

# Carbon Reduction Plan

2023

[www.challengetrg.co.uk](http://www.challengetrg.co.uk),

**Challenge-trg Group**

# Achieving Net Zero

**Challenge TRG Recruitment is committed to achieving Net Zero emissions by 2050 at the latest**





# Baseline Emissions

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: 2020**

**Additional Details relating to the Baseline Emissions calculations:**

Challenge TRG Recruitment has been measuring, reducing and offsetting our operational carbon emissions since 2020. This Carbon Reduction Plan conforms to the requirements of Procurement Policy Note PPN06/21 “Taking Account of Carbon Reduction Plans in the procurement of major government contracts”.

Challenge TRG Recruitment are committed to doing the right thing and recognise the urgency of the climate change agenda and accept the challenges and the role we all must play in reducing carbon emissions for a greener, more sustainable future. Alongside our commitment to achieve net zero by 2050 at the latest we have at this time followed the principles of GHG Protocols ISO 14064-1 and ISAE 3410 but is not a formal assurance to the standards at this time.

**Variances between this Carbon Reduction Plan & our other carbon emissions disclosures:**

Our historic reporting boundary for Scope 3 has only included the business use of private vehicles. The other activities have not been included in our GHG reporting boundaries because the nature of our business means that the level of activity and therefore the emissions associated with them are very difficult to quantify.

We have developed the data capture and reporting methodologies required for us to fully report the upstream and downstream emission within our annual GHG report.

This is now reflected in the changes to the baseline reporting data in the following tables.

# Year Emissions

Baseline Year: 2020	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	23.72
Scope 2	9.8
Scope 3	0
Purchased Goods & Services	12.2
Fuel and energy related activities	14.4
Upstream transportation & distribution <small><i>Not included in current reporting boundary</i></small>	0
Waste generated in operation	2.6
Employee commuting Business travel	86.67
<b>Total Emissions</b>	<b>149.39</b>

Reporting Year: 2021	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	19.83
Scope 2	9.35
Scope 3	0
Purchased Goods & Service	8.75
Fuel and energy related activities	10.38
Upstream transportation & distribution <small><i>Not included in current reporting boundary</i></small>	0
Waste generated in operation	1.41
Employee commuting Business travel	82.13
<b>Total Emissions</b>	<b>131.85</b>

Reporting Year: 2022	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	51.40
Scope 2	44.66
Scope 3	2749.2821
<b>Total Emissions</b>	<b>2845.35</b>

Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	53.00
Scope 2	48.80
Scope 3	3983.0713
<b>Total Emissions</b>	<b>4084.87</b>

# Reduction Targets

In order to continue our progress in achieving Net Zero, we have adopted the following carbon emission reduction targets:



**Review**

**Assess and improve processes, tools and systems for carbon emissions data collection.**



**Reduce**

**Implement energy and carbon reduction and efficiency measures to reduce energy demand. Sourcing alternative offices. Current office has a poor EPC rating.**



**Renew**

**Identify and implement measures to increase generation and use of renewable energy.**



**Rebalance**

**Offset the remaining balance of carbon following reduce and renew measures.**

# Carbon Reduction Targets

## Carbon Reduction

The following improvements will all be based on the 2020 baseline.

Since the first collation of the baseline data in 2020, significant changes have occurred within the business, with significant growth that has increased the emissions overall and in specific areas, increasing the number of offices and internal staff as well as workers. As such our baseline figures have been revised in line with the changes within the organisation.

The emissions data for 2021 and 2022 was affected by the Covid 19 pandemic, which significantly reduced scope 1 and 2 emissions (from the increased number of sites) and reduced the amount of scope 3 upstream emissions due to travel restrictions and hybrid working arrangements.

When the baseline data was first collated, we did not have the means by which to accurately collect scope 3 emissions (this data was limited to our own internal Upstream emissions that related to internal business travel). Systems were not available to capture the data for the scope 3 downstream emissions – these are still currently undergoing development at this time but have enabled us to provide a realistically accurate for these emissions.

## Scope 1 Reduction Targets

Overall, our target has been stated as Zero by 2050, the 2020 baseline of 23.72 tCo2e was amended in 2022 to 51.4 tCo2e to reflect the emissions of the larger organisation. We are continuously reviewing the data and at present our interim target for 2025 is set at a reduction of 25% (12.85 tCo2e)

## Scope 2 Reduction Targets

Overall, our target has been stated as Zero by 2050, the 2020 baseline of 9.8 tCo2e was amended in 2022 to 44.663 tCo2e to reflect the emissions of the much larger organisation. We are continuously reviewing the data and at present the reductions that have been achieved are good at 34.95% (25.834 tCo2e), our interim target for 2025 was set at a reduction of 25% (18.48 tCo2e) which we have already significantly exceeded.

## Scope 3 Reduction Targets

Overall, our target has been stated as Zero by 2050.

Again, the changes in the size of the organisation have required us to review the 2020 baseline figure of 86.67 tCo2e. Which was a limited scope covering only upstream emissions, this has now been revised to include both upstream and downstream scope 3 emissions.

As such this has been increased to 2749.2821 tCo2e, due to the increasing size of the organisation the current emissions are 3983.0713.

We expect this to decrease as the use of Electric Vehicles and Hybrid vehicles impacts on the emissions (for upstream).

Our downstream scope 3 emissions are relatively new as we did not have the mechanisms to collect the data, this is now changing, and we have now been able to calculate these emissions starting from 2022 which was at 2455 tCo2e, the size of the company has significantly increased as such these have increased to 3695 tCo2e. At present our target for reduction is 10% of the current emissions which is 369.5 tCo2e by 2025.

# Carbon Reduction



Covid relaxation in legislation - Hybrid model of working as opposed to home working, leading to increased travel and commuting, along with higher energy costs.



Business travel also increased as clients preferring face to face meetings. (This is anticipated to reduce back down to values previously measured in 2021).

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

- All staff undergo training on environmental sustainability & we have a Sustainability staff forum.
- Offices have a “switch it off” and “Think before you print” policy
- Introduction of Microsoft “Teams” operating an agile working policy to reduce travel & improve work-life balance.
- Paperless office, utilising “Share Point” & “Microsoft Forms”
- Staff encouraged to car share use public transport and work from home where feasible.
- Recycle points in all offices.
- Wellbeing Wednesday initiative to encourage healthy living and lifestyles whilst improving mental health.
- Business Office rationalisation to reflect business needs, significant reduction in scope 1 & 2 emissions.



# Additional Future Projects



Installation of electric vehicle points at our head office



Increase the adoption of electric vehicles or hybrid vehicles.



Sourcing minimum 50% of all electricity supplied to our offices from renewable energy



Undertake studies to monitor real world embodied and operational carbon and the use the results to drive continuous improvements in our approach to carbon reduction.



# Declaration & 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<sup>1</sup> for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard 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 (or equivalent management body)

Challenge TRG Recruitment  
6<sup>th</sup> February 2023

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