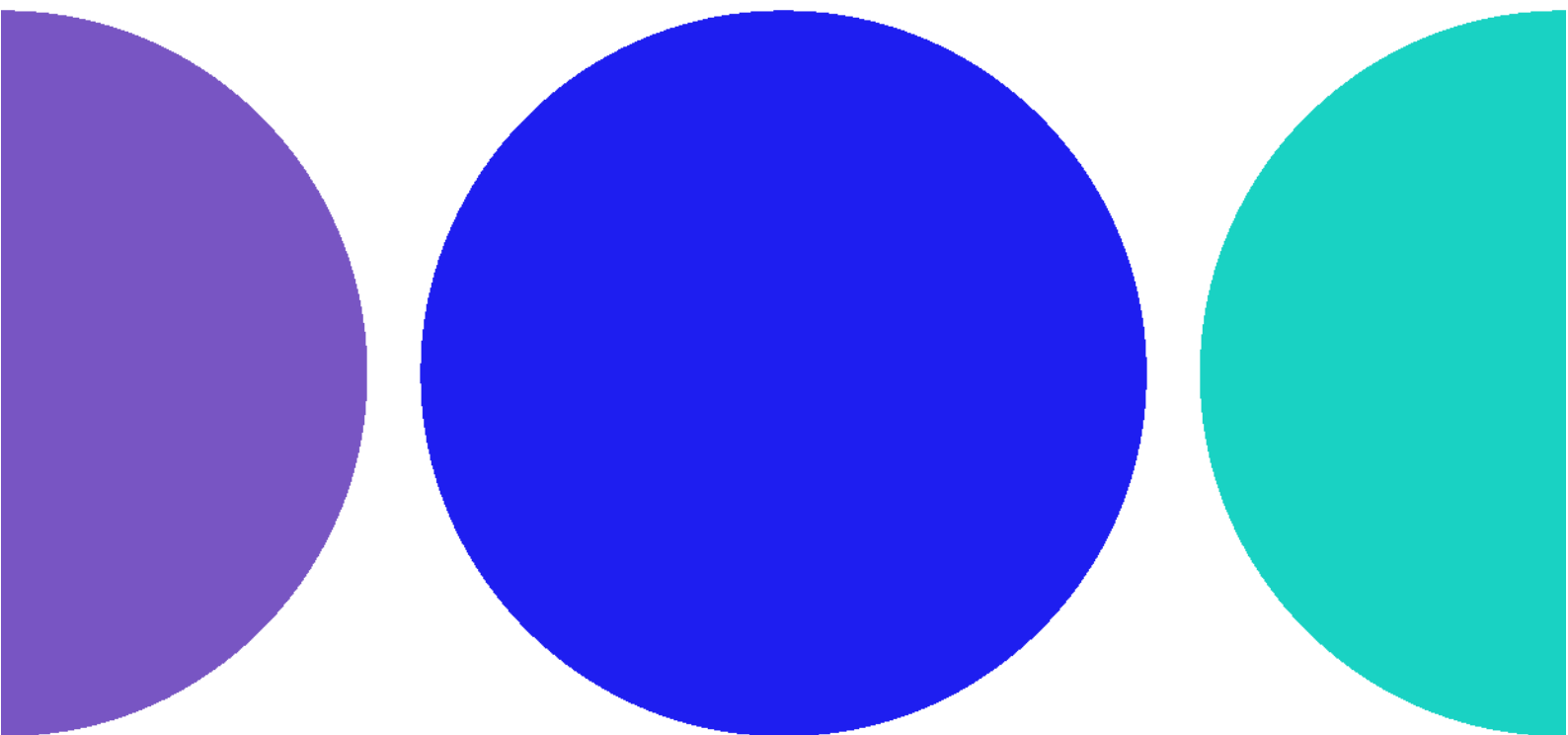




# Carbon Reduction Plan

**December 2022**





## Commitment to achieving Net Zero

Reed Global Limited ("Reed") is committed to achieving Net Zero emissions by 2050 and has been carbon neutral since 2005.

## Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

<b>Baseline Year: July 2018 – June 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
From 2018/19 onward Reed Global Limited conducted its greenhouse gas (GHG) assessment using a July/June assessment period to better align with its financial year. Previous GHG assessments used a September/August assessment period. The assessment has been carried out in accordance with the World Business Council for Sustainable Development and World Resources Institute's (WBCSD/WRI) Greenhouse Gas Protocol, which is considered current best practice for corporate or organisational greenhouse gas emissions reporting. GHG emissions have been reported by the three WBCSD/WRI Scopes.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	335
Scope 2	1,025
Scope 3	1,424
<b>Total Emissions</b>	<b>2,784</b>

## Current Emissions Reporting

<b>Year: July 2021 – June 2022</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	333
Scope 2	847
Scope 3	717
<b>Total Emissions</b>	<b>1,897</b>

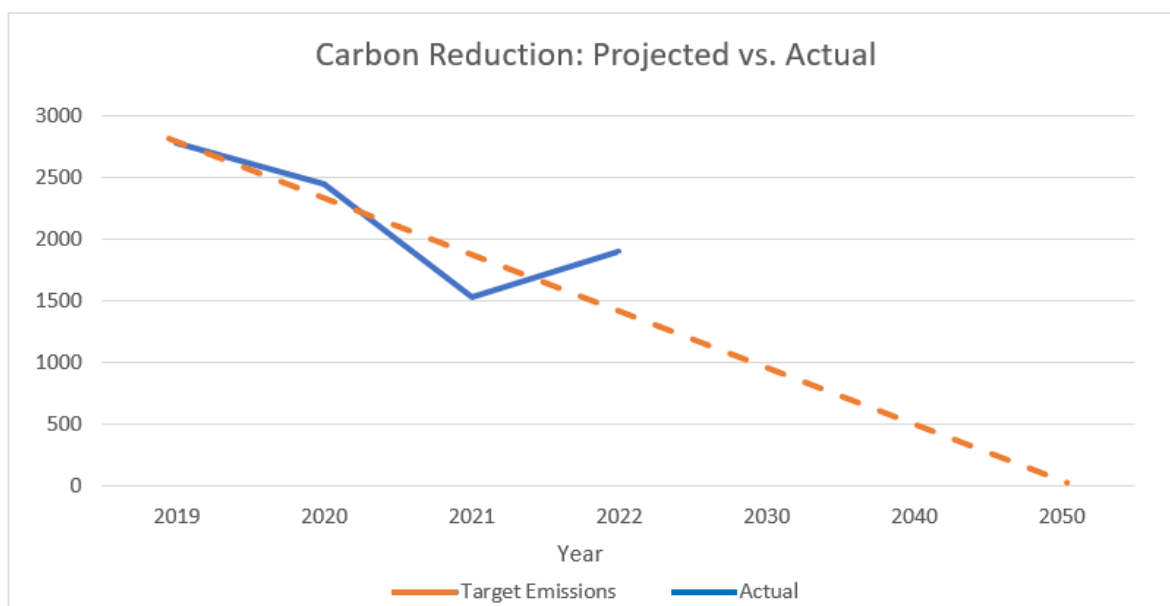


## Emissions reduction targets

In order to continue Reed's progress to achieving Net Zero, it has adopted the following carbon reduction targets.

- Reduce transport related emissions by 10% year on year.
- Reduce landfill waste by 10% year on year.
- Ensure 100% of all energy contracts in Reed managed properties are from verified, renewable sources

Progress against these targets can be seen in the graph below:



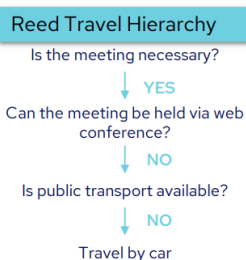
## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2018/19 baseline. The carbon emission reduction achieved by these schemes equate to 887 tCO<sub>2</sub>e, a 32%ge reduction overall, against the 2018/19 baseline. However, year on year this is an increase of 24% on the previous year. This increase has been driven by the re-introduction of business travel since COVID-19 and significant company growth resulting in the acquisition of additional offices and co-members. This can be evidenced in the fact that emissions per FTE reduced 13% (location-based methodology) from 2020/21 to 2021/22 despite the overall increase.

### Reducing unnecessary travel

Co-members are encouraged to refer to the Reed travel hierarchy when considering travelling to a meeting in a car [see below]. The Digital Workplace initiative has increased co-members' capacity to use the web as an alternative to face-to-face meetings and reduce travel.



### **Encouraged sustainable commuting**

Reed participate in the Government's Cycle to work scheme that subsidises the purchase of new bikes for work.

This year, Reed Specialist Recruitment Limited (a subsidiary of Reed Global Limited) has also partnered with Octopus Electric Vehicles to introduce the Electric Dreams salary sacrifice electric vehicle (EV) scheme, to help make electric cars more attainable and easing the transition to cleaner transport for co-members.

### **Energy efficient offices**

All printers are defaulted to sleep mode when not in use, that air conditioning units (where required) are activated via timers or motion sensors, and that LED lighting is used in new office sites.

### **Introducing Environmental Champions**

Environmental Champions were appointed across the business during 2021. These Champions help Reed to reach set targets and implement positive behaviours towards the environment. All Environmental Champions are part of a network that is coordinated and supported by the Chairman's office.

### **Energy contracts**

Two-year deals signed by Reed Specialist Recruitment Limited in May 2022 were for renewable energy via brokered deals for the best price. All these deals have certification available to show that green energy is being procured.

### **Carbon offsetting**

Reed will continue to annually measure its carbon emissions and offset these through The CarbonNeutral® Company.

### **Reforestation**

At COP26, leaders from more than 100 world countries promised to stop deforestation by 2030. Reed want to support reforestation and it is proud to have planted 70,000 native trees in England in celebration of The Queen's Platinum Jubilee.

## **Future Initiatives**

In the future Reed hope to implement further measures, such as, continuing to regularly review optimal office use in the age of flexible and remote working. This is to ensure that energy consumption within the business is not excessive compared to the number of co-members working in the location.



Reed will also be undertaking a third-party discovery workshop and materiality assessment to review its current environmental, social and governance offering, develop Scope 3 reporting and set new, relevant, and measurable environmental targets.

## 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) Standard9.

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

### Signed on behalf of Reed Global Limited

**Date**

December 2022

DocuSigned by: Molly Mitchell  
 Approved minor  
EDE3ECA1DDD1 changes &  
requested new  
signature