

Carbon Reduction Plan Career Connect

Reporting Year: 1st April 2022 – 31st March 2023

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Company Number: 04233289



positive
planet

Our Commitment

Career Connect is committed to achieving a Carbon Intensity of <1tCO₂e per employee by 2030 and Net Zero emissions by 2040.

What does Net Zero mean in practice?

To achieve Net Zero, we will be aiming to reduce emissions in line with the latest science-based targets (SBTs). SBTs are greenhouse gas reduction goals set by organisations, they are defined as “science-based” when they align with the scale of reductions required to limit global temperature increases to 1.5°C compared to pre-industrial temperatures. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year.

SBTi recommends that organisations commit to near-term targets (that cover a minimum of 5 years/maximum of 10 years from the baseline year), as well as long-term targets.

Our near-term targets:

- Reduce scope 1 and 2 emissions by 60% by 2030.
- At all paid offices, procure 80% renewable electricity by 2025 and 100% by 2030.
- Reduce Scope 3 emissions by 50% by 2030.
- Measure all scope 3 categories by 2026.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

Scope 1 emissions: direct greenhouse gas emissions that occur from sources owned or controlled by a company, such as emissions from the combustion of fuels in on-site boilers, furnaces, or vehicles.

Scope 2 emissions: indirect greenhouse gas emissions that result from the generation of purchased electricity, steam or other forms of energy consumed by a company.

Scope 3 emissions: all other indirect greenhouse gas emissions that occur in an organisation’s value chain, including emissions from upstream and downstream activities.

Our Carbon Footprint

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. We have chosen to set our baseline year as April 2022 – March 2023. The baseline year is also the Current Reporting Year for Career Connect.

Baseline Year: 2022-2023	
<p>The current reporting year (April 2022 – March 2023) will serve as the baseline year for future measurements.</p> <p>Career Connect had conducted a preliminary investigation into its impact for the reporting year April 2021 – March 2022, but operations were affected by COVID-19 and therefore do not reflect the typical operations of Career Connect.</p>	
Emissions	Total (tonnes CO ₂ e)
Scope 1	24.9
Scope 2*	Market-based: 12.0 Location-based: 12.0
Scope 3 including: <ul style="list-style-type: none"> - Purchased Goods & Services - Capital Goods - Fuel & Energy Related Services - Business Travel - Transportation & Distribution (Upstream & Downstream) - Employee Commuting & Homeworking - Operational Waste & Water - Leased Assets (Upstream & Downstream) - Franchises & Investments 	843.1
Total Emissions*	Market-based: 879.9 Location-based: 879.9

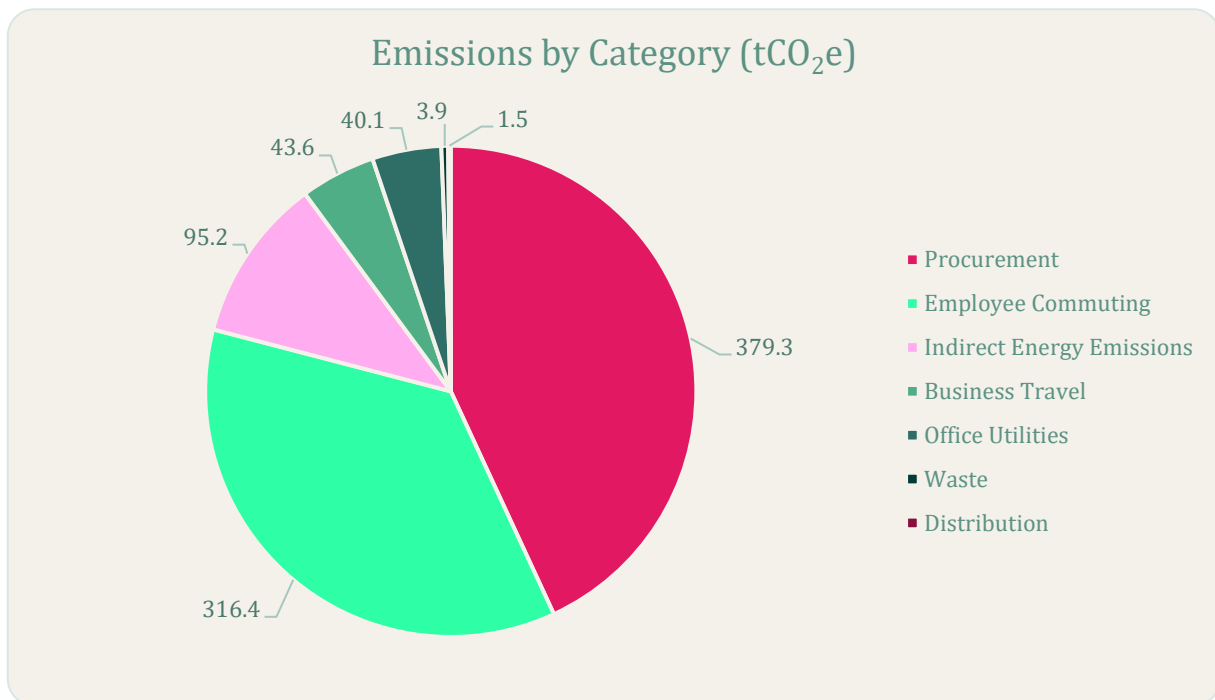
Our total emissions equate to a Carbon Intensity Metric of 2.6 tCO₂e per full-time employee equivalent (FTE) based on 333 FTEs during the baseline period (using market-based emissions).

*Purchased electricity can be measured in two ways. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice). A market-based method therefore takes into account the purchase of electricity via a verified renewable energy tariff. We have chosen to base our Net Zero target on a market-based methodology.

Current Emissions Reporting

The Current Reporting Year is also the Baseline Year for Career Connect. Find the emissions inventory above.

Carbon Emissions Breakdown



Measurement Results		
By Scope	tCO ₂ e	% of total
Scope 1	24.9	3
Scope 2 (Location-based)	12.0	-
Scope 2 (Market-based)	12.0	1
Scope 3	843.1	96
By Source		
Direct	24.9	3
Upstream	855.0	97
Downstream	0.0	0
By Category		
Office Utilities	40.1	5
Company Cars	0.0	0
Business Travel	43.6	5
Employee Commuting	316.4	36
Procurement	379.3	43
Distribution	1.5	0
Waste	3.9	0
Indirect Energy Emissions	95.2	11
Total		
Location-based	879.9	
Market-based	879.9	

Career Connect does not own any vehicle.

Career Connect holds no investments totalling >0.1% of any organisation's value.

There are no franchises of Career Connect.

Career Connect is not the lessor of any property or vehicle.

There is no downstream distribution associated with the operations of Career Connect.

Carbon Reduction

Our Net Zero targets

Career Connect is committed to achieving Net Zero by 2040. To achieve Net Zero under this scenario, we will need to reduce our absolute emissions by 90% from our baseline year. To keep us on track, we have also set the following near-term targets to 2030.

Our near-term targets:

- Reduce scope 1 and 2 emissions by 60% by 2030.
- At all paid offices, procure 80% renewable electricity by 2025 and 100% by 2030.
- Reduce Scope 3 emissions by 50% by 2030.
- Measure all scope 3 categories by 2026.

Our long-term targets:

- Reduce our total market-based emissions (scope 1, 2 and 3) by at least 90% by 2040.
- Neutralise any residual emissions using verified carbon offsets.

Progress

Career Connect is proceeding with the Current Reporting Year 2022-2023 as its Baseline Year. Progress therefore cannot be reported against any previous inventory,

Completed Carbon Reduction Initiatives

The following emissions management measures and projects have been completed or implemented.

Activity	Completion Date	Scope
<p>Commit to measuring carbon footprint of business activities year on year to gain an understanding of pinch points and regularly be making efficient and direct improvements to reduce these emissions.</p> <p>Year 1 appointed Positive Planet to support with calculating baseline carbon footprint and reduction recommendations.</p>	2023	1,2,3
<p>Created a Green Team to lead initiatives. This team has been made up of members from different departments to support the roll out of initiatives and management of data, this includes sharing and collaborating throughout the organisation.</p>	2023	1,2,3
<p>Completed certified Carbon Literacy training for one cohort of employees, across levels and functions of the organisation. Certified Carbon Literate individuals typically realise carbon savings of 5-15% of their annual emissions, with at least half of this reduction related to their role or workplace.</p>	2024	1,2,3

Future Carbon Reduction Plans

We are committing to action the following emissions management measures and projects in line with our Net Zero targets.

Activity No.	Activity	Target Date	Category
1	<p>Work with landlords to gather higher quality utilities data.</p> <p>Where gas is present at sites, ask the landlord consider low-cost options such as reducing the boiler temperature and adding heat & solar control reflective window sheets.</p>	2024 - 2026	Stationary Combustion Purchased Electricity Upstream Leased Assets
2	<p>Encourage the landlord/management company at each site to procure a 100% renewable electricity tariff. This change will reduce market-based emissions (from chosen tariff) to 0 tCO_{2e}.</p>	2030	Purchased Electricity Upstream Leased Assets
3	<p>Career Connect will implement behaviour change initiatives within the workplace for reduction of emissions, including clear messaging for turning off lights, monitors, computers, and other electrical appliances where appropriate. We will assign roles and responsibilities to Green Team members.</p> <p>High-level monitoring of energy use is key to understanding further pinch points. Awareness raised in this way could also encourage employees to consider the environment in other aspects of their role.</p> <p>Invite colleagues from different sites to openly explore challenges and barriers to collaboratively find solutions for reduction.</p>	2024 - 2026	Purchased Electricity Upstream Leased Assets

4	<p>Update the existing Procurement Policy to commit that:</p> <ul style="list-style-type: none"> - When considering future sites, sustainability weighting will be awarded to those which do not have stationary combustion and have a 100% renewable electricity tariff. - No Internal Combustion Engine vehicles will be purchased by Career Connect. 	2024	<p>Stationary Combustion Purchased Electricity Upstream Leased Assets Mobile Combustion Purchased Electricity (EVs)</p>
5	<p>Procure a 100% renewable electricity tariff at sites where Career Connect pays for electricity.</p> <p>This will be phased, such that it covers:</p> <ul style="list-style-type: none"> • 80% of purchased kWh electricity consumption by 2028 • 100% of purchased kWh electricity consumption by 2030 	2030	Purchased Electricity

Based upon the above completed and planned initiatives, it is projected that Scope 1 & 2 carbon emissions will decrease to **13.8tCO_{2e}** by 2030.

We also aim to implement the further initiatives below to reduce Scope 3 emissions:

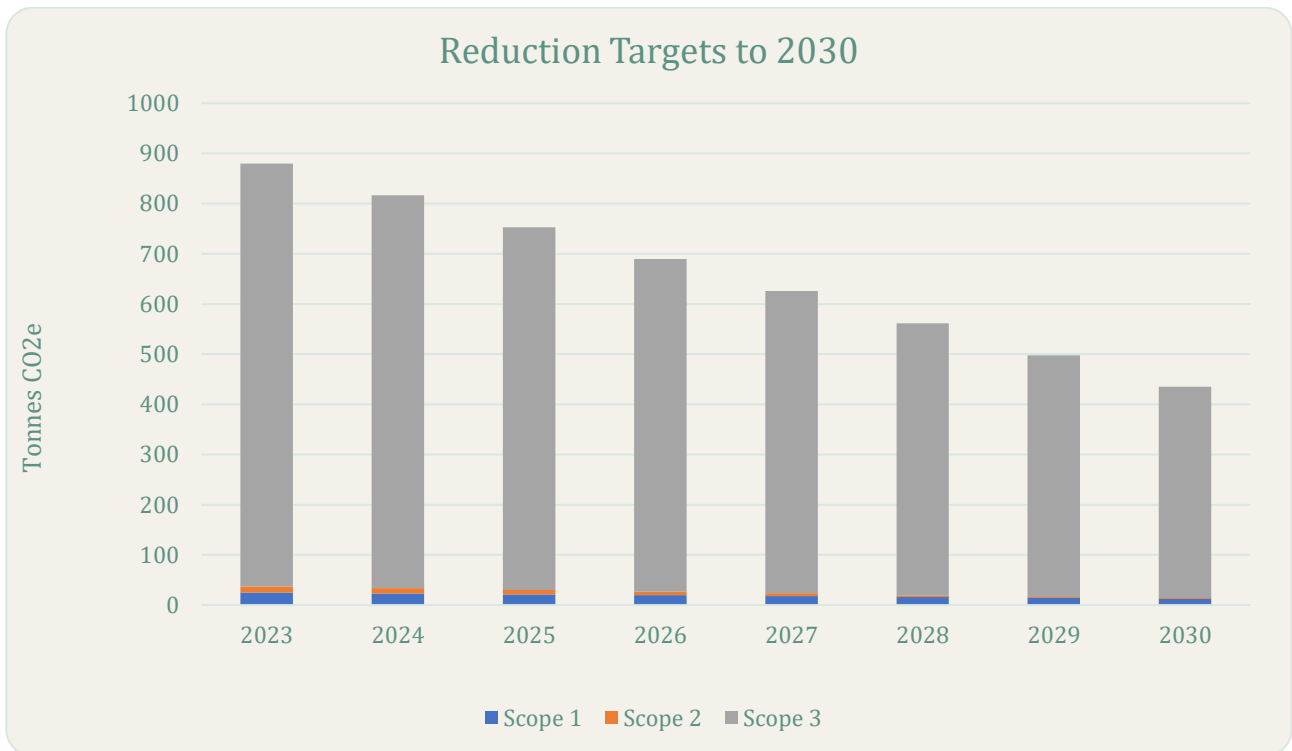
Activity No.	Activity	Target Date	Category
1	<p>Commit to measuring the remaining downstream Scope 3 categories, meaning that year's carbon emissions measurement will be a full picture of Career Connect's carbon impact.</p> <p>Currently, the largest missing categories are Use of Sold Products, Processing of Sold Products, End-of-Life of Products, meaning that once these are measured, reduction activities targeted at these categories will be able to be created.</p>	2026	Product emissions
2	<p>Consider additional training and engagement for the Green Team, leadership, and the wider employee base.</p> <p>Including and not limited to, creating spaces for environmental positive conversations (internal comms, newsletters, slack, Teams etc), Net Zero training for those involved in Procurement, certified Carbon Literacy Training for the wider workforce with the ambition to achieve Carbon Literate Organisation - Bronze accreditation by 2025.</p>	2024 - 2025	Commuting & Home Working Business Travel Purchased Goods & Services
3	<p>Implement a Sustainable Procurement Policy. Consider opportunities to reduce net procurement by reusing products where possible. Encourage suppliers to adopt sustainable practices and improve their own carbon footprint through supplier engagement, procurement policies and contracts, and monitoring reporting mechanisms.</p> <p>Commit to a Sustainability Audit or Survey to request further information regarding credentials – Plan to send</p>	2024 - 2028	Purchased Goods & Services

	<p>these to the top 30% of suppliers by spend, increasing annually to capture 60% of suppliers' data by 2028. This data collection will support reduction journey by gathering important data for future measurements & encourage supply chain integration towards Net Zero.</p> <p>Complete this audit within two phases:</p> <ol style="list-style-type: none"> 1. Identify suppliers for engagement 2. Formulate and collect data (survey/scoring) <p>Once completed prioritise suppliers with lower carbon footprints as part of the above phased approach. This may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items.</p> <p>Develop and monitor procurement policy for all new suppliers to align to Net Zero goals.</p>		
5	<p>Develop and implement a Sustainable Travel Policy to support environmental impact of choices when travelling, staying in hotels and commuting. The priorities within this policy will support active travel and low emission travel options where appropriate.</p> <p>Monitor and consider alternatives to air-based travel as a priority and commit to offering support to workforce with options for active travel schemes, such as bike to work or car sharing opportunities.</p> <p>Utilise the emissions travel hierarchy:</p> <ul style="list-style-type: none"> - Digital communication - Walking and cycling - Public and shared transport - EV's and car sharing/clubs - ICE vehicles and car sharing/clubs - Air travel 	2024 - 2025	Business Travel Commuting

	Consider creative ways to engage and support the workforce to reduce emissions related to Commuting as a priority - this could include enhancing or expanding the existing Hybrid working policy, and offering a used-BEV scheme.		
6	Introduce carbon budgeting and planning for larger upcoming projects. This activity will ensure the carbon impact is considered throughout the delivery of a project.	2025	All Categories

Near-Term Reduction Projections (Scope 3)

Based upon the above completed and planned initiatives, it is projected that (as a minimum) Scope 3 carbon emissions will further decrease over the next seven years from the current normalised measurement of 843.1tCO_{2e} to 421.5 tCO_{2e} by 2030. This is a **reduction of 50%** and will keep us on track to Net Zero.



Declaration and Sign Off

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.

This Carbon Management Plan has been reviewed and approved by the Career Connect Executive Team.

Signed on behalf of Career Connect:



Name: Gill Holywell

Position: Director of Finance

Date: 05/11/24

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>