 Purchased Goods and Services - 2
Total Emissions	17.9

## Current Emissions Reporting

Reporting Year: September 2022 – September 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	13
Scope 2	0
Scope 3 Purchased goods and Services Business Travel Employee Commuting (Included Sources)	Employee Commuting (bus and Rail) – 1.9 Employee Commuting (Car) – 1 Purchased Goods and Services – 1.3
Total Emissions	17.6

## Emissions reduction targets

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

- Move face to face client meetings to online Team's meetings

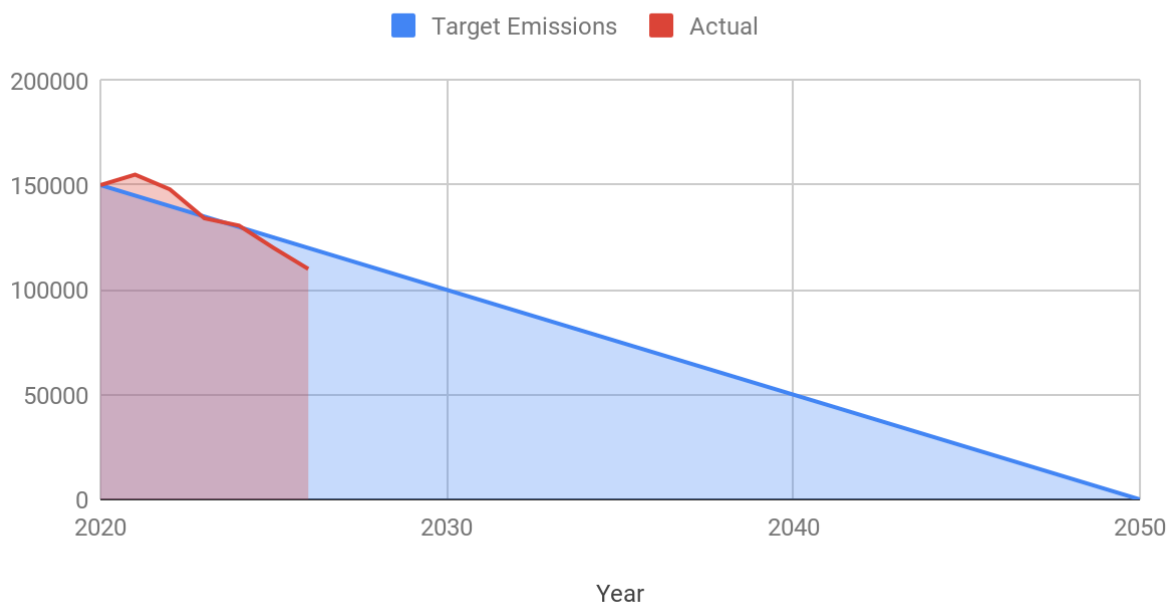
- Incentivise the option to change vehicles from fuel to electric

We project that carbon emissions will decrease over the next five years to 10tCO<sub>2</sub>e by 2028. This is a reduction of 0.117%.

Kaedi Recruitment Agency commits to reduce Green House Gas emissions under scope 1, 2 and 3 by 100% before 2030.

Progress against these targets can be seen in the graph below:

### Carbon Reduction: Projected vs. Actual



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 16.9 tCO<sub>2</sub>e, a 100%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract;

As we are a micro business, in a serviced building we have supported Global Portfolio VCS certified project that supports the following ongoing projects to offset our carbon emissions through CarbonFootprint™

- Wind Based Power Generation by Panama Wind Energy



- Solar Project by ACME



- Peralta I Wind Power Project



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

- Have an incentive where employees can potentially get a discount on electric cars with a local car dealer.
- Request our landlord to change energy suppliers to a renewable energy supplier

## 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:



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Khadija Ali, Contracts Manager

Date: .....26/10/2023.....

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