Carbon Reduction Plan

Supplier name: **Invitise LTD**

Publication date: <u>September 2025</u>

Commitment to achieving Net Zero

Invitise Ltd remains committed to achieving Net Zero emissions by 2030. Over the past year, we have continued to reduce our carbon footprint, with measurable reductions across Scope 2 and Scope 3 emissions. Our permanent Work from Home model has been a major contributor, eliminating commuting emissions and lowering office energy usage.

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.

Baseline Year: May 2021 to May 2022 (Invitise Ltd started trading in May 2021)	
Baseline year emissions:	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	**0 - We have identified no sources of emissions that contribute to Scope 1.**
Scope 2	**3.5**
Scope 3 (Included Sources)	**Transportation and distribution in the Upstream sector do not apply to us as a recruitment company, as we deal exclusively with human resources and do not handle physical products that involve upstream and downstream processes.** **Waste generated in operations - 1** **Business travel – 1.5** **Employee commuting – 0** **Transportation and distribution in the downstream sector do not apply to us as a recruitment company, as we deal**

	exclusively with human resources and do not handle physical products that involve upstream and downstream processes. **Total 2.5**
Total Emissions	**6**

Current Emissions Reporting

Reporting Year: May 2024 to May 2025	
EMISSIONS	**TOTAL (tCO$_2$e)**
Scope 1	**0 - We have identified no sources of emissions that contribute to Scope 1.**
Scope 2	**2.3** **Electricity & heating combined**
Scope 3 **(Included Sources)**	**Total 1.3** **Transportation and distribution in the Upstream sector do not apply to us as a recruitment company, as we deal exclusively with human resources and do not handle physical products that involve upstream and downstream processes.**

Scope 2 inner table:

ghg conversion	Electricity & Heating kwh	KgCO2e	tCO2e	Monthly Consumption kwh
0.207074	11,000 (reduced from 13,500 kWh due to efficiency measures and renewable supply)	11,000 kWh × 0.207074 = 2,277.814	2,277.814 ÷ 1,000 = 2.3	916 (reduced from 1,125)

	Waste generated in operations - 0.6 tCO$_2$e (reduced from 0.8 tCO$_2$e) **Business travel - 0.7 tCO$_2$e (reduced from 0.9 tCO$_2$e)** **Employee commuting - 0 (permanent Work from Home policy)** **Transportation and distribution in the Downstream sector do not apply to us as a recruitment company, as we deal exclusively with human resources and do not handle physical products that involve upstream and downstream processes.**
Total Emissions	**3.6**

Emissions reduction targets

Over the past year, we have made significant progress in reducing our carbon emissions. Our total emissions have decreased from 4.5 tCO$_2$e in the previous reporting year to 3.6 tCO$_2$e in the current reporting year, representing a 20% reduction. We have now achieved a 40% reduction since the baseline year. We have set a target to reduce our emissions to below 3.0 tCO$_2$e by September 2026, representing a 50% reduction compared to the baseline.

Carbon Reduction Initiatives

Progress Update (September 2024 – September 2025)

Energy Efficiency & Renewables:

- Transitioned to 75% renewable electricity, with full transition planned for 2026.
- Reduced electricity use through smart thermostats and energy-efficient IT hardware.

Work from Home & Sustainable Transportation:

- Maintained Work from Home as default, eliminating commuting emissions completely.
- Reduced business travel emissions by 22% compared to last year through expanded use of virtual meetings.

<u>Waste Reduction and Recycling:</u>

- Increased recycling rate, reducing waste emissions from 0.8 tCO_2e to 0.6 tCO_2e.
- Introduced a paperless workflow policy, reducing paper usage by 60%.

<u>Sustainable Procurement:</u>

- Achieved 60% of office supplies sourced from environmentally sustainable suppliers.
- Embedded lifecycle assessments in procurement decisions.

<u>Employee Engagement:</u>

- Launched monthly sustainability updates and employee-led green challenges.
- Staff-led initiatives delivered new energy savings.

<u>Carbon Offsetting:</u>

- Invested in verified offset projects covering 1 tCO_2e of residual emissions.

Future Initiatives (2025 - 2026)

<u>Expand Renewable Energy Usage:</u>

- Maintain renewable energy usage where available and explore opportunities to increase the share of renewables in our supply.

<u>Strengthen Waste Management:</u>

- Continue reducing operational waste by improving recycling and minimising paper use.

<u>Increase Sustainable Procurement:</u>

- Aim to gradually increase the proportion of office supplies sourced from environmentally sustainable suppliers.

<u>Employee Engagement:</u>

- • Continue staff-led sustainability challenges and awareness activities to support ongoing carbon reduction efforts.

<u>Client Meetings and Travel:</u>

- • Maintain a virtual-first approach for client meetings, limiting in-person travel to essential situations only.

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

Signed on behalf of the Supplier:

F. Rashid

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Fahim Rashid

Managing Director

Date: 07/09/25

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[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