Carbon Reduction Plan

Supplier name: CAP247 Customer Services UK LTD

Publication date: January 2024

Commitment to achieving Net Zero

CAP247 Recruitment Agency 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: December 2022- December 2023	
Additional Details relating to the Baseline Emissions calculations.	
CAP247 Customer Services UK LTD has not previously reported emissions, this is our first reporting period and will be used as our baseline.	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**0 We do not have any company owned cars. The company office is rented so we do not own any generators, air conditioning units or boilers.**
Scope 2	**2.67**
Scope 3 **(Included Sources)**	**Upstream transportation and distribution 0.168** **Waste generated in operations 0** **Business Travel 0.162** **Employee commuting 0.174** **Downstream transportation and distribution 0**
Total Emissions	**3.174**

Current Emissions Reporting

Reporting Year: December 2022- December 2023	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**0 We do not have any company owned cars. The company office is rented so we do not own any generators, air conditioning units or boilers.**
Scope 2	**2.67**
Scope 3 **(Included Sources)**	**Upstream transportation and distribution 0.168** **Waste generated in operations 0** **Business Travel 0.162** **Employee commuting 0.174** **Downstream transportation and distribution 0**
Total Emissions	**3.174**

Emissions reduction targets

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

Scope 2:

- Ensure that office lights and power is switched off, aiming to reduce the electricity emissions from 1.46 to 1.1 by 2028
- Ensure that heating is only used when absolutely necessary, encourage staff to wear jumpers and layers, reducing the heating from 1.21 to 0.8 by 2028
- Reduction in business travel. Aiming to reach 0.14 by 2028
- Reduction in the use of Office supplies. Aiming to be completely paperless by 2028 reducing our emissions to 0

We project that carbon emissions will decrease over the next five years to **2.04** tCO_2e by 20**28**. This is a reduction of **23.6**%

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 20**23** baseline.

- Paperless policy, staff are encouraged to use as little paper as possible and all paperwork's and documentations are transitioning to online service.

- Public transport scheme, all staff are encouraged and supported to use public transport where reasonably able to.

- 'switch it off' scheme where staff are encouraged and reminded to help in little ways, such as turning off the office lights when natural light is available, ensuring all lights and outlets are switched off at the end of the day. When being away from the desk for quite some time, switch of the computer instead of leaving it on standby.

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

- We are also aiming to reduce our use in heating within the office, encouraging staff to wear layers.

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 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, 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 signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

Chika Obi, Director of CAP247 Customer Services UK LTD

Date: 30/01/2024

CAP247
CARING AND ASSISTING PEOPLE