

## Carbon Reduction Plan

**Company Name:** Dutton Recruitment Ltd

**Publication Date:** May 2025

### 1. Commitment to achieving Net Zero

Dutton Recruitment Ltd is committed to achieving the UK Government's Climate Change Act (2008) target of net-zero emissions by 2050. The Act was amended in 2019 to include a target of at least a 100% reduction in the net UK carbon account. Dutton Recruitment's Carbon Reduction Plan has been completed in compliance with PPN 006.

### 2. Organisational Detail

This plan covers the whole of Dutton Recruitment's operation, which includes its Head Office in Sheffield and each of its UK branches.

### 3. Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases (GHG) 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	1 <sup>st</sup> June 2024– 31 <sup>st</sup> May 2025
Please note: Previous emissions reporting did not accurately separate Scope 1, 2 and 3 emissions therefore a review of Dutton Recruitment's emission data was completed for the last reporting year. Scope 2 emissions are provided by the building landlord at each location and charged back to Dutton Recruitment.	
Emissions	Total (tCO <sub>2</sub> e)
<b>Scope 1</b> Fleet Vehicles	3.4 tCO <sub>2</sub> e
<b>Scope 2</b> Electricity	18 tCO <sub>2</sub> e
<b>Scope 3</b> Included sources: - Home-working Employee Commuting Business Travel Hotel Accommodation	19.4 tCO <sub>2</sub> e
<b>Total Emissions</b>	40.8 tCO <sub>2</sub> e

#### 4. Current Emissions Reporting

Baseline Year	1 <sup>st</sup> June 2024 – 31 <sup>st</sup> May 2025
Please note: Previous emissions reporting did not accurately separate Scope 1, 2 and 3 emissions therefore a review of Dutton Recruitment's emission data was completed for the last reporting year. Scope 2 emissions are provided by the building landlord at each location and charged back to Dutton Recruitment.	
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#### 5. Emission Reduction Targets

To enable our progress to achieving Net Zero we have adopted the following carbon reduction targets.

We predict that carbon emissions will decrease over the next five years to 30.6 tCO2e by 2030. This represents a reduction of 25%.

#### 6. Carbon Reduction Projects

Dutton Recruitment's current carbon reduction projects and activities include:-

- Annual carbon emissions assessment.
- Continued use of leased properties that use sustainable/renewable energy suppliers.
- Minimisation of computer waste and utilisation of waste management suppliers who undertake carbon offsetting activities.
- Introduction of centralized all-in-one printer / scanner / copier systems replacing the use of individual devices.
- Purchasing of energy efficient IT equipment. This involves replacing existing PC's with laptops as these are 80% more energy efficient.
- Company vehicles are now fully electric or hybrid.

In the future we hope to implement further measures as outlined below:-

- Reduction of supply chain emissions where feasible by:-
  - Actively challenging suppliers on their carbon emission reduction planning.
  - Implementing environmental, social and governance questions in the supplier screening and selection process.
- Increase staff competency around carbon literacy and engagement with the carbon reduction agenda by:
  - Providing access to appropriately accredited training.
  - Communication carbon reduction plans appropriately.
  - Providing appropriate resources and opportunities for staff to collaborate on carbon reduction interventions.
- Active management of scope 1 and scope 3 emissions reduction interventions.
  - Plan to change all hybrid fleet vehicles to full electric.
  - Evaluation the feasibility of introducing EV salary sacrifice leasing for individual personal use.
  - Incorporate 'homeworking' days to reduce travel, office heating and air conditioning.
  - Encourage further use of Teams to reduce the need to travel, reducing unnecessary fuel and energy usage.
  - Continued adherence to ISO 14001 accreditation.
  - Introduction of plan to achieve 95% paperless system within the next two years, essential printing to be done double-sided.

## **7. Declaration and Sign-Off**

Dutton Recruitment's Carbon Reduction Plan has been completed in accordance with PPN 006 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 Reductions Plans and the GHG Reporting Protocol Corporate Standard.

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.

This Carbon Reduction Plan has been reviewed and signed off by Senior Management Team.

Signed on behalf of Dutton Recruitment Ltd



**Adam Sheekey**  
**Chief Executive Officer**  
**May 2025**