

Carbon Reporting and Reduction Plan

Baseline year April 21 to March 22.

Contents

1.	Introduction.....	2
2.	Scope 1, 2 and 3 Emissions Definitions	2
3.	Carbon impact for the baseline year 21-22	3
3.1	Carbon emissions by source.....	3
3.2	Carbon Emissions by Site.....	4
4.	Carbon Assessment Observations	5
5.	Carbon Reduction Commitments /Actions.....	5
6.	Measurement	5
7.	Prioritise	7
8.	Action Plan	7
9.	Carbon Reduction Trajectory	9
10.	Audit	9
11.	Offsetting.....	9
12.	Declaration	10

1. Introduction

Global Careers Network Ltd has committed to reducing its carbon emission to Net Zero by 2035, using as far as possible direct reduction, and offsetting the remainder.

We do this because we are conscious of the environmental, social and economic imperative to act on climate change.

The UK Government amended the Climate Change Act 2008 in 2019 by introducing a target of at least 100% reduction in the net UK carbon account (i.e. a reduction of greenhouse gas emissions when compared to 1990 levels) by 2050. As a result, Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are required to ensure that suppliers to contracts with an annual value of in excess of £5 million (excluding VAT) per year are committed to achieving “Net Zero by 2050” for all procurements after 30th September 2021.

This has led to PPN 06/21 which applies to all new procurements from this date and this includes framework call-offs and Dynamic Purchasing Systems where the anticipated individual value of the call-off or DPS is £5 million (excluding VAT) per annum or more. To demonstrate compliance, we have set out our environmental management measures in our Carbon Reduction Plan which includes:

- Confirming our commitment to achieving Net Zero by 2035 for our UK operations.
- Details of our carbon footprint/current emissions for the sources included in Scope 1 and 2 of the GHG Protocol and a defined subset of Scope 3 emissions.
- Providing emissions reporting of the CO₂e (Carbon Dioxide Equivalent) for the greenhouse gases covered by the Kyoto Protocol (predominantly carbon dioxide, methane and nitrous oxide).
- Setting out the environmental management measures we have adopted including specific carbon reduction measures.
- Publication of our Carbon Reduction Plan on our website.

2. Scope 1, 2 and 3 Emissions Definitions

Scope 1 Direct Emissions - these are direct greenhouse gas emissions that occur from sources that are controlled or owned by us (e.g. emissions from boilers, vehicles etc).

Scope 2 Energy Indirect Emissions - these are indirect greenhouse gas emissions associated from the purchase of electricity, heating or cooling and are measured and reported in alignment with our energy use.

Scope 3 Other Indirect Emissions - these fall into 15 categories and include all sources not specified within Scopes 1 and 2 above. The Scope 3 emissions that we are required to report on are:

- **“Upstream” transportation and distribution** of products purchased by us from Tier 1 suppliers (e.g. paper, computers, office consumables).
- **Disposal and treatment of waste** generated in facilities not owned or controlled by us.
- **Transportation of employees for business related activities** in vehicles not owned or operated by us.
- **Transportation of employees between home and work** in vehicles not owned or operated by us including in their own vehicles.
- **“Downstream” transportation and distribution** of products sold by us including retail and storage. This category is not applicable as Global Careers Network is a service business and does not produce, transport or distribute products.

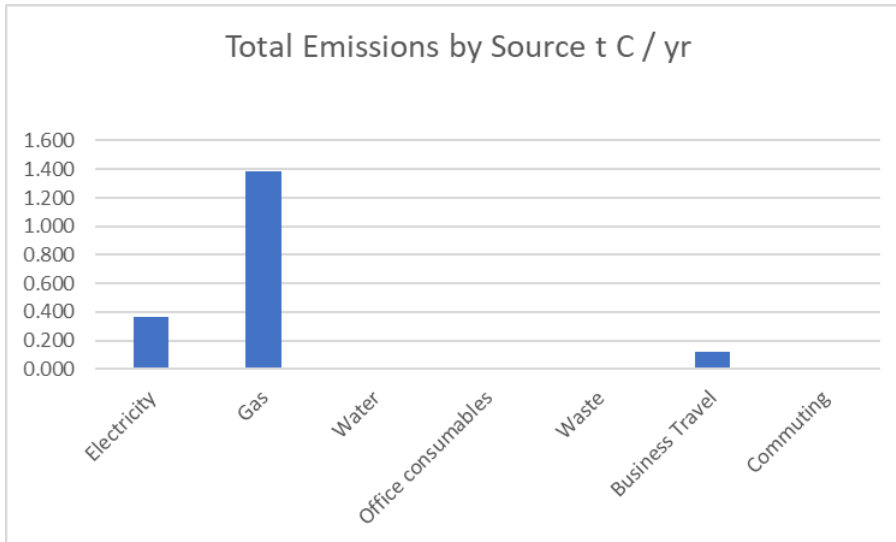
3. Carbon impact for the baseline year 21-22

The tables below show our carbon footprint in our baseline year **April 2021 – March 2022** when we first started measuring our emissions.

Baseline Year:	April 2021 to March 2022
Baseline Emissions Calculations:	All Scopes tonnes CO ₂ e / yr
Scope 1 CO ₂ e:	1.338 t
Scope 2 CO ₂ e:	0.367 t
Scope 3 CO ₂ e (included sources): all	0.125 t
Total Emissions:	1.897 t

3.1 Carbon emissions by source.

	T C / yr
Electricity	0.367
Gas	1.388
Water	0
Office consumables	0
Waste	0
Business Travel	0.125
Commuting	0
TOTAL	1.879



3.2 Carbon Emissions by Site

Total Emissions

	t C / yr
Brisbane	0.122
Ilkley	0.975
Burnley	0.782
Total	1.879

Emissions by site, by source

	Brisbane	Ilkley	Burnley
	t C / yr		
Electricity	0.122	0	0.245
Gas	0	0.975	0.413
Water	0	0	0
Office consumables	0	0	0
Waste	0	0	0
Business Travel	0	0	0.125
Commuting	0	0	0

4. Carbon Assessment Observations

Global Careers Network operates from three home offices, in Ilkley, Burnley and Brisbane. The following observations have been made by an external assessor.

The **Ilkley** office uses electricity from a zero carbon tariff, so is taken as zero for these calculations. Without this, the total carbon would be **1.187 t Carbon higher**.

The **Brisbane** office has no heating requirements.

All sites run paperless, so there are no office consumables for paper or printing ink, and no associated waste.

Being home workers, there is no commuting.

All client meetings are held digitally, so there is no business travel.

Most staff meetings are held digitally.

5. Carbon Reduction Commitments /Actions

Global Careers Network is committed to achieving Net Zero by 2035 and as part of this commitment, has interim targets of reducing emissions by 2025. This plan is reviewed annually by the Directors to check progress and establish if changes should be made to the actions we have in place to maximise our reduction in carbon emissions.

The basis of our Carbon strategy is one of **Measure – Prioritise – Act – Measure – Repeat**.

6. Measurement

We report on the sources of environmental impact over which we have operational control and calculate our carbon footprint monthly, in accordance with the Greenhouse Gas (GHG) Protocols Corporate Standard and report against the Kyoto Protocol greenhouse gases in terms of:

- Actual targets – absolute reduction targets which compare actual figures in the target year to those in the base year.
- Intensity targets – based on a normalising factor.

We subscribe to a third party service to manage our data inputs, conduct the required calculations, set and record our intensity metrics, and provide monthly carbon reporting. The data that sits behind this is the UK Government Greenhouse Gas reporting database, updated when appropriate.

This provides us with our emissions by source, and total emissions by month, sets our intensity metrics and shows how we are tracking month-on-month.

Our chosen intensity metrics are kg/CO₂ per per Full Time Equivalent employee.

For the baseline year therefore, our **intensity metrics** are:

Unit		Intensity t CO ₂ net
Employee	3.25	0.578 t / employee

Our base year for all measurements is April 21 to March22. This will not change unless there is a significant change to our company structure (e.g. a merger or acquisition) or a change in the company’s ownership, in which case the base year may move to the reporting year following the structural change.

Specific inputs and output used to calculate figures quoted in our Carbon Reduction Plan include:

- Electricity
- Gas
- Water
- Office consumables
- Solid waste
- Employee commuter mileage by type – walk / cycle / motorcycle / car / bus / train
- Business travel by private car / bus / rail

Conversion Factors

The conversion factors used throughout are the ‘2021 UK Government Greenhouse Gas Conversion Factors for Company Reporting.

Assumptions

Because the business relies solely on homeworking, household energy use has to be pro-rated.

We’ve used the following assumptions:

- That the working week is 40 hours
- That for heating, 77% of an household gas use is for heating (as per CIBSIE guidance), and that the whole property would be heated during working hours (as per the Eco-Act/ NatWest / Lloyds bank Homeworking Emissions Whitepaper).
- For electricity use, again using the above Whitepaper recommendations, consumption per worker for a PC and lighting is 150W.

7. Prioritise

Our monthly carbon calculation has enabled us to identify the largest sources of GHG emissions, and to focus our areas of impact. That does not imply however that we are not implementing actions across the board. We have been able to identify quick and easy wins which relate to relatively low impact areas whilst also implementing longer term multi-facet strategies for the larger emission areas.

8. Action Plan

8.1 Communication

We have successfully communicated our Net Zero ambitions across our workforce, and have formed an employee task force. This task force is charged with identifying where our staff can affect carbon reductions through behaviour change.

We will report our carbon emissions and progress against target to our employees monthly, via a display at both our offices.

We have developed a communication plan which describes our ambitions and commitments to our key customers and suppliers, and in our general communications.

8.2 Electricity

1. **Electricity Sourcing** – encourage employees to switch to 100% renewable / zero carbon electricity tariffs.
2. **IT equipment** - make it policy that all IT equipment is turned off (not stand-by) when not in use – lunchbreaks, meetings and out of hours.
3. **On-site Generation** - the financial case for installing solar PV generation on household rooftops is now very compelling. There can be planning, practical and physical constraints to doing this, and obviously a capital outlay.

Note that for the business, emissions from electricity are already quite low, however, renewable power generated from PV can be used to **offset** the emissions arising from the use of gas. This would be pro-rated according to the same principles already applied.

8.3 Gas

1. **Heating Control** – Ensure that the heating control periods and temperatures are set correctly and not providing too much heat, or heat when the office is unoccupied.

2. **Heating zones** – determine the level of heating zone control in each property, and where opportunities exist to optimise that, for example by splitting zones according to daytime occupation, make the required modifications.

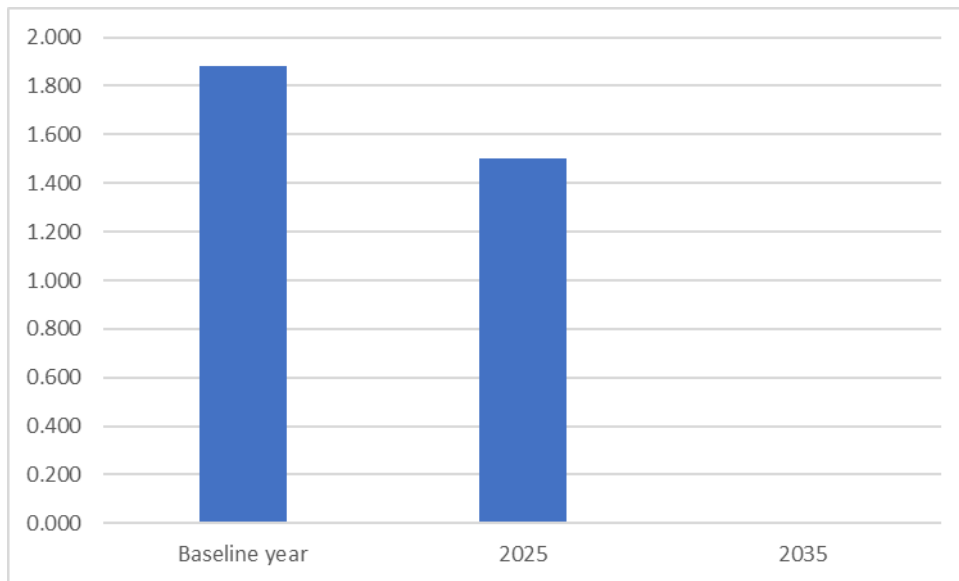
8.4 Business Travel

1. **Encourage** the use of public transport where physical meetings are necessary.

9. Carbon Reduction Trajectory

We have set emission reduction target by source as percentage reductions against the baseline year for 2025 as an interim, based on 10% reductions against the total achieved through marginal improvements in all areas, and at all premises.

By 2035 we will have achieved Net Zero Carbon through mitigation measures, direct offsetting via rooftop solar PV, and through third party offsetting.



10. Audit

Whilst not compulsory, we have committed to an annual audit of our carbon data reporting, by an independent third party.

11. Offsetting

Offsetting the emissions that we can't mitigate will become part of our strategy, but only at the point that we've implemented all of the possible behavioural, process and technology changes.

Carbon offsetting is an unregulated market, and has suffered some negative publicity due to exaggerated claims on carbon savings. We also note that the UK market has little capacity at present.

We will take expert guidance to identify a credible and verifiable carbon offsetting scheme, that may be UK or Overseas based.

12. Declaration

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans, the GHG Reporting Protocol Corporate Standard and we use 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.

We confirm this Carbon Reduction Plan is reviewed and signed off at board level on an annual basis and is available on the home page of our website.

Signed: 

Name: Nicholas Hays
Designation: Executive Director
Company: Global Career Networks Ltd
Date: 22 September 2022
