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## Carbon Reduction Plan

Supplier name: **Vetro Recruitment**

Publication date: 12/01/2023

Commitment to achieving Net Zero

Vetro Recruitment Ltd is committed to achieving Net Zero emissions by **2023**.

### 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: FY 2021 Jan - Dec**

### **Additional Details relating to the Baseline Emissions calculations.**

Our emissions have not been published in prior years so our Baseline Emissions were calculated using data from our financial year ending 30/12/2021.

We are a Health, Social Care and Teaching Agency, with 31 staff and offices in Caerphilly and Liverpool. We have 2 staff members who work from home. In our baseline year, we spent Jan-April of 2021 working from home due to lockdown measures. Our current year's figures (2022) below will therefore be initially higher as we are back in the office and commuting as well as meeting with clients again which has seen an increase from 2021 to 2022 for those logistical reasons. Although 2022 will be higher than our baseline year (due to covid restrictions being relaxed) we will outline the steps we have taken to reduce our Carbon emissions year on year via more efficient working environments and Carbon offsetting measurements.

The document sets out how we are going to achieve Carbon neutrality by 2023 rather than the mandated target of 2050.

### **Baseline year emissions:**

<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0 – We don't own any company vehicles so we don't produce any scope 1 emissions.



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<b>Scope 2</b>	29,433 Kwh x 0.21233kgCO <sub>2</sub> e ÷ 1,000 = <b>6.2 tCO<sub>2</sub>e</b>
<b>Scope 3 (Included Sources)</b>	<p>Upstream T&amp;D - Not Relevant - Explanation provided - Vetro Recruitment are a recruitment company who supplies staff to the Health Social Care and Education sectors. We provide services rather than goods which means transportation and distribution of goods are not relevant to us.</p> <p>Waste generated in operations – 0 - We work in serviced offices so this would be reported by the landlord as there are over 20 business within the business park as we have no way to collect this data</p> <p>Business travel – 0 kgCO<sub>2</sub>e – No client visits conducted due to restrictions placed at the hospitals.</p> <p>Employee commuting <b>2.7 tCO<sub>2</sub>e</b></p> <p>Car emission calculated at 411 grams carbon per mile of car driving</p> <p>Train emission calculated at 82.2 grams per person per mile</p> <p>Downstream transportation and distribution – 0 We do not produce or manufacture physical items, our "products", therefore, we have no upstream or downstream transportation, distribution or waste products.</p>
<b>Total Emissions</b>	<b>8.9 tCO<sub>2</sub>e</b>

### Current Emissions Reporting

<b>Reporting Year: Jan - Dec 2022</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0
<b>Scope 2</b>	<b>6.2 tCO<sub>2</sub>e</b> - We were unable to get the new landlord to confirm our emissions since our move in September so we have used the same figure as last year. This will be a worst-case scenario as we have moved



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	to a more energy-efficient office but wanted a worst-case number to plan our reduction initiative.
<b>Scope 3 (Included Sources)</b>	<p>Upstream T&amp;D - Not Relevant - Explanation provided - Vetro Recruitment are a recruitment company that supplies staff for the Health, Social Care and Education sectors. We provide services rather than goods which means transportation and distribution of goods are not relevant to us.</p> <p>We have no company cars</p> <p>Waste generated in operations – 0 We work in serviced offices so this would be reported by the landlord as there are over 20 business within the business park as we have no way to collect this data</p> <p>Business travel – <b>4.8 tCO<sub>2</sub>e</b></p> <p>Employee commuting <b>3.7 tCO<sub>2</sub>e</b></p> <p>Car emission calculated at 411 grams carbon per mile of car driving</p> <p>Train emission calculated at 82.2 grams per person per mile</p> <p>Downstream transportation and distribution – 0 We do not produce or manufacture physical items, our "products", therefore, we have no upstream or downstream transportation, distribution or waste products.</p>
<b>Total Emissions</b>	<b>14.7 tCO<sub>2</sub>e</b>

### Emissions reduction targets

We have previously not made any emissions commitment as this is our first CRP. In order to meet our pledge to be Carbon neutral by 2023 we have created carbon reduction strategies for both Scope 2 and Scope 3.

### Strategy

We commit to being carbon-neutral by the end of 2023. In order to achieve this we need accurate figures from our current landlord for our energy consumption in our new office so we can accurately measure our emissions. We will then take the below initiatives to reduce those emissions and we will finally offset those reduced emissions via tree planting.

### Carbon Reduction Projects

#### Office Move

We moved office in September 2022 to a new larger, more modern office in Caerphilly. Our old office was a very old ex-industrial unit that had been converted to offices and it was



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poorly insulated and extremely inefficient in energy usage. The new office has a modern Air conditioning system and is insulated far better. We have only been here since September 2022 and we are yet to receive any information about the energy used by our landlord. We are chasing them and the numbers will be available by the time of the next report. We are also currently waiting to hear back from our current landlord about when they will be moving our energy supplier to a renewable provider as we have requested this.

### **Business Travel**

Business travel increased from zero to 4.8 tCO<sub>2</sub>e between our baseline year and 2022. This was largely due to us not being able to go and visit our client for large parts of 2021 due to Covid. Although we are still going out to visit our local clients in person we have put a stop to our team visiting clients that are more than 30mins from each office and have said this should only be done when a video meeting cannot be conducted. Prior to Covid, we had consultants travelling large distances frequently due to industry expectations. These meetings are now conducted via zoom and will negate any local travel meetings that are mandatory for the success of the business.

### **Interviewing**

We now interview candidates remotely which has eliminated the need for them to come to the office every week. At a peak, this will have saved 63 individual car journeys to and from the office each week across all of our offices. We have invested in the Government approved ID verification system Trust ID in order for this to be possible whilst still supplying into our heavily compliance-led sectors.

### **Employee commuting**

Our head office is based in Caerphilly and unfortunately has terrible public transport links compared with bigger more modern and invested in towns and cities. We are in a semi-rural area which means people working in the office must use their cars to get here. We have recently introduced carpooling schemes for those travelling to get here from a similar location. When hiring new staff their proximity to the office is always considered and would always look to hire people within a 10-mile radius of the office.

Our office in Liverpool is in the city centre and is served well by public transport so the whole office either walks, cycles or gets the train to work. We plan to add more heads to the Liverpool office so that the Co<sub>2</sub> impact per head hired to the business is as low as possible.

We closed our Flint office in 2022 and put that member of staff to home working and we have cancelled plans to open offices in both Bristol and Birmingham and have instead offered homework to our Birmingham employee and the Bristol office will be a home-working set up once the right person is located.

### **4-day week**

Our commitment to reducing our carbon footprint this year has been underpinned by our move from a 5-day week to a 4-day week (starting in 2023). All our main commuting emissions will therefore be reduced by a minimum of 20% between 2022 to 2023.



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## **Sustainability Champion**

We have nominated a sustainability champion for the business who will have responsibility for setting up and maintaining a system for gathering accurate sustainability data. This will include reducing the use of paper within the office, implementing energy saving routines for office equipment, raising employee awareness and keeping that top of mind via a presentation at our Quarterly team meeting, using Video conferencing where possible and being in charge of sensible waste recycling and reduction in landfill waste.

## **Carbon offsetting plan**

### **Tree planting**

We will be working with the environmental organisation More Trees in order to plant trees to offset any of the emissions that we cannot reduce via our reduction plan above. We are setting a target to be carbon neutral by the end of 2023.

<https://moretrees.eco/businesses/recruitment/>

We have attended meetings with carbon neutrality consultants from this organisation and once we have the correct data from our current landlord on our emissions we plan to reduce as much as possible by speaking to the landlord about renewable energy suppliers, insist on energy-efficient LED lighting and any other initiatives they have that can reduce our emissions. Once we have that measurement we will offset whatever is remaining by purchasing carbon reduction credits.

## **Projections**

In 2022 we will have had increased emissions and are fully aware of the reasons behind this. We now have the plan to reduce those emissions with the above initiatives and will be able to offset the remainder to be carbon neutral by the end of 2023.

Our Carbon Reduction Policy will be updated for 2023 to outline this carbon neutrality pledge.

## **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<sup>4</sup> and use the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</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>6</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the director



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Signed on behalf of the Supplier: Vetro Recruitment LTD

Alun Davies

Director

Date: 12/01/2023