

Carbon Reduction Plan

Supplier name: Quack Recruitment and Training Ltd

Publication date: February 2022

Commitment to achieving Net Zero

Quack Recruitment and Training Ltd, is 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: 2021

Additional Details relating to the Baseline Emissions calculations.

We have used baseline reporting figures for 2021 as this is the first year that we have access to an entire year's data. This is due to Covid 19 and staff working from home for the majority of 2020/ 21, which would not give an accurate reflection of energy usage. Going forward we will engage an external consultant 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 but will be further reviewed to include: Waste in operations; Capital Good – IT equipment purchases; Purchased goods and services

Baseline year emissions:

Reviewed	Feb 2022
Reviewed by	Dion Bishop
Review Date	Feb 2023

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	8.0
Scope 2	5.0
Scope 3 (Included Sources)	2.2
Total Emissions	15.2

Current Emissions Reporting

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	As baseline figures are 2021, current reporting figures are not yet available. These will be provided once an external consultant has been engaged.
Scope 2	As baseline figures are 2021, current reporting figures are not yet available. These will be provided once an external consultant has been engaged.
Scope 3 (Included Sources)	As baseline figures are 2021, current reporting figures are not yet available. These will be provided once an external consultant has been engaged.
Total Emissions	As baseline figures are 2021, current reporting figures are not yet available. These will be provided once an external consultant has been engaged.

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Emissions reduction targets

To progress to achieving Net Zero, we have adopted the following carbon reduction targets.

- Reduce energy usage over the next 5 years by 5% through increased staff awareness, homeworking, LED lighting replacement.
- Reduce scope 3 emissions by 5% through increased home working, remote delivery, use of other forms of transport, public transport, car share, electric vehicles
- Investigate a staff salary sacrifice scheme to encourage transition to electric vehicle usage.

We project that carbon emissions will decrease over the next five years to 12 tCO_{2e} by 2027. This is a reduction of 22%.

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented across 2021/22. We do not yet have the data to measure reductions.

- All waste generated is recycled to reduce landfill
- We have commenced replacements of fluorescent light fittings in our offices with LED fittings
- 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
- Use of online resources instead of printed materials wherever possible

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

- Installation of electric charging points at our Head Office for those staff who already operate an electric vehicle.
- Introduce electric vehicle as company vehicles
- Exploring the introduction of a salary sacrifice electric vehicle scheme to support employees to access electric vehicle more cost effectively and support staff to reduce their own carbon emissions.

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 (or equivalent management body).

Signed on behalf of the Supplier:

Dion Bishop

Date: 27 February 2022



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