



# Holden Knight Healthcare Ltd

## Carbon Reduction Plan

Human Resources v1.2 November 2026

Review Date: November 2026



# Carbon Reduction Plan

## 1. Introduction

- 1.1 Holden Knight is committed to achieving Net Zero emissions by 2045. We are fully committed to reducing scope 3 emissions (Employee commuting) by 15% by 2027.

## 2. Baseline Emissions Footprint

- 2.1 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.

- 2.2 Baseline emissions are the reference point against which emissions reduction can be measured.

- 2.3 As a fledgling Company we have chosen the baseline year from September 2025 to September 2026 to initiate the benchmarking of our emissions for the first time. Given that this is our inaugural plan, some data is currently unavailable, but we are actively collecting it, and subsequent iterations of the plan will feature more accurate reporting.

### 2.4 Baseline Year Emissions:

- **Scope 1:**

Being an educational agency, we do not engage in manufacturing or production activities, leading to zero emissions in scope 1.

- **Scope 2:**

We operate as a recruitment consultancy from serviced offices, and our utilities are covered by our rent. Nevertheless, we have approached the landlord to furnish us with estimated emissions corresponding to our occupancy, and we will declare this information once it is made available.

- **Scope 3 (Included Sources)**

Because of our business processes and activities, we do not generate upstream and downstream emissions, and as a result, these are documented as 0.00.

## 3. Carbon Reduction Projects

- 3.1 In the future we hope to implement permanent measures such as:

- 100% paperless within 5 years reducing paper, electricity, ink usage
- Continue to employ staff within our local communities.

- 3.2 We promote car sharing and other methods to get to work e.g. cycling, walking, trams. We have a zero interest Cycle to Work Scheme.

- 3.3 We operate an electric company car scheme – give our employees the opportunity to drive hybrid/electric vehicles to commute to work to reduce our scope 37 emissions.

- 3.4 We aim to follow and to promote good sustainability practice and reduce the environmental impacts of all our activities. Our Environmental Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all relevant environmental legislation, regulations and codes of practice.
- To ensure that all staff are fully aware of our Environmental Sustainability Policy and are committed to applying and improving it.
- To minimise the impact on the environment of all office and transportation activities.
- To make tutors, clients and students aware of our Environmental Sustainability Policy and encourage them to adopt sustainable practices.
- To integrate sustainability considerations into all business decisions.
- To reduce the carbon footprint of the company and its activities as a whole.

3.5 We strive to improve the company's sustainability performance and review it annually. We will demonstrate our commitment to the above principles by implementing the following aims:

- Reduce the need for staff to travel by supporting alternative working arrangements, including working from home.
- Minimise our use of paper and other office consumables, for example by double-siding all paper used when possible and identifying other opportunities to reduce waste.
- Avoid physically travelling to meetings where alternatives are available and practical, such as by using video conferencing and efficient timing of meetings to avoid multiple trips.
- Encourage, prevent and reduce office waste and reuse resources prior to recycling or disposal, including paper, computer supplies and redundant equipment.
- Green Procurement: We choose suppliers and vendors that prioritise sustainability and offer environmentally friendly products and services. We select educational materials and resources that are eco-friendly and support environmental education.
- We purchase electricity from a supplier committed to renewable energy.
- We aim to facilitate increased waste reduction and recycling by setting up recycling bins in the office and encourage tutors to reduce waste by using reusable materials and avoiding single-use items. We ask staff to consider composting food waste if practicable.
- We reduce the energy consumption of office equipment by purchasing energy efficient equipment and sustainable products. Together we will all take responsibility for placing ethical, socially responsible value and sustainability at the heart of our business.

3.6 The Company currently operates out of two main offices in the Manchester area. We aim to reduce our footprint to one office by September 2026.

## 4. Our Peripatetic Staff

4.1 At Holden Knight we aim to be carbon neutral. We are committed to promoting sustainability, and we will achieve this by offsetting our carbon footprint. Concern for the environment and continually improving our environmental performance is an integral part of our business strategy and operating methods and as well as improving our corporate carbon footprint.

4.2 We also strive to enable our Tutors to work with us in promoting sustainability by implementing the following initiatives:

### 4.3 Remote Working:

We encourage tutors to work remotely whenever possible to reduce the need for commuting and associated carbon emissions. We utilise a range of virtual tools for online tutoring sessions to minimise travel requirements.

### 4.4 Sustainable Transportation:

For tutors who need to travel to schools or to meet with students in person, we promote the use of public transportation, carpooling, cycling, or walking to reduce the carbon footprint of travel.

### 4.5 Energy Efficiency:

We aim to implement energy-efficient practices in all our business operations, such as using energy-saving devices, LED lighting, and programmable thermostats in office spaces. Consider using renewable energy sources like solar panels if feasible.

### 4.6 Paperless Operations:

We aim to minimise paper usage by adopting digital platforms for scheduling, communication, and document sharing. We actively encourage tutors and staff to use electronic devices for notes and materials instead of printing hard copies.

### 4.7 Employee Engagement:

Through effective induction we educate tutors and staff on the importance of carbon reduction and sustainability practices. We provide training on how they can contribute to reducing the business's carbon footprint in their daily activities.

4.8 By implementing these measures and continuously seeking ways to improve sustainability practices, we aim to have a positive impact on the environment and contribute to a greener future.