

Carbon Reduction Plan

Supplier name: **Careers Research & Advisory Centre (CRAC) Ltd.**

Publication date: **31 January 2022; Updated 31 October 2022**

Commitment to achieving Net Zero

The Careers Research & Advisory Centre (CRAC) Ltd is committed to achieving Net Zero emissions by 2040.

Current Emissions Reporting

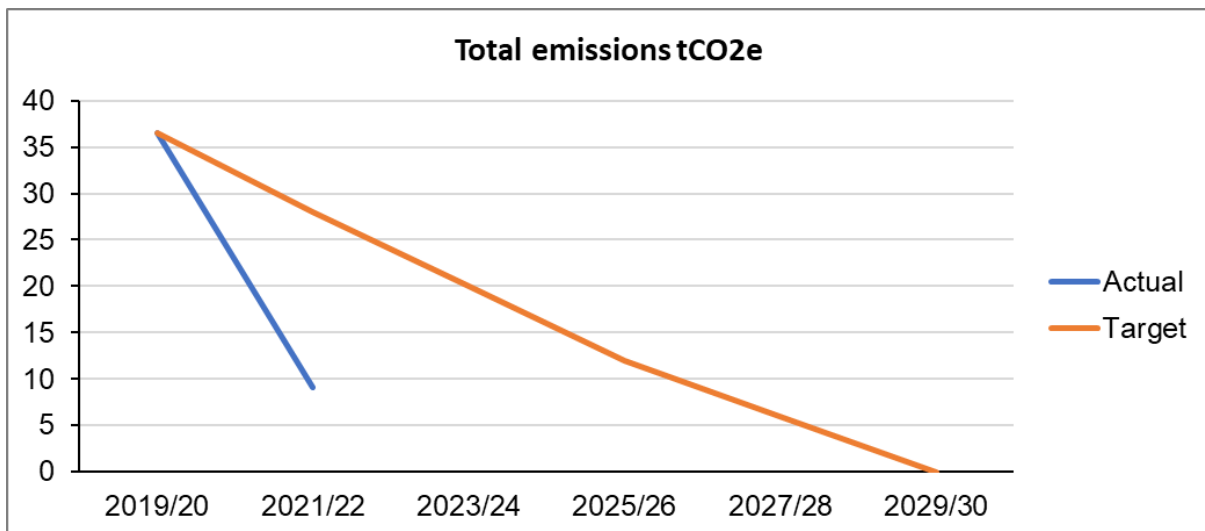
Reporting Year: 2021/22	
Methodology	<p>We have used the GHG Protocol Corporate Accounting and Reporting Standard and latest available emission factors. The data below represent our best possible estimates of energy use and emissions for which CRAC was responsible in the year ending 31 March 2021 (our most recent full trading year).</p> <p>Scope 2 comprises metered electricity consumption at the CRAC office and estimates of additional energy consumption at employees' homes during homeworking.</p> <p>Scope 3 principally includes business travel and employee commuting, as during this year our business operations were almost entirely virtual. The Scope 3 calculations for other years will include estimates for other activities, including downstream.</p>
Scope 1	0
Scope 2	7.76 tCO₂e
Scope 3	<p>1.32 tCO₂e</p> <p>Includes Category 6 (business travel, 0.5 tCO₂e) and Category 7 (employee commuting, 1.27 tCO₂e) sources only</p>
Total Emissions	9.08 tCO₂e

Baseline Emissions Footprint

Baseline Year: 2019/20	
Additional Details relating to the Baseline Emissions calculations.	
<p>CRAC commenced development and publication of Carbon Reduction Plans during 2022. In practice, like many organisations, CRAC shifted all its business operations online in spring 2020 and to entirely homeworking by staff, in response to COVID-19. Many of those business and working patterns have been maintained since that time, including the 2021/22 year above. They result in very low total emissions. We do not consider that 2021/22 provides a reliable starting point from which to compare emissions in future years, as our operations and business activities shift back to 'hybrid' operations and emissions are highly likely to be higher than in 2021/22. We consider that the 2019/20 financial year was the most recent year in which our business was not radically impacted by the pandemic, so we have made estimates for that year as our baseline.</p>	
Baseline year emissions:	
Methodology	As noted, 2019/20 provides a practical baseline for business operations, pre-pandemic. However, we do not have full details of all individual staff travel or working arrangements, nor for certain business activities, so these are broadly made estimates which should be treated with some caution. Nonetheless we believe they provide an indicative view of our emissions pre-pandemic.
Scope 1	0
Scope 2	c8.5 tCO₂e
Scope 3	c28.0 tCO₂e Includes estimates for Categories 6 (business travel, 1.1 tCO ₂ e), 7 (employee commuting, 25.4 tCO ₂ e) and 8 (downstream transportation and distribution, 1.5 tCO ₂ e)
Total Emissions	c36.5 tCO₂e

Emissions reduction targets

Emissions during the 2021/22 year were around 75% lower than we have estimated for our baseline year 2019/20, reflecting the impact of the shift made to largely online business activities and homeworking by staff. Our charitable aims (CRAC is a registered charity) and ongoing business model do require certain business activities to be undertaken physically (rather than remotely, online) and for partial return to office-based working, i.e. adoption of a hybrid model of operations. Our target is for that evolution of operations to result in emissions that are as low as possible in relation to those recorded in 2021/22. We will estimate and monitor whether it is feasible to maintain emissions at that level, or even reduce them from that level, but it is possible that we will need to calculate a new baseline from which to work.



Carbon Reduction Projects

Update at 31 October 2022: CRAC is currently considering the following as potential projects which will be contributions to reducing our future emissions:

- To source all electricity used in the CRAC office from renewable sources, by the start of financial year 2023/24 (subject to feasibility) to reduce Scope 2 emissions;
- To maintain a flexible working policy so that CRAC staff are fully enabled to work from home except where required for business purposes, in order to minimise emissions from commuting within Scope 3;
- To reduce business travel and downstream energy use by the use of 'virtual' online technology for business meetings and other business activities wherever possible (to minimise Scope 3);
- To explore options for carbon offsetting, to counter any residual emissions that changes to business operations are unable to remove or reduce.

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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



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Date: 31 October 2022

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>