



## Carbon Reduction Plan

**Policy Owner:** Tanya Ironmonger - Managing Director  
**Developed by:** Tracie Spires – Director of Quality and Compliance  
**Date Issued:** 11/12/2024  
**Review Date:** 11/12/2025

### Version Control and Summary of Changes:

Version Number	Date	Reviewed by	Change Summary
1.0	11/12/2023	Tracie Spires	Initial Publication
1.1	11/12/2024	Tracie Spires	Annual Reporting Updated

### Contents:

1. Net Zero Commitment Statement
2. Company Scope of Operations
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#### 1. Net Zero Commitment Statement

Athona Ltd is committed to achieving net zero emissions by 2050.

#### 2. Company Scope of Operations

Athona is a Recruitment Agency providing qualified Healthcare staff to the public and private sector. Athona Ltd provides temporary, contract and permanent staff to the Medical, Healthcare and Nursing markets in the UK and Internationally.

#### 3. Baseline Emissions

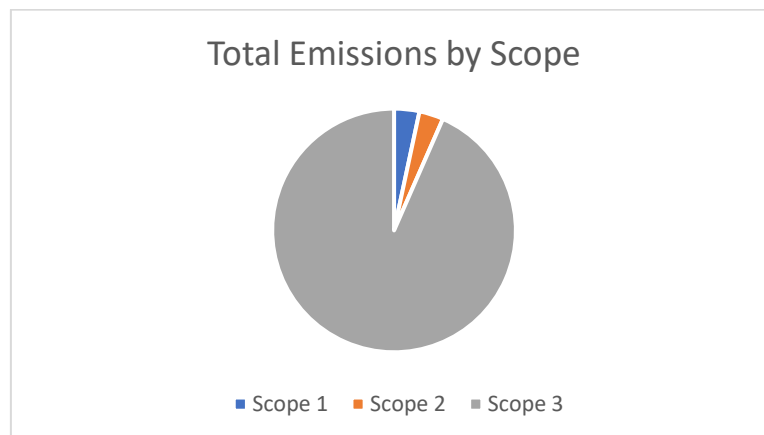
2023 (Reporting Period Oct 2022 to Oct 2023) is our Baseline Emissions year (Restated in December 2024 due to improvements in available data and reporting methods). The reporting period is 12 months from October 2022 to October 2023. We have followed the



GHG Protocol’s Corporate Standard and our operational emissions boundary and calculations are based on Financial Control as it is the most appropriate for the nature of our organisation structure. The latest 2023 GHG Conversion Factors have been used to calculate the baseline emissions data.

**Baseline Year: 2023 (Reporting period Oct 2022 to Oct 2023)**

Reporting	Use	tCO2e
Scope 1	Gas and Electricity Use	124.94
	Refrigerant	5.59
Scope 2	Gas and Electricity Generated	124.94
Scope 3	Upstream transportation and distribution	0
	Waste generated in operations	0
	Business travel (Car, Bus, Train, Air Travel)	39.76
	Employee Commuting	98.75
	Employee teleworking	4.84
	Downstream transportation and distribution	3486.11
	<b>Total</b>	<b>3884.93</b>



This includes:

**Scope 1:**

Company Facilities: Includes Gas and Electricity Usage and Air Conditioning Servicing.

Company Vehicles: We do not have any company fleet vehicles.

**Scope 2:**

Gas and Electricity Generated

**Scope 3:**

Narrative:



\*This is a service-based business with no physical products being manufactured / transported.

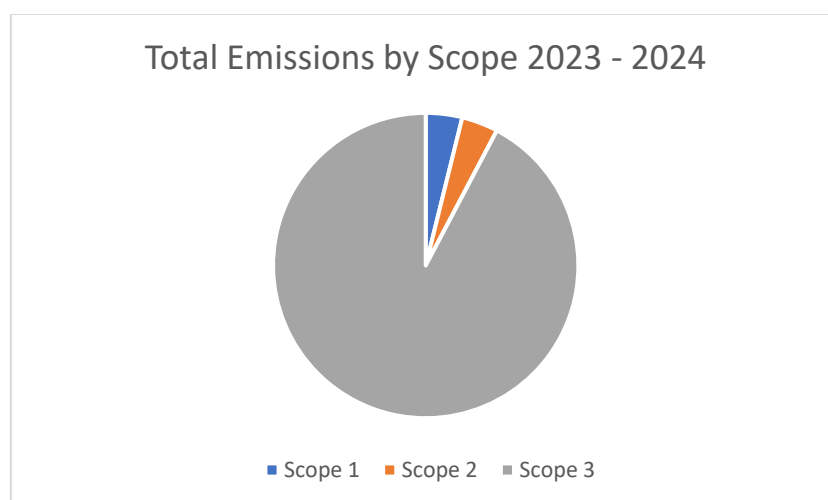
\*\*This is an office-based business with no formal waste monitoring due to shared waste facilities with other businesses in the premises and negligible emissions arising from waste generated.

\*\*\*Employee commuting survey yielded 66% response rate, the survey data has been averaged to 100% and provided as a calculated estimate for the baseline year.

\*\*\*\* Downstream transportation and distribution = temporary workers commuting to clients, the total tCO2e has been estimated using the average temporary worker commuting data x average number of shifts worked per week x number of temporary workers as a baseline estimate until data capture can be further refined and improved.

#### 4. Current Reporting period - Oct 2023 to Oct 2024

2023-2024 Reporting	Use	tCO2e
Scope 1	Gas and Electricity Use	128.37
	Refrigerant	0
Scope 2	Gas and Electricity Generated	128.37
Scope 3	Upstream transportation and distribution	0
	Waste generated in operations	0
	Business travel (Car, Bus, Train, Air Travel)	21.73
	Employee Commuting	96.28
	Employee teleworking	7.06
	Downstream transportation and distribution	2943.01
<b>Total</b>		<b>3324.82</b>





The reporting period is 12 months from October 2023 to October 2024. We have followed the GHG Protocol's Corporate Standard and our operational emissions boundary and calculations are based on Financial Control as it is the most appropriate for the nature of our organisation structure. The latest 2024 GHG Conversion Factors have been used to calculate emissions data.

This includes:

**Scope 1:**

Company Facilities: Includes Gas and Electricity Usage and Air Conditioning Servicing.

Company Vehicles: We do not have any company fleet vehicles.

**Scope 2:**

Gas and Electricity Generated

**Scope 3:**

Narrative:

\*This is a service-based business with no physical products being manufactured / transported.

\*\*This is an office-based business with no formal waste monitoring due to shared waste facilities with other businesses in the premises and negligible emissions arising from waste generated.

\*\*\*Employee commuting survey yielded 68% response rate, the survey data has been averaged to 100% and provided as a calculated estimate for the baseline year.

\*\*\*\* Downstream transportation and distribution = temporary workers commuting to clients, the total tCO<sub>2</sub>e has been estimated using the average temporary worker commuting data x average number of shifts worked per week x number of temporary workers until data capture can be further refined and improved.

## 5. Emissions 5 Year Reduction Targets 2023 – 2028

In order to achieve Net Zero by 2050, we have adopted the following interim carbon reduction targets:

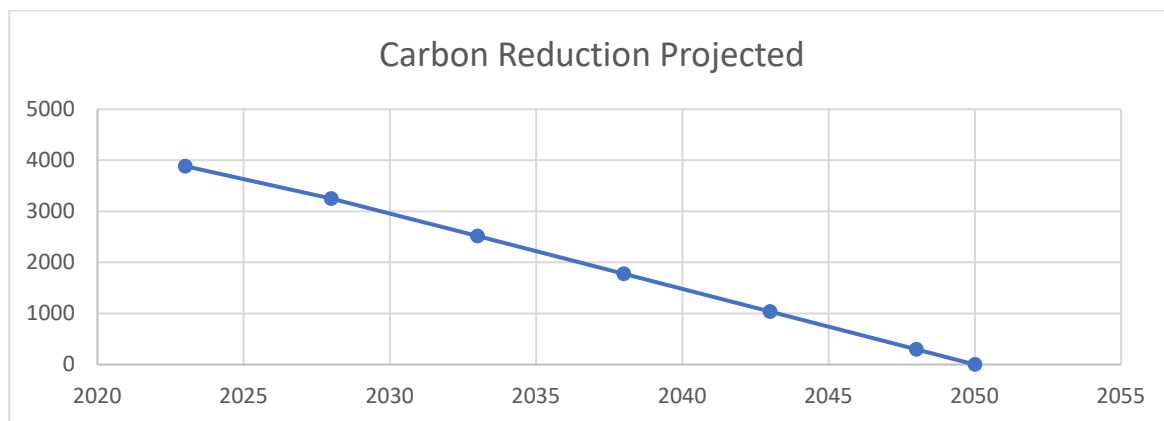
By targeting the three main sources of emissions within our organisational control it will make the most impact and produce the quickest reduction in emissions:

- Encourage the reduction of temporary worker commuting emissions through improved data capture and awareness of the impact of their travel choices, promoting more sustainable forms of transport through available schemes and behaviour modification.



- Further reducing use of gas and electricity within our office premises, by adopting further technological controls and behaviour modification through education of emissions impact with our employees.
- To further reduce Business Travel using vehicles, instead opting first for online meetings and second using public transport as the main source of travel.

We project that average carbon emissions will decrease over the next five years to 631.6 tCO<sub>2</sub>e, a 16.26% reduction against the 2023 baseline by 2028. The Carbon Reduction Initiatives and targets will be reset every 5 years to ensure we can achieve Net Zero by 2050. Projected progress against these targets can be seen in the graph below:



## 6. Carbon Reduction Initiatives

The following environmental management measures and projects will be implemented from the 2023 baseline. The carbon emission reduction projected by these schemes equate to 631.6 tCO<sub>2</sub>e, a 16.26% reduction against the 2023 baseline by 2028 and the measures will be in effect when performing contracts. The Carbon Reduction Initiatives and targets will be reset every 5 years to ensure we can achieve Net Zero by 2050.

- We are currently in the process of adopting the ISO14001 Environmental Management System and hope to have accreditation by 2025.
- We have reviewed our business travel policy to opt for online meetings in the first instance and secondary to use public transport as the default method of transport. This has had a positive impact on reduction from 39.76 tCO<sub>2</sub>e to 21.73 tCO<sub>2</sub>e in 2024.
- We are developing reporting tools to monitor and share emissions data and awareness of its impact to increase adoption of emissions reduction schemes throughout the business.
- We will adopt a companywide 'Switch Off' campaign to ensure all electrical devices are switched off out of hours.
- We have retained a hybrid working environment since Covid 19 allowing staff flexibility to work from home for part of the week.
- We have removed disposable items i.e. plastic and paper cups providing reusable items only.



- We will encourage car sharing wherever possible and during the summer months promote a cycle to work scheme.
- We have been mindful of reductions in emissions through adoption of a number of energy saving measures since relocating to our current premises in December 2018. We ensured as part of the design that PIR sensors and LED lighting was installed throughout the building to save on energy consumption.
- In 2018 we also introduced print release software to reduce wasted printing by requiring employees to physically key in a passcode at the printer to release their printing, rather than sending it to the printer and forgetting it which has significantly reduced paper and printer usage, therefore reducing consumables and waste.
- Whilst very minimal, we have always opted for recycling schemes for WEEE equipment and the use of certified shredding for confidential waste ensuring that the waste is recycled. We will continue to use certified schemes that recycle office waste rather than sending to landfill.

## 7. 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 and uses the appropriate Government emission conversion factors for greenhouse gas company reporting .

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 the board of directors.

**Signed on behalf of Athona:**

A handwritten signature in black ink, appearing to be "Tanya Ironmonger", written over a light blue grid background.

**Name: Tanya Ironmonger**

**Position: Managing Director**

**Date: 11/12/2024**