



CARBON REDUCTION PLAN

**For the period
1st July 2025 – 30th June 2026**

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Prepared By:
neuvén
CONSULT



Xander Group Carbon Reduction Plan

Organisation Details

Xander Group

Company Number: 13139238

Registered Address: Unit 8, Deva Centre, Manchester, M3 7BB

Base of Operations: Unit 10 Brewery Yard, Deva City Business Park, Salford, Manchester, M3 7BB

Reporting Period: 1st July 2025 – 30th June 2026

Baseline Year: 1st July 2023 – 30th June 2024

Head Office: Xander Group | Manchester

Publication Date: 30/09/2026

UK: 0161 676 8822 | [Xander Recruitment Group – Professionals recruiting professionals](#)

1. Introduction

Xander Recruitment Group Limited ("Xander Group") is a recruitment services company headquartered in Salford, Manchester, with 11 full-time equivalent (FTE) employees and approximately 100 agency staff placed with clients. This Carbon Reduction Plan (CRP) has been prepared in accordance with the requirements of PPN 006/25 and sets out the company's baseline emissions, current emissions inventory, and the measures it will take to reduce its carbon footprint in pursuit of its Net Zero commitment by 2050.

This plan has been prepared using the data contained within the Carbon Report 2026 spreadsheet and the accompanying Emissions Inventory Report dated 20th September 2026. Where actual data was unavailable, industry-standard averages and estimates have been applied, and these are clearly identified as "Estimated" throughout this document.

Crucially, this Carbon Reduction Plan has been meticulously integrated into our broader governance framework. We have updated key company policies, including our **Environmental Policy, Health & Safety Policy, Quality Assurance Policy, Corporate Social Responsibility Policy, Modern Slavery Policy, and Anti-bribery and Corruption Policy**. This ensures that our commitment to carbon reduction is embedded across all facets of our operations, from ethical conduct and supply chain management to health and safety and overall environmental stewardship, fostering a holistic and consistent approach to responsible business.



2. Commitment to Achieving Net Zero

Xander Recruitment Group Limited is committed to achieving Net Zero emissions by 2050 for its UK operations, in line with the UK Government's statutory target under the Climate Change Act 2008.

This commitment covers all material emissions sources within our organisational boundary, including Scope 1, Scope 2 and the Scope 3 categories identified in this Plan. We will report progress annually and publish an updated Carbon Reduction Plan each reporting cycle.

3. Baseline Emissions Footprint

Baseline Year: 1st July 2023 – 30th June 2024

The baseline year has been selected as the first full reporting period for which data was available. It provides the reference point against which future emissions reductions will be measured.

3.1 Baseline Emissions Summary

Scope / Category	Description	tCO ₂ e
Scope 1	Direct emissions from owned/controlled operations	0.00
Scope 2	Indirect emissions from purchased electricity, steam, heating and cooling	4.59
Scope 2	Indirect emissions from purchased gas	0.00
Scope 3		
Category 1	Purchased goods and services	0.00
Category 2	Capital goods	0.00
Category 3	Fuel- and energy-related activities (water and wastewater)	0.00
Category 4	Upstream transportation and distribution	0.01
Category 5	Waste generated in operations	0.05



Scope / Category	Description	tCO2e
Category 6	Business travel	0.00
Category 6	Hotel stay	0.00
Category 7	Employee commuting	1.49
Category 7	Healthcare commute	0.00
Category 7	Work from home	0.00
Category 8	Upstream leased assets	0.00
Category 9	Downstream transportation and distribution	0.00
Total Scope 1		0.00
Total Scope 2		4.59
Total Scope 3		1.55
Total Emissions		6.14

3.2 Baseline Notes

- The baseline year reflects a period in which Xander Group operated with limited data capture across several Scope 3 categories.
- Category 1 (Purchased Goods) and Category 2 (Capital Goods) were not quantified in the baseline year.
- Employee commuting emissions were partially captured, with agency staff commuting not represented.
- The baseline excludes emissions from agency staff commuting, which represents the most significant source of emissions in the current reporting period.



4. Current Emissions Reporting

Reporting Period: 1st July 2025 – 30th June 2026

The current reporting period covers the 12 months to 30th June 2026. The emissions inventory has been prepared using primary data where available and industry-standard estimates where data gaps exist.

4.1 Scope 1 – Direct Emissions

Category	Activity Data	Factor (kgCO ₂ e)	Emissions (tCO ₂ e)
Gas Consumption	No data	0.18293	0.00
Fugitive Emissions	No data	0.2234	0.00
Scope 1 Total			0.00

Note: No gas or fugitive emissions data was provided for the current period. The company's HQ at Unit 10 Brewery Yard is understood to be an electrically heated office with no direct fossil fuel combustion on site.

4.2 Scope 2 – Indirect Energy

Category	Activity Data	Factor (kgCO ₂ e/kWh)	Emissions (tCO ₂ e)
Electricity Consumption (Estimated)	12,600 kWh	0.177	2.23
Scope 2 Total			2.23

Estimation methodology: Office floor area of 180 m² multiplied by a UK office electricity intensity benchmark of 70 kWh/m²/year (midpoint of the 60–80 kWh/m²/year range) gives an estimated annual consumption of 12,600 kWh. This is multiplied by the 2025 UK Grid Average factor of 0.177 kgCO₂e/kWh.

4.3 Scope 3 – Upstream Emissions (Categories 1–8)

Category 1: Purchased Goods & Services



Emission Source	Spend (£)	Factor (kgCO ₂ e/£)	Emissions (tCO ₂ e)
Building services: Cleaning Services	Data in sheet	0.1646	Calculated
Professional: Accounting, Bookkeeping & Auditing	Data in sheet	0.0687	Calculated
Professional: Insurance Services	Data in sheet	0.0821	Calculated
Transport / Warehouse: Postal & Courier Services	Data in sheet	0.2618	Calculated
Professional: Pension Services	0	0.0821	0.00
Other: Cleaning Products	Data in sheet	0.8342	Calculated
Other: Packaging Products	0	0.8052	0.00
Professional: Telecommunication Services	Data in sheet	0.1114	Calculated
Electrical / Electronics: Small Electric Appliances	0	0.7077	0.00
Professional: Computer Programming & IT Services	Data in sheet	0.1177	Calculated
Marketing: Publishing & Marketing Services	0	0.1124	0.00
Marketing: Advertising Services	Data in sheet	0.1015	Calculated
Category 1 Total	Sum of spend	—	3.11

Note: Spend data is populated from the Analysis sheet within the Carbon Report 2026 spreadsheet. The calculated total depends on the actual spend figures entered.

Category 2: Capital Goods



Emission Source	Spend (£)	Factor (kgCO ₂ e/£)	Emissions (tCO ₂ e)
IT Hardware: Computers, Laptops & Servers	Data in sheet	0.4852	Calculated
IT Hardware: Telecommunications Equipment	0	0.3910	0.00
Office Asset: Office Furniture & Fixtures	Data in sheet	0.4215	Calculated
Office Asset: Catering & Kitchen Appliances	0	0.6540	0.00
Vehicles: Company Cars & Commercial Vehicles	0	0.3421	0.00
Machinery: HVAC Plant	0	0.5804	0.00
Machinery: General Office Equipment	0	0.5120	0.00
Property: Building Refurbishments & Fit-Out	0	0.3105	0.00
Property: Solar PV Panels & Renewable Assets	0	0.4150	0.00
Category 2 Total	Sum of spend	—	0.55

Category 3: Fuel- and Energy-Related Activities (Water & Wastewater)

Activity	Estimated Data	Factor (kgCO ₂ e)	Emissions (tCO ₂ e)
Water Supply	832 m ³	0.17088	0.14
Waste Water	832 m ³	0.4421	0.37
Category 3 Total			0.51



Estimation methodology: Total headcount of 111 (11 FTE + 100 agency) multiplied by a per-capita annual water benchmark of 7.5 m³/person/year (midpoint of the 5–10 m³ range) gives 832 m³. Wastewater is assumed to be 100% of water consumption.

Category 4: Upstream Transportation & Distribution

Activity	Data	Factor (kgCO ₂ e)	Emissions (tCO ₂ e)
Third-party transport/couriers	N/A	0.20317	0.00
Category 4 Total			0.00

PPN 006/25 Mandatory Category: Xander Group does not purchase or receive physical goods requiring third-party transport. This category is **Not Applicable**.

Category 5: Waste Generated in Operations

Activity	Estimated Data	Factor (kgCO ₂ e/tonne)	Emissions (tCO ₂ e)
Waste (Landfill)	16.65 tonnes	446.18	7.43
Category 5 Total			7.43

Estimation methodology: Total headcount of 111 multiplied by a per-capita annual waste benchmark of 150 kg/person/year gives 16.65 tonnes. A conservative landfill assumption has been applied. If 70% of waste were recycled, the landfill portion would be approximately 5 tonnes, reducing emissions to approximately 2.23 tCO₂e.

Category 6: Business Travel

Activity	Estimated Data	Factor (kgCO ₂ e/mile)	Emissions (tCO ₂ e)
Business Travel – Car	3,300 miles	0.27849	0.92
Business Travel – Train	1,650 miles	0.05707	0.09
Business Travel – Taxi/Bus	550 miles	0.16713	0.09
Category 6 Total	5,500 miles	—	1.11



Estimation methodology: 11 FTE multiplied by a conservative per-FTE annual business travel benchmark of 500 miles gives 5,500 miles. Mode split assumptions: Car 60%, Train 30%, Taxi/Bus 10%.

Category 7: Employee Commuting

Sub-Category	Emissions (tCO ₂ e)
Office Staff Commute	6.67
Agency Staff Commute	110.91
Work from Home	1.53
Hotel Stay	0.00
Category 7 Total	119.11

Office Staff Commute (11 employees):

- Average one-way commute distance: 7.4 miles (national average)
- Round-trip distance: 14.8 miles
- Commuting days per year: 230 days
- WFH arrangement: 1 day/week for office staff only
- Effective commuting days: 184 days
- Mode split: Walk 9.1%, Public Transport 27.3%, Car 36.4%, Unaccounted 27.3% (car assumed)

Agency Staff Commute (100 agency staff – Wigan to Warrington):

- One-way distance: 12 miles
- Round-trip distance: 24 miles
- Commuting days per year: 230 days
- No WFH for agency staff
- Annual miles per person: 5,520 miles
- Mode split: Car 60%, Train 30%, Taxi/Bus 10%

Work from Home (11 office staff only):

- WFH days per week: 1 day
- WFH weeks per year: 52 weeks
- WFH hours per day: 8 hours
- Total WFH hours: 4,576 hours
- Emission factor: 0.33378 kgCO₂e/hr



Hotel Stay: Nil (no hotel stays reported).

PPN 006/25 Mandatory Category: Estimated.

Category 8: Upstream Leased Assets

Activity	Data	Factor (kgCO ₂ e)	Emissions (tCO ₂ e)
Leased assets	No data	Varies	0.00
Category 8 Total			0.00

4.4 Scope 3 – Downstream Emissions (Categories 9–15)

Category	Activity Data	Emissions (tCO ₂ e)
9 – Downstream Transport	No data	0.00
10 – Processing	N/A	0.00
11 – Use of Products	N/A	0.00
12 – End-of-Life	N/A	0.00
13 – Downstream Leased	N/A	0.00
14 – Franchises	N/A	0.00
15 – Investments	N/A	0.00
Downstream Total		0.00

PPN 006/25 Mandatory Category (Cat 9): Xander Group does not purchase or receive physical goods requiring third-party transport. This category is **Not Applicable**.



5. Emissions Summary and Year-on-Year Comparison

5.1 Emissions by Scope

Scope	Description	Baseline 2023–24 (tCO ₂ e)	Current 2025–26 (tCO ₂ e)	Change (tCO ₂ e)	% of Total 2025– 26
Scope 1	Direct emissions from owned or controlled sources	0.00	0.00	0.00	0.0%
Scope 2	Indirect emissions from purchased electricity, heat, steam or cooling	4.59	2.23	–2.36	1.7%
Scope 3 – Cat 1	Purchased Goods & Services	0.00	3.11	+3.11 (new source)	2.3%
Scope 3 – Cat 2	Capital Goods	0.00	0.55	+0.55 (new source)	0.4%
Scope 3 – Cat 3	Water & Wastewater	0.00	0.51	+0.51 (new source)	0.4%
Scope 3 – Cat 4	Upstream Transport	0.01	0.00	–0.01	0.0%
Scope 3 – Cat 5	Waste	0.05	7.43	+7.38	5.6%
Scope 3 – Cat 6	Business Travel	0.00	1.11	+1.11 (new source)	0.8%
Scope 3 – Cat 7	Employee Commuting	1.49	119.11	+117.62	89.5%



Scope	Description	Baseline 2023–24 (tCO ₂ e)	Current 2025–26 (tCO ₂ e)	Change (tCO ₂ e)	% of Total 2025– 26
Scope 3 – Cat 8	Upstream Leases	0.00	0.00	0.00	0.0%
Scope 3 – Cat 9	Downstream Transport	0.00	0.00	0.00	0.0%
Total Scope 1		0.00	0.00	0.00	0.0%
Total Scope 2		4.59	2.23	–2.36	1.7%
Total Scope 3		1.55	131.82	+130.27	99.1%
Total Emissions		6.14	133.05	+126.91	100%

Note on variance calculation: Where the baseline value is zero, the change is expressed as a new source rather than a percentage, as percentage change from zero is mathematically undefined.

5.2 Commentary on Year-on-Year Change

Total reported emissions have increased from 6.14 tCO₂e in the baseline year to 133.05 tCO₂e in the current reporting period. This increase is almost entirely attributable to improvements in data completeness and boundary expansion rather than a deterioration in actual environmental performance. The key drivers are:

1. **Agency staff commuting (110.91 tCO₂e):** This source was not captured in the baseline year. Including 100 agency staff commuting daily from Wigan to Warrington accounts for 83.3% of current total emissions and 84.2% of the year-on-year increase.
2. **Waste generated in operations (7.43 tCO₂e):** The baseline captured only 0.10 tCO₂e. The current figure reflects a per-employee benchmark applied across the full 111-person headcount (FTE plus agency).
3. **Scope 2 electricity (2.23 tCO₂e):** Emissions from purchased electricity have decreased by 2.36 tCO₂e compared with the baseline, reflecting the decarbonisation of the UK grid and improved occupancy assumptions.



4. **New Scope 3 categories:** Purchased Goods (3.11 tCO₂e), Capital Goods (0.55 tCO₂e), Water & Wastewater (0.51 tCO₂e) and Business Travel (1.11 tCO₂e) have been quantified for the first time, improving the completeness of the inventory.

5.3 Emissions Hotspots

Rank	Source	tCO ₂ e	% of Total
1	Agency Staff Commuting	110.91	83.3%
2	Waste Generated in Operations	7.43	5.6%
3	Office Staff Commuting	6.67	5.0%
4	Purchased Goods & Services	3.11	2.3%
5	Electricity Consumption	2.23	1.7%
6	Work from Home	1.53	1.2%
7	Business Travel	1.11	0.8%
8	Capital Goods	0.55	0.4%
9	Water & Wastewater	0.51	0.4%

6. Carbon Reduction Targets

Xander Group is committed to achieving Net Zero emissions by 2050. In support of this long-term objective, the company has established the following interim targets:

Target	Baseline (2023–24)	Target Year	Target Reduction	Target Emissions
Scope 1 & 2	4.59 tCO ₂ e	2030	50%	2.30 tCO ₂ e
Scope 1 & 2	4.59 tCO ₂ e	2040	90%	0.46 tCO ₂ e
Scope 1 & 2	4.59 tCO ₂ e	2050	100%	0.00 tCO ₂ e



Target	Baseline (2023–24)	Target Year	Target Reduction	Target Emissions
Scope 3 (measured categories)	1.55 tCO ₂ e	2030	30%	1.09 tCO ₂ e
Scope 3 (measured categories)	1.55 tCO ₂ e	2040	70%	0.47 tCO ₂ e
Scope 3 (measured categories)	1.55 tCO ₂ e	2050	100%	0.00 tCO ₂ e

Note: The 2025–26 reporting period includes agency staff commuting for the first time, which significantly increases reported Scope 3 emissions. Future targets will be rebaselined to reflect this expanded boundary, and reduction targets will be set against the 2025–26 figure where appropriate.

7. Carbon Reduction Projects and Initiatives

Xander Group will implement the following projects and initiatives to reduce its carbon footprint, presented in order of priority based on the emissions hotspots identified in Section 5.3.

7.1 Completed / Ongoing Initiatives

Initiative	Category	Description	Status
Hybrid Working Policy	Commuting / WFH	1 day/week WFH for office staff, reducing commuting emissions	Implemented
Energy-Efficient Office	Scope 2	LED lighting and energy-efficient appliances at HQ	Implemented
Recycling Programme	Waste	Office recycling scheme for paper, cardboard and plastics	Implemented
Public Transport Encouragement	Commuting	Cycle-to-work scheme and public transport season ticket loans	Implemented



7.2 Planned Initiatives

Short-Term (2026–2028)

Initiative	Category	Description	Estimated Annual Savings (tCO2e)	Implementation Cost	Status
Agency Staff Commuting Optimisation	Commuting	Work with agency clients to promote car-sharing, public transport and remote working where the role permits	15–25	Low	Planned
Waste Contractor Data Capture	Waste	Engage waste contractor to provide actual waste tonnage and recycling rate data	2–5 (accuracy improvement)	Low	Planned
Staff Travel Survey	Commuting	Conduct comprehensive staff travel survey to replace estimates with actual data	Data accuracy	Low	Planned
Renewable Electricity Tariff	Scope 2	Switch to a 100% REGO-backed renewable	2.23	Low–Medium	Planned



Initiative	Category	Description	Estimated Annual Savings (tCO2e)	Implementation Cost	Status
		electricity tariff			
Business Travel Policy	Business Travel	Introduce a travel policy prioritising virtual meetings, rail over air and public transport	0.3–0.5	Low	Planned
Energy Monitoring	Scope 2	Install smart meters and energy monitoring at HQ	0.2–0.4	Medium	Planned

Medium-Term (2028–2032)

Initiative	Category	Description	Estimated Annual Savings (tCO2e)	Implementation Cost	Status
Electric Vehicle Salary Sacrifice Scheme	Commuting	Offer EV salary sacrifice to office staff and promote EV uptake among agency staff	5–10	Medium	Planned
Agency Staff Remote Working	Commuting	Advocate for remote/hybrid working arrangements for agency	20–40	Low–Medium	Planned



Initiative	Category	Description	Estimated Annual Savings (tCO2e)	Implementation Cost	Status
		placements where possible			
Waste Reduction Programme	Waste	Reduce single-use plastics, increase recycling rate to 70%+ and compost food waste	3–5	Low	Planned
Supplier Engagement	Purchased Goods	Engage key suppliers on their carbon reduction commitments and prefer low-carbon suppliers	0.5–1.0	Low	Planned
Office Energy Efficiency Upgrade	Scope 2	Upgrade to LED lighting throughout, improve insulation and install occupancy sensors	0.5–0.8	Medium	Planned

Long-Term (2032–2050)



Initiative	Category	Description	Estimated Annual Savings (tCO2e)	Implementation Cost	Status
Full Fleet Electrification	Commuting	Support full transition to electric vehicles for commuting and business travel	10–20	High	Aspirational
Renewable Energy Generation	Scope 2	Install solar PV at HQ if feasible	1–2	High	Aspirational
Carbon Offsetting	All	Offset residual emissions through verified carbon credits (Gold Standard / Verra)	Residual	Medium	Aspirational
Net Zero Supply Chain	Purchased Goods	Require all suppliers to have science-based targets by 2040	1–2	Medium	Aspirational



7.3 Projected Emissions Reduction Trajectory

Year	Projected Emissions (tCO2e)	Reduction vs. 2025–26	Key Milestones
2025–26	133.05	—	Current reporting year
2026–27	125.00	6.0%	Travel survey, waste data capture, renewable tariff
2027–28	115.00	13.6%	Agency commuting optimisation, EV scheme launch
2028–29	105.00	21.1%	Remote working advocacy, supplier engagement
2030–31	90.00	32.4%	30% Scope 3 reduction target
2035–36	65.00	51.1%	EV uptake, waste reduction
2040–41	40.00	69.9%	70% Scope 3 reduction target
2045–46	20.00	85.0%	Full fleet electrification
2050–51	0.00	100%	Net Zero achieved

Note: Projected emissions are indicative and will be updated annually as actual data replaces estimates.

8. Governance and Responsibility

Xander Group recognises that successful delivery of this Carbon Reduction Plan requires clear governance and accountability. The following responsibilities have been assigned:



Role	Responsibility
Managing Director	Overall accountability for Net Zero commitment and CRP delivery
Operations Manager	Day-to-day implementation of reduction initiatives and data collection
Finance Manager	Tracking of spend-based emissions data and investment in reduction projects
HR Manager	Employee engagement, travel surveys and hybrid working policy
External Consultant (Neuven Consult)	Annual review and verification of emissions inventory and CRP

The CRP will be reviewed annually, with progress reported to the Managing Director and updated in the public CRP document.

9. Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006/25 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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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

Signed on behalf of Xander Group:

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>



Signature:

Name: Thomas Dolan

Position: Director

Date of signature: 29/09/2026



Appendix A: Emission Factors Used (2025)

Category	Activity	Factor	Unit
Scope 1	Natural Gas (Gross CV)	0.18293	kg CO2e / kWh
Scope 2	UK Electricity (Grid Average)	0.177	kg CO2e / kWh
Scope 3	Water Supply	0.17088	kg CO2e / m ³
Scope 3	Water Treatment	0.4421	kg CO2e / m ³
Scope 3	Waste (Landfill)	446.18	kg CO2e / tonne
Scope 3	Business Travel – Car	0.27849	kg CO2e / mile
Scope 3	Business Travel – Local Bus	0.16713	kg CO2e / mile
Scope 3	Business Travel – Train	0.05707	kg CO2e / mile
Scope 3	Business Travel – Taxi	0.33488	kg CO2e / mile
Scope 3	Commuting – Car	0.27849	kg CO2e / mile
Scope 3	Commuting – Local Bus	0.16713	kg CO2e / mile
Scope 3	Commuting – Train	0.05707	kg CO2e / mile
Scope 3	Commuting – Taxi	0.33488	kg CO2e / mile
Scope 3	WFH	0.33378	kg CO2e / hr
Scope 3	Hotel Stay (UK)	11.2	kg CO2e / night

Appendix B: Data Gaps and Estimation Methods

Category	Data Status	Estimation Method Applied
Electricity Consumption	No Data	Office floor area benchmark



Category	Data Status	Estimation Method Applied
Water	No Data	Per-employee benchmark
Waste Water	No Data	100% of water consumption
Waste Generated	No Data	Per-employee benchmark
Business Travel	No Data	Per-FTE mileage benchmark with mode split
Office Commute	Partial	Distance-based with mode split
Work from Home	Estimated from HR policy	1 day/week for 11 office staff only
Hotel Stay	N/A	No hotel stays reported
Upstream Transport	N/A	No upstream transport activity
Downstream Transport	N/A	No downstream product transport

This Carbon Reduction Plan is published in accordance with PPN 006/25 and will be reviewed annually.