

Carbon Reduction Plan for

# **ADDITIONAL RESOURCES LIMITED**

**For the term 01/01/2024 – 31/12/2024**

**Next renewal due on – January 2026**

**Publication Date: 09-05-2025**



Department for  
Energy Security  
& Net Zero



Department  
for Environment  
Food & Rural Affairs

Prepared in collaboration with Neuen Consult  
5-9-2025

## **Sources:**

Department for Business, Energy & Industrial Strategy - GOV.UK ([www.gov.uk](http://www.gov.uk))

[climate-change.data.gov.uk](https://climate-change.data.gov.uk)

Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK ([www.gov.uk](http://www.gov.uk))

Corporate Standard | GHG Protocol

Corporate Value Chain (Scope 3) Standard | GHG Protocol

Additional Resources Limited, trading as Additional Resources, Company number – 03815841 and registered address Park Wood Technical Centre, Park Wood, Doddinghurst Road, Brentwood, Essex, CM15 0SN; recognises the importance of addressing climate change and the urgent need to reduce greenhouse gas (GHG) emissions. We are committed to minimising our environmental impact and operating in a sustainable manner. This commitment aligns with our broader values of responsibility and ethical conduct.

This Carbon Reduction Plan sets out Additional Resources' approach to measuring, managing, and reducing emissions across our operations. It defines our emissions reporting boundaries, establishes baseline measurements, sets clear reduction targets, and outlines the actions we are taking to achieve them, prepared in line with relevant reporting standards.

Our operational activities are focused within the United Kingdom. All significant sources of emissions — including office operations and supply chain activities — are accounted for within our reporting boundaries.

Additional Resources is committed to embedding sustainability into our operations, ensuring we contribute meaningfully to a healthier, more sustainable future.

The core purpose of this Carbon Reduction Plan is to:

- Establish a baseline: Quantify Additional Resources current GHG emissions across relevant scopes to provide a reference point for measuring future progress.
- Define reporting boundaries: Clearly delineate the organisational and geographical boundaries for emissions reporting, ensuring a comprehensive and transparent approach.
- Set reduction targets: Commit to specific, measurable, achievable, relevant, and time-bound (SMART) targets for reducing GHG emissions.
- Outline reduction initiatives: Identify and describe the concrete actions and projects that Additional Resources will undertake to achieve its emission reduction targets.
- Ensure compliance: Adhere to relevant UK regulations and reporting standards.
- Promote transparency: Communicate Additional Resources' carbon reduction efforts to stakeholders, including customers, employees, suppliers, and the public.
- Drive continuous improvement: Establish a framework for ongoing monitoring, reporting, and review of our carbon reduction performance, enabling us to adapt and improve our strategy over time.

Additional Resources acknowledges that its operations contribute to GHG emissions, primarily through energy consumption in our facilities, and the activities of our supply chain. We are committed to taking responsibility for these emissions and implementing effective measures to mitigate our impact. This plan demonstrates our dedication to environmental stewardship and our proactive approach to addressing climate change. By implementing the initiatives outlined in this CRP, Additional Resources aims to minimise its carbon footprint, enhance its operational efficiency, and contribute to a more sustainable future.

This plan will be reviewed and updated annually to reflect our progress, incorporate new data, and align with evolving best practices and regulatory requirements.

## Geographical Boundaries

### GHG Inventory Reporting

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This Carbon Reduction Plan covers the following sites within Additional Resources's operational control:

Site	Estate Size (sqft)	% of Total Estate Size	Description	Tenure	Included in this Report
Park Wood Technical Centre, Park Wood, Doddinghurst Road, Brentwood, Essex, CM15 0SN		0%	Registered Address only	NA	No
3 Brook Road, Brentwood, Essex, CM14 4PT (Base Operations)		100%	General Office	Rented	Yes
<b>Total Applicable Estate Size</b>		<b>100%</b>			
Total Estate Size (including out of scope)		100%			
Number of Sites	1				

### **Scope of Works**

ADDITIONAL RESOURCES LIMITED “Additional Resources” has established its geographical boundaries for greenhouse gas (GHG) emissions reporting based on the locations of its operational offices and the areas where it conducts recruitment activities throughout the United Kingdom. This approach ensures that the emissions inventory accurately represents the organisation’s carbon footprint within the regions where it operates and supports its clients and candidates.

The geographical boundaries for emissions reporting cover the following locations and operational areas:

- **Head Office and Regional Management Centres:** The central administrative functions, leadership, and operational coordination are based at the Additional Resources Head Office located at 3 Brook Road, Brentwood, Essex, CM14 4PT. Emissions arising from activities at this location, including energy use, waste management, water consumption, and staff commuting, are included within the reporting boundary.
- **Regional Office Network (Nationwide):** Additional Resources operates through a network of regional offices across England, Wales, and Scotland. These offices serve as hubs for recruitment activities, client management, and candidate support within their respective geographical areas. Emissions arising from the operation of these regional offices, including energy usage, waste management, water consumption, and employee commuting, are included within the reporting boundary. Employee travel for business purposes, such as attending client meetings or inter-office travel, is also part of this scope.
- **Client and Candidate Interaction Locations (Nationwide):** While Additional Resources primarily operates from its office network, employee travel to meet with clients at their premises or candidates at various locations across the UK for interviews or meetings will also contribute to the emissions footprint and are included within the geographical reporting boundary.
- **Field-based Recruitment Teams (Nationwide):** Additional Resources employs recruitment consultants and business development managers who travel within their allocated territories to engage with clients and candidates. The emissions from these mobile operations, including travel for meetings and business development activities, are accounted for within the organisation’s overall carbon reporting.

By clearly defining these geographical boundaries, Additional Resources ensures a thorough and transparent approach to GHG emissions reporting across its UK operations. This methodology aligns with best practice environmental reporting standards, supporting the organisation’s efforts to accurately measure, manage, and reduce its carbon footprint in line with its commitment to sustainability.

This Carbon Reduction Plan provides an overview of Additional Resources Limited, trading as Additional Resources carbon emissions.

- **Baseline Period:** 1st January 2024 to 31st December 2024
- **Reporting Period:** 1st January 2024 to 31st December 2024

## Descriptive information

Inventory Details	Scope of Reporting
Company name	<b>ADDITIONAL RESOURCES LIMITED</b>
Description of the company	Recruitment Agency
Chosen consolidation approach (equity share, operational control or financial control)	Operational & Financial control
Description of the businesses and operations included in the company's organisational boundary	3 Brook Road, Brentwood, Essex, CM14 4PT (Base Operations)
Reporting period covered	1st Jan 2024 to 31st Dec 2024
List of Scope 3 activities included in the report	Water/Wastewater, Business travel, Employee Commute, Air travel, Homeworking, Hotel Stay
List of Scope 1, Scope 2, and Scope 3 activities excluded from the report with justification for their exclusion	Scope 3 – Upstream & Downstream T&D as these do not fall in our current activities.
The year chosen as base year and rationale for choosing the base year <sup>1</sup>	1st Jan 2024 to 31st Dec 2024 as first-time reporting emissions.
Once a base year has been established, the chosen base year emissions recalculation policy. If base year emissions have been recalculated, the context for any significant emissions changes that triggered the recalculation.	N/A

## Description of methodologies and data used

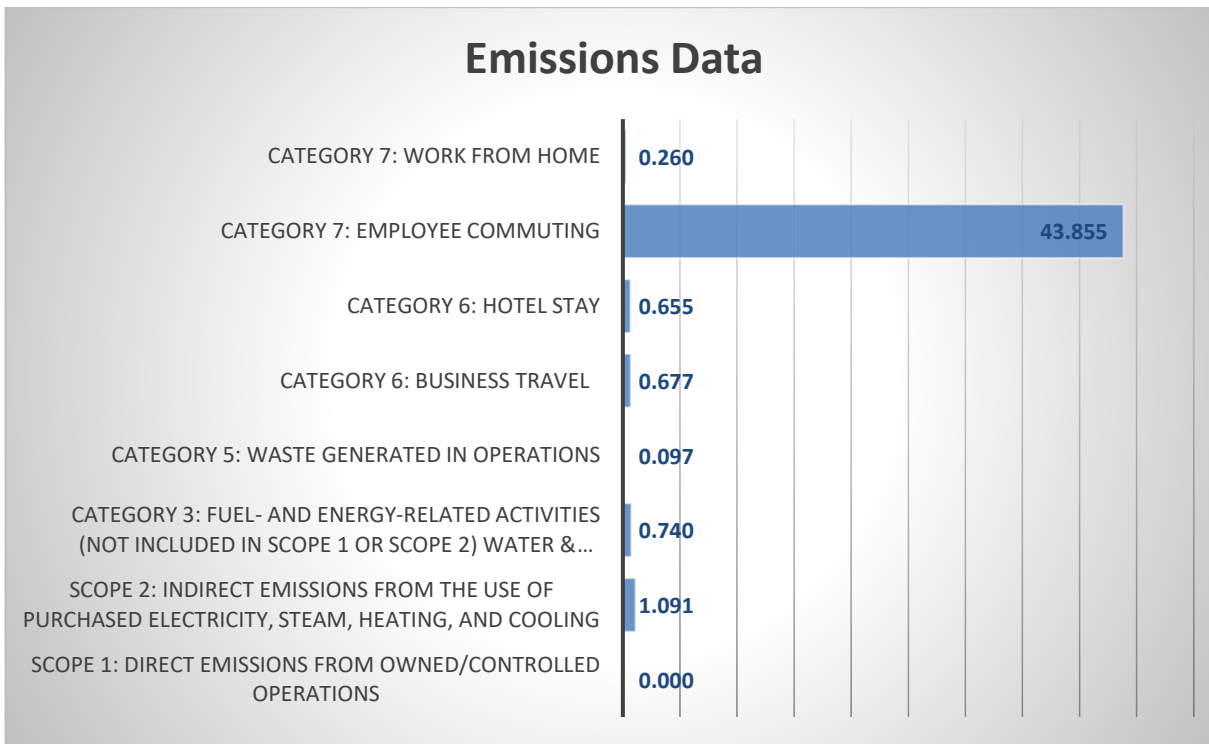
Scope	Methodologies used to calculate or measure emissions, providing a reference or link to any calculation tools used
Scope 1	N/A
Scope 2	Estimated usage <a href="#">UK business energy statistics 2025 - Uswitch</a>

<sup>1</sup> If a company has different base years for different scopes, base year information should be provided separately for each scope. Establishing a base year is required for scope 1 and 2 emissions, and required for scope 3 emissions when companies choose to track performance or set a reduction target.

Scope and category	Description of the types and sources of data used to calculate emissions	Description of the data quality of reported emissions	Description of the methodologies, allocation methods, and assumptions used to calculate emissions
<b>Upstream scope 3 emissions</b>			
Category 1: Purchased goods and services	N/A	N/A	N/A
Category 2: Capital goods	N/A	N/A	N/A
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2)	Rented Premises	Estimated monthly useage from <a href="#">UK business energy statistics 2025 - Uswitch</a>	m <sup>3</sup>
Category 4: Upstream transportation and distribution	N/A	N/A	N/A
Category 5: Waste generated in operations	Rented premises	Average from Cambridge study	Assumption that collected container weight (1100 litres) is 87.8kg (from Cambridge study)
Category 6: Business travel	Appointments	Journey refunds	Refund slips
Category 7: Employee commuting	Attendance	Journey records	In miles from various modes of commute
Category 8: Upstream leased assets	N/A	N/A	N/A

## GHG emissions data (Baseline 01<sup>st</sup> Jan – 31<sup>st</sup> Dec 2024)

Scopes and categories	Tons CO <sub>2</sub> e
<b>Scope 1:</b> Direct emissions from owned/controlled operations	0.000
<b>Scope 2:</b> Indirect emissions from the use of purchased electricity, steam, heating, and cooling	1.091
<b>Scope 3 Emissions Categories Breakdown</b>	
Category 1: Purchased goods and services	0.000
Category 2: Capital goods	0.000
Category 3: Fuel- and energy-related activities (not included in scope 1 or scope 2) Water & Wastewater	0.740
Category 4: Upstream t&d	0.000
Category 5: Waste generated in operations	0.097
Category 6: Business travel	0.677
Category 6: Hotel Stay	0.655
Category 7: Employee commuting	43.855
Category 7: Work From Home	0.260
Category 8: Upstream Leased Assets	0.000
Category 9: Downstream t&d	0.000
Scopes	
<b>Scope 1</b>	<b>0.000</b>
<b>Scope 2</b>	<b>1.091</b>
<b>Scope 3</b>	<b>46.284</b>
<b>Total Emissions</b>	<b>47.375</b>



**Figure 1**

#### Analysis of Emissions (Reporting Period: 01st January 2024 - 31st December 2024)

This section provides an overview of Additional Resources' greenhouse gas (GHG) emissions for the reporting period of 1st January 2024 to 31st December 2024. The data reflects the emissions generated from our operational activities during this timeframe, establishing our initial carbon footprint for future monitoring and reduction efforts.

Key highlights of the emissions include:

- **Scope 1 Emissions (Direct Emissions):** Based on the provided data, Scope 1 emissions were 0.00 tCO<sub>2</sub>e, indicating no direct emissions from sources owned or controlled by Additional Resources during this period.
- **Scope 2 Emissions (Electricity and Gas):** Scope 2 emissions, associated with purchased electricity, totalled 1.091 tCO<sub>2</sub>e. Gas consumption during this period resulted in 0.000 tCO<sub>2</sub>e emissions.
- **Scope 3 Emissions (Other Indirect Emissions):** Scope 3 emissions from various categories totalled 46.285 tCO<sub>2</sub>e. The breakdown of these categories is as follows:
  - Water: 0.740 tCO<sub>2</sub>e
  - Waste General: 0.097 tCO<sub>2</sub>e
  - Business Travel - Land: 0.677 tCO<sub>2</sub>e
  - Office Commute: 43.855 tCO<sub>2</sub>e
  - Hotel & Homeworking: 0.915 tCO<sub>2</sub>e
- **Total Emissions:** The total GHG emissions for Additional Resources during the reporting period (01st January 2024 - 31st December 2024) amounted to 47.376 tCO<sub>2</sub>e.

#### Observations:

The data indicates that the most significant source of emissions for Additional Resources during this initial reporting period falls under Scope 3, specifically from office commuting. Electricity consumption also contributes noticeably to the overall emissions. Direct emissions (Scope 1) and gas consumption were reported as zero.

This data will serve as our baseline for tracking future emissions and measuring the impact of our sustainability initiatives.

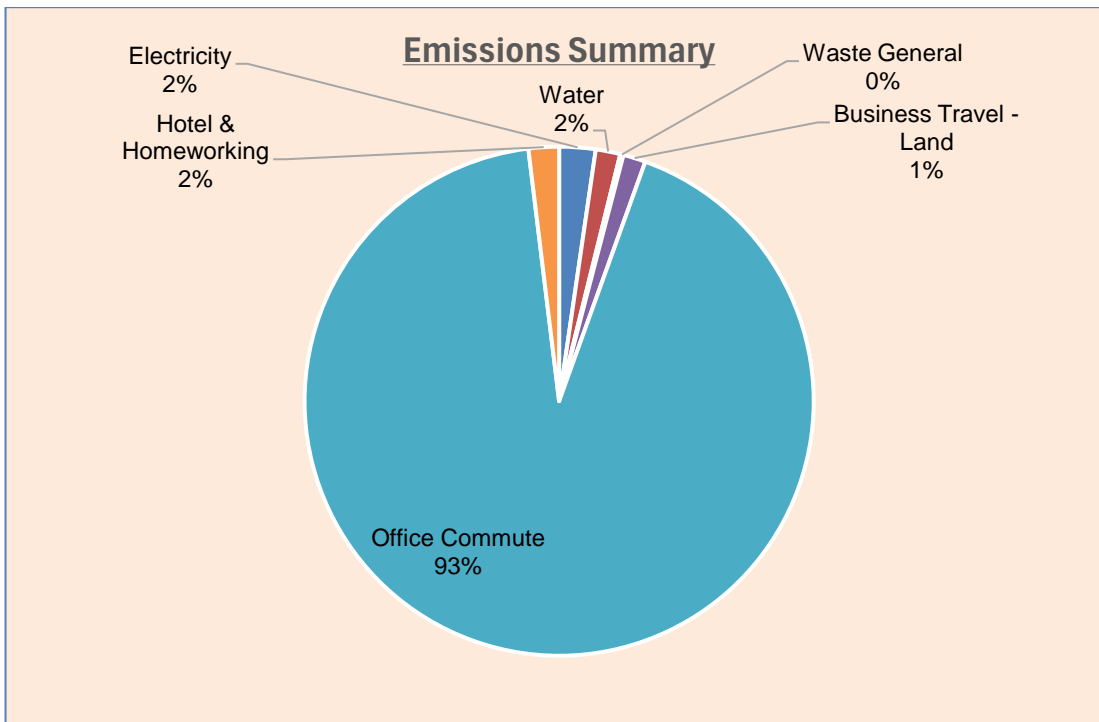


## Zero Emissions Reasons: Organisational Activities Currently Out of Scope (and Inherent in 2024 Data)

Category	1 Jan 2024 – 31 Dec 2024	Zero Emissions Reason
Scope 1 Heating	0.00	Emissions from heating are zero. This indicates the company did not generate emissions from heating during the reporting period.
Scope 3 Category 4: Upstream T&D	0.00	Emissions from upstream transmission and distribution are zero. This indicates there were no emissions associated with the upstream transmission and distribution of purchased goods and services.
Scope 3 Category 9: Downstream T&D	0.00	Emissions from downstream transmission and distribution are zero. This indicates no emissions associated with the downstream transmission and distribution of sold products.
Activities, operations, or assets located outside of the United Kingdom	N/A	Emissions from these are excluded as the report focuses on activities within the stated geographical boundaries of Additional Resources. This includes local business travel, supply chain emissions from suppliers located outside the UK, and the use of Additional Resources products by customers in other countries.
Emissions from franchises or subsidiaries	N/A	These are excluded because these entities have separate legal identities and operational control from Additional Resources.

## GHG emissions data (Submission Year 01<sup>st</sup> Jan – 31<sup>st</sup> Dec 2024)

Sources of Emissions	KgCO <sub>2</sub> e:	tCO <sub>2</sub> e:
<u>Gas</u>	<b>0.00</b>	<b>0.000</b>
<u>Electricity</u>	<b>1,091.26</b>	<b>1.091</b>
<u>Water</u>	<b>739.90</b>	<b>0.740</b>
<u>Waste General</u>	<b>97.16</b>	<b>0.097</b>
<u>Business Travel - Land</u>	<b>677.22</b>	<b>0.677</b>
<u>Office Commute</u>	<b>43,855.28</b>	<b>43.855</b>
<u>Hotel &amp; Homeworking</u>	<b>915.42</b>	<b>0.915</b>
	Scope 1	<b>0.000</b>
	Scope 2	<b>1.091</b>
	Scope 3	<b>46.285</b>
	Total	<b>47.376</b>



### **Carbon Reduction Targets**

Additional Resources is committed to a science-based approach to emissions reduction. Based on our initial emissions reporting for the period of 1st January 2024 to 31st December 2024, our targets are as follows:

- **Interim Target:** Reduce Scope 1 and 2 emissions by 46.2% by 2030 from our 2024 baseline year, aligning with a 1.5°C pathway. Based on our 2024 data, this means reducing our combined Scope 1 (0.00 tCO<sub>2</sub>e) and Scope 2 (1.091 tCO<sub>2</sub>e) emissions to approximately 0.587 tCO<sub>2</sub>e by the end of 2030.
- **Net Zero Target:** Achieve Net Zero emissions across all scopes (1, 2, and 3) by 2050. Our 2024 total emissions (47.376 tCO<sub>2</sub>e) will serve as the starting point for our journey to Net Zero.

We will review and update these targets annually to ensure they remain ambitious, achievable, and aligned with the latest climate science and best practices, as we gather more data and refine our understanding of our emissions profile.

### **Carbon Reduction Initiatives**

To support our science-based targets and drive meaningful decarbonisation, Additional Resources is implementing a comprehensive set of carbon reduction initiatives. These efforts span internal operations, supply chain management, and data transparency—each underpinned by measurable KPIs and aligned to our 2030 and 2050 climate goals.

#### **1. Employee Training and Engagement**

We recognise that our workforce plays a vital role in achieving our sustainability objectives. Additional Resources will implement a targeted sustainability training programme relevant to the recruitment sector. This programme will build awareness around emissions sources (e.g., energy use in offices, business travel, procurement practices, and the impact of commuting) and encourage carbon-conscious decision-making in our daily operations.

#### **Key Actions:**

- Launch carbon literacy workshops for all employees by Q3 2026
- Integrate sustainability modules into onboarding and manager training
- Promote staff participation in green initiatives (e.g., remote working where feasible, digital-first practices, and sustainable commuting options)

#### **KPIs:**

- 90% employee training completion by Q1 2026
- Annual employee sustainability engagement score above 80%

## 2. Supply Chain – Focus on Third-Party Suppliers

Given the contribution of upstream emissions (Scope 3) from our supply chain, Additional Resources will work closely with key third-party suppliers to improve environmental performance, particularly in areas such as office supplies, IT equipment, travel services, and potentially outsourced administrative functions.

### Key Actions:

- Conduct a supplier emissions risk mapping by Q2 2026
- Engage top 80% of suppliers (by spend/emissions) in carbon disclosure by 2026
- Include environmental and sustainability criteria in new supplier contracts from 2025 onward

### KPIs:

- 67% of Scope 3 supplier emissions covered by supplier-reported environmental data or targets by 2030
- 100% of new strategic supplier contracts include relevant environmental clauses by 2026

## 3. Sustainable Operational Practices

As a recruitment agency with a network of offices and a mobile workforce, Additional Resources is committed to optimising our operational practices to reduce our environmental footprint.

### Key Actions:

- Implement energy efficiency measures across all office locations (e.g., smart lighting, energy-efficient equipment upgrades) by 2027.
- Promote sustainable travel options for employees, including encouraging the use of public transport, cycling, and carpooling, where feasible.
- Implement a waste reduction and recycling programme across all office locations by Q4 2026.
- Explore opportunities for reducing paper consumption through digital workflows and document management systems.

### KPIs:

- Achieve a 15% reduction in energy consumption per office by 2030 (from a 2024 baseline).
- Increase the percentage of office waste recycled to 25% by 2030.
- Track and aim to reduce emissions from business travel per employee by [Set a specific percentage, e.g., 10%] by 2030 (from a 2024 baseline).

## 4. Monitoring and Reporting

Robust and transparent emissions tracking will underpin Additional Resources' carbon reduction journey. We will strengthen our data collection, reporting, and verification processes to align with global standards.

### Key Actions:

- Deploy a carbon data management system to streamline data collection and analysis by Q1 2026.
- Conduct annual GHG inventories using the GHG Protocol.
- Align disclosures with relevant reporting frameworks.

### KPIs:

- 100% of Scope 1, 2, and material Scope 3 emissions reported annually from 2025.
- Explore options for external verification of GHG data in the future.
- Annual publication of progress towards our near- and long-term targets.

These initiatives form the foundation of Additional Resources's decarbonisation strategy and are integral to our ambition to operate sustainably within the recruitment sector.

## **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<sup>2</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>3</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>4</sup>.

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

### ***Signed on behalf of ADDITIONAL RESOURCES LIMITED:***

This Carbon Reduction Plan has been reviewed and signed off by the board of directors

**Signature:** *D Cooke*

**Name:** Daniel Cooke

**Position:** Director

**Company:** ADDITIONAL RESOURCES LIMITED

**Date of signature:** 09-05-2025

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<sup>2</sup><https://ghgprotocol.org/corporate-standard>

<sup>3</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>4</sup><https://ghgprotocol.org/standards/scope-3-standard>