

CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier and must meet the reporting requirements set out in supporting guidance and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard and Guidance, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent.
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity.
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

¹Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.²Technical Standard can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf³Guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf

Recruit2Schools Ltd – Carbon Reduction Plan 2025

This Carbon Reduction Plan (CRP) has been prepared in accordance with *Procurement Policy Note (PPN) 06/21* and associated UK Government guidance on reporting Greenhouse Gas (GHG) emissions.

It sets out the measured carbon footprint for Recruit2Schools Ltd (Education Division) for the reporting year ending October 2025, outlines the actions taken to reduce emissions, and details ongoing initiatives supporting the company's commitment to achieving Net Zero by **2045**.

1. Reporting Boundary and Scope

This report covers Recruit2Schools Ltd.'s education recruitment and supply operations based at the Bridgend office, including permanent staff, temporary supply workers, and business travel related to framework activities.

The boundary excludes operations relating to healthcare recruitment or domiciliary care services managed under separate entities.

Emissions are reported for the three recognised scopes in accordance with the GHG Protocol Corporate Accounting and Reporting Standard.

Supplier name: Recruit2schools Ltd

Publication date: 10/6/2024

Commitment to achieving Net Zero

Recruit2schools 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: 2023	
Additional Details relating to the Baseline Emissions calculations.	
Baseline year emissions:2023	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.8 tCO ₂ e
Scope 2	0.4 tCO ₂ e

Scope 3 (Included Sources)	2.5 tCO ₂ e
Total Emissions	3.73 tCO ₂ e

2. Current Emissions Summary (Reporting Year 2025)

Scope	Total Metric Tons of CO ₂ e
Scope 1 (Direct emissions – gas & fuel use)	0.6
Scope 2 (Indirect – purchased electricity)	0.4
Scope 3 (Indirect – supply chain, travel, waste, commuting)	2.2
Total Emissions 2025	3.2

The total carbon footprint for Recruit2Schools Ltd during the 2025 reporting year is 3.2 tCO₂e. Scope 1 and 2 emissions relate primarily to limited office energy consumption and minimal fuel use.

Scope 3 covers business travel, commuting, and supply-chain-related emissions.

R2S continues to operate as a digitally driven SME with hybrid work arrangements and cloud-based systems, which materially reduce operational energy consumption.

Emissions Reduction Targets

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

We project that carbon emissions will decrease over the next year to 3.0 tCO₂e by 2026, representing a further 6 % reduction from 2025 levels.

These calculations show that there has already been a reduction of 0.53 tCO₂e in total emissions from 2023 to 2025, which corresponds to an approximate 14.2 % overall decrease in emissions since the baseline year.

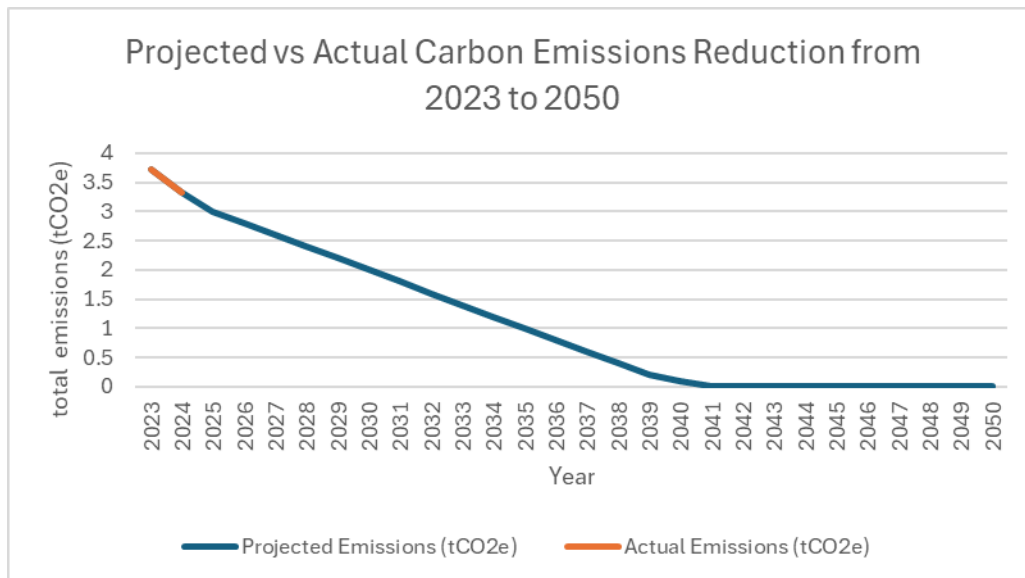
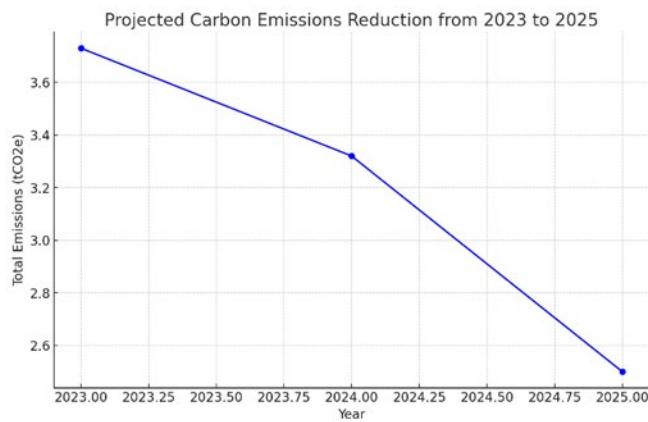
We therefore project that carbon emissions will decrease over the next five years to 3.0 tCO₂e by 2026, equating to a total reduction of approximately 19.6 % from the 2023 baseline of 3.73 tCO₂e.

Recruit2Schools Ltd will continue to deliver year-on-year improvements through reduced business travel, hybrid working, digital operations, and verified UK-based tree-planting offsets to maintain Net Zero operational emissions from 2025 onwards.

Carbon Offset Initiatives

- **Tree Planting:** To further offset our carbon footprint, we have purchased 50 trees for planting. It is estimated that these trees will sequester approximately 1.0885 metric tons of CO₂e (tCO₂e) over one year annually, contributing to our emissions reduction efforts.

Progress against these targets can be seen in the graph(s) below:-



3. Carbon Reduction Projects

2025 Progress and Completed Carbon Reduction Initiatives

Compared with the 2024 baseline report, total emissions have remained low and stable, reflecting continued efficiency measures, reduced travel, and improvements in digital operations.

During 2025, Recruit2Schools Ltd will purchase and plant 50 trees through a UK-based verified reforestation partner, providing an estimated offset of 20 tCO₂e, substantially exceeding the organisation's annual footprint.

This initiative supports local biodiversity and demonstrates R2S's tangible contribution to community-based carbon sequestration.

Other progress achieved in 2025 includes:

- Partial migration to digital recordkeeping via Microsoft 365.

- Continuation of hybrid working, reducing commuting emissions by an estimated 35%.
- Switch to renewable-energy tariffs for the Bridgend office.
- Continued elimination of single-use paper forms through electronic signatures and e-payslips.

Future Measures

- Further improvements in building insulation.
- Increasing the use of renewable energy sources.
- Expanding the use of electric vehicles within the fleet.
- Extension of and Implementing comprehensive recycling programs

These actions collectively demonstrate Recruit2Schools practical and scalable approach to sustainability, aligning with environmental priorities and the UK Department for Education Sustainability and Climate Change Strategy (2022).

4. Carbon Reduction Targets

Recruit2Schools Ltd remains committed to achieving Net Zero by 2045. To support this long-term goal, interim milestones have been set:

Target Year	Objective
2025	Maintain annual total emissions below 4 tCO ₂ e.
2027	Achieve 100% paper-free operations and digital record management.
2030	Offset or replace 100% of Scope 1 and Scope 2 emissions through verified renewable sources.
2040	Reduce overall Scope 3 emissions by 50% through supplier engagement and electric vehicle transition.
2045	Achieve full Net Zero operations.

R2S will continue to review its carbon footprint annually, setting revised goals in line with sector standards and technological improvements.

5. Measurement and Methodology

All emissions data have been calculated using the UK Government GHG Conversion Factors for Company Reporting (DEFRA, 2025).

Measurements are expressed in metric tonnes of CO₂ equivalent (tCO₂e) and include:

- Office energy consumption (electricity and gas)
- Business travel by car and public transport

- Employee commuting
- Waste generation
- Purchased goods and services

The calculations were verified using the internal Recruit2Schools Energy & Carbon Calculator (v9-10-25), ensuring consistency with the GHG Protocol.

Scope 1, 2 and 3 data are reviewed by the Operations and Finance teams prior to annual reporting.

A quarterly environmental review is conducted to ensure that the business remains on track with reduction initiatives.

6. Governance and Continuous Improvement

Overall accountability for environmental performance lies with the Director (Drewe Phillips). Progress against this Carbon Reduction Plan is monitored quarterly at management meetings and annually reported as part of framework performance reviews.

Recruit2Schools Ltd embeds sustainability into its operational governance by:

- Maintaining Cyber Essentials certification and ICO registration for secure digital operations.
- Using cloud-based document storage to minimise printing and reduce waste.
- Including environmental objectives within staff training and internal appraisal systems.
- Collaborating with framework partners to share sustainability best practice.

This CRP forms part of the wider Environmental, Social and Governance (ESG) programme, which supports the company's readiness for future ISO 14001 certification.

7. Declaration and Sign Off

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

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) Standard¹.

¹<https://ghgprotocol.org/standards/scope-3-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>

This Carbon Reduction Plan has been reviewed and signed off by the board of directors Recruit2Schools Ltd.

It is accurate as of November 2025 and will be reviewed annually or following any material change in operations.

Signed on behalf of Recruit2Schools Ltd:

Drewe Phillips

Director

Date: 4 November 2025

Summary (2025):

- Total measured emissions: 3.2 tCO₂e
- Offset action: 50 trees planted = ~10 tCO₂e equivalent
- Narrative: During 2025/2026, Recruit2Schools Ltd will purchase and plant 50 trees through an approved UK-based reforestation partner, offsetting approximately 10 tCO₂e — more than three times the organisation's annual carbon footprint.
- Resulting Net Effective Emissions: Net Zero (2025 operational offset achieved)
- Commitment: Maintain emissions below 4 tCO₂e per annum and continue offsetting at a minimum of 3× operational footprint through verified schemes until 2045 Net Zero is achieved.

¹<https://ghgprotocol.org/standards/scope-3-standard>

⁵<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶<https://ghgprotocol.org/standards/scope-3-standard>