

Carbon Reduction Plan

Supplier name: RGF Staffing UK Limited trading as Certain Advantage and Crone Corkill

Publication date: November 2024

Commitment to achieving Net Zero

RGF Staffing UK Limited is committed to achieving Net Zero emissions by 2050. A key objective from our parent company is to be neutral in all scopes by 2030.

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: 1st April 2020 to 31st March 2021																			
Additional Details relating to the Baseline Emissions calculations.																			
<p>RGF Staffing UK Limited began collecting emissions data for our financial year ending 31st March 2021. The organisation has accounted for quantified GHG emissions and/or removals from facilities over which it has financial control. The data provided is derived from energy bills, expenses claims and data collected by RGF. RGF are a recruitment consultancy operating a hybrid working model from 3 offices in the UK.</p> <p>Scope 1 – direct emissions – we have no owned transport, fuel combustion or process emissions.</p> <p>Scope 3 emissions include home workers, rail travel, flights, well to tank, employee-owned car travel (grey fleet), electricity transmission and distribution and taxi travel which in 2020 / 2021 were greatly reduced due to the Covid pandemic preventing commuting</p>																			
Baseline year emissions:																			
EMISSIONS	TOTAL (tCO₂e)																		
Scope 1	0.00 (<i>Emissions from combustion of fuel for transport included in Scope 3 calculations</i>)																		
Scope 2	15.18																		
Scope 3 (Included Sources)	<table border="1"> <thead> <tr> <th>Element</th> <th>Emissions 20/21</th> </tr> </thead> <tbody> <tr> <td>Home Workers</td> <td>58.37</td> </tr> <tr> <td>Rail Travel</td> <td>6.66</td> </tr> <tr> <td>Flights</td> <td>6.59</td> </tr> <tr> <td>Well to Tank</td> <td>5.32</td> </tr> <tr> <td>Employee-owned car travel (grey fleet)</td> <td>4.12</td> </tr> <tr> <td>Electricity transmission & distribution</td> <td>1.2</td> </tr> <tr> <td>Taxi Travel</td> <td>0.78</td> </tr> <tr> <td>Scope 3 Sub Total</td> <td>83.04</td> </tr> </tbody> </table>	Element	Emissions 20/21	Home Workers	58.37	Rail Travel	6.66	Flights	6.59	Well to Tank	5.32	Employee-owned car travel (grey fleet)	4.12	Electricity transmission & distribution	1.2	Taxi Travel	0.78	Scope 3 Sub Total	83.04
	Element	Emissions 20/21																	
	Home Workers	58.37																	
	Rail Travel	6.66																	
	Flights	6.59																	
	Well to Tank	5.32																	
	Employee-owned car travel (grey fleet)	4.12																	
	Electricity transmission & distribution	1.2																	
Taxi Travel	0.78																		
Scope 3 Sub Total	83.04																		
Total Emissions	98.22																		

Carbon Reduction Plan

Current Emissions Reporting

Reporting Year: 1st April 2023 to 31st March 2024

Scope 1 - Stationary and Mobile Source Emissions (equipment and quantity combusted), Company Owned and Leased Vehicles (vehicle type and distance travelled), Refrigerant Gas Losses (refrigerant type and new/disposed units) for the organisation only.

Scope 2 - Energy (electricity, imported heat, steam in kwh) from the office and vehicles, using the location based method.

Scope 3 - Homeworking Energy (Days), Water (consumption and waste volume), Waste(landfill, recycled and composted weight), Business Travel (type and distance), Staff Commuting (average distance and type), Hotel Stays (UK, Europe or Worldwide days), Inbound/Outbound delivery (weight/volume, type and source), Transmission and Distribution losses associated with electricity usage (kwh) and Well To Tank emissions from combustion fuels (volume combusted).

This year we have surveyed employees and tracked homeworking hours to obtain accurate information for assessing emissions, this has increased our total emissions. We have increased the headcount of our business by 20 colleagues and opened an additional office since our baseline year and there has been an increase in client visits and commuting in the last year. Our offices operate hybrid working 2 days from home and 3 days in the office.

EMISSIONS	TOTAL (tCO ₂ e)																						
Scope 1	0.00 (<i>Emissions from combustion of fuel for transport included in Scope 3 calculations</i>)																						
Scope 2	2.82 – organisational energy usage onsite																						
Scope 3 (Included Sources) 73.61	<table border="1"> <thead> <tr> <th>Element</th> <th>Emissions 22/23</th> </tr> </thead> <tbody> <tr> <td>Scopes 1 and 2 WTT</td> <td>13.34</td> </tr> <tr> <td>Home Workers</td> <td>26.82</td> </tr> <tr> <td>Organisation Waste*</td> <td>9.97</td> </tr> <tr> <td>Business Travel (not using owned/leased vehicles)</td> <td>4.892</td> </tr> <tr> <td>Staff Commuting (not using owned/leased vehicles)</td> <td>44.17</td> </tr> <tr> <td>Business or Hotel Event Activities</td> <td>1.72</td> </tr> <tr> <td>Inbound Deliveries*</td> <td>1.37</td> </tr> <tr> <td>Organisation Water Usage*</td> <td>0.27</td> </tr> <tr> <td>Transmission & Distribution Losses</td> <td>0.243</td> </tr> <tr> <td>Scope 3 Sub Total</td> <td>101.55</td> </tr> </tbody> </table>	Element	Emissions 22/23	Scopes 1 and 2 WTT	13.34	Home Workers	26.82	Organisation Waste*	9.97	Business Travel (not using owned/leased vehicles)	4.892	Staff Commuting (not using owned/leased vehicles)	44.17	Business or Hotel Event Activities	1.72	Inbound Deliveries*	1.37	Organisation Water Usage*	0.27	Transmission & Distribution Losses	0.243	Scope 3 Sub Total	101.55
	Element	Emissions 22/23																					
	Scopes 1 and 2 WTT	13.34																					
	Home Workers	26.82																					
	Organisation Waste*	9.97																					
	Business Travel (not using owned/leased vehicles)	4.892																					
	Staff Commuting (not using owned/leased vehicles)	44.17																					
	Business or Hotel Event Activities	1.72																					
	Inbound Deliveries*	1.37																					
	Organisation Water Usage*	0.27																					
Transmission & Distribution Losses	0.243																						
Scope 3 Sub Total	101.55																						
Increases due to additional staff, additional office space, increase in commuting and more accuracy in tracking data for colleagues WFH																							
*items not tracked in baseline year or prior year which we now have data for																							

Carbon Reduction Plan

Total Emissions	101.55 The total location-based carbon footprint for RGF Staffing for the period ending 31st March 2024 is 101.55 tonnes CO ₂ e. Tonnes of CO ₂ e per employee 1.19
------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Assumptions and Estimations

- Vehicle emissions were calculated using Defra vehicle categories and HM Government Emission Factors (2023).
- Throughout the reporting period, some staff worked remotely from home. Due to the unknown primary energy data from staff at home, the energy usage was calculated based on the number of days staff worked, assuming 8 hours per day.
- Scope 3 inbound and outbound delivery emissions were calculated using estimated weight and distance, using UK DEFRA freight emission factors for the predominant delivery type.
- Water consumption figures were estimated for the organisation.
- Water waste figures were estimated based on water consumption data.
- Waste figures were estimated based on staff days within the organisation.
- Transmission and distribution losses associated with electricity usage, as well as 'well to tank' emissions from combustion fuels were included in the assessment.
- Any incidental emissions less than 1% from the sources measured were not included within this report

Emissions reduction targets

In last year's report we projected that carbon emissions would decrease over the next five years to 51.73 tCO₂e by 2027, we were aiming for a reduction of 10% per year over the next 5 years, building on the 11% reduction made between 20/21 and 21/22 financial years.

We were aware that our tracking of home working and waste could be improved and wanted to ensure that we were accurately tracking the organisations total carbon footprint, in 2024 we changed supplier and engaged Carbon Neutral Britain to measure and calculate the organisations total carbon footprint for 2023/2024.

Our emission reduction targets continue to be focused on a reduction of 10% each year.

RGF Staffing aim to focus our carbon management efforts of reducing the emissions from travel as this is where the greatest emission savings can be achieved.

We will also look to offer incentives to home workers / hybrid workers to move to renewable energy sources and are investigating potential electric car schemes for employees.

Carbon Reduction Projects

The following environmental management measures and projects have been completed or implemented since the 2020/21 baseline.

The following environment management measures and projects have been completed or implemented in our 2023/24 financial year.

This year we supported a Carbon Offsetting Project via the Climate Fund Portfolio of verified Carbon Offsetting projects around the world to offset 104.36 tonnes of CO₂ emissions.

Carbon Reduction Plan

We are working in partnership with Carbon Neutral Britain and explore the use of carbon offsetting alongside our other carbon reduction initiatives.

We have also

- communicated our environmental policy and targets to the organisation
- agreed a hybrid approach to many internal meetings
- advocated for the use of green energy suppliers in buildings where we are a tenant
- continue to provide a cycle to work scheme

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

- identifying compliance gaps with the ISO 14001 standard and working towards ISO 14001 certification
- Provision of electric vehicle charging points at our offices or where these are controlled by landlord encouraging them to provide
- Incentives for employees who use electric vehicles

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:

.....

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>