

Carbon Reduction Plan

Supplier name: Care4Health Ltd

Publication date: 01/09/2022

Commitment to achieving Net Zero

Care4Health Ltd is committed to achieving Net Zero emissions by 2030.

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: April 2021 to March 2022 (financial year) – This is the same as current year due to this being the first report.

Additional Details relating to the Baseline Emissions calculations.

Care4Health Ltd is a recruitment agency operating in the healthcare sector. We have had green policies and objectives for over 20 years. We've made operational decisions to use public transport for client visits wherever possible, to recycle all paper, print cartridges, kitchen waste, to install a heat source pump for heating the building as well as solar panels to create our own electricity and any electricity that we need would be bought from 100% renewable energy suppliers. We have no prior Scope 1, 2 or 3 emissions reporting. This is our first report so it is our baseline and current year's emission report.

I've created a spreadsheet with each area of Scope 1, 2 and 3 and for each subcategory within Scope 3 to calculate total emissions, citing my sources - primarily DEFRA /GHG Conversion Factors 2022.

Baseline year emissions: This is the same as our current year due to this being our first report.

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.0 tCO₂e – We do not use fossil fuel or natural gas of any sort in the course of our business. We are an office-based recruitment service and use only electricity generated by our own solar panels and/or renewable energy. Our office is heated using our own heat source pump. We don't have industrial or manufacturing processes nor do we create any

	products. I used the Carbon Trust calculator and it confirmed 0 emissions for Scope 1.
Scope 2	TOTAL is 0.788 tCO₂e (Carbon Trust Calculator)
Scope 3 (Included Sources)	<p>4. Upstream transportation and distribution = 0.0013 tCO₂e per year – we do not transport or distribute any products – but we have occasional deliveries of original documentation – we are an office based service (Source: UK Government GHG Conversion Factors for Company Reporting)</p> <p>5. Waste generated in operations = 0.166 tCO₂e per year (Source: UK Government GHG Conversion Factors for Company Reporting)</p> <p>6. Business Travel = 0.747 tCO₂e per year EV company car (Source: https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021)</p> <p>7. Employee Commuting = 5.60 tCO₂e per year (Source: https://vehicleenquiry.service.gov.uk/)</p> <p>9. Downstream transportation and distribution = 0.0013 tCO₂e per year (Source: UK Government GHG Conversion Factors for Company Reporting)</p>
Total Emissions	7.3036 tCO₂e per year

Current Emissions Reporting

Reporting Year: April 2021 to March 2022 (financial year) - This is the same as baseline year due to this being our first report.	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.0 tCO₂e – We do not use fossil fuel or natural gas of any sort in the course of our business. We are an office-based recruitment service and use only electricity generated by our own solar panels and/or renewable energy. Our office is heated using our own heat source pump. We don't have industrial or manufacturing processes nor do we create any products. I used the Carbon Trust calculator and it confirmed 0 emissions for Scope 1.
Scope 2	TOTAL is 0.788 (tCO₂e) (Carbon Trust Calculator)

Scope 3 (Included Sources)	<p>4. Upstream transportation and distribution = 0.0013 tCO₂e per year – we do not transport or distribute any products – but we have occasional deliveries of original documentation – we are an officed based service (Source: UK Government GHG Conversion Factors for Company Reporting)</p> <p>5. Waste generated in operations = 0.166 tCO₂e per year (Source: UK Government GHG Conversion Factors for Company Reporting)</p> <p>6. Business Travel = 0.747 tCO₂e per year EV company car (Source: https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021)</p> <p>7. Employee Commuting = 5.60 tCO₂e per year (Source: https://vehicleenquiry.service.gov.uk/)</p> <p>9. Downstream transportation and distribution = 0.0013 tCO₂e per year (Source: UK Government GHG Conversion Factors for Company Reporting)</p>
Total Emissions	7.3036 tCO₂e per year

Emissions reduction targets

Achievements and Policies that impact our emissions prior to this baseline year

Our progress in achieving Net Zero started in 2000, when we conducted our first ever Environmental Impact Study. Back then, we wouldn't have known how to measure our emissions or how to take a baseline measurement, but we created an Environmental Policy and Strategy which we rigorously adhered to and which impacted our operational decisions. We created, in effect, what we now call a Carbon Reduction Plan. Some of the changes we made are as follows and are worth mentioning because we've been on a carbon reduction plan for the last 20 plus years:

1. We replaced the company car (diesel) with an all-electric vehicle (September 2019).
2. We switched our energy supplier to Bryt Energy, a 100% renewable energy company (Completed September 2018).
3. We contracted with a mobile shredding company to shred and recycle all archive material prior to 2012 and obtained a Certificate of Destruction (Completed September 2018). They come once a year to shred and recycle our confidential data.
4. We replaced our fossil fuel heating system with a heat source pump. (September 2015)
5. We installed Solar panels to create enough electricity to support our business operations and to sell back to the National Grid (September 2015).
6. We replaced all electric bulbs with LED bulbs to reduce our carbon emissions and minimise electricity usage (Completed July 2015).

7. We implemented digital apps for timesheet, invoice and compliance systems to do away with paper-based systems to reduce paper and ink waste, to reduce postage and emissions related to sending and receiving post and to increase efficiency (Implemented June 2015).
8. We introduced an IP phone system to do away with paper faxes which can now be sent via the IP system (Completed March 2015) even though faxes are no longer used.
9. Created and implemented an office exit checklist in order to train staff to switch off all electrical equipment overnight wherever possible to reduce our electricity consumption (Implemented March 2015).
10. All printer cartridges are returned to HP for recycling (Implemented 2010 – ongoing).
11. We implemented a company policy to use public transport wherever possible for business meetings to cut our carbon footprint (Implemented 2000 - ongoing). In 2015 we amended the policy to use public transport for all business meetings.
12. We implemented a companywide recycling policy - all non-confidential wastepaper, cardboard, plastic, glass and food containers that are suitable for recycling are taken to the recycling centre every week (Implemented 2000 – ongoing).

Targets

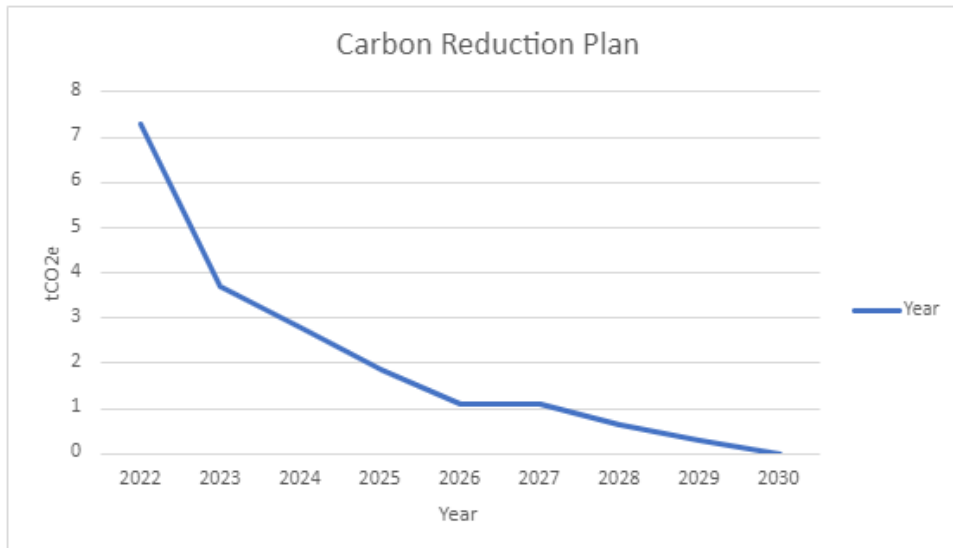
In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that Scope 2 carbon emissions will decrease over the next five years to 0.144 tCO₂e by 2027. This is a reduction of 81.7%.

We project that Scope 3 carbon emissions will decrease over the next five years to 0.963 tCO₂e by 2028. This is an overall reduction of 85.2%.

We will fully implement a 100% working from home policy between 2027 and 2030 to reduce the 1.107 tCO₂e to 0 emissions.

Below is a graph illustrating the impact of our carbon reduction plan:



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The environmental management measures and projects outlined above were implemented well before our 2022 baseline measurement. Within the next 5 years we aim to reduce our Scope 2 and Scope 3 carbon emissions by approximately 6.2 tCO₂e, a 85% reduction against our current year/ baseline and the measures will be in effect when performing the contract.

Our 3 largest emission categories are in staff commuting (Scope 3), Business Travel (Scope 3) and electricity (Scope 2) (although we buy 100% renewable energy – I didn't know how to offset this).

Over the next 5 years we aim to implement the following measures to reduce carbon emissions:

1. In order to reduce the carbon emissions accrued through employee commuting, we will implement a hybrid model of working. For the next 5 years employees will work from home on a 1 day a week basis increasing by one day every year up to 4 days a week working from home. This will allow for a period of adaptation for current staff members. This hybrid model will allow human contact which we believe is important for mental health as well as effective communication.

This will also reduce the emissions on electricity used in the office (Scope 2) in the day to day operations at the Worcester office by 81.7%.

This will also reduce the emissions on Scope 3 – staff commuting by 89.3%.

2. In July 2022 we implemented a no business travel policy, thereby cutting all emissions from business travel to zero. We now have all business meetings by Teams.
3. By the end of September 2022 we will no longer be needing postal services as we have implemented digital ID Verification Technology and Right to Work service so

that will cut emissions from Upstream and Downstream transportation and distribution (Scope 3) to zero.

4. In January 2023 we will install sensors in each room to switch off our lights automatically when no movement has been detected further reducing our electricity usage and reducing carbon emissions.
5. By 2030 we will have a 100% working from home policy which will reduce emissions from commuting staff to zero.

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 Director.

Signed on behalf of the Supplier:

Celinda Huband (Director) Care4Health Ltd

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Date: 21 September 2022

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

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

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