**Supplier name**: Cogent Staffing Limited  
**Publication date**: 18th April 2023  
**Current reporting year:** 2022 (see section 3)  
**Baseline year:** 2022

The UK Government amended the Climate Change Act 2008 in 2019 by introducing a target of at least a 100% reduction in the net UK carbon account (i.e. reduction of greenhouse gas emissions compared to 1990 levels) by 2050. This is otherwise known as the ‘Net Zero’ Target.

Action Note PPN 06/21, “Procurement Policy Note – Taking Account of Carbon Reduction Plans in the procurement of major government contracts,” sets out how to take account of suppliers’ Net Zero Carbon Reduction Plans in the procurement of major government contracts.

This plan outlines Cogent Staffing’s compliance with Action Note PPN 06/21.

1. **Commitment to achieving Net Zero**

Cogent Staffing is committed to becoming a Net Zero business by 2050.

1. **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**

|  |  |
| --- | --- |
| **Emissions** | **Total (tCO2e)** |
| **Scope 1** | 0\* |
| **Scope 2** | 1.001 |
| **Scope 3** | 3.075 |
| **Total Emissions** | **4.076** |

\*Cogent Staffing does not produce direct emissions that result from activities within the company’s control. This includes emissions produced by on-site fuel combustion, manufacturing, refrigerant losses or company vehicles. As such, scope 1 emissions are 0 tCO2e. Emissions from combustion of fuel for transport purposes have been included in Scope 3 calculations.

This has been calculated as follows:

|  |  |  |
| --- | --- | --- |
|  | **Electricity** | **Gas** |
| **kWh 2022** | 4,712.04 | N/A |

Using the Carbon Trust’s Carbon Footprint Calculatori, the calculations indicate the carbon emissions for Cogent Staffing in 2022 were 4.076 tCO2e. This is broken down as 0 tCO2e of scope 1 emissions (direct energy and processes), 1.001 tCO2e of scope 2 emissions (indirect impact from electricity) and 3.075 tCO2e of scope 3 emissions (other indirect emissions).

**Company car mileage**

We have calculated the carbon emissions from company car mileage, by assuming all company cars are petrol powered and is based on an average 52.6 MPG figure, as provided by the RAC Foundationii relating to new cars in 2020.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Mileage** | **Litres used** | **tCO2e** |
| **2022** | 13,277.60 | 1,147.55 | 3.075 |

Every kWh of energy we save will help eliminate emissions by reducing the usage of grid sourced, fossil-fuelled electricity.

1. **Current Emissions Reporting**

Our baseline year (2022) is also our current reporting year because we do not have access to a complete 12 months’ worth of data for any prior period. We will provide an updated CRP in January 2024, reporting on progress towards achieving our carbon reduction goals accomplished during 2023.

Also from 2023, we will start recording employee commuting miles so that these can be incorporated into our calculations.

1. **Emissions reduction target**

In order to continue our progress to achieving Net Zero, we have adopted the following company- wide carbon reduction targets that apply to all of Cogent Staffing's operations.

The following environmental management measures and projects have been completed or implemented since the 2022 baseline (see section 5). The carbon emission reduction achieved by these schemes equate to 0.065216 tCO2e, a 1.6% reduction against the 2022 baseline and the measures will be in effect when performing the contract.

We aim to reduce energy usage over the next five years through actively exploring a salary sacrifice electrical vehicle scheme, installing energy efficient LED lighting, promoting carpooling and use of public transportation, and introducing a carbon offset initiative. The tactics employed have been expanded in the subsequent section highlighting our carbon reduction projects.

We project that carbon emissions will decrease over the next five years by 0.32608 tCO2e. This is a total reduction of 8% against the 2022 baseline figure.

1. **Carbon reduction projects**

The carbon reduction projects section has been split into two responses; those projects that have been completed since the 2022 baseline year, and those projects being planned for the future.

**5a) Completed projects**

* ESG assessment completed which references this Carbon Reduction Plan and firmly establishes it as a Board-level commitment.
* Utilising video conferencing for client facing meetings and candidate interviews (internal and external) to reduce travel-related emissions
* Activity encouraging employees to conserve electricity by turning off lights and equipment when not in use, and by using natural light whenever possible
* Replacing old or inefficient equipment with newer, more energy-efficient models

The initiatives listed above predominantly entail reductions in Scope 1 and 2 GHG emissions.

**5b) Future projects**

* Actively exploring salary sacrifice electrical vehicle scheme for staff
* Install high-efficiency lighting, such as LED bulbs, to reduce electricity usage for lighting in all company offices
* Promote carpooling and use of public transportation to reduce employee commuting miles
* Introduce a carbon offset initiative to compensate for any emissions that cannot be reduced or eliminated

1. **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 standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

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) Standard3.

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:

**Patricia Stratford**

Trish Stratford, CEO

Sign off date: Monday 18th April 2023

i https://www.carbontrust.com/resources/sme-carbon-footprint-calculator   
ii https://www.racfoundation.org/motoring-faqs/environment