

# Carbon Reduction Policy and Plan

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V5

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**Approved by**  
Thomas Harley

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## Policy Statement

### Commitment to achieving Net Zero

Get Set UK is committed to achieving Net Zero emissions by 2030 at the latest. This has changed from previous years when our target was 2050. We have amended our commitment in line with commissioner requirements and the local commitments in the communities that we deliver in.

### 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. There are three categories of emissions-releasing activities, known as “scopes”:

- **Scope 1 (Direct emissions):** Activities owned or controlled by Get Set UK that release emissions straight into the atmosphere. They are direct emissions. Examples of scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces, vehicles; emissions from chemical production in owned or controlled process equipment.
- **Scope 2 (Energy indirect):** Emissions being released into the atmosphere associated with your consumption of purchased electricity, heat, steam and cooling. These are indirect emissions that are a consequence of Get Set UK’s activities but which occur at sources we do not own or control.
- **Scope 3 (Other indirect):** Emissions that are a consequence of Get Set UK’s actions, which occur at sources which we do not own or control and which are not classed as scope 2 emissions. Examples of scope 3 emissions are business travel by means not owned or controlled by Get Set UK, waste disposal, or purchased materials or fuels.

We have provided a baseline for emissions for 2022 (Year 1) and plan to achieve 7.6% (min) year on

year reduction from year 2 onwards.

In 2022, our total calculated organisational carbon footprint, covering Scope 1, 2, and 3 emissions, was 50.43 tCO<sub>2</sub>e. Through our commitment to supporting nature-based projects, we offset a total of 381.68 tCO<sub>2</sub>e. This figure reflects our organisational emissions as well as the personal and professional carbon impact of our 186 employees, recognising the broader role businesses can play in global carbon mitigation.

Activity data used to calculate GHG emissions includes:

Emission-releasing activity	Source of information
Electricity use	Total kilowatt hours (kWh) used from electricity bills
Natural gas use	Total kilowatt hours (kWh) used from gas bills
Water supply	Total water supplied in cubic metres (m <sup>3</sup> ) from water bill
Water treatment	Total water treated in cubic metres (m <sup>3</sup> ) from water bill
Employee travel	Receipts for details of travel, and use distance calculation websites to obtain flight, rail and road distances
Waste disposal / recycling	Tonnes of waste-treated by waste type (e.g. paper, glass, waste to landfill) from waste collection provider.

Baseline Year: 2022	
<p><b>Additional Details relating to the Baseline Emissions calculations:</b> This assessment covers a 12-month period from 1st January 2022 to 31st December 2022. Programmes delivered:</p> <ul style="list-style-type: none"> <li>• Restart scheme sub-contracts – Central London Forward, Local London, South Central (Crawley)</li> <li>• Job Entry Target Scheme (JETS) and Work and Health Programme subcontracts - Central London Forward, Local London</li> <li>• National Careers Service – Community Based Service sub-contracts – South East, London (Redbridge, Waltham Forest, Lambeth, Southwark).</li> <li>• GLA Creative Enterprise Zone – Brixton</li> <li>• Lambeth Adult Education</li> <li>• GLA Skills Bootcamps for Londoners</li> </ul> <p>C. 152 staff over the year across 6 delivery centres.</p>	
<b>Baseline year emissions:</b>	<b>TOTAL (kgCO<sub>2</sub>e)</b>
<b>Scope 1</b> Use of natural gas (Gleneagles Court Passage)	<b>2,043.87</b>
<b>Scope 2</b> Purchased electricity and heating.	<b>19,587.23</b>
<b>Scope 3</b> Working from home office equipment & heating, Business Rail Travel, Waste, and Employee Commute.	<b>28,793.96</b>

<b>Total kgCO<sub>2</sub>e Gross Emissions</b>	<b>50,425.06</b>
Total kgCO <sub>2</sub> e per FTE on gross scope 1 & 2	<b>142.31</b>
Total kgCO <sub>2</sub> e per FTE on gross scope 1, 2 & 3	<b>331.74</b>
Total kgCO <sub>2</sub> offset as part of carbon reduction initiative:	<b>331,740.00</b>
<b>Total kgCO<sub>2</sub>e Net Emissions</b>	<b>-281,314.94</b>

## Year 2: 2023

**Additional Details relating to the Baseline Emissions calculations:** This assessment covers a 12-month period from 1st January 2023 to 31st December 2023. Programmes delivered:

- Restart scheme sub-contracts – Central London Forward, Local London, South Central (Crawley and Portsmouth)
- Job Entry Target Scheme (JETS) and Work and Health Programme subcontracts - Central London Forward, Local London
- National Careers Service – Community Based Service sub-contracts – South East, London (Redbridge, Waltham Forest, Lambeth, Southwark).
- GLA Creative Enterprise Zone – Brixton
- GLA Skills Bootcamps for Londoners
- Lambeth Adult Education
- Essex Inclusive Employment
- Refugee Employability Contract – East of England

C. 206 staff over the year across 9 delivery centres.

<b>Baseline year emissions:</b>	<b>TOTAL (kgCO<sub>2</sub>e)</b>
<b>Scope 1</b> Use of natural gas (Gleneagles Court Passage)	<b>1,913.06</b>
<b>Scope 2</b> Purchased electricity and heating.	<b>27,794.27</b>
<b>Scope 3</b> Working from home office equipment & heating, Business Rail Travel, Waste, and Employee Commute.	<b>38,047.80</b>
<b>Total kgCO<sub>2</sub>e Gross Emissions</b>	<b>67,755.13</b>
Total kgCO <sub>2</sub> e per FTE on gross scope 1 & 2	<b>144.21</b>
Total kgCO <sub>2</sub> e per FTE on gross scope 1, 2 & 3	<b>328.91</b>
Total kgCO <sub>2</sub> offset as part of carbon reduction initiative:	<b>517,270.00</b>

<b>Total kgCO2e Net Emissions</b>	<b>-449,514.87</b>
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In 2022 and 2023, Get Set UK has offset 100% of our organizational emissions, achieving carbon neutrality for our operations. Through our broader offset contributions, including support for new nature-based projects, we have gone beyond neutrality to become carbon positive. These projects have sequestered 849.01 tCO2 while also contributing to global goals such as Life on Land, Life Below Water, Climate Action, Gender Equality, and No Poverty in the local communities they support.

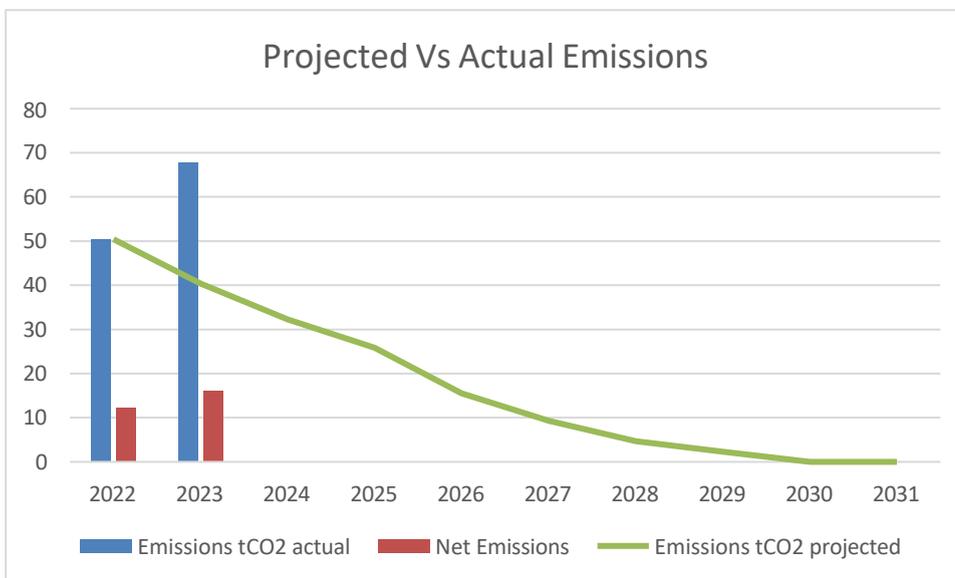
These projects have not only contributed to the sequestration of 381.68 tCO2 through tree planting and other efforts but also deliver significant co-benefits, including:

- Life on Land (SDG 15): Supporting biodiversity and habitat restoration.
- Life Below Water (SDG 14): Protecting waterways and reducing ecosystem degradation.
- Climate Action (SDG 13): Actively contributing to carbon sequestration and climate mitigation.
- Gender Equality (SDG 5): Empowering women through project involvement and leadership.
- No Poverty (SDG 1): Creating sustainable livelihoods and economic opportunities for local communities.

Get Set UK’s long-term plan to achieve net zero involves reducing emissions by up to 90% through efficiency measures and sustainable practices. For the residual emissions of the organization and its staff, the plan includes ongoing support for nature-based projects that aim to restore the planet and capture atmospheric CO2. This comprehensive strategy demonstrates a commitment to meaningful, lasting environmental and social impact.

## Emissions reduction targets

In order to progress to achieving Net Zero, we project that carbon emissions will need to decrease by 20% year on year from year 2-4 of this plan then 40% year on year after that. Progress against these targets will be published in a graph below



## Carbon Reduction Initiatives

Get Set have a detailed approach to sustainable development. During 2021/22, we introduced the use of Microsoft Teams (MS Teams) across our business, which has minimised the impact of

business travel. We also implemented the following:

- Appointing a Director of Corporate Development to drive our approach to carbon reduction and sustainability practices.
- Developing and implementing a sustainable procurement policy that invests in products, materials and resources that are eco-friendly, sustainable and produced ethically.
- Aligning our environmental management systems with ISO14001:2015 (achieved accreditation Q1 23).
- Working closely with our landlords to support the implementation of energy saving devices within our delivery centres.
- Working with our Prime Contractor, Funders and Supply Chain partners to develop their approaches to carbon reduction and sustainability.
- Reviewing staff commuting activities to encourage them to utilise public transport.
- Monitoring, measuring, and reporting environmental performance against policy objectives and KPIs.
- Continually improving the suitability, adequacy and effectiveness of Get Set UK's environmental management systems to enhance its environmental performance

## Completed Carbon Reduction Initiatives

Get Set UK's Carbon Reduction Initiatives (planned and completed) will be published in Appendix 1 to this policy.

### Related Policies:

- Get Set Environmental & Sustainable Development Policy

## 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 Get Set UK:



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Date: ...21<sup>st</sup> September 2025.....

## Policy Review

This policy shall be reviewed annually and amended accordingly at intervals not exceeding 12

months.

## Version Control

Version	Date	Purpose / Changes	Author
V1	21/09/21	New Policy	Cat Barton
V2	21/09/22	Annual review	Cat Barton
V3	21/09/23	Annual review and baseline year figures	Cat Steel
V4	21/09/24	Annual review and year 2 figures	Cat Steel
V5	21/09/24	Annual review – review again in 4 months when 2024/2025 figures are available	Cat Steel

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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>