

# Carbon Reduction Plan Career Connect

Reporting Year: 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025

Published: November 2025

Company Number: 04233289



# Our Commitment

Career Connect is committed to achieving a Carbon Intensity of <1tCO<sub>2</sub>e 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.

## 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.

<b>Baseline Year: 1st April 2022 - 31st March 2023</b>	
Emissions for the baseline reporting year were remeasured in March 2025, to reflect a method update affecting some of the emissions factors applied. The method update increased total reported emissions by 52 tCO <sub>2</sub> e. The restated emissions are used in this Carbon Reduction Plan.	
Emissions	Total (tonnes CO <sub>2</sub> e)
Scope 1	24.9
Scope 2*	Market-based: 12.0 Location-based: 12.0
Scope 3 including: <ul style="list-style-type: none"><li>- Purchased Goods &amp; Services</li><li>- Capital Goods</li><li>- Fuel &amp; Energy Related Services</li><li>- Business Travel</li><li>- Transportation &amp; Distribution (Upstream &amp; Downstream)</li><li>- Employee Commuting &amp; Homeworking</li><li>- Operational Waste &amp; Water</li><li>- Leased Assets (Upstream &amp; Downstream)</li><li>- Franchises &amp; Investments</li></ul>	895.0
<b>Total Emissions*</b>	<b>Market-based: 931.8</b> <b>Location-based: 931.8</b>

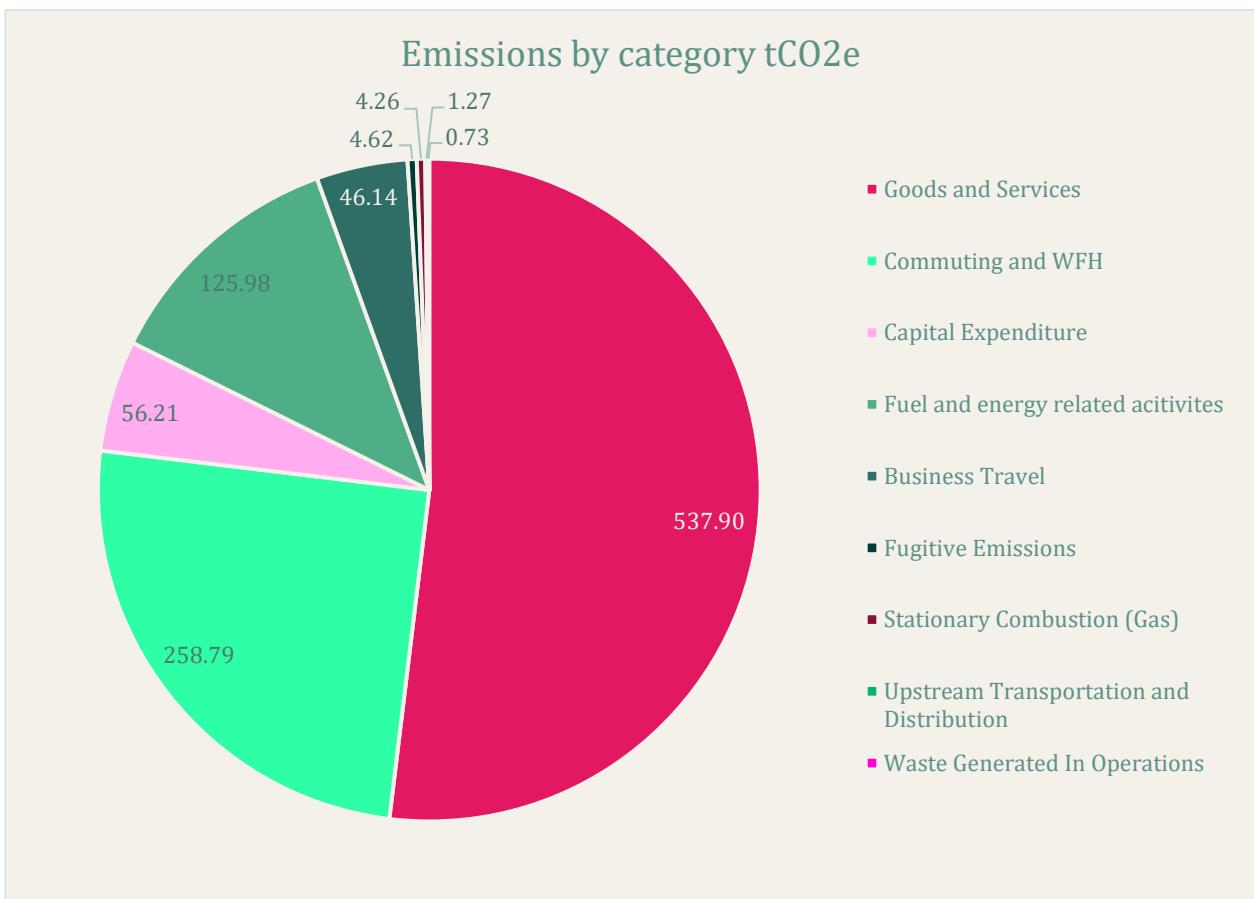
Our total emissions equate to a Carbon Intensity Metric of 3.1 tCO<sub>2</sub>e per full-time employee equivalent (FTE) based on 305 FTEs during the baseline period (using market-based emissions).

\*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

<b>Current Reporting Year: 1st April 2024 - 31st March 2025</b>	
Emissions	Total (tonnes CO <sub>2</sub> e)
Scope 1	8.9
Scope 2*	Market-based: 0.0 Location-based: 6.0
Scope 3 including: <ul style="list-style-type: none"><li>- Purchased Goods &amp; Services</li><li>- Capital Goods</li><li>- Fuel &amp; Energy Related Services</li><li>- Business Travel</li><li>- Transportation &amp; Distribution (Upstream &amp; Downstream)</li><li>- Employee Commuting &amp; Homeworking</li><li>- Operational Waste &amp; Water</li><li>- Leased Assets (Upstream &amp; Downstream)</li><li>- Franchises &amp; Investments</li></ul>	970.0
<b>Total Emissions*</b>	<b>Market-based: 978.9</b> <b>Location-based: 984.9</b>

Our total emissions equate to a Carbon Intensity Metric of 3.2 tCO<sub>2</sub>e per full-time employee equivalent (FTE) based on 310 FTEs during the baseline period (using market-based emissions).



The chart above describes the carbon hotspots of Career Connect, across broad category areas. Of the measured categories, Goods and Services accounts for the largest share of emissions, with a total of 537.90 tCO<sub>2</sub>e. This category includes emissions from a variety of physical goods and services required to run our businesses, such as office space management, insurance and employee training. The second largest emissions source is Commuting and WFH, which includes homeworking emissions as well as emissions associated with employees' travel from their homes to the offices, which contributes 258.79tCO<sub>2</sub>e. The third largest category is Fuel and Energy related activities which is 125.98tCO<sub>2</sub>e.

\*Indirect energy emissions (GHG category; Fuel- and Energy-Related Activities) are those that occur upstream of energy use. In the other energy use categories e.g. business travel and employee commuting, we are accounting for the generation of electricity used or the combustion of fuels used. But these calculations do not consider the other emissions that occur e.g. the generation emissions of electricity lost in the transmission and distribution system or the well-to-tank (extraction, processing and transportation) emissions of fuels. To ensure we are measuring our full impacts, we have included these emissions for all scope 1, scope 2 (mandatory) and upstream scope 3 (optional) energy use activities.

## Carbon Emissions Breakdown April 2024- March 2025

Measurement Results		tCO <sub>2</sub> e	% of total
<b>By Scope</b>			
Scope 1		8.9	1
Scope 2 ( <i>Location-based</i> )		6.0	-
Scope 2 ( <i>Market-based</i> )		0.0	0
Scope 3		970.0	99
<b>By Source</b>			
Direct		8.9	1
Upstream		943.4	99
Downstream		0.0	0
<b>By Category</b>			
Office Utilities		8.9	1
Company Cars		0.0	0
Business Travel		46.1	5
Employee Commuting		258.8	26
Procurement		594.1	61
Distribution		1.3	0
Waste		0.7	0
Indirect Energy Emissions		69.0	7
<b>Total</b>			
Location-based		984.9	
<b>Market-based</b>		978.9	

Career Connect now procure 100% renewable energy on all sites now which is why scope 2 market-based emissions are zero.

Career Connect does not own any company vehicles.

Career Connect holds no investments totalling >0.01% of any organisation's value.

There are no franchises of Career Connect.

Career Connect Is not the lessor or lessee 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.

## 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

Emissions	Total Carbon Footprint (tonnes CO <sub>2</sub> e)		% Change
	Baseline year: 2022-2023	Current year: 2024-2025	
Scope 1	24.9	8.9	-64.7%
Scope 2	12.0	0.0	-100%
Scope 3	895.0	970.0	+8.4%
<b>Total emissions</b>	<b>931.8</b>	<b>984.9</b>	+5.7%
<b>Carbon Intensity (tCO<sub>2</sub>e per FTE)</b>	<b>3.1</b>	<b>3.2</b>	+3.2%

## Emissions comparisons against base line

GHG Category	2022- 2023	2024-2025	Change (tCO <sub>2</sub> e)	Change (%)
Scope 1				
Stationary Combustion	24.9	8.9	-16	-64%
Scope 2				
Electricity (Market-based)	12.0	0	-12	-100%
Scope 3				
Goods & Services	431.91	537.90	+105.9	24.5%
Capital Expenditure	0	56.21	+56.21	-
Fuel- and Energy-Related Activities	95.21	125.98	+30.77	+32%
Upstream Transportation & Distribution	1.45	1.27	-0.18	-12.4%
Waste Generated in Operations	3.87	0.733	-3.13	-81.0%
Business Travel	42.91	46.14	+3.23	+7.5%
Commuting	316.39	258.79	-57.60	-18.2%
Location-based	931.8	984.9	+53.10	+5.7%
Market-based	931.8	978.9	+47.10	+5.1%

There has been a slight increase in overall emissions from the baseline year to the current year by 5%. There has been a significant decrease in scope 1 stationary combustion emissions -64% which reflects the decrease in gas emissions on sites.

Scope 2 Market- Based emissions have also been reduced to zero as a result of all electricity tariffs being switched to 100% renewable energy and the reduction of the property portfolio, Riversway in Preston which Career Connect came out of in March 2024. Overall scope 3 emissions have increased slightly by 3.4% which is a result of increased spend in Goods and services.

## Completed Carbon Reduction Initiatives

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

Activity	Completion Date	Scope
Extended the Green Team to include representatives from all company departments, enabling them to lead initiatives, support rollout activities, and manage related data.	2023	1,2,3
Committed 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.	2023	1,2,3
Career Connect hosts tips on its intranet and also encourages all staff to upload Environmental Sustainability ideas on its own section in "Ideanote" which is an agenda item for The Green Team Committee to discuss and follow up any ideas.	2023	1, 2, 3
Gas is only in one site which is billed to Career Connect. Gas consumption and usage is reviewed with an onsite member of staff who is also part of The Green Team. Career Connect have greater visibility and control of its gas consumption.	2023	1
Worked with landlords to consider 100% renewable electricity tariffs at all sites.	2023	2
At all sites that Career Connect pays for its electricity, 100% renewable REGO-backed electricity is procured.	2023	2
All employees participate in annual environmental sustainability MeLearning online training on the Career Connect intranet.	2024	1, 2, 3
Completed certified Carbon Literacy training for one cohort of employees, across levels and functions of the organisation (Senior Leadership Team; Trustees and The Green Team Committee members). 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.	2024	1,2,3

<p>All new suppliers must enter sustainable procurement data within the New Supplier Form.</p> <p>This includes notifying Career Connect of:</p> <p>The Supplier's most recent carbon footprint, split across each Scope</p> <p>The Supplier's Net Zero targets</p> <p>Existing suppliers will provide Career Connect with sustainable procurement data annually.</p>	2024	3
<p>There is a car-sharing scheme in place at Career Connect. Those who drive their vehicle with additional employee passengers receive enhanced mileage rates, to further incentivise participation.</p>	2024	3
<p>Career Connect has a Battery-Electric Vehicle (BEV) salary sacrifice scheme available to employees.</p> <p>In 2024, this was expanded to include used BEVs.</p> <p>The expansion to BEVs enables more employees to participate in the scheme.</p>	2024	3
<p>Career Connect has created guidance to support its employees regarding sustainable travel.</p> <p>The guidance encourages employees to follow the low-carbon travel hierarchy when booking business travel.</p>	2024	3
<p>Due to the extent of its employee sustainability training, Career Connect was accredited a Bronze Carbon Literate Organisation.</p> <p>Career Connect shall use this accreditation to continue influencing positive climate action.</p>	2025	1,2,3
<p>Due to the sustainability policies implemented, along with the achievement of a significant carbon reduction since baseline year measurements (plus other actions), Career Connect has achieved Positive Planet Silver accreditation.</p> <p>Career Connect shall use this accreditation to continue influencing positive climate action.</p>	2025	1,2,3
<p>All sites are now on a 100% renewable energy tariff and our scope 2 market-based emissions are zero there is also one less site now as Career Connect left Riversway in Preston premises in March 2024.</p>	2025	2
<p>As a result of the sustainability measures introduced and the substantial reduction in carbon emissions since the baseline year along with additional actions Career Connect has earned Positive Planet Silver accreditation.</p> <p>This accreditation will support Career Connect in continuing to drive</p>	2025	3

positive climate action, guided by the Carbon Literacy Organisation's Journey to Net Zero infographic.		
Career Connect have implemented a Sustainable Procurement policy and a Sustainable Travel Policy.	2025	1,23
Career Connect have implemented an e- learning module as part of their onboarding process for new employees and all existing staff.	2025	1,23
Career Connect have invested in the sustainability of their website this year and they have gone from an F rating to a B rating which ensures that the website is running on 100% renewable energy. They also adopt sustainable website design and development practices to minimise server load and energy consumption.	2025	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>When considering future sites, sustainability weighting will be awarded to those sites which do not have stationary combustion and have a 100% renewable electricity tariff.</p> <p>No Internal Combustion Engine vehicles will be purchased by Career Connect</p>	2024 - 2030	Stationary Combustion Purchased Electricity Upstream Leased Assets Mobile Combustion Purchased Electricity (EVs)
2	<p>Continue to procure a 100% renewable REGO-backed electricity tariff at sites where Career Connect pays for electricity.</p> <p>This action will be maintained throughout any growth, such that within 12 months of occupancy it covers:</p> <ul style="list-style-type: none"><li>• &gt;80% of purchased kWh electricity consumption by 2028</li><li>• 100% of purchased kWh electricity consumption by 2030</li></ul>	2030	Purchased Electricity

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

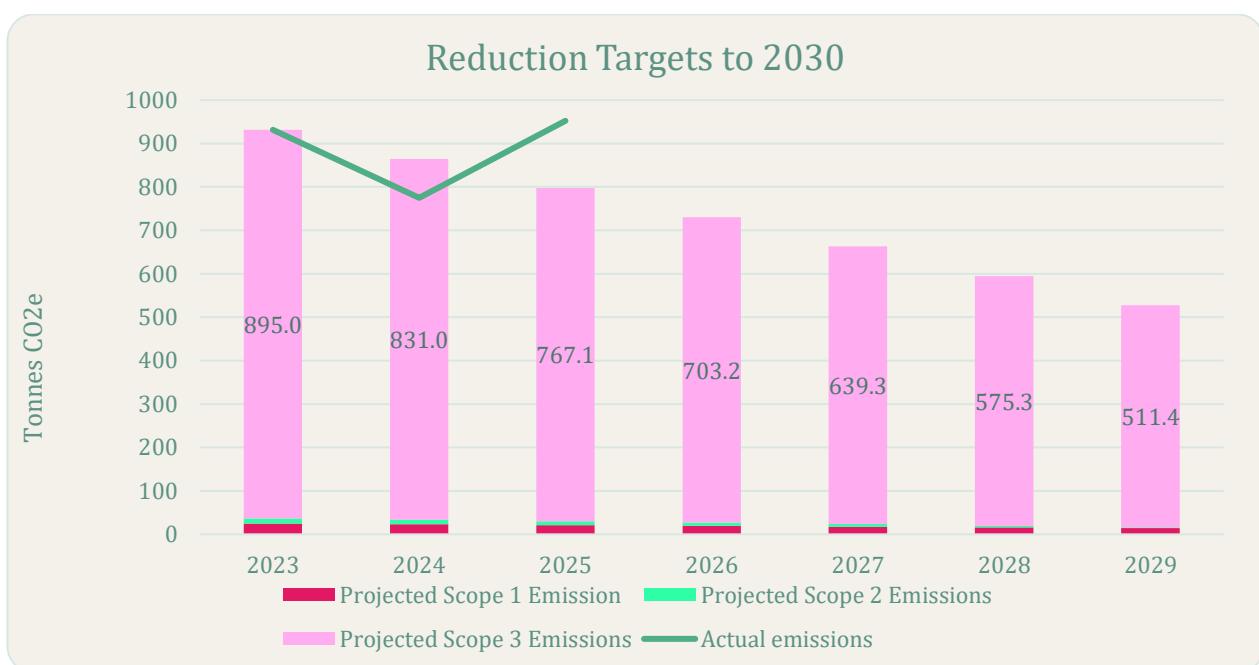
Activity No.	Activity	Target Date	Category
1	<p>Commit to measuring the remaining downstream Scope 3 categories, meaning that year's carbon emissions measurement will be a full picture of Career Connect's carbon impact.</p> <p>Currently, the largest missing categories are Use of Sold Products, Processing 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. As the organisation primarily provides a service (and no physical goods), Career Connect shall follow guidance related to measuring the carbon impact of providing its services when such guidance is available.</p>	2026	Use of Sold Products Processing of Sold Products End-of-Life of Sold Products
2	For our next measurement we will also ask for specific emission data from our courier services and move away from spend data. Positive Planet will provide us with the information we need to ask our courier services.	2026	Upstream Transportation
3	For our next measurement we will provide an asset list of any laptops that we have purchased including the make and model of them. This will allow us to calculate the exact emissions for the laptops.	2026	Capital Goods
4	<p>Consider additional training and engagement for wider employee base such as team Managers. Career Connect are also working towards 30% of their staff becoming carbon literate by 2026.</p> <p>This target will support them to become certified Carbon Literacy Training for the wider workforce with the ambition to achieve Carbon Literate Organisation - Silver accreditation.</p>	2026	Commuting & Home Working Business Travel Purchased Goods & Services

5	<p>We will continue to look into schemes and incentives that are available to support our staff with commuting. begin to introduce sustainable staff benefits that will support staff to lower their emissions. We currently have an EV salary sacrifice scheme, but we will also look into home renewable energy project cycle-to-work, preferential mileage reimbursement rates, subsidised public transport tickets, etc. We will need to research options and decide what will work best for Career Connect and its employees.</p>	2026	Business Travel and Employee Commuting
6	<p>We have already started to survey our suppliers in order to find out more about their emissions and their commitment to sustainability, but we have yet to get a good response rate. Our priority for the year ahead will be to work with our procurement teams and look into alternative data collection methods. Next year, we will work with Positive Planet to engage further with our top 10-15 suppliers in terms of spend and work with Positive Planet to improve the supplier engagement process.</p>	2026-2027	Purchased Goods and Services
7	<p>Consider opportunities to reduce net procurement by reusing products where possible.</p> <p>Continue to encourage suppliers to adopt sustainable practices and improve their own carbon footprint through continued supplier engagement, procurement contracts, and monitoring reporting mechanisms.</p> <p>Career Connect have added a link to the Procurement Survey on their New Supplier Form.</p> <p>Expand on the Sustainability Survey to request further information regarding the credentials of suppliers – Plan to send these to the top 30% of suppliers by spend, increasing annually to capture 60% of suppliers' data by 2028.</p> <p>This data collection supports carbon reduction at Career Connect by gathering important data</p>	2024 - 2028	Purchased Goods & Services

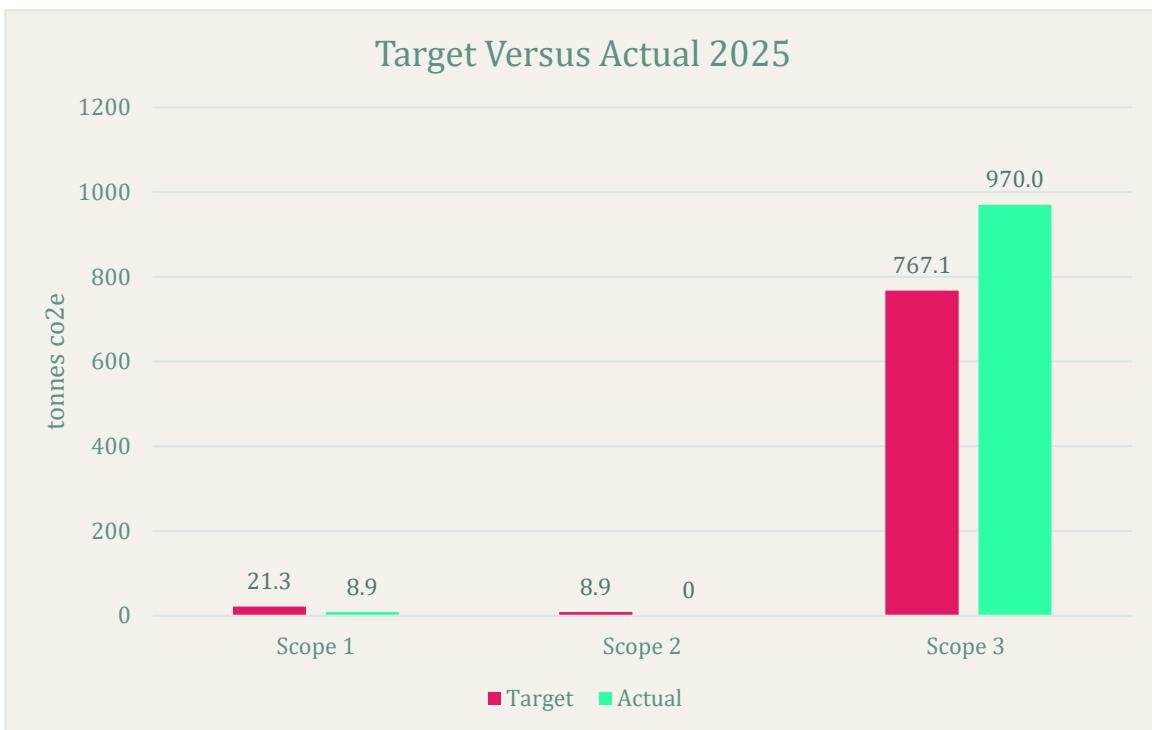
	<p>for future measurements &amp; encourages supply chain integration towards Net Zero.</p> <p>Once completed prioritise suppliers with lower carbon footprints as part of the above phased approach. This may also involve purchasing second hand/refurbished (furniture, IT equipment) and extending the lifespan of purchased items.</p>		
--	--	--	--

## Near-Term Reduction Projections (Scope 3)

Based upon the above completed and planned initiatives, it is projected that Scope 3 carbon emissions will further decrease over the next seven years from the current normalised measurement of 970 tCO<sub>2</sub>e to 447.5 tCO<sub>2</sub>e by 2030. This is a **reduction of 54%** and will keep us on track to Net Zero.



The chart above shows the reduction targets to 2030 for Career Connect whilst the line on the graph represents the total actual emissions for the reporting periods.



We are currently on track to meet our scope 1 and Market-based scope 2 targets for 2030 and we are offtrack to meet our scope 3 target. For our next measurement we will engage further with our suppliers to reduce our scope 3 emissions.

# Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 Career Connect Executive Team.

## Signed on behalf of Career Connect:

---

<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>



---

**Name: Gill Holywell**

**Position: Director of Finance**

**Date: 19/12/25**