

# Carbon Reduction Plan

**Total Assist Holdings Limited**  
**Published: 30<sup>th</sup> September 2024**

## Commitment to achieving Net Zero

Total Assist is committed to achieving Net Zero emissions by 2040. The plan incorporate all wholly owned subsidiaries of Total Assist Holdings Limited and affiliated entities which include:

- Total Assist Recruitment Limited
- Total Assist Healthcare Group Limited
- Total Assist Care Limited
- Total Assist Nursing Limited
- Total Assist Education Limited
- The Locum Agency (UK) Limited
- Our Care Agency Limited

## 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: 2019</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
We have used year 2019 as our baseline to ensure that we measure our carbon reduction performance against a normal working year. The years 2020 and 2021 was abnormal years due to COVID-19 pandemic. Majority of our workforce were working from home during this period and therefore emissions data would have been abnormally low, resulting our current and future emissions data to report higher against target emission projections.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	179.01
Scope 2	50.49
Scope 3 (Included Sources)	335.50  The sources we included in our Scope 3 emissions are: <ul style="list-style-type: none"> <li>• Water and Waste</li> <li>• Waste Generated</li> <li>• Employee Commuting (Estimated based on ONS data, average employee numbers and assumed that all employees are using an average sized car)</li> </ul>
<b>Total Emissions</b>	<b>565.02</b>

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## Current Emissions Reporting

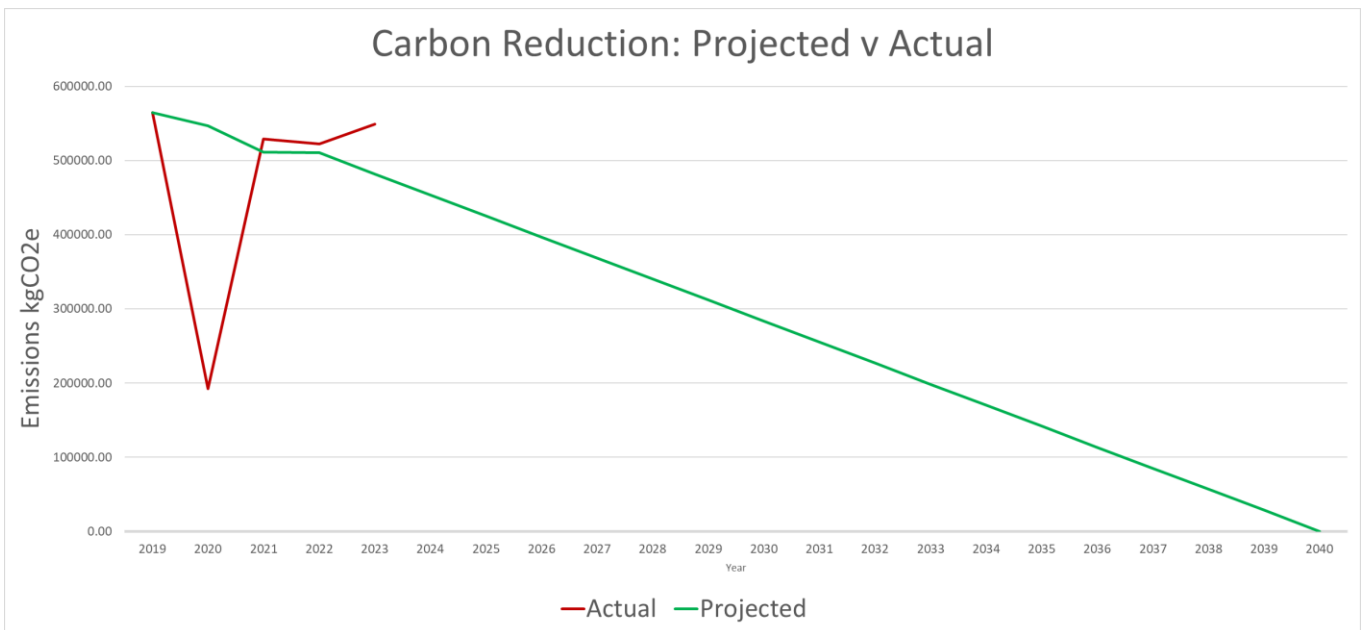
Reporting Year: 2023	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	182.26
Scope 2	55.54
Scope 3 (Included Sources)	<b>311.11</b> The sources we included in our Scope 3 emissions are: <ul style="list-style-type: none"> <li>• Water and Waste</li> <li>• Waste Generated</li> <li>• Employee Commuting (Estimated based on ONS data, average employee numbers and assumed that all employees are using an average sized car)</li> </ul>
<b>Total Emissions</b>	<b>548.92</b>

Our emissions increased by 28.35 tCO<sub>2</sub>e this year compared to the previous reporting year 2022 due to expanding operations resulting in opening of new office locations. We still aim to reach our emission targets and reduction to accelerate due to wide adoption of green technology.

### Emissions reduction targets

We project that carbon emissions will decrease over the next few years and will be reduced to 437.66 tCO<sub>2</sub>e by 2026. This is a reduction of 22.5% compared to our carbon emissions in 2019.

We expect to achieve net zero by 2040 and our progress against this target can be seen in the graph below:



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## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2019 baseline. The carbon emission reduction achieved by these schemes equate to 35.64 tCO<sub>2</sub>e, a 6.31% reduction against the 2019 baseline.

- We have changed our business travel policy and now conduct majority of our business meeting using online technology. Our primary method of conducting business meeting will continue to be remote reducing travel.
- We have implemented recycling system in our office to reduce waste that will end up in landfill sites. We estimate this process has reduced our carbon emissions relating to waste by approximately 2%.
- We have installed highly efficient equipment such as low flow taps, water and energy efficient dishwashers, dual flush toilets in our offices to reduce our water usage and amount of waste water generated.
- We have changed our policy and all employees who want to work from home now allowed to work from home, currently 25% our workforce are working remotely.

In the future, we hope to implement further measures such as:

- Changing electricity suppliers to make progress towards zero carbon suppliers reducing our Scope 2 carbon emissions. We will aim to achieve this procuring our electricity from a 100% renewable energy supplier by 2026 and then switch to a net zero supplier by 2030.
- We will refurbish and improve insulation in our office by 2025, aiming to achieve up to 30% reduction in our Scope 1 energy use (Natural Gas). We aim to reach net zero by 2040 by switching to emerging technologies such as green hydrogen/electricity, heat pumps depending on the commercial viability of the technology as they improve.
- We will continue to work to achieve net zero in waste related emissions by continually improving our recycling processes and engaging net zero waste carriers by 2040.
- We will continue to reduce our water usage and amount of waste water generated by upgrading to water saving technologies as and when they become available. We are looking to replace the current toilets with “pressure assisted toilets” by 2030 to reduce our water usage.
- From 2030 we will start mandating the use of hybrid vehicles for Employee Business Travel when using personnel car and move to mandate full electric cars by 2035. We intend to purchase a fleet of fully electric cars by 2030 for use by staff for business travel. Those who do not have access to a hybrid vehicle will be mandated to use these or public transport for business travel.

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## 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<sup>1</sup> and uses the appropriate [Government emission conversion factors for greenhouse gas company reporting](#)<sup>2</sup>.

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<sup>3</sup>.

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

## Signed on behalf of Total Assist Holdings Limited

Signature:



Name: Tony G Harris

Date: 30<sup>th</sup> September 2024

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

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

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

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