

Carbon Reduction Plan Template

Supplier name: ...Melber Flinn Ltd

Publication date: 7th December 2023

Commitment to achieving Net Zero

Melber Flinn Ltd is committed to achieving Net Zero emissions by 20**49**.

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: 2023 (1.12.2022 – 30.11.2023)	
Additional Details relating to the Baseline Emissions calculations.	
1.12.2022 – 30.11.23 is our first year of reporting and this 12 month period will be our baseline year	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	6.3 Use of two business vehicles to attend meetings, which could be anywhere in the UK.
Scope 2	0 There are no company premises so therefore the company is not directly responsible for any emissions resulting from purchasing electricity, heat, steam or cooling
Scope 3 (Included Sources)	0.4 Our scope 3 emissions breakdown is as follows: 4. Upstream transportation and distribution = 0 We do not transport or distribute any products. We are solely a service provider, delivering recruitment services.

	<p>5. Waste generated in operations = 0 We are a service provider so there is no manufacturing waste</p> <p>6. Business Travel = 0.4 (Please note we travel to business meetings by car (as accounted for in Scope 1 response) and by rail, as per below: 0.4 is based on 2 employees, making monthly trips to London by rail (from York) for business meetings.</p> <p>7. Employee commuting = 0 We have no office premises, all employees work from home and so have no commute.</p> <p>9. Downstream transportation and distribution = 0 We do not transport or distribute any products. We are solely a service provider, delivering recruitment services.</p>
Total Emissions	6.7

Current Emissions Reporting

Reporting Year: NA, 1.12.22 – 30.11.23 is our baseline year	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	NA
Scope 2	NA
Scope 3 (Included Sources)	NA
Total Emissions	NA

Emissions reduction targets

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

Carbon Reduction Projects

Company vehicles – When the leases run out on current company vehicles, we intend to

look at leasing at least one and possibly two electric vehicles, which will reduce our emissions from business travel.

In addition any business travel will be kept to a minimum by using video calling to replace in person meetings. We also use an IDVT provider which reduces our needs to travel to meet candidates in person to verify compliance documentation.

We project that carbon emissions will decrease over the next five years to 5 tCO₂e by 2028. This is a reduction of 25%

Completed Carbon Reduction Initiatives

As yet no major environmental management measures and projects have been completed or implemented since the 2023 baseline.

Our key carbon reduction projects are summarised above and we look forward to assessing their impact on our emissions at the end of year 2.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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:

Name: Steve Melber
Position: Director / Owner
Date: 7/12/23

Signature: *Steve Melber*

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>