

Carbon Reduction Plan



Supplier: **HIGHGRADE RECRUITMENT LTD.**

Publication date **August 2023**.....

This plan has been produced in accordance with the Technical Standard for completion of Carbon Reduction Plan and in line with the Cabinet Office Procurement Polity Note (PPN)06/21

Commitment to achieving Net Zero

Highgrade Recruitment Ltd is committed to achieving Net Zero 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: July 2022 to July 2023

Additional Details relating to the Baseline Emissions calculations.

For the purposes of our Carbon Reduction Plan (CRP) and the development of our Environmental Management System (EMS), 2022 is our Baseline year and also our reporting year.

The office is a fully insulated shipping container rented from a landlord on private land. The rent includes the water and electricity consumption, both are unmetered at this time. Highgrade has two permanent office staff, the electricity supply operates the lights, 1 x small fridge, 2 two office computers & phones, 1 printer, 1 water heater and heater.

Our emissions for gas is zero, we have no gas supply.

Although water and electricity cannot be measured as they're not metered, the use is very minimal i.e. Water from mains supply is used for hand washing and cleaning only. Drinking water is supplied by bottles which are recycled. As part of our EMS, we are currently researching for sustainable water cooler system. A compost toilet is in place since 2020, zero water consumption is required for the toilet system, its light is solar powered.

Electricity use will become fully self sufficient by 2030, a solar power system will be in place, we will continue to monitor the use and reduce where possible, a 'Switch Off Policy' is already in place. We will install LED lighting in this current year 2023.

We have included in our report, the commuting of our staff and business travel using the 2022 Government greenhouse gas conversion factors for company reporting. Staff work for 39 weeks of the year.

Baseline year emissions: 2022

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Highgrade has zero emission from combustion of boilers or furnaces. The business is teacher supply to client schools has no chemical production in owned or controlled equipment.
Scope 2	Our use of electricity and water is unmetered, we rent from a landlord and the consumption is paid within the rental agreement. The usage is low as explained above.
Scope 3 (Included Sources)	<p>6 & 7. Business travel and employee commuting are detailed here. 2530028.80 NEDC gCO₂ Per mile Average Annual Petrol i.e. 2.53tCO₂e 1003184.00 NEDC gCO₂ Per mile Average Annual Diesel i.e. 1tCO₂e</p> <p>Office supplies are currently at 2-4 Deliveries from Amazon per year. These indirect emissions are currently unmeasurable but the latest information from Amazon is that they are in the process of changing all to fully electric vehicles. Latest published statistics state: Currently 45 million UK packages delivered with zero emissions (2021 figures issued by Amazon)</p> <p>4 & 9. Highgrade do not transport or distribute goods upstream or downstream. We have zero emissions in this category.</p> <p>5. Waste generated in our operations are recycled i.e. plastic, paper, glass and cardboard all collected through local council fortnightly collections. This is currently unmeasurable. Food waste is fed to the animals on the farm or composted through our in-house compost system.</p>
Total Emissions	3.53 tCO ₂ e

Current Emissions Reporting

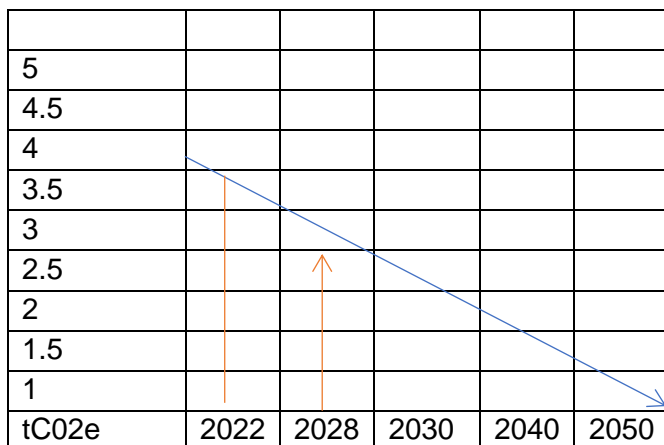
Reporting Year 2022 Year:	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	Highgrade has zero emission from combustion of boilers or furnaces. The business is teacher supply to client schools has no chemical production in owned or controlled equipment.
Scope 2	Our use of electricity and water is unmetered, we rent from a landlord and the consumption is paid within the rental agreement. The usage is low as explained above.
Scope 3 (Included Sources)	<p>6 & 7. Business travel and employee commuting are detailed here. 2530028.80 NEDC gCO₂ Per mile Average Annual Petrol i.e. 2.53tCO₂e 1003184.00 NEDC gCO₂ Per mile Average Annual Diesel i.e. 1tCO₂e</p> <p>Office supplies are currently at 2-4 Deliveries from Amazon per year. These indirect emissions are currently unmeasurable but the latest information from Amazon is that they are in the process of changing all to fully electric vehicles. Latest published statistics state: Currently 45 million UK packages delivered with zero emissions (2021 figures issued by Amazon)</p> <p>4 & 9. Highgrade do not transport or distribute goods upstream or downstream. We have zero emissions in this category.</p> <p>5. Waste generated in our operations are recycled i.e. plastic, paper, glass and cardboard all collected through local council fortnightly collections. This is currently unmeasurable. Food waste is fed to the animals on the farm or composted through our in-house compost system.</p>
Total Emissions	3.53 tCO₂e

Emissions reduction targets

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 by a reduction of 25% by 2028 Total Emissions will be 2.64tCO₂e

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



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed prior to or implemented since the 2023

Completed CRP Measures:

- The installation of a composting toilet in 2020 has reduced the water toilet water consumption to zero. The system includes a refillable bottled source of water for handwashing and the light is solar powered.
- A Switch Off policy is also already in place, it is a small office with 2 computers & phones, 1 x printer, 1 x small fridge, 1 x water heater and heater; they are all turned off as the office is closed up, they operate within daytime hours only.
- Blended working between home and office.
- Office staff bring their own food provision from home, both are committed to healthy eating and home cooked food.
- Supplies for the office are purchased in bulk and recycled.
- Business travel has been reduced since lockdown, the Covid Pandemic has seen Highgrade be creative and face to face meetings have become the normal, reducing company travel to initiate staff.
- We have successfully re-tendered for the Welsh Government Framework, this enables us to maintain Industry Standards and be fully supported as a preferred supplier.
- Waste is responsibly recycled.

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

- The office lighting changed to LED bulbs.
- Solar powered system to run the office entirely self-sufficiently.
- Cycle to work scheme and electric vehicles for permanent staff members
- Temporary staff to be encouraged and supported to run their own electric vehicles and use bicycles where possible.
- An accredited Environmental Management System.
- Work with the regulators to see a reduction of paper and ink consumption.
- Staff training and raise awareness with our community and clients.

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:

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Date:

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>