



Top Workforce

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Top Workforce Recruitment

Carbon Reduction Plan

Introduction: Top Workforce Recruitment recognises the urgent need to address climate change by reducing carbon emissions. As a leading provider of permanent and temporary staffing solutions, we are committed to transitioning to a sustainable business model that aligns with the goal of achieving net zero emissions by 2040. This plan outlines our strategy to reduce carbon emissions, with a baseline year of 2023 and a commitment to improving the accuracy of our estimations for Scope 2 and Scope 3 emissions in the coming years.

Baseline Assessment (2023): In 2023, Top Workforce Recruitment conducted a comprehensive assessment of its carbon emissions across all scopes:

- Scope 1 Emissions:** Direct emissions from owned or controlled sources.
 - Estimation: Calculated based on fuel consumption for company-owned vehicles and office heating.
- Scope 2 Emissions:** Indirect emissions from the generation of purchased electricity, heat, or steam consumed by the company.
 - Estimation: Derived from energy consumption data provided by utility providers, with adjustments for renewable energy sources where applicable.
- Scope 3 Emissions:** Indirect emissions that occur in the value chain of the company, including both upstream and downstream activities such as business travel, employee commuting, and supply chain emissions.
 - Estimation: Assessed based on employee travel data, supplier information, and other relevant sources. Estimates were made for categories such as transportation, procurement, and waste.

Carbon Reduction Strategy: Top Workforce Recruitment's carbon reduction strategy focuses on the following key areas:

- Energy Efficiency and Renewable Energy Adoption:**
 - Invest in energy-efficient technologies for office spaces, including LED lighting, smart heating, and cooling systems.
 - Transition to renewable energy sources for electricity consumption by exploring options such as solar panels or purchasing renewable energy certificates.

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2. Transportation Optimisation:

- Encourage remote work and virtual meetings to reduce the need for business travel.
- Promote the use of public transportation, carpooling, cycling, and walking among employees for commuting.
- Transition the company vehicle fleet to electric or hybrid vehicles where feasible and implement eco-driving practices to reduce fuel consumption.

3. Supply Chain Management:

- Collaborate with suppliers to assess and reduce emissions within the supply chain, emphasising sustainable sourcing practices.
- Prioritise partnerships with suppliers who have strong environmental commitments and transparent carbon reporting.

4. Employee Engagement and Education:

- Implement employee training programs to raise awareness about carbon emissions, energy conservation, and sustainable practices.
- Foster a culture of sustainability by encouraging employees to contribute ideas and initiatives for reducing emissions in their daily work activities.

5. Carbon Offsetting and Compensation:

- Explore opportunities for carbon offsetting projects, such as reforestation or renewable energy investments, to compensate for unavoidable emissions.
- Monitor and report progress regularly, seeking feedback from stakeholders and making adjustments to the carbon reduction plan as needed.

Commitment to Net Zero by 2040: Top Workforce Recruitment is committed to achieving net zero carbon emissions by 2040. This commitment will require ongoing efforts to reduce emissions across all scopes, as well as continuous improvement in tracking and reporting methodologies. We recognise the importance of transparency and accountability in our journey towards sustainability and will regularly communicate our progress towards this goal to stakeholders.

Conclusion: Top Workforce Recruitment's carbon reduction plan outlines a comprehensive strategy to achieve net zero emissions by 2040, with a baseline year of 2023. By focusing on energy efficiency, transportation optimisation, supply chain management, employee engagement, and carbon offsetting, we are dedicated to mitigating our environmental impact while contributing to a more sustainable future for our business and the planet.



Baseline Year: 2023 Jan - Dec	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	Scope 1 – Direct Emissions tCO₂e
	Stationary Combustion (Boiler, Generator) 0.0000
	Mobile Combustion (Company Fleet) 0.0000
	Process Emissions (On-Site Manufacturing) 0.0000
	Scope 1 Total 0.0000
<i>Due to the nature of our business processes and activities, we have no emissions falling under Scope 1.</i>	
Scope 2	Scope 2 – Indirect Emissions tCO₂e
	Gas - Annual use in kWh Total in tCO₂e
	27,686.4 12.91998
	Scope 2 Total 12.91998
<i>We have successfully gathered data on our office gas usage and have provided the corresponding emissions figures. We have also requested the electricity bills from our landlord and will compile this data once received.</i>	
Scope 3 (Included Sources)	Scope 3 tCO₂e
	Waste Generated in Operations 4.0263
	Upstream transportation & distribution 0.0000
	Downstream transportation & distribution 0.0000
	Public Transport 0.0881
	Commuting (round trip to location) 2.7548
	Work From Home 0.08545
	Scope 3 Total 6.9547
<i>Due to the nature of our business and activities, we have no emissions in upstream and downstream operations, and therefore, these are reported as zero.</i>	



Current Emissions Reporting

Submission Year: 2023 Jan - Dec	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	Scope 1 – Direct Emissions tCO₂e
	Stationary Combustion (Boiler, Generator) 0.0000
	Mobile Combustion (Company Fleet) 0.0000
	Process Emissions (On-Site Manufacturing) 0.0000
	Scope 1 Total 0.0000
<i>Due to the nature of our business processes and activities, we have no emissions falling under Scope 1.</i>	
Scope 2	Scope 2 – Indirect Emissions tCO₂e
	Gas - Annual use in kWh Total in tCO₂e
	27,686.4 12919.98
	Scope 2 Total 12,919.98
<i>We have successfully gathered data on our office gas usage and have provided the corresponding emissions figures. We have also requested the electricity bills from our landlord and will compile this data once received.</i>	
Scope 3 (Included Sources)	Scope 3 tCO₂e
	Waste Generated in Operations 4.0263
	Upstream transportation & distribution 0.0000
	Downstream transportation & distribution 0.0000
	Public Transport 0.0881
	Commuting (round trip to location) 2.7548
	Work From Home 0.08545
	Scope 3 Total 6.9547
<i>Due to the nature of our business and activities, we have no emissions in upstream and downstream operations, and therefore, these are reported as zero.</i>	



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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 Top Workforce Recruitment:

AUGUSTINE NZEAKOR

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Date: ...10/05/2024.....

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>

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