



UK INSTANT SERVICES LTD

Carbon Reduction Plan



UK INSTANT SERVICES LTD
UK'S No1 Recruitment Agency

Supplier name: UK INSTANT SERVICES LIMITED

Publication date: MARCH 2021

Commitment to achieving Net Zero

UK Instant Services Ltd 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: April 2020

Additional Details relating to the Baseline Emissions calculations.

Baseline Year: to 31 March 2020 Additional details relating to the Baseline Emissions HCRG began collecting emissions data in accordance with the Streamlined Energy and Carbon Reporting (SECR) requirement for our financial year ending 31 June 2020. In accordance with these requirements, we have Scope 1 and 2 emissions for two reporting years and have used the first of these years as our baseline. Full Scope 3 data has not been collected or reported for these two years as this was not required but, as per reporting guidance, vehicle emissions have been included in Scope 3 calculations. Data has been gathered from hire car companies, plus personal car usage for business purposes has been taken from our expenses claim system. This represents a partial report against Scope 3 category 6, Business Travel. We have used the SECR data for the year ending 31 June 2020 as a baseline for Scope 1 and 2 but as our operations were affected by the Covid-19 pandemic and organisational changes are due in 2022, we intend to recalculate our baseline emissions to reflect a full year of our usual operations, including the required Scope 3 categories of emissions.

Baseline year emissions:

EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	1,520.00
Scope 2	16.00
Scope 3 (Included Sources)	64.00 Category 4 Business travel (partial)



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Total Emissions	1600
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Current Emissions Reporting

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	8.89
Scope 2	72.89
Scope 3 (Included Sources)	226.60
Total Emissions	308.38

Emissions reduction targets

To continue our progress to achieve Net Zero, we have adopted the following carbon reduction target:

- We will reduce our carbon emissions from Scope 1 and 2 emissions to achieve NetZero by 2050 and will put in place interim targets to ensure sufficient progress is made.
- Whilst we are working towards a net zero target, we have seen an increase Scope 2 carbon emissions in terms of electricity purchased. This, however, is not a true representation of the impact of our carbon reduction projects and is a result of having been able to capture data for emission sources, where gaps had previously been identified. Consequently, with the additional emission sources, we are unable to report progress against our base year on a like for like basis.
- We are aware that there are still some gaps in our reportable scope 1, 2 and 3 emission and will be working to fill these gaps over the next 6 months, where the data is available. This, along with the planned organisational changes taking place in 2022/23, means we will need to recalculate our baseline and expect to use 2022/23 as our new baseline for Scope 1, 2 and 3 emissions.

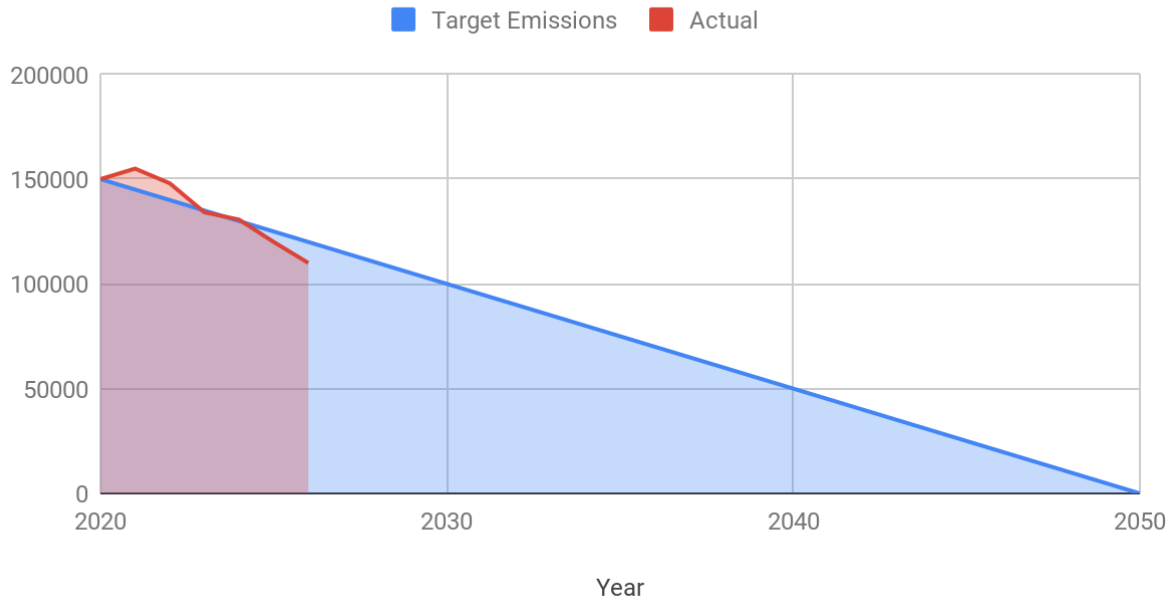


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- Once we have a firm baseline established, we intend to bring forward our target date for achieving NetZero from 2050. We will put interim emissions reduction targets in place to ensure that we are on track to achieve our agreed target date

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

Carbon Reduction: Projected vs. Actual





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Carbon Reduction Projects

Carbon Reduction Projects The following environmental management measures and projects have been completed or implemented since the 2020 baseline. Whilst we understand these projects have led to a reduction in carbon emissions, we are unable to quantify the extent as we no longer have a like for like scenario. Re-baselining in 2022/23 will enable us to quantify the measures in effect when performing the contract.

Completed Carbon Reduction Initiatives The following environmental management measures and projects have been completed or implemented since the start of our baseline year, including:

- Appointed Green Champions across the business in August 2022 in partnership with Greener Energy Futures and TEMWA Carbon Balance
 - Launched an Environmental Policy which outlines our commitment to minimising the negative environmental impact of our activities. We also share our commitments through our wider Corporate Social Responsibility statement on our website.
 - Initiated the internal Net Zero project. This included gathering data to inform our baseline scope 1, 2 and 3 carbon emissions and production of a more detailed report focused on scope 3 emissions produced by HCRG.
 - Launched a “hybrid” approach to working for 70% of our staff, which supports homeworking and brings a reduction in the amount of carbon generated through employee commuting.
 - Consolidated our office locations and sought a reduction in footprint to reduce the size of our overall estate.
 - Facilitated, where possible, a recycling scheme in buildings.
 - Advocated for the use of green energy suppliers to buildings in which we are a tenant
 - Had environmental considerations as a priority for refurbished offices including reusing and recycling furniture.
 - Supported 39 employees (approximately 10% of our average workforce) through a cycle to work scheme, with salary sacrifice available to support the purchase of a bicycle and any accessories
 - Planted the equivalent of 1,297 trees through our confidential waste provider to begin to offset carbon emissions. 6 Published: November 2022
- Planned Carbon Reduction Initiatives**
Over the next 12 months we plan to build on our existing knowledge and understanding by implementing the following projects:



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- Identify gaps in scope 1, 2 and 3 reportable carbon emissions and establish methodology for capturing any missing data sources and recalculate baseline emissions for 2022/23.
- Develop a route map for achieving net zero to include:
 - achievable GHG reduction targets that support our staff in achieving their targets o measure and report progress
 - identification of cost-effective emission reduction opportunities and commitment to required changes in operations to deliver them
 - identification and management of climate-related risks to our business
- Set product level carbon emissions reduction targets and recommend that these are embedded into performance management goals
- Provide support for our businesses in understanding the carbon impact of services
- To look into options for staff to complete Carbon literacy training (via Positive Planet online)
- Continue internal communications about the importance of the Net Zero and engage in ways to encourage colleagues to commit to making changes 7 Published: November 2022 Declaration and Sign Off This Carbon Reduction Plan is completed in compliance with PPN06/21 as published by the Cabinet Office June 2021.

This document will be reviewed and updated annually in line with the HCRG Annual Report and Accounts. It will reflect any changes in organisational structure and take account of the efforts made to reduce our emissions over time to achieve net zero by 2050 Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol. 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 (where available) in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3).

This Carbon Reduction Plan has been reviewed and signed off by our director

Managing Director

Foligar Lang

Signature

Foligar Lang

Managing Director

Published: November 2022