CARBON REDUCTION PLAN

FOR

cedar

Prepared by:	net zero. international
Reporting Period:	April 2024 – March 2025
Issued Date:	29th August 2025

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Net Zero Commitment

Cedar Recruitment recognises the importance of making a full and lasting commitment to reducing the greenhouse gas emissions from our activities, in support of the wider commitment of the world to limit global temperature increases and the impact on the planet.

We commit to the following:

1. For our company to achieve Net Zero in line with the Science Based targets set out by the UNFCCC i.e., to achieve Net Zero no later than 2050 and target a 50% reduction in emissions by 2030.
2. To set realistic short- and long-term targets that are designed to achieve our Net Zero commitments.
3. To report the total Greenhouse Gas emissions of our business, at a minimum, on an annual basis.

	Year
Commitment to be Net Zero	2050
50% Emissions Reduction	2030

Background Information

Company

Cedar Recruitment Limited (Cedar) is a Limited Company registered in England, company number 04665436, with its registered address at Elsley Court, 20-22 Great Titchfield Street, London, United Kingdom, W1W 8BE.

Cedar is a privately owned self-financed specialist recruitment consultancy, formed in February 2003, operating in Finance, Tax, Change & Transformation, Procurement and Public Sector & Not-for-Profit. Cedar offers highly effective bespoke recruitment solutions to clients in the private, public, and not-for-profit markets both in the UK and internationally.

As search, selection and recruitment specialists, our candidate-sourcing tools, coupled with our decades of experience and enviable networks, ensure our clients can access the very best interim and permanent talent from entry through to board-level.

Like all successful recruitment businesses operating today we rely on industry leading software, and a robust technological infrastructure. But although an enabler, in a 'people business' technology is not the differentiator.

We firmly believe that expertise, people, ethics, and relationships are the cornerstone of our commitment to being a recruitment partner that genuinely enriches your experience.

Reporting Period	**Benchmark Period** April 2024 – March 2025
Industry	**Recruitment**
No. of Staff	52
No. of Premises Owned	0
No. of Premises Leased	1
No. of Company Vehicles - Owned	0
No. of Company Vehicles - Leased	1

Current Reporting Period

April 2024 – March 2025

Organisational Boundary

There are 3 different approaches to measuring emissions, as defined by the GHG Protocol. This report has been constructed using the **Operational Control Approach**, considering the requirements of each potential approach.

Approach	Description	Approach Taken
Operational Control	The organisation has operational control over an operation if it or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.	✓
Financial Control	The organisation has financial control over the operation if it has the ability to direct the financial and operating policies of the organisation with a view to gaining economic benefits from its activities.	
Equity Share	The organisation accounts for GHG emissions from operations according to its share of equity in the operation.	

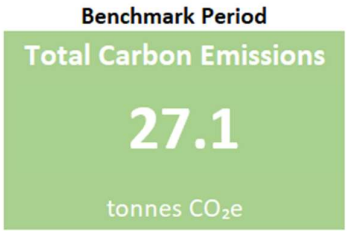
Benchmark Year

The organisation's benchmark year is from **April 2024 – March 2025.** This is the first time the organisation has measured and reported on its carbon emissions.

Methodologies Used

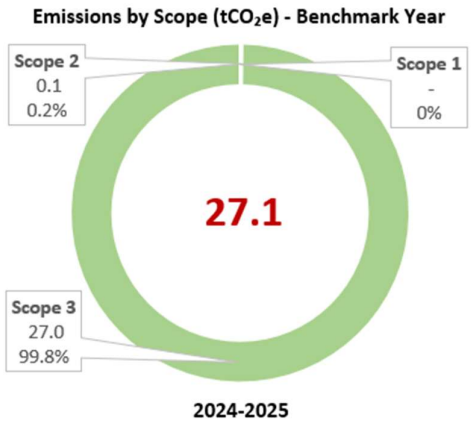
Throughout this report all methodologies used are explained within the relevant sections.

Carbon Emissions Overview



The total calculated emissions for the business for the period 2024-2025 are 27.1 tCO_2e. This is the first year the company has measured its carbon emissions. The breakdown of emissions are analysed throughout this report.

Analysis by Scope

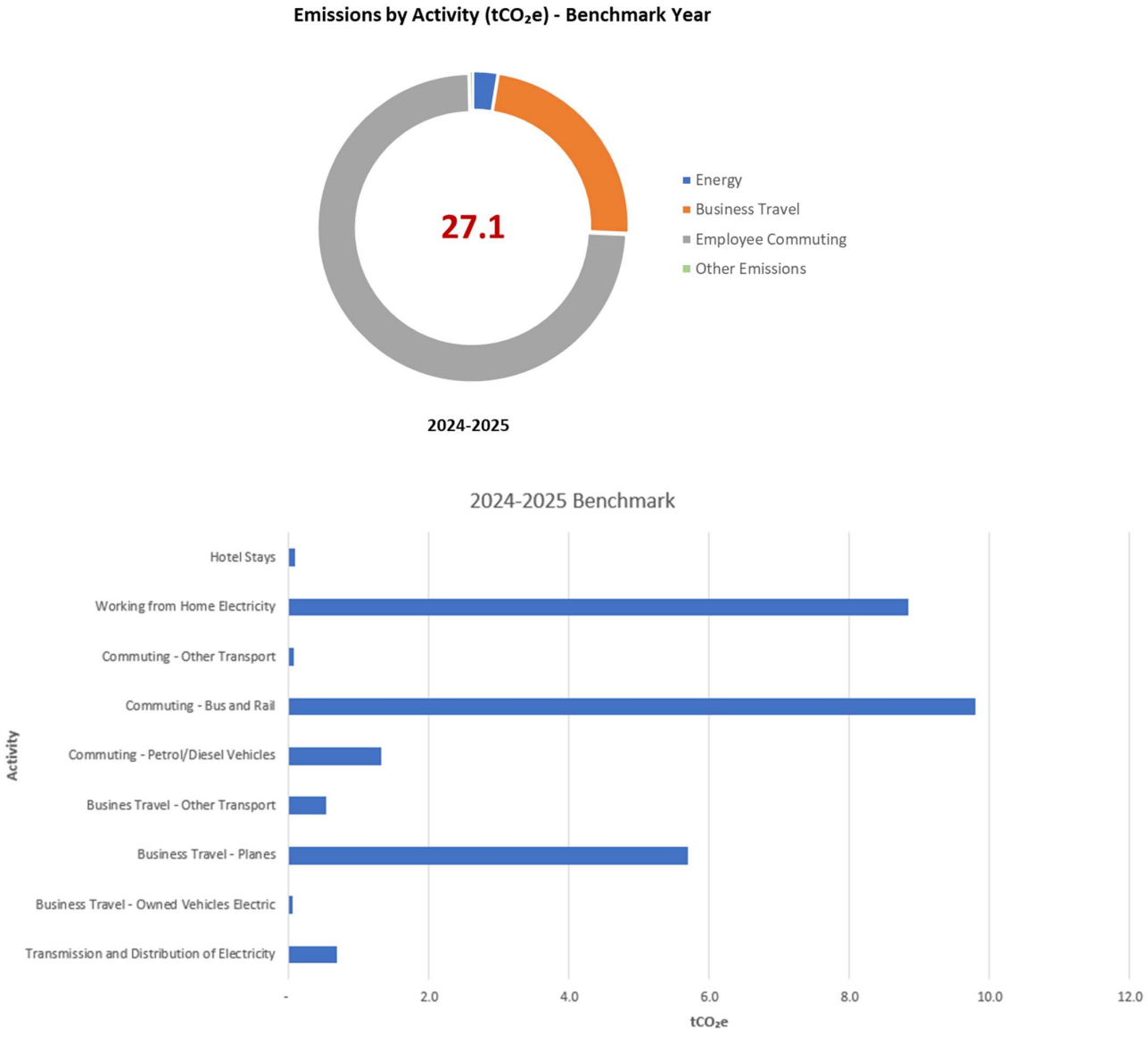


Scope	Description	tCO2e	%
Scope 1	The company does not have any Scope 1 emissions	-	0.0%
Scope 2	Emissions in scope 2 includes electricity used at the company's premises. The office is mainly on a renewable tariff.	0.1	0.2%
Scope 3	Scope 3 emissions include: • Business Travel • Employee commuting • Transmission and Distribution of Electricity • Waste Generated in Operations and Water	27.0	99.8%
TOTAL		**27.1**	**100.0%**

Reported Scope 3 emissions may increase in future years as more detailed data and information becomes available.

There are no Upstream and Downstream Transportation emissions associated with the business as the organisation does not purchase or sell goods.

Emissions by Activity



		Benchmark Year	
Data Details		**2024-2025**	
Emission Type	**Scope**	**tCO_2e Data Source**	**Data Confidence**
Energy			
Gas	1	- Gas Bills	High
Electricity	2	- Electricity Bills	High
Transmission and Distribution of Electricity	3	0.7 Electricity Bills	High
		0.7	
Business Travel			
Business Travel - Owned Vehicles Electric	2	0.1 Mileage Data	High
Business Travel - Planes	3	5.7 Mileage Data	High
Business Travel - Other Transport	3	0.5 Mileage Data	High
		6.3	
Employee Commuting			
Commuting - Petrol/Diesel Vehicles	3	1.3 Employee Survey	Medium
Commuting - Bus and Rail	3	9.8 Employee Survey	Medium
Commuting - Other Transport	3	0.1 Employee Survey	Medium
Working from Home Electricity	3	8.8 Electricity Bills	High
		20.0	
Other Emissions Calculated			
Water and Wastewater	3	- Spend Analysis	Medium
Waste Generated in Operations	3	- Spend Analysis	Medium
Hotel Stays	3	0.1 Spend Analysis	Medium
		0.1	
TOTAL		**27.1**	

During the period of April 2024 – March 2025, through our Waste Management & Disposal approaches at Cedar Recruitment, we were able to achieve the following:

- 2425 KG's Recycled
- 3.5 Tonner CO2 Saved
- 1625 KG's Waste to Energy
- 26.31 Trees Saved
- 893.75 KWH's Generated

Intensity Metric Analysis

Intensity metrics help normalise emissions data, taking into account variations in production levels or activity volumes. This allows for a more accurate assessment of emission trends over time, regardless of changes in business operations. The initial intensity metrics for the company are below and will be used for comparative purposes in following years.

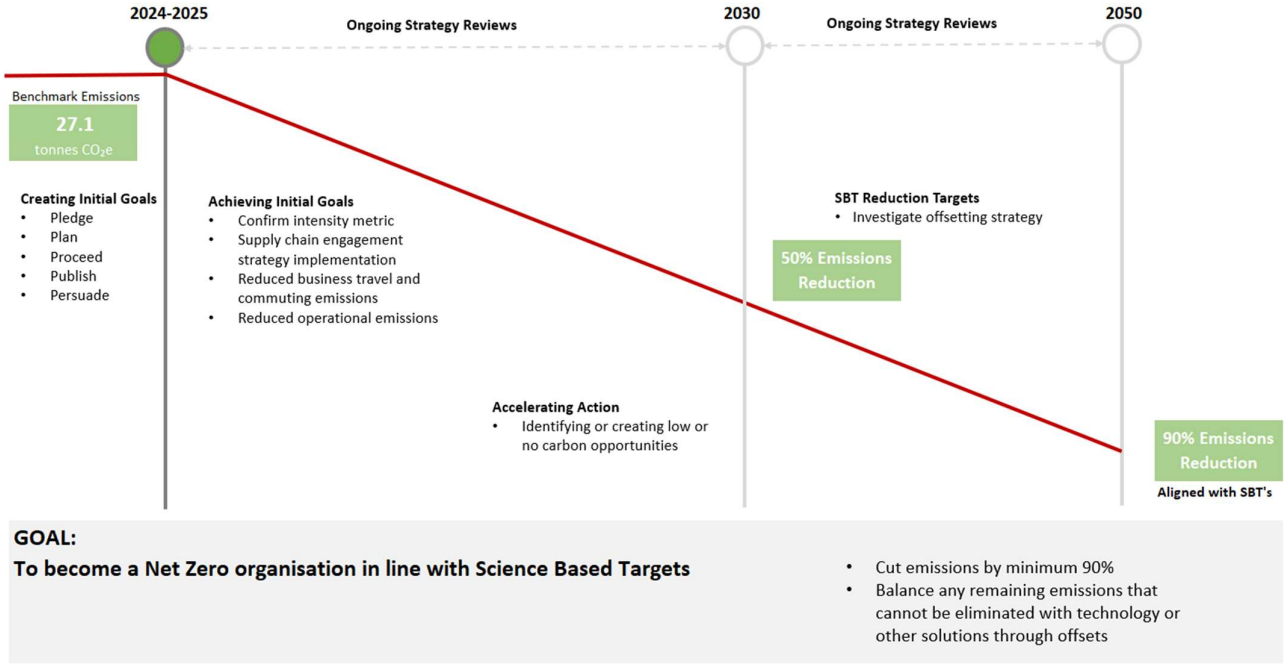
Intensity Metrics (tonnes CO_2e)

		Benchmark Year 2024-2025
Per Employee	Scopes 1, 2 and 3	0.5

The chosen intensity metric shows a carbon emissions value of **0.5 tCO_2e per employee**. The business headcount averaged 52 people during the benchmark period.

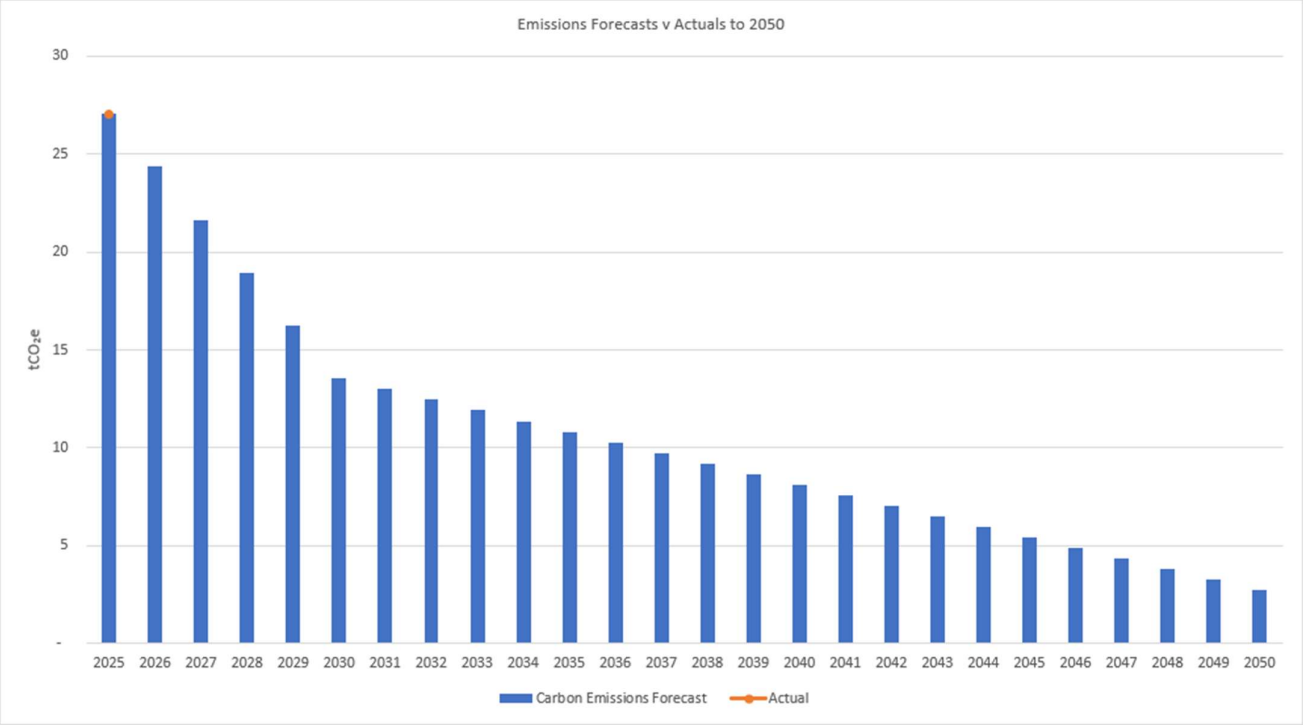
Emissions Reductions Targets

The following graph summarises the carbon emissions reduction targets.



Science Based Targets (SBTs) specify the need to reduce emissions by 50% by 2030 and 90% by 2050. In some circumstances, countries and companies may set emissions targets for different dates.

The following chart provides a forecasted view of the emissions targets for the organisation. These targets will be mapped against actual emissions year by year to support ongoing strategies and decision making to achieve the SBTs.



Carbon Reduction Actions

Cedar Recruitment aims to develop the following initiatives that will support the company's strategies to meet Science Based Targets:

Area of Focus	Initiative
Engagement of Team	To engage the entire team throughout the organisation in the Net Zero transition plan and to encourage staff to support lower carbon ideas, opportunities, and activities.
Reduce Reliance on Spend Based Data	To review major emissions based on spend and develop more accurate emissions data together with suppliers.
Business Travel Emissions	To review a sustainable travel policy encouraging use of public transport and lower carbon options when practical to do so.
Carbon Emissions Dashboard	Cedar Recruitment has made the commitment to complete its carbon emissions dashboard on a regular basis. This is overseen by a member of the Senior Management Team and shared with the wider team on a quarterly basis. By partnering with Net Zero International, we gain access to their expertise and support in reporting our emissions and how to reduce them, including best practice and insights. We will also promote our activities on social media to encourage others to make lower carbon decisions.
Supply Chain Review	To carry out regular reviews of supply chain partners and introduce a sustainable supply chain policy over time.
Fleet Strategy	To review on a regular basis the availability and feasibility of technology to enable changing fleet vehicles to lower emission engines and eventually from ICE to hybrid or electric engines.
Energy Efficiency of Site	Review infrastructure to reduce energy consumption. Investigate renewable energy generation possibilities on site. Investigate improved waste recyclability options.

Signed on behalf of Cedar Recruitment

Name: **Ben Whyatt**

Position: **Director**

Date: **29th August 2025**

Emissions Data

The data contained in the table below represents total emissions calculated and is consistent with SECR requirements. All sources of emissions that have been measured are included in the totals below. Emissions from key activities are summarised in the previous sections.

	Benchmark Year 2024-2025
Energy consumption used to calculate emissions Electricity Scope 2 - UK and Offshore (kWh)	37,635
Energy consumption used to calculate emissions – Global, excluding UK and Offshore (kWh)	N/A
Basis of Energy reporting (Location or Market)*	Location
% of total energy sourced from certified renewable sources	100%
Emissions associated with energy consumption - UK, Offshore and Global (tCO_2e)	-
Emissions from activities for which the company is responsible including combustion of fuel and operation of facilities - **Scope 1** (tCO_2e)	-
Emissions from purchase of electricity, heat, steam and cooling purchased for own use - **Scope 2** (tCO_2e)	0.1
Total Scope 1 and 2 Emissions (tCO_2e)	**0.1**
Emissions from upstream activities out of operational control - Scope 3 (tCO_2e)	27.0
Emissions from use of sold products and services out of operational control - **Scope 3** (tCO_2e)	None included
Total Gross Scope 3 Emissions (tCO_2e)	**27.0**
Total Scope 1, 2 and 3 Emissions (tCO_2e)	**27.1**
Intensity ratio tCO_2e (gross Scope 1, 2 and 3) per employee	0.5
Carbon offsets (tCO_2e)	-
Total Annual Net Emissions (tCO_2e)	**27.1**

* A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen.

Standard and Methodology Used

Cedar Recruitment categorises its Greenhouse Gas (GHG) Emissions as Scope 1, 2 or 3 as referred to in the WBCSD – WRI Greenhouse Gas Protocol (revised edition, dated March 2014). Emissions in Carbon Dioxide equivalent (CO_2e) for all scopes are calculated using the conversion factors listed in DESNZ Greenhouse Gas Conversion Factors for the relevant 12-month period over which the carbon emissions are calculated. Procured renewable electricity and gas is calculated in accordance with the WBCSD – WSI Scope 2 Guidance on procured renewable energy (2015).

Data Quality / Confidence

The data used to generate this report has been collected from various sources from both within the company and using assumptions gathered by Net Zero International. These emissions have been converted to CO_2e using GHG Protocol and DESNZ frameworks and conversion factors for the relevant period.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with SECR, 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 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 agreed by the board of directors (or equivalent management body).

Signed on behalf of Net Zero International

Name: **David Hawes**

Position: **Chief Executive Officer**

Date: **29th August 2025**

Glossary

Benchmark Data	The chosen 12-month period that sets the calculated emissions that need to be mitigated and/or offset.
Carbon Reduction	Reduction in measured CO_2e emissions
Carbon Reduction Plan	Plan to reduce CO_2e emissions over a period of time, updated annually
Carbon Emissions (Gross)	CO_2e emissions from Company activities
Carbon Emissions (Net)	CO_2e emissions from Company activities minus verified carbon offsets the Company purchases
Carbon Neutral	When emissions are fully offset including those emissions that could be mitigated.
Carbon Offsets	A removal or reduction of carbon emissions through a verified scheme.
CO_2e	All greenhouse gases expressed in terms of Carbon Dioxide equivalent (CO_2e) for consistency of reporting.
DESNZ	Department of Energy Security and Net Zero (https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)
EEIO	Environmentally Extended Input Output – Emissions estimated on spend https://ghgprotocol.org/
Organisational Boundaries	GHG Protocol Organisational Boundaries https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf
GHG Protocol	Greenhouse Gas Protocol https://ghgprotocol.org/
Greenhouse Gases	Carbon Dioxide (CO_2), Methane (CH_4), Nitrous Oxide (N_2O), Chlorofluorocarbons (CFCs and HCFCs), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs), Sulphur Hexafluoride (SF_6)
Greenhouse Gas Conversion Factors	Annually published conversion factors normally published by relevant government departments. Converts activity into CO_2e emissions.
Greenhouse Gas Emissions (GHG)	Gases in the atmosphere that absorb and radiate heat
Intensity Metric/Ratio	A metric that measures carbon emissions per relevant unit of activity in a business.
Market Reporting v Location Reporting	Market is based on specific tariffs. Location is based on the country from which you are reporting.
Net Zero	GHG emissions are mitigated and those that cannot are offset
Renewable Tariff	An energy tariff that is 100% powered by renewable energy and is certified.
SBT	Science Based Targets – reducing emissions by 50% by 2030 and by 90% by 2050 and offsetting the remaining amount.
Scope 1	The fuels that are burnt (gas, transport the company owns, refrigerant gases)
Scope 2	The energy that is bought (electricity from the grid, purchased heat)
Scope 3	Emissions embedded in everything a company buys and emitted as a consequence of everything a company sells.
SECR	Streamlined Energy and Carbon Reporting
tCO_2e	Metric tonnes of CO_2 equivalent emitted.
WBCSD	World Business Council for Sustainable Development https://www.wbcsd.org/
WRI	World Resource Institute https://www.wri.org/