

## Carbon Reduction Plan 2024

### Commitment to achieving Net Zero

**Optima NCS Limited (Trading as Optima Plus Recruitment)** is committed to achieving Net Zero emissions by 2040.

**Optima Plus Recruitment** are committed to achieving net zero carbon emissions because we recognize the urgency of addressing climate change and our responsibility as a corporate organization. By adopting sustainable practices, such as reducing energy consumption, minimizing waste, and supporting green initiatives, we aim to reduce our carbon footprint significantly. Our dedication to environmental stewardship not only aligns with our values but also demonstrates our commitment to creating a healthier, more sustainable future for generations to come.

#### Baseline Emissions Footprint

Baseline emissions footprint is a critical metric that serves as the initial measurement of the total greenhouse gases produced by Optima Plus Recruitment, process, or product over a specific period. This baseline provides a reference point against which future emissions can be compared, enabling the identification of trends and the effectiveness of emission reduction strategies. Establishing a baseline is essential for setting realistic and achievable goals for reducing carbon emissions and tracking progress over time. It also helps organizations comply with regulatory requirements and supports transparent reporting to stakeholders about their environmental impact.

The baseline calculations cover operations of **Optima Plus Recruitment**.

#### Baseline Year Emissions: 2024

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

*Scope 1 emissions will be 0 due to no gas, no company vehicles, no process emissions.*

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	X
Scope 2	X
Scope 3	X
<b>TOTAL EMISSIONS</b>	X

**Once all data for 2024 is accessible, we will upload this information by the end of January 2025, implementing this into the Baseline Year Emissions.**

### **Statement on Future Reporting for Carbon Footprint Reduction**

As part of our commitment to sustainability and environmental stewardship, we are dedicated to transparently reporting our progress in reducing our carbon footprint. Starting from our baseline year of 2024, we will implement a rigorous reporting framework that will enable us to track, measure, and disclose our carbon reduction efforts with clarity and precision.

#### **Our reporting will include the following key components:**

- 1. Annual Carbon Footprint Report:** Each year, we will publish a comprehensive report detailing our carbon emissions across all operations. This report will provide a clear comparison to our 2024 baseline, showcasing our progress in reducing greenhouse gas emissions.
- 2. Reduction Targets and Milestones:** We will outline specific, measurable targets and milestones for carbon reduction, aligned with international climate goals. These targets will guide our sustainability strategies and initiatives.
- 3. Transparency and Accountability:** Our reporting will be transparent, adhering to recognized standards and methodologies for carbon accounting, such as the Greenhouse Gas Protocol. We will engage third-party auditors to verify our data and ensure the accuracy and integrity of our reporting.
- 4. Continuous Improvement:** We will continually assess and refine our carbon reduction strategies based on our performance data, emerging technologies, and industry best practices. This iterative approach will help us stay on track and make meaningful progress towards our long-term sustainability goals.
- 5. Stakeholder Engagement:** We recognize the importance of engaging with our stakeholders, including employees, customers, investors, and the community. We will actively seek feedback and input to ensure our carbon reduction efforts reflect our shared values and priorities.

By establishing a robust framework for reporting our carbon footprint reduction, we aim to demonstrate our unwavering commitment to environmental sustainability and contribute to a healthier, more sustainable future for all.

### **Carbon Reduction Projects**

#### **Completed Carbon Reduction Initiatives to date**

- Optima Plus Recruitment have moved to a virtually paperless work environment, as staff work from an electronic CRM and Applicant tracking system, electronic staff sign in / sign out system, reducing the amount of printing that is required within the office.
- Paperless Payslips sent to candidates and internal staff.

### **In the future we hope to implement further measures such as:**

- Research Green Electric Tariffs.
- Research more energy efficient lighting for within the office.
- Research providing separate recycle bins to reduce the amount of waste going into general waste bins.
- Review tools for monitoring and measuring water consumption and improving efficiency, to increase the scope of the Carbon Reduction Plan.

### **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 will be reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

Scope 1 and Scope 2 emissions will be reported in accordance with SECR requirements, and the required subset of Scope 3 emissions will be reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

This Carbon Management Plan has been reviewed and approved by Optima's Executive Team.

### **Signed on behalf of Optima Plus Recruitment:**

**Name:** Togy George

**Signature:** 

**Date :** 01 January 2024

**Position:** Managing Director