

# Carbon Reduction Plan

Supplier name: Agile Recruit (Agile Recruitment Ltd) & Agile Tech Services (Agile Technology Services Ltd) “Agile”

Publication date: 12<sup>th</sup> September 2025

## Commitment to achieving Net Zero

Agile Recruitment Ltd & Agile Technology Services Ltd together “Agile” are committed to achieving Net Zero emissions by 2050. Due the internal links within Agile Recruitment Ltd & Agile Technology Services Ltd our decision was made for transparency to report these businesses together rather than attempt to apportion and report these emissions separately.

## 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.

<b>Baseline Year: 2020</b>		
<b>Additional Details relating to the Baseline Emissions calculations.</b>		
Our baseline year in 2020 includes business changes brought on by the Covid pandemic from the Spring onwards. This resulted in greater employee remote working though this has continued to an extent post pandemic.		
<b>Baseline year emissions:</b>		
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>	
<b>Scope 1</b>	<b>0.00</b> (No emissions are created in delivery of our services and our offices are leased so emissions accounted for in scope 2)	
<b>Scope 2</b>	<b>0.71</b>	
<b>Scope 3</b> (Included Sources)	<b>5.06</b>	
	4. Upstream transportation and Distribution	0.00

	<table border="1"> <tr> <td>5. Waste generated in operations</td> <td>0.07</td> </tr> <tr> <td>6. Business travel</td> <td>0.55</td> </tr> <tr> <td>7. Employee commuting</td> <td>4.44</td> </tr> <tr> <td>9. Downstream transportation and distribution</td> <td>0.00</td> </tr> </table> <p>(Due to the nature of our services we don't create emission related to category 4 &amp; 9)</p>	5. Waste generated in operations	0.07	6. Business travel	0.55	7. Employee commuting	4.44	9. Downstream transportation and distribution	0.00
5. Waste generated in operations	0.07								
6. Business travel	0.55								
7. Employee commuting	4.44								
9. Downstream transportation and distribution	0.00								
<b>Total Emissions</b>	<b>5.77</b>								

### Current Emissions Reporting

<b>Reporting Year: 2024</b>											
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>										
<b>Scope 1</b>	<b>0.00</b> (No emissions are created in delivery of our services and our offices are leased so emissions accounted for in scope 2)										
<b>Scope 2</b>	<b>0.80</b>										
<b>Scope 3 (Included Sources)</b>	<b>1.08</b> <table border="1"> <tr> <td>4. Upstream transportation and Distribution</td> <td>0.00</td> </tr> <tr> <td>5. Waste generated in operations</td> <td>0.07</td> </tr> <tr> <td>6. Business travel</td> <td>0.90</td> </tr> <tr> <td>7. Employee commuting</td> <td>0.11</td> </tr> <tr> <td>9. Downstream transportation and distribution</td> <td>0.00</td> </tr> </table> <p>(Due to the nature of our services we don't create emission related to category 4 &amp; 9)</p>	4. Upstream transportation and Distribution	0.00	5. Waste generated in operations	0.07	6. Business travel	0.90	7. Employee commuting	0.11	9. Downstream transportation and distribution	0.00
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7. Employee commuting	0.11										
9. Downstream transportation and distribution	0.00										
<b>Total Emissions</b>	<b>1.88</b>										

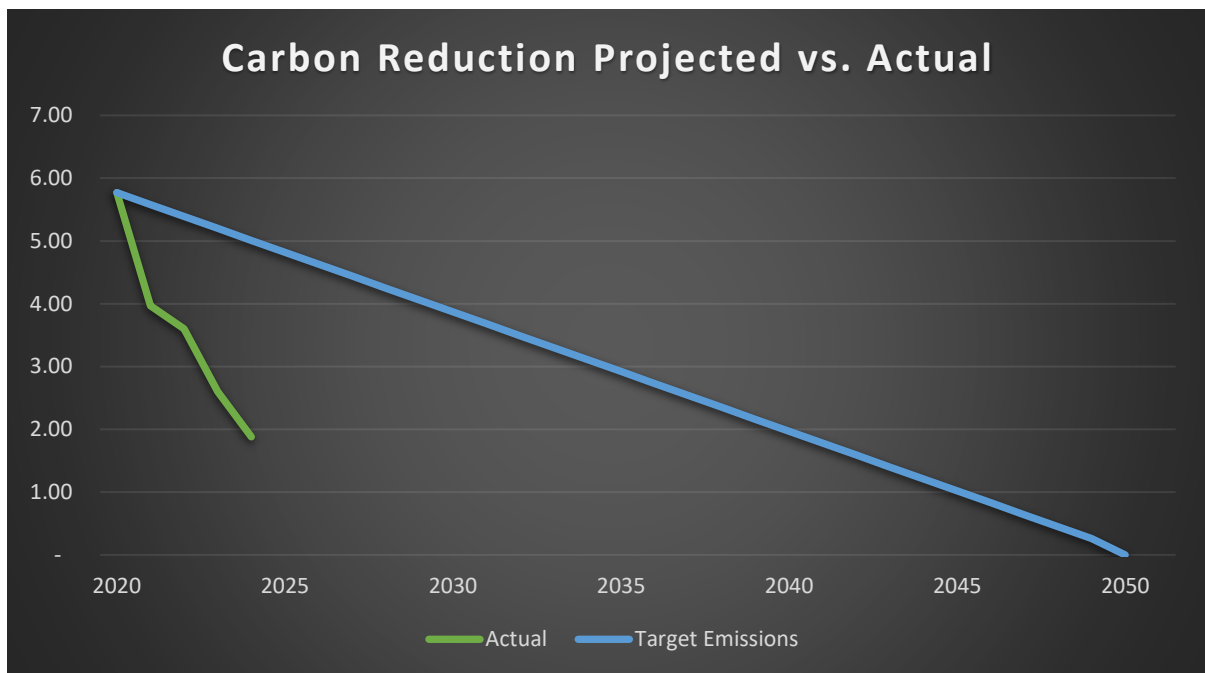
### Emissions reduction targets

Prior to commencing detailed emissions reporting our business has always adopted an approach to mitigate our impact on the environment which has led to our low baseline year in comparison to industry norms, but there is always more that we can do. In order to continue

our progress to achieving Net Zero, we have adopted the carbon reduction targets detailed below.

Due to the adoption of carbon free forms of transportation, the location of our staff members and the lower numbers of staff than anticipated our 2024 report has shown another exceptional reduction in relation to target and a reduction of 67.4% on our 2020 baseline. Our 2025 numbers look to match this level and we expect this to plateau in 2026 with reduced office related emissions but increases in some other areas due with projected company growth, though this increase should still leave us well below projections, well within our objectives.

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



## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2020 baseline. The carbon emission reduction achieved by these schemes equate to 11.03 tCO<sub>2</sub>e to the end of the reporting year against the 2020 baseline levels. The measures below are in effect when performing our contracted services moving forwards.

- Electric-vehicle (EV) leasing scheme for employees
- Showers at the Manchester Office to encourage commuting by foot and bike
- We have established the Carbon Reduction working group and will continue meeting quarterly to drive change and monitor progress
- Move to virtual meetings using Microsoft Teams.
- LED Lighting where possible.
- Energy reduction program – switch off policy, what runs, runs when needed only.

- Energy audit undertaken in 2021 resulted in procured certified 100% renewable electricity contracts for all our premises.
- Where work circumstances allow, employees given options for flexible working model to reduce office accommodation requirements.
- Install showering and changing facilities at our head office to encourage cycling to work
- Adopted a Cycle to work Scheme
- We have run a communications campaign to educate and drive awareness around events such as World Environment Day.
- Incorporated a cloud first procurement strategy to reduce Scope 1 and 2 emissions
- Gain understanding of future impacts from commuting and working from home via a rolling employee survey and use this as an opportunity to decrease scope 3 emissions via employee engagement.

As well as these initiatives, the decrease against the baseline position has also been due to low office occupancy and changes in working practices. We remain confident, however, that our current and future measures will enable us to achieve net zero well in advance of 2050.

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

***Future carbon reduction initiatives under consideration***

*In the future we plan to implement or extend measures which will continue to drive down emissions, below are some examples of areas under review:*

- Explore necessity of Offices and allow remote working where possible
- Continue building awareness amongst our workforce of the impact of their decisions on our journey to net zero. This includes actively encouraging staff to choose environmentally friendly commuting methods.
- Explore with landlords alternative heating solutions to further reduce scope 2 emissions when possible (replacing gas heating with panel heaters, air source heat pumps or solar thermal.)
- Continue to procure 100% renewable electricity for all sites where possible.
- Explore Ripple Energy, Energy Creation initiatives in partnership with our landlord in Manchester
- Reduce business travel by air, rail, and road through effective measurement and a sustainable travel policy.
- Reduce emissions from vehicles used by employees for business travel. The technological improvements in vehicles are set to continue alongside the growth in electric car ownership.
- Propose flexible working arrangements to our clients for delivery of projects
- Consider incentives for employees to support a switch via a panel of trusted green suppliers through Big Clean Switch.
- Incorporate into the Onboarding guiding principles for Carbon reduction and eco-friendly etc (wording to be updated)
- Reflect our internal policies and incorporate it to our 3<sup>rd</sup> party/ sub-contractor onboarding process.

## 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 standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

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<sup>3</sup>.

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

### Signed on behalf of the Supplier:

Jonathon Webley  
Director

Date: 24 September 2025

Published at: <https://www.agilerecruit.com/about/> for Agile Recruit

Published at: <https://agiletechservices.co/frameworks-compliance/> for Agile Tech Services

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

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

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