



CARBON REDUCTION PLAN

Supplier name: Quality Coding and Information Recruitment Solutions Limited
TA Placing Talent

Publication date: August 2024

Commitment to achieving Net Zero

Quality Coding and Information Recruitment Solutions Limited (QCI) is committed to achieving Net Zero emissions by 2034.

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: 2022/23 (06/04/2022 to 05/04/2023)

Additional Details relating to the Baseline Emissions calculations.

Emissions data had not been published in prior years therefore we selected 2023/23 as our base year. The methodology for measuring our carbon footprint is in line with the Greenhouse Gas protocol and the BEIS Environmental Reporting Guidelines. The calculations were completed on the SmartCarbon Calculator using the UK Government emissions factors.

QCI is committed to addressing and acknowledging our environmental impact. We strive to continuously improve our performance in various areas, including energy reduction, fuel consumption minimisation, waste generation minimisation, waste recycling maximisation, and pollution control. At QCI, we have developed an Environmental and Energy Policy to guide our efforts.

To measure our business intensity ratio, we have chosen to use the metric of tonnes of CO₂e per number of FTE (full-time equivalent) employees. This allows us to accurately assess our carbon emissions in relation to our workforce.

In calculating the carbon emissions for QCI, we have followed the UK Government Environment Reporting Guidelines, which include the Streamlined Energy and Carbon Reporting (SECR) guidance. Our consumption data has been obtained from purchase invoices and motor vehicle mileage records.

To convert our activities into carbon emissions, we have used the latest UK Government GHG (Greenhouse Gas) Conversion Factors for Company Reporting in 2020. This ensures that our calculations are based on accurate and up-to-date data.

Baseline year emissions: 2023

EMISSIONS	TOTAL (tCO₂e)
Scope 1	478
Scope 2	389
Scope 3 (Included Sources)	n/a
Total Emissions	867

Current Emissions Reporting

Reporting Year: 2023/24 (06/04/2023 to 05/04/2024)

EMISSIONS	TOTAL (tCO₂e)
Scope 1	534
Scope 2	278
Scope 3 (Included Sources)	We are currently working on measuring our commuting emissions. As a recruitment organisation we believe these to be our only scope 3 emissions.
Total Emissions	812

Emissions reduction targets by 2025

To continue our progress to achieving Net Zero, we have set the following carbon reduction targets for 2025.

- Carbon emissions to decrease to below 300 tCO₂e
- This is a reduction of 66% against the 2023 baseline
- Target to be reviewed each year as the impact of initiatives is realised

When developing our Carbon Reduction Plan we look to implement and adhere to best practice policies that embed and support Carbon Reduction Planning in support of Green Initiatives such as NHS Net Zero, as detailed within the Procurement Policy Note 06/21:

We have adopted UK Government and/or NHS targets for sustainable development where appropriate, in full consideration of the environmental impacts of any significant policy decisions and requirement to achieve Carbon Net Zero emissions in line with our target date). Sustainable development may include but is not limited to:

- Energy management
- Water, to include system infrastructure maintenance and wastewater management
- Waste prevention and management including waste hierarchy and segregation
- Reducing single use plastics in accordance with the Environmental Protection (plastic straws, cotton buds and stirrers) (England) Regulations 2020, related Regulations in place across Devolved Administrations and all future waste related regulations; and
- Minimising transport use.

We are not required to publicly report UK energy use and carbon emissions within the Supplier's Director Report as we do not meet any two of the following three thresholds have been met in the preceding financial year, in alignment to the latest guidance published by the Department for Business, Energy and Industrial Strategy (BEIS):

- A turnover of £36m or greater;
- A balance sheet of £18m or greater; and/or
- A company size of 250 employees or greater.

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented recently:

1. Energy-efficient practices: We have implemented various measures to save energy, such as using energy-efficient lighting and ensuring that equipment is turned off when not in use.
2. Telecommuting and flexible work options: We promote telecommuting and flexible work arrangements whenever possible to reduce vehicular emissions and promote a more sustainable way of working.
3. Waste reduction and recycling: To minimise landfill waste, we have put in place circular waste management strategies. This includes implementing recycling programs, composting kitchen and staff room waste, and actively reducing paper usage.

4. Sustainable procurement: We prioritise suppliers who demonstrate a commitment to environmental sustainability. We seek out those who use environmentally friendly materials, packaging, and transportation options.
5. Employee engagement and education: We conduct awareness campaigns to educate our employees about the importance of carbon reduction. We encourage them to adopt sustainable practices both at work and in their personal lives.

Further measures:

1. Energy-efficient practices: We will optimise our heating and cooling systems to ensure efficient energy usage and reduce our overall energy consumption.
2. Renewable energy sources: We are considering the implementation of renewable energy sources, such as solar panels or wind turbines, to power our business operations. We will seek advice from a Renewable Power Consultant to guide us in significantly reducing our reliance on fossil fuels and lowering our carbon emissions.
3. Employee engagement and education: We will continue to raise awareness among our teams and employees about the importance of carbon reduction. Our aim is to encourage them to adopt sustainable practices both at work and in their personal lives.
4. Carbon offset programs: We will explore and potentially participate in carbon offset programs. Through these programs, we can invest in projects that reduce greenhouse gas emissions, such as reforestation or renewable energy projects. This will help compensate for our business's carbon emissions and contribute to a more sustainable future.
5. Engagement with diverse organisations: We will actively engage with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of our contract.
6. Collaborative approach with supply chain: We will work collaboratively with our supply chain partners to deliver additional environmental benefits in the performance of our contract. This includes working towards achieving net-zero greenhouse gas emissions.
7. Enhancing the natural environment: We will explore and implement ways to enhance the natural environment, including habitat creation and increasing biodiversity. This may involve initiatives to support pollinators and create green spaces in and around our buildings.
8. Influencing stakeholders: Through the delivery of our contract, we will aim to influence our staff, suppliers, customers, communities, and other relevant stakeholders to support environmental protection and improvement.
9. Reconnecting people with the environment: We will explore and implement activities that reconnect people with the environment and increase awareness of ways to protect and enhance it. This may involve raising awareness of environmental opportunities, providing training to reduce waste and use resources more efficiently, and offering volunteering opportunities for our contract workforce to make a direct positive impact.

We use the following metrics to map our progress:

- Number of people-hours spent protecting and improving the environment under the contract, by UK region.
- Number of green spaces created under the contract, by UK region.
- Reduction in emissions of greenhouse gases arising from the performance of the contract, measured in metric tonnes carbon dioxide equivalents (MTCDE) (annual).
- Reduction in water use arising from the performance of the contract, measured in litres (annual).

- Reduction in waste to landfill arising from the performance of the contract, measured in metric tonnes (annual).

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) Standard⁹.

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:

Kieren Malone

Managing Director

Date: 06/04/24

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

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting> ⁹
<https://ghgprotocol.org/standards/scope-3-standard>