ctrg

Carbon Reduction Plan

2025

Contents

Introduction

CTRG Limited is committed to a decarbonisation path. We have set Near Term (2034) targets for Scope emissions 1, 2 and 3 emissions.

We have also set reduction targets for all emissions for a Net Zero Target (2050).

Our baseline emissions have been calculated using adjusted historical data that reflects the current business.

We have used the Science Based Targets initiative target setting tools to develop our targets.

We have also aligned our reporting with that of our other Swipejobs Group companies and will be using a unit of Physical Intensity model based on emissions in tCO2e per Full Time Equivalent employee (tCO2e/FTE).

> ***CTRG Limited has pledged to reduce at least 90% of absolute emissions across the value chain by 2050.***

Carbon Reduction

Our Carbon Reduction Plans conform to the requirements of Procurement Policy Note PPN06/21 "Taking Account of Carbon Reduction Plans in the procurement of major government contracts", and the target setting was created using version 2.4 of the Science Based Targets Initiative (SBTi) Corporate Near-Term Target Setting Tools, with the target year set at 2034 and the Base Year set as 2024 (Revised and recalculated due to changes in the organisation and improvements in the data collection/calculation tools. In accordance with the SBTi Criterion 2).

CTRG Limited are committed to doing the right thing and recognise the urgency of the climate change agenda and accept the challenges and the role we all must play in reducing carbon emissions for a greener, more sustainable future. Alongside our commitment to achieve Net Zero by 2050 at the latest, we have followed the principles of GHG Protocols without third party verification, our boundary includes temporary worker commuting (this is further explained on page 13) to give a real-life Product carbon Footprint for our Clients. We have since the last reporting period significantly improved how we capture and collate data on emissions. During this period, the business has changed through acquisition and as such we now have fewer direct office locations and staff.

We are stating our Scope 1 and Scope 2 emissions independently on our Carbon Reduction Plans, but as a company we are combining these two scopes and showing a combined target and performance towards it. Due to acquisition, we have as stated above, used historical data that we have recalculated taking into consideration the material changes to the organisation as a direct result of the acquisition. This can be seen in the following chart depicting the revised historical year 2024 which we are now using as our Baseline year.

Our previous 2024 figures (now recalculated) show what is now our Baseline Scope 1, 2 and 3 emissions. We expect our future performance to exceed the minimum requirements for us to achieve our annual reductions required for us to meet our "Near Term Targets" and our Net Zero targets.

All our Near-Term Targets (2034) have been set using the Science Based Targets Initiative tools, these are: Scope 1 & 2 Based on the Absolute Contraction Model the target is a 58.8% reduction in emissions by 2034, this equates to an annual reduction in scope 1 & 2 of 5.88% (2.063 tCO2e combined). Years 2035 – 2050 to achieve our Net Zero target the annual reduction will be 4.73% (0.586 tCO2e combined).

Currently at week 41 our Scope 1&2 emissions are down by 22.41% against the baseline.

All our Near-Term Targets (2034) have been set using the Science Based Targets Initiative tools, these are: Scope 3 Based on the Absolute Contraction Model the Near-Term target is a 58.8% reduction in emissions by 2034, which equates to an annual reduction in scope 3 emissions of 5.88% (881.46 tCO2e). Continuing from 2035 – 2050 to achieve our Net Zero target the annual reduction will be 4.73% (292.14 tCO2e).

Currently at week 41 our Scope 3 emissions are down by 18.91% against the baseline.

All the annual reductions have been fully detailed in the following tables.

SBTi Near -Term Scope 1&2 Targets (2034)

SCIENCE BASED TARGETS

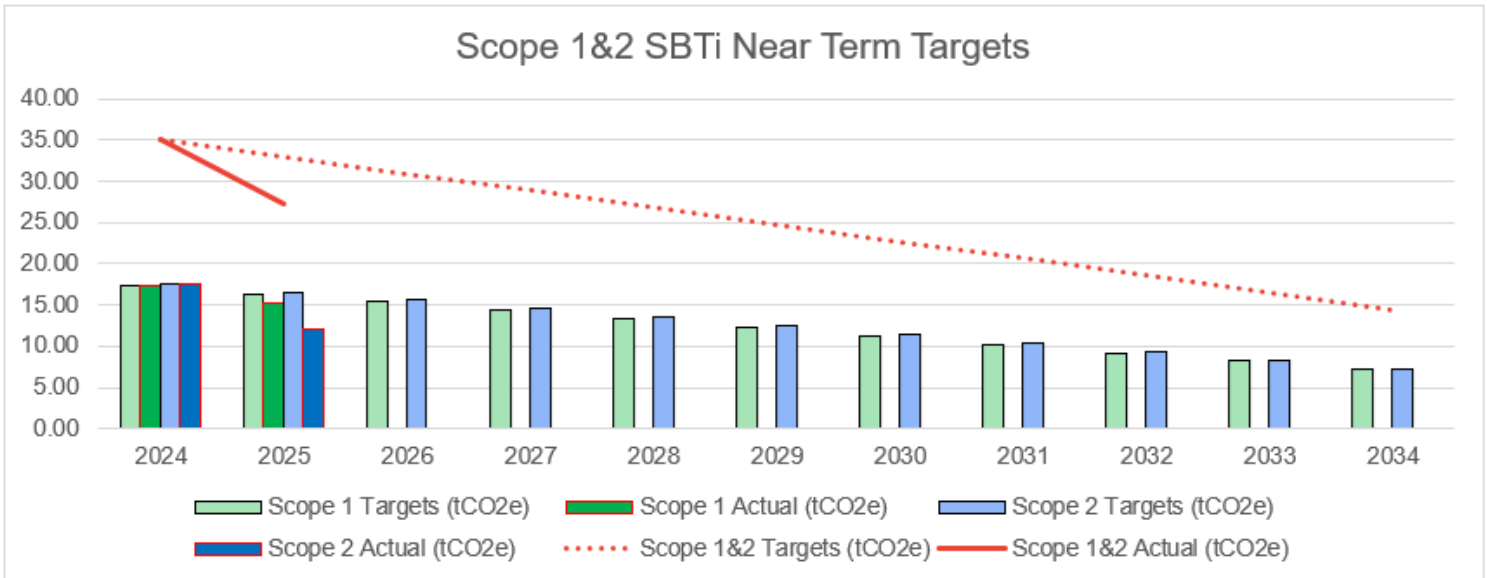
Corporate Near-Term Tool

Version: 2.4
Support: info@sciencebasedtargets.org

Section 1. Input data

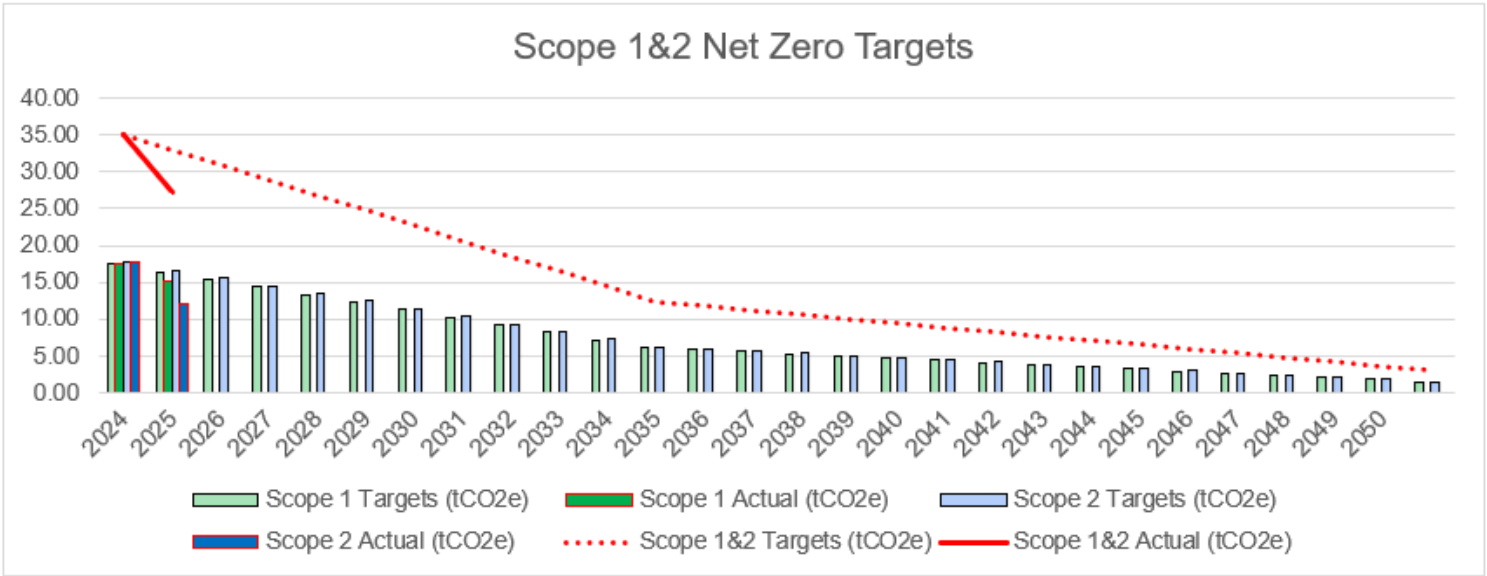
Enter your company name	CTRG Limited	
Target setting method	Absolute Contraction Approach	*This approach is not applicable to power generation emissions*
SDA scenario		*Not applicable*
SDA sector		*Not applicable*
Base year	2024	*Select a base year*
Base year | Activity output		
Base year | Scope 1 emissions	17	*tCO2e*
Base year | Scope 2 emissions	18	*tCO2e*
Target year	2034	*Select a target year*
Target year | Type of activity projection		
Target year | Activity output		
Most recent year (MRY)	2024	*Select most recent year of available emissions&activity data*

	Scope 1				Scope 2				Scope 1&2				
Year	Scope 1 Targets (tCO2e)	Scope 1 Actual (tCO2e)	Annual Reduction (tCO2e)	Annual % Reduction	Scope 2 Targets (tCO2e)	Scope 2 Actual (tCO2e)	Annual Reduction (tCO2e)	Annual % Reduction	Scope 1&2 Targets (tCO2e)	Scope 1&2 Actual (tCO2e)	Annual Reduction (tCO2e)	Annual % Reduction	Reduction
2024	17.43	17.43	1.025	5.88	17.65	17.65	1.038	5.88	35.08	35.08	2.063	5.88	
2025	16.41	**15.20**	1.025	5.88	16.61	**12.02**	1.038	5.88	33.02	**27.22**	2.063	5.88	**22.41%**
2026	15.38		1.025	5.88	15.57		1.038	5.88	30.96		2.063	5.88	
2027	14.36		1.025	5.88	14.54		1.038	5.88	28.89		2.063	5.88	
2028	13.33		1.025	5.88	13.50		1.038	5.88	26.83		2.063	5.88	
2029	12.31		1.025	5.88	12.46		1.038	5.88	24.77		2.063	5.88	
2030	11.28		1.025	5.88	11.42		1.038	5.88	22.71		2.063	5.88	
2031	10.26		1.025	5.88	10.38		1.038	5.88	20.64		2.063	5.88	
2032	9.23		1.025	5.88	9.35		1.038	5.88	18.58		2.063	5.88	
2033	8.21		1.025	5.88	8.31		1.038	5.88	16.52		2.063	5.88	
2034	**7.18**		1.025	**5.88**	**7.27**		1.038	5.88	**14.45**		2.063	5.88	**58.80%**



Scope 1&2 Net Zero Targets (2050)

	Scope 1				Scope 2				Scope 1&2				
Year	Scope 1 Targets (tCO2e)	Scope 1 Actual (tCO2e)	Annual Reduction (tCO2e)	Annual % Reduction	Scope 2 Targets (tCO2e)	Scope 2 Actual (tCO2e)	Annual Reduction (tCO2e)	Annual % Reduction	Scope 1&2 Targets (tCO2e)	Scope 1&2 Actual (tCO2e)	Annual Reduction (tCO2e)	Annual % Reduction	Reduction
2024	17.43	17.43	1.025	5.88	17.65	17.65	1.038	5.88	35.08	35.08	2.063	5.88	
2025	16.41	**15.20**	1.025	5.88	16.61	**12.02**	1.038	5.88	33.02	**27.22**	2.063	5.88	**22.41%**
2026	15.38		1.025	5.88	15.57		1.038	5.88	30.96		2.063	5.88	
2027	14.36		1.025	5.88	14.54		1.038	5.88	28.89		2.063	5.88	
2028	13.33		1.025	5.88	13.50		1.038	5.88	26.83		2.063	5.88	
2029	12.31		1.025	5.88	12.46		1.038	5.88	24.77		2.063	5.88	
2030	11.28		1.025	5.88	11.42		1.038	5.88	22.71		2.063	5.88	
2031	10.26		1.025	5.88	10.38		1.038	5.88	20.64		2.063	5.88	
2032	9.23		1.025	5.88	9.35		1.038	5.88	18.58		2.063	5.88	
2033	8.21		1.025	5.88	8.31		1.038	5.88	16.52		2.063	5.88	
2034	**7.18**		1.025	**5.88**	**7.27**		1.038	5.88	**14.45**		2.063	5.88	**58.80%**
2035	6.16		0.291	4.73	6.23		0.295	4.73	12.39		0.586	4.73	
2036	5.87		0.290	4.73	5.94		0.295	4.73	11.81		0.585	4.73	
2037	5.57		0.290	4.73	5.64		0.295	4.73	11.22		0.585	4.73	
2038	5.28		0.290	4.73	5.35		0.295	4.73	10.63		0.585	4.73	
2039	4.99		0.290	4.73	5.05		0.295	4.73	10.05		0.585	4.73	
2040	4.70		0.290	4.73	4.76		0.295	4.73	9.46		0.585	4.73	
2041	4.41		0.290	4.73	4.46		0.295	4.73	8.87		0.585	4.73	
2042	4.12		0.290	4.73	4.17		0.295	4.73	8.29		0.585	4.73	
2043	3.83		0.290	4.73	3.88		0.295	4.73	7.70		0.585	4.73	
2044	3.54		0.290	4.73	3.58		0.295	4.73	7.12		0.585	4.73	
2045	3.24		0.290	4.73	3.29		0.295	4.73	6.53		0.585	4.73	
2046	2.95		0.290	4.73	2.99		0.295	4.73	5.94		0.585	4.73	
2047	2.66		0.290	4.73	2.70		0.295	4.73	5.36		0.585	4.73	
2048	2.37		0.290	4.73	2.40		0.295	4.73	4.77		0.585	4.73	
2049	2.08		0.290	4.73	2.11		0.295	4.73	4.19		0.585	4.73	
2050	1.79		0.290	4.73	1.81		0.295	4.73	3.60		0.585	4.73	**91.41%**
	1.50				**1.52**				**3.01**				



SBTi Near -Term Scope 3 Target (2034)

SCIENCE BASED TARGETS

Corporate Near-Term Tool

Version: 2.4
Support: info@sciencebasedtargets.org

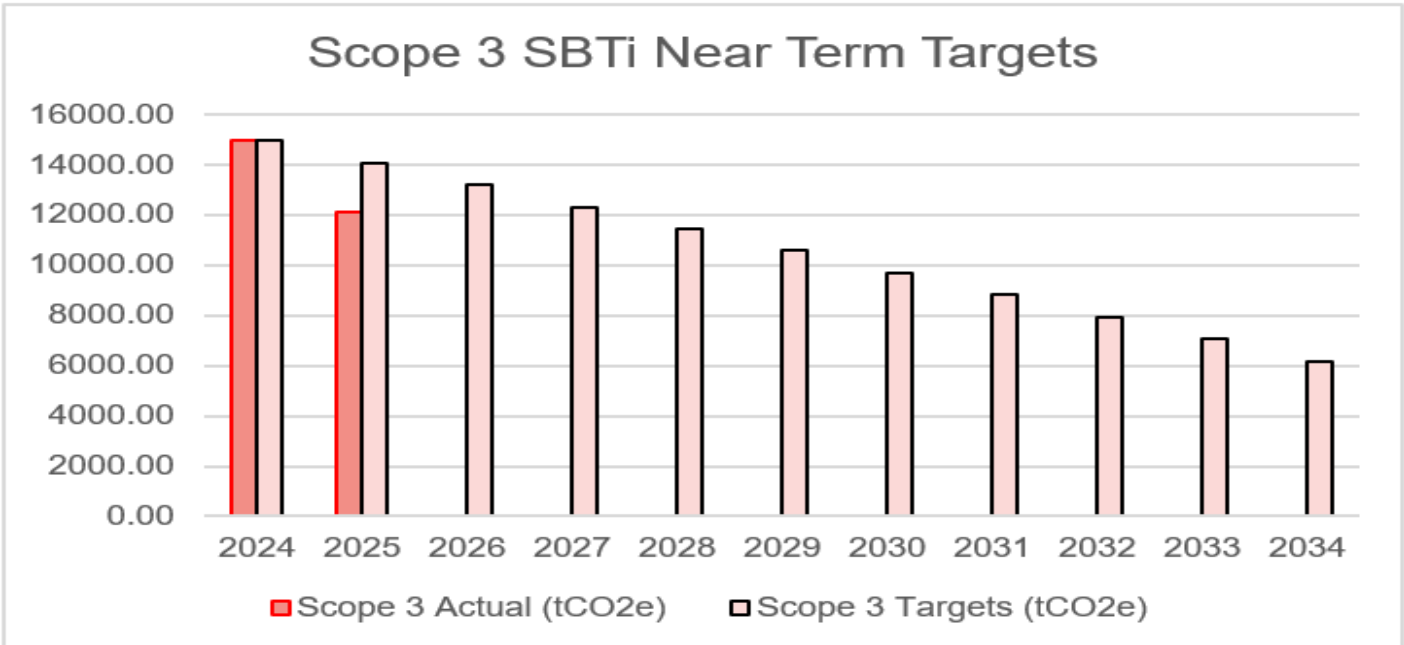
Section 1. Input data

Enter your company name	CTRG Limited	
Target setting method	Absolute Contraction Approach	*Please review the latest version of the SBTi Guidance and Corporate Near-Term Criteria*
Base year	2024	*Dropdown*
Target year	2034	*Dropdown*
Base year output		
Target year output		
Scope 3 emissions (total or specific categories)	14,991	*tCO2e*

Section 2. Cross-sector absolute reduction / Absolute contraction approach (ACA)

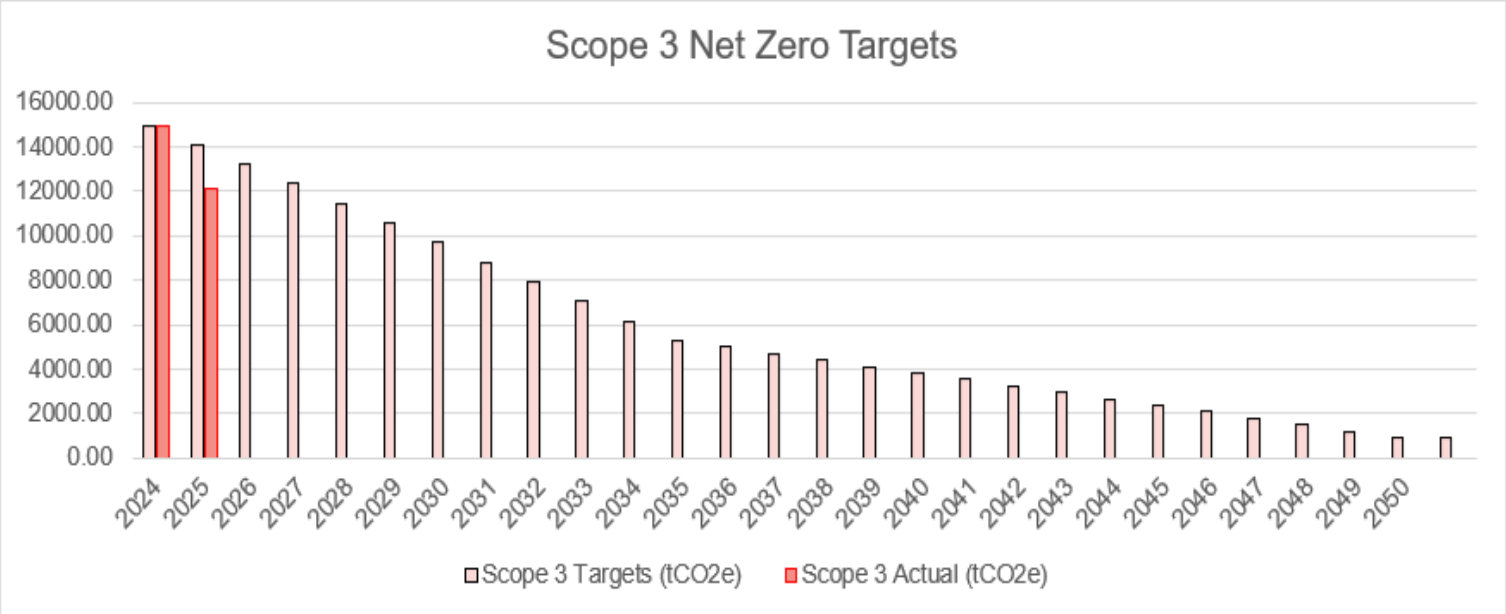
	Base year (2024)	Target year (2034)	% SBT reduction	
Absolute emissions - WB2C (tCO2e)	14,990.8	9,744.0	35.00%	Near-Term Scope 3 SBT Formulation - WB2C
Absolute emissions - 1.5C (tCO2e)	14,990.8	6,176.2	58.80%	Near-Term Scope 3 SBT Formulation - 1.5C

	Scope 3				
Year	Scope 3 Targets (tCO2e)	Scope 3 Actual (tCO2e)	Annual Reduction (tCO2e)	Annual % Reduction	
2024	14990.84	14990.84	881.46	5.88	
2025	14109.38	**12097.36**	881.46	5.88	**18.91%**
2026	13227.92		881.46	5.88	
2027	12346.46		881.46	5.88	
2028	11465.00		881.46	5.88	
2029	10583.53		881.46	5.88	
2030	9702.07		881.46	5.88	
2031	8820.61		881.46	5.88	
2032	7939.15		881.46	5.88	
2033	7057.69		881.46	5.88	
2034	**6176.23**		881.46	**5.88**	**58.80%**



Scope 3 Net Zero Targets (2050)

	Scope 3				
Year	Scope 3 Targets (tCO2e)	Scope 3 Actual (tCO2e)	Annual Reduction (tCO2e)	Annual % Reduction	
2024	14990.84	14990.84	881.46	5.88	
2025	14109.38	**12097.36**	881.46	5.88	**18.91%**
2026	13227.92		881.46	5.88	
2027	12346.46		881.46	5.88	
2028	11465.00		881.46	5.88	
2029	10583.53		881.46	5.88	
2030	9702.07		881.46	5.88	
2031	8820.61		881.46	5.88	
2032	7939.15		881.46	5.88	
2033	7057.69		881.46	5.88	
2034	**6176.23**		881.46	**5.88**	**58.80%**
2035	5884.09		292.14	4.73	
2036	5591.96		292.14	4.73	
2037	5299.82		292.14	4.73	
2038	5007.68		292.14	4.73	
2039	4715.55		292.14	4.73	
2040	4423.41		292.14	4.73	
2041	4131.28		292.14	4.73	
2042	3839.14		292.14	4.73	
2043	3547.01		292.14	4.73	
2044	3254.87		292.14	4.73	
2045	2962.74		292.14	4.73	
2046	2670.60		292.14	4.73	
2047	2378.46		292.14	4.73	
2048	2086.33		292.14	4.73	
2049	1794.19		292.14	4.73	
2050	1502.06		292.14	4.73	**91.93%**
	1209.92				



Carbon Reduction Pathway

We have set the targets, but how do we intend to achieve them?

Against our current baseline figures we are making good progress, but how do we intend to maintain this progress?

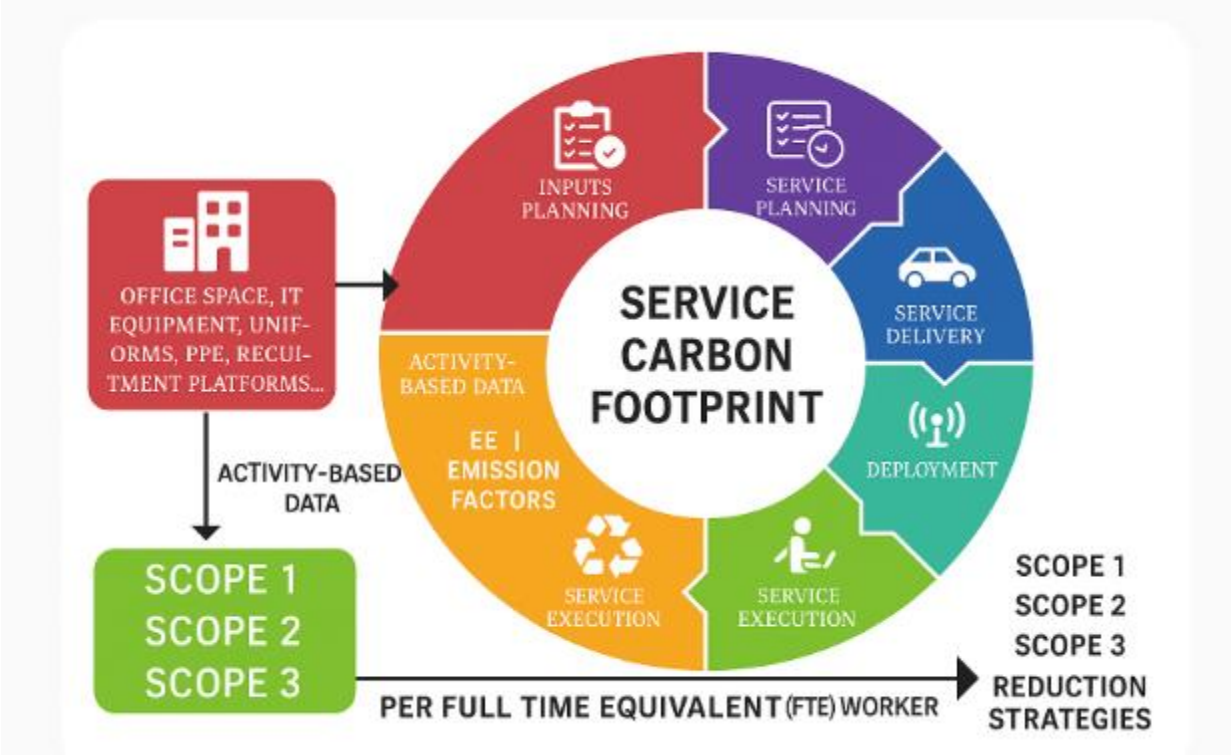
For a large organisation our Scope 1 and Scope 2 emissions are quite small, but we have identified that by moving towards energy supplies from renewable sources will significantly reduce these, this will be assisted passively by the UKs decarbonisation of its grid currently at 50%.

Small incremental changes when added together will impact our emissions greatly and allow us to achieve our Net Zero Targets.

Lever	Description	Timeline	Impact
Energy Efficiency	Refurbished low-energy laptops, office rationalisation	2025–2028	↓ Scope 1 ↓ Scope 2
Renewable Energy	Source 50% of office electricity from renewables	2026–2034	↓ Scope 1 ↓ Scope 2
Digital Transformation	Paperless systems, Microsoft Teams, SharePoint	2025–2027	↓ Scope 3
Sustainable Travel	Car sharing, public transport, local worker deployment.	2025–2035	↓ Scope 3
Supplier Engagement	Local sourcing, low-carbon procurement	2026–2035	↓ Scope 3
Carbon Literacy & Culture	Staff training, wellbeing initiatives	2025–2028	Cultural shift
Offset Strategy	Verified offsets for residual emissions	2040–2050	Net Zero

Product Carbon Footprint

CTRG Limited has developed systems to allow us to calculate the Product Carbon Footprint (PCF) of our service provision, we intend to develop these further to enable use to compare our emissions directly with our customers in a standardised format. We will be investigating using PCF Data Exchange. Our boundary has been expanded to include temporary workers commuting to Client sites as part of the PCF.



By undertaking these assessments and analysis of our business activities, it is clear that the emissions produced in the delivery of our services are by far the most significant, as such we are investing time and effort in improving all aspects of the data collection model to ensure it is as accurate as possible.

Data Collection Model

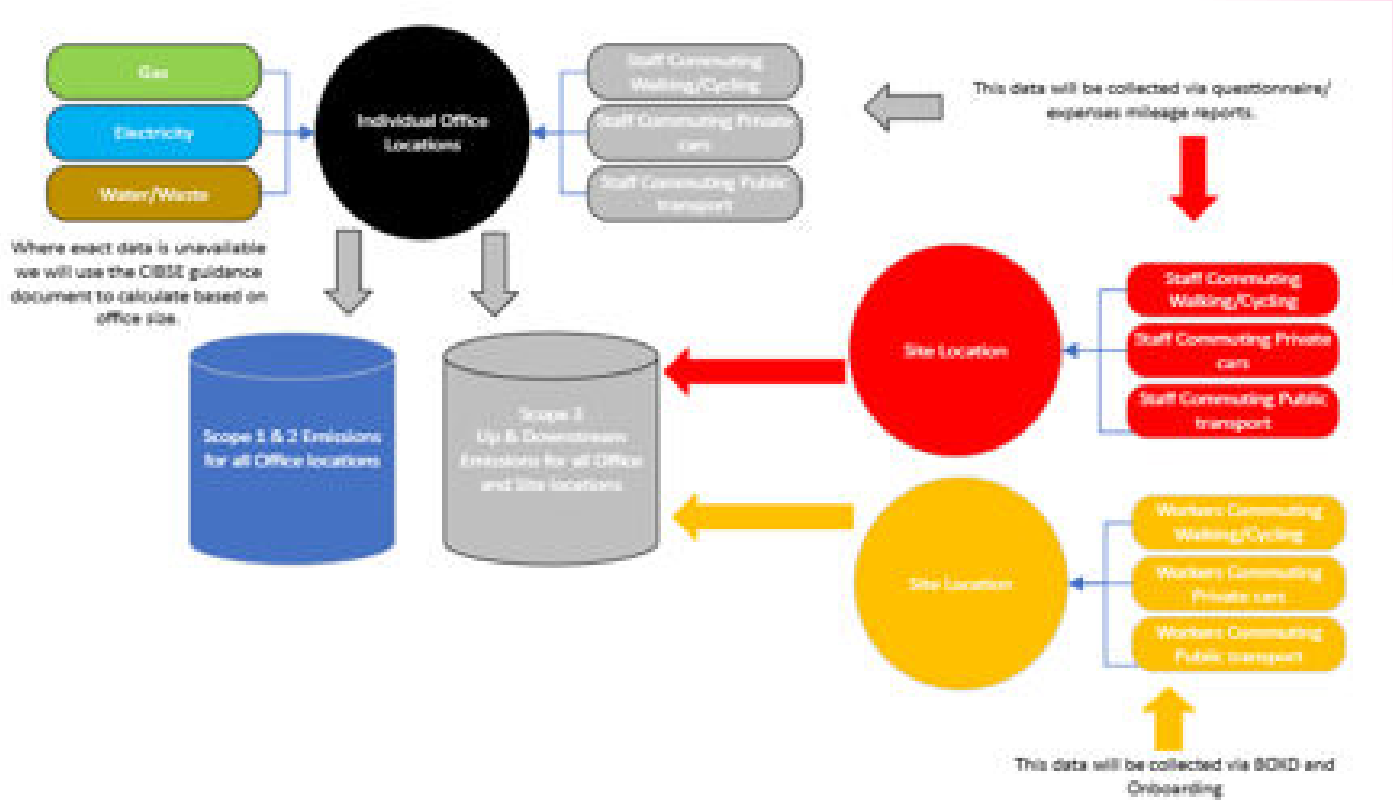
Within ctrg we have developed complex methods for data collection and analysis, to ensure that we limit the amount of data that we estimate and maximise the amount of real time factual data.

Within the business the offices we use are serviced/managed office locations that we have little control over the sources of energy that are consumed. We can control the amount of energy that is consumed by careful selection of equipment and application of basic rules for energy conservation.

As a business we have moved towards virtual activities that reduce travel and associated energy consumption. We have eliminated significant quantities of hard copy documentation, in favour of electronic/digital documents. Opted for virtual meetings over face-to-face ones requiring extensive travel.

The largest area of our emissions relates to the actual delivery of the service to our Clients, with worker commuting being the single largest contributor to our emissions. We intend to reduce these emissions by careful management of assignment of workers to Clients, ensuring the minimum commuting.

The diagram below shows the sources and pathways of our data collection system, it is being continually improved and refined to provide the most accurate real-time data.



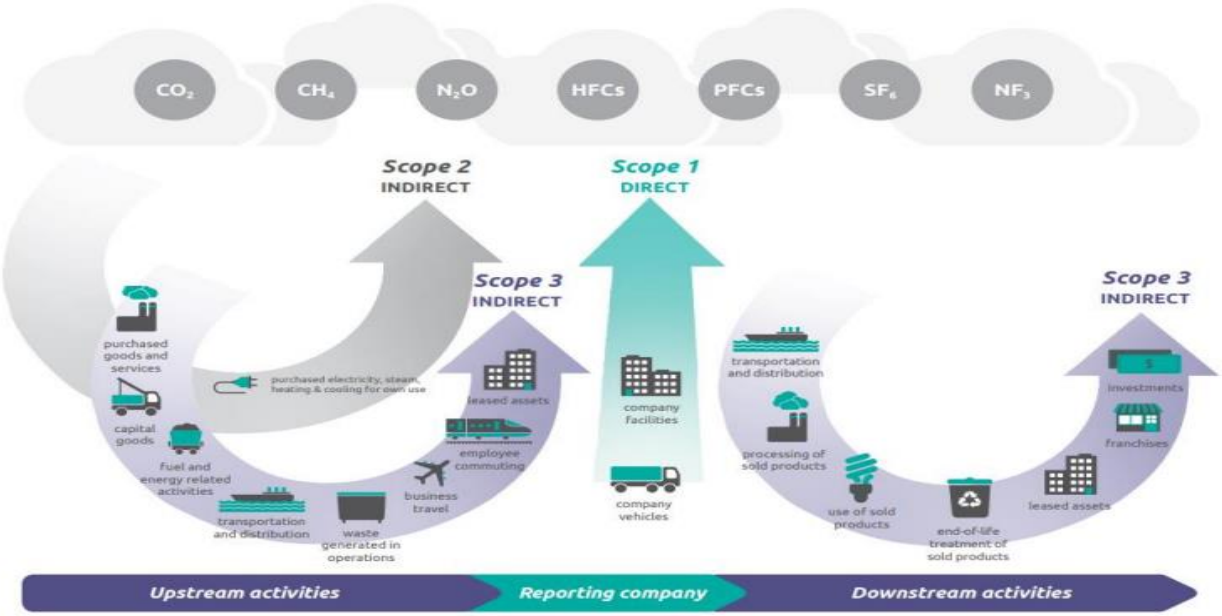
Scope 3 Emissions

Scope 3 Emissions are the largest part of our carbon inventory. Recent changes in company policies has meant that as a result of removing all company owned vehicles a significant value has been transferred from our scope 1 emissions to our scope 3 emissions (As the company cars have been replaced with car allowances). We have amended our historical scope 1 and scope 3 figures to reflect this change.

As a large labour provider, we have included within our boundary the emissions relating to each of our temporary workers attending our clients' sites as part of our service provision, so rather than attributing these emissions under GHG Protocol Scope 3 Category 7(Upstream), as the majority of our temporary workers are engaged under a contract for services (which is excluded from this category), we have assigned their individual commuting to Scope 3 Category 9, the client's sites as part of the delivery of the "Product" within our downstream Scope 3 emissions, to give a realistic view of the "Product Carbon Footprint".

We have created data collection systems that obtain the mode of transport that the worker will using in traveling to and from work each day, along with the postcode to postcode (Home to work) return journey.

Where this data is incomplete, we apportion the unknown elements of data with data estimated in the same ratio as our known data to ensure it is a realistic as possible. Each refresh cycle reduces the percentage of unknown data with actual data, increasing accuracy.



PPN 06-21

Baseline Reporting Year: 2024		
EMISSIONS	**TOTAL (tCO2e)**	**Physical Intensity (FTE)**
Scope 1	**17.433**	0.0017
Scope 2	**17.649**	0.0018
Scope1 & Scope 2 Physical Intensity (tCO2e/Unit)	35.1	0.0035
Scope 3		
Business Travel	52.75	
Employee Commuting	26.37	
Waste generated in Operations	0.01327	
Purchased Goods and Services	10.45	
Upstream transportation and distribution	58.23	
Downstream transportation and distribution	14724	
Scope 3 Gross	**14990.84**	1.5002
Total Emissions	**15026**	**1.5037**

Reporting Year: 2025			
EMISSIONS	**TOTAL (tCO2e)**	**Physical Intensity FTE)**	**Change**
Scope 1	**15.233**	0.0017	↓ 12.60%
Scope 2	**11.854**	0.0013	↓ 32%
Scope1 & Scope 2	**27.1**	0.0030	
Scope 3			
Business Travel	32.12		
Employee Commuting	16.06		
Waste generated in Operations	0.0107		
Purchased Goods and Services	10.45		
Upstream transportation and distribution	48.34		
Downstream transportation and distribution	11922		
Scope 3 Gross	**12097.36**	1.3444	↓ 19.30%
Total Emissions	**12124**	**1.3474**	↓ 19.31%

The interim reporting of our progress against our SBTi Near Term reduction targets is looking favourable (week 41 results), we anticipate all targets will be achieved. Future progress against our Near Term and Net Zero targets will be achieved using the methods we have identified in our decarbonisation pathways.

Declaration

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[1] for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting[2].

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[3].

This document along with supporting policies is publicly available on our company website @ Corporate Policies | ctrg

This Carbon Reduction Plan has been reviewed and signed off by the board of directors.

1. https://ghgprotocol.org/corporate-standard
2. http://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
3. https://ghgprotocol.org/standards/scope-3-standard

www.ctrg.co.uk