Talent Recruitment Group - Carbon Reduction Plan 2025

Meeting the Reporting Requirements

This Carbon Reduction Plan complies with PPN 06/21, as published by the Cabinet Office in June 2021. This document will be reviewed and updated annually in accordance with industry standards and regulatory requirements.

Baseline Carbon Emissions

Baseline year: 2024-2025
Additional Details relating to the baseline emissions calculations. Talent Recruitment Group Limited is a private limited SME company. While we are not obligated to report our emissions under the Streamlined Energy and Carbon Reporting (SECR) regulations, we are committed to environmental responsibility. To demonstrate this commitment, we began recording our emissions in 2025, which serves as our baseline for measuring and improving our environmental impact.
Our total baseline emissions for 2025 are 1,720.52 kg CO_2.

2025 Carbon Emissions Overview

To ensure transparency and a comprehensive assessment of our environmental impact, we are recording emissions data associated with our office at **Waulk Mill, Bengal Street, Ancoats, Manchester, England, M4 6LN**.

In our baseline year, we operated with 4 Full-Time Equivalent (FTE) employees. Our operations are office-based, with staff working primarily from our Waulk Mill office space. To ensure transparency, we have recorded emissions data associated with our one co-working office space with a total occupied space of 620 sq ft.

Because we do not control our own utilities, we applied government-published UK office benchmarks for electricity, gas, and water consumption per square metre. Waste emissions have been estimated using the government conversion factors and industry assumptions for office-generated waste.

As our business grows, we anticipate a proportional increase in emissions. This potential rise is factored into our Carbon Reduction Plan, ensuring that we take appropriate measures to mitigate and offset any increases while maintaining our commitment to sustainability.

Scope 1	We operate a fleet of 1 Electric Vehicle (Audi Q4 E-Tron). During the 2025 period, our fleet collectively covered an estimated total distance of **5000 miles.** This figure is based on an average yearly estimate. As part of our commitment to improving accuracy and reducing our environmental impact, we aim to implement more precise tracking methods in the future. **Based on this, our total Scope 1 emissions for the 2025 period are 0 kg CO2e.**

Scope 2	Our Scope 2 data consists of electricity purchased at our Waulk Mill, Bengal Street, Ancoats, Manchester, England, M4 6LN office. Because we do not control our own utilities, we applied government-published UK office benchmarks for electricity, gas, and water consumption per square metre. Waste emissions have been estimated using the government conversion factors and industry assumptions for office-generated waste. **Our total Scope 2 emissions for the 2025 period are 0 kg CO2e.**
Scope 3	Because we do not control our own utilities, we applied government-published UK office benchmarks for electricity, gas, and water consumption per square metre. Waste emissions have been estimated using the government conversion factors and industry assumptions for office-generated waste. As our business grows, we anticipate a proportional increase in emissions. This potential rise is factored into our Carbon Reduction Plan, ensuring that we take appropriate measures to mitigate and offset any increases while maintaining our commitment to sustainability. **Managed Assets** We have estimated electricity and heating consumption using the following industry energy benchmarks: ● CIBSE TM46 (UK office benchmarks), ● EU Building Stock Observatory (EU office electricity), and ● Eurostat heating demand datasets (Baltic region). A 60% utilisation factor was applied based on average office occupancy (3 days/week), as employees work from home 2 days/week. **Water Usage** To estimate our annual water usage, we used a benchmark of 12.5m^3 per employee per year, adjusted to 60% utilisation. **Waste Generation** To estimate our annual waste generation, we used a benchmark of 200 kg per employee per year, adjusted to 60% utilisation. We split this evenly between general waste and recycled waste to reflect our typical waste patterns. **Employee Commuting** We calculated commuting emissions using employee-supplied data, including commute distance, transport mode and days worked on site. Annual commuting distances were calculated using: (distance x2) x days per week x 48 weeks. In Manchester, 50% of employees travel by car, 25% use public transport (bus) and 25% walk. **Scope 3 Emissions Breakdown**

A detailed summary of all Scope 3 emissions, including commuting, business travel, waste and water, is presented in the table below.

Activity	Type	kgCO2e
Managed Assets	Electricity	677.80
Managed Assets	Gas	489.98
Managed Assets	Water Supply	4.59
Managed Assets	Water Treatment	5.57
Waste	General	2.56
Waste	Recycling	2.56
Employee Commuting	Car – Medium (Electric)	0.00
Employee Commuting	Car – Medium (Diesel)	314.63
Employee Commuting	Bus – Local	187.19
Business Travel	Car – Medium (Diesel)	35.63
	Total kg CO2e	**1,720.52**

Approximately 68% of our Scope 3 emissions originate from managed assets. Based on our estimates, the 4 FTE employees who travel regularly for work live an average of 30 minutes from their workplace. Of these employees, 2 commute using cars, while the remainder primarily rely on a combination of walking and buses.

Our total Scope 3 emissions for the 2025 period are 1,720.52 kg CO2e.

Emission Reduction Targets

To continue our progress toward achieving Net Zero by 2045, we have adopted an Absolute Contraction Approach to carbon reduction. Our targets are as follows:

- 2035: Target of 50% Carbon reduction to 860.26 kg CO_2e
- 2040: Target of 75% Carbon reduction to 430.13 kg CO_2e
- 2045: Target of 100% Carbon reduction to Net Zero

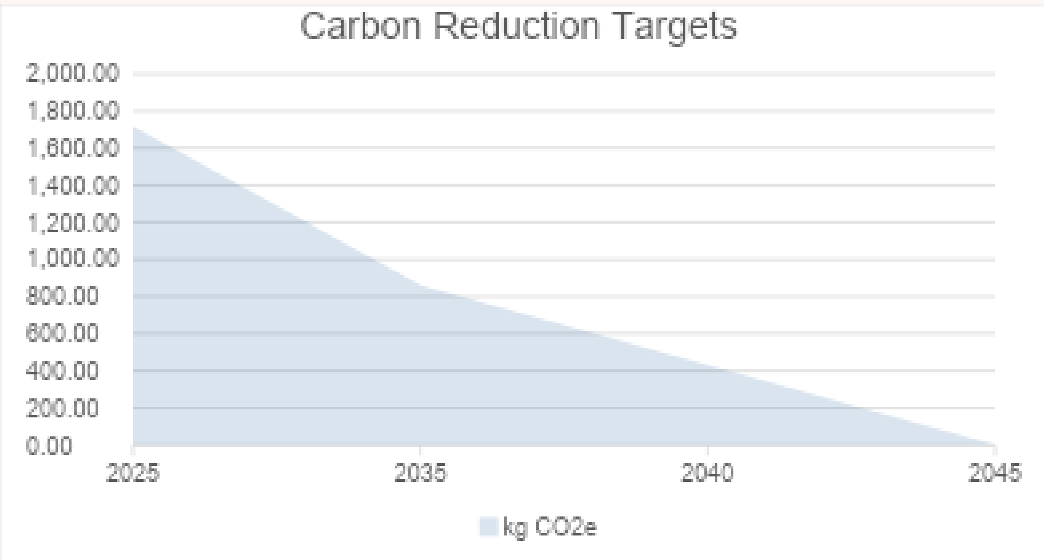

Figure 1: **Our carbon reduction targets by year**

Carbon reduction projects

The carbon reduction opportunities outlined in this section, once fully implemented, will reduce our GHG emissions annually, aligning with our goal of achieving Net Zero emissions by 2045.

Scope 3 actions

Managed assets

- Introduce power management policies for hardware such as laptops, PCs, and printers

Waste management and reduction

- Work towards a paperless office
- Work with waste management or building management teams to ensure we prioritise sustainability
- Complete waste audits to maximise recycling and minimise waste production

Business travel (including employee commuting)

- Recruit within the local area to reduce travel needs
- To interrogate our travel emissions and better understand where carbon reductions can be made, we will implement tracking, monitoring and reporting tools to accurately capture all employee journeys
- Continue to encourage the use of walking or public transport, particularly trains, through company-wide initiatives and incentive schemes
- Encourage car sharing where possible
- Continue to support and encourage hybrid/homeworking
- Encourage the continued use of virtual meeting platforms where possible
- Promote cycling to work by providing information and participating in cycle-to-work schemes

Residual emissions

- Offset any residual CO_2 emissions through the purchase of equivalent carbon emissions credits from an International Carbon Reduction & Offset Alliance (ICROA) provider

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 and use the appropriate government emission conversion factors for GHG company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with Streamlined Energy and Carbon Reporting (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.

This Carbon Reduction Plan has been reviewed and signed off by the Board of Directors on behalf of Talent Recruitment Group Limited:

Signature: James Done
Name: James Done
Position: Director
Date: 08/12/2025