Carbon Reduction Plan
2025/26

Carbon Reduction Plan

Val Wade Recruitment Ltd is committed to achieving Net Zero emissions from our own operations and business activities, and to reducing our environmental impact year on year.

This plan sets out our baseline emissions, our reduction targets, and the initiatives we have completed and plan to complete to get there. It has been prepared in line with the structure recommended by PPN 06/21 for supplier Carbon Reduction Plans.

1. Commitment to achieving Net Zero

Val Wade Recruitment Ltd is committed to achieving Net Zero emissions by 2035.

We are targeting a 50% reduction in our measured emissions per employee by 2030, against our 2025 baseline year, as an interim milestone on the way to our 2035 Net Zero target.

2. Purpose

This plan aims to:

- measure our current environmental impact accurately
- set clear, credible reduction targets
- record the steps we have already taken
- set out the actions we plan to take next
- report progress openly on an annual basis
- demonstrate the steps Val Wade Recruitment Ltd takes to meet its environmental obligations

3. Scope

This plan covers:

- our shared office space, used one day per week
- home energy use on the four days per week our team works remotely
- business travel and staff commuting
- purchased goods and services, including IT equipment
- waste arising from our office operations

As an office-based professional services business, Val Wade Recruitment Ltd does not operate vehicle fleets, machinery, or premises with significant direct combustion emissions. Scope 1 emissions are expected to be minimal or zero.

4. Baseline Emissions Footprint

Baseline emissions are the reference point against which our current and future emissions, and our reduction targets, are measured.

Baseline year: 2025/26. The figures below combine confirmed operating facts (e.g. no vehicle fleet, no direct energy purchase) with estimates built from our actual working patterns, spend and headcount, as set out in the notes beneath the table

Emissions source	tCO2e (2025 baseline)
Scope 1 (direct emissions)	*N/A — see note 3.a*
Scope 2 (purchased energy)	*N/A — see note 3.b*
Scope 3 — Employee commuting	*~0.04 (estimated) 3.c*
Scope 3 — Business travel	*~0.26 (estimated) 3.d*
Scope 3 — Waste	*~1.35 (estimated) 3.e*
Scope 3 — Purchased goods & services	*~3.9 (estimated) 3.f.*
cope 3 — Homeworking (home energy use)	*Minimal—see note 3.g*
Total emissions	*~5.6 (estimated) 3.h*

Note: our team works from home four days a week and attends a shared office space one day a week.

3.a Val Wade Recruitment Ltd does not operate vehicles, machinery, or premises with direct fuel combustion, and holds no direct fuel purchase accounts. Scope 1 emissions are assessed as not applicable to our business model.

3.b. Val Wade Recruitment Ltd does not directly purchase or control energy for a dedicated office, the shared office space used one day a week is provided under a service arrangement, and its associated energy use is not a direct Scope 2 emission for our business. Home energy used for work purposes on remote-working days is accounted for separately, under Scope 3.

3.c. Estimated using DEFRA blended public transport emission factors (~0.035 kgCO2e/passenger-km), an average one-way commute of 10 miles, 46 office days/year, and an actual team size of 5. This figure should be refined with confirmed individual travel patterns — it is an estimate, not an audited measurement.

3.d. Business travel estimated using DEFRA London Underground emission factors (~0.0278 kgCO2e/passenger-km), an average one-way journey of 4.5 miles, and an assumed frequency of 4 trips/month for 2 employees (96 trips/year total). This is based on an assumed trip frequency, not a logged travel record — it should be refined once actual travel data is available.

3.e. Val Wade Recruitment Ltd operates a fully paperless office, which eliminates paper and printing waste; typically one of the largest waste categories for an office-based business. Remaining waste (e.g. general office and kitchen waste at the shared office space) has not yet been quantified.

3.f. Purchased goods & services estimated using the spend-based method: annual spend in each category × a typical UK spend-based emission factor. IT outsourcing: £3,600/year × ~0.20 kgCO2e/£ (IT/telecoms services). Accountancy & payroll: £18,000/year × ~0.12 kgCO2e/£ (professional/financial services). IT equipment: £3,000/year × ~0.35 kgCO2e/£ (manufactured electronics).

Excludes paper/printing, which have been eliminated by our paperless office. Spend-based factors are approximate and vary by exact sector classification and year.

3.g. Homeworking emissions estimated from a typical employee home energy bill of £250/month (electricity and gas combined) across 5 employees who work from home four days a week, assuming approximately 20% of that spend is attributable to work-related use (additional heating, lighting and equipment during work hours), and an illustrative UK domestic energy spend-based factor of ~0.45 kgCO2e/£. This is the least certain figure in this plan it is not based on a verified official DEFRA homeworking conversion factor, individual metering, or confirmed bills, and should be replaced with a properly sourced calculation (ideally using DEFRA's published homeworking emission factors) before this plan is relied upon externally.

3.h. Total of ~5.6 tCO2e/year is the sum of all estimated and applicable lines above (business travel, employee commuting, homeworking, and purchased goods & services). Scope 1 and Scope 2 are not applicable. This total is built entirely from estimates based on assumed frequencies, distances and spend-attribution percentages, not verified metered or invoiced data — it should be treated as a provisional planning figure only, and replaced with an audited total before formal submission.

5. Current Emissions Reporting

As this is our first Carbon Reduction Plan, our 2026 baseline year is also our current reporting year. The figures reported in Section 4 above represent both our baseline and our current emissions.

6. Emissions reduction targets

We project our emissions will reduce over the following reporting periods:

- 2025 (baseline): first full emissions measurement completed
- 2027: interim two-year progress review published
- 2030: 50% reduction in measured emissions per employee against the 2025 baseline
- 2035: Net Zero across direct operations and business travel

Progress will be reported annually using a consistent measurement methodology, so year-on-year comparisons remain valid.

7. Initiatives completed to date

The following measures have already been implemented:

- established working pattern of four days working from home and one day in a shared office space each week, reducing commuting-related emissions
- default use of video calls for first-stage client and candidate meetings, reducing business travel
- operate a fully paperless office — all contracts, timesheets and onboarding documentation are digital, eliminating routine printing and paper waste

8. Initiatives — planned

The following measures are planned within the current budget period:

- move to a renewable-backed electricity tariff for our office
- switch remaining office lighting to LED and install occupancy sensors in meeting rooms
- introduce a cycle-to-work scheme and season ticket loans for public transport
- set an internal preference for rail over domestic flights for UK business travel
- request carbon reduction commitments from key suppliers as part of contract renewal
- prioritise refurbished or energy-efficient IT hardware when replacing equipment
- appoint a named internal sustainability lead reporting to the board

9. Governance and reporting

This plan is owned by a member of the Val Wade Recruitment Ltd senior leadership team, who reports progress to the wider business at least twice a year. Emissions will be measured annually using a consistent methodology. Val Wade Recruitment Ltd intends to have its baseline and methodology reviewed by an independent third party as its measurement processes mature.

10. Declaration and sign-off

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent senior leadership body).

Name: Emma Darbyshire

Role: [e.g. Managing Director]

Date: 31.03.26

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