FUTURES

Carbon Reduction Plan

Supplier name: Permanent Futures Limited

The legal entity responsible for this Carbon Reduction Plan is **Permanent Futures Limited** (trading as **Futures**). Throughout this document, "Futures" refers to Permanent Futures Limited as registered with Companies House. The Plan covers the activities of Permanent Futures Limited within our financial-control boundary.

Publication date: 9 October 2026

Commitment to achieving Net Zero

Futures is committed to achieving Net Zero emissions by 2050.

Baseline Emissions

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: 1 August 2024 to 31 July 2025

Due to material methodology changes introduced in 2024/25, the 2024/25 reporting year was established as the new baseline year. Historic 2020/21 figures are retained for record purposes but are not directly comparable.

Additional Details relating to the Baseline Emissions calculations.

The 2024/25 baseline introduced improved reporting across Scope 2 and the five required Scope 3 categories. It also introduced an activity-based approach to business travel, although this remained provisional because expenditure was converted into estimated travel distances using mode-specific benchmarks.

The 2025/26 reporting year has significantly improved the quality of the underlying activity data. Actual travel mileage is now available by transport mode, employee commuting has been reassessed using current return journey distances and actual office attendance patterns and waste data is based on contractor collection information.

These improvements mean that some changes between the baseline and current reporting year reflect **improved methodology and data quality rather than operational carbon reductions alone**. In particular, the 2024/25 business travel figure should not be compared directly with the 2025/26 activity-based figure.

Historic 2020/21 emissions (non-comparable)

EMISSIONS	TOTAL (tCO_2e)
Scope 1	**0**
Scope 2	**16.1**
Scope 3	**66.2**
Total Emissions	**82.3**

These figures are retained for historic reference only and are not directly comparable with the current reporting methodology.

Baseline Emissions Reporting

Reporting Year: 2024 – 2025	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**0**
Scope 2	**13.2**
Scope 3 (Included Sources)	**1,930.2**
Total Emissions	**1,943.4**

Current Emissions Reporting

Reporting Year: 1 August 2025 to 31 July 2026	
EMISSIONS	**TOTAL (tCO_2e)**
Scope 1	**0**
Scope 2	**7.99**
Scope 3 (Included Sources)	**12.16**
Total Emissions	**20.15 tCO_2e**

Scope 1

Futures had **no Scope 1 emissions during the reporting year**. The organisation does not use natural gas or other directly combusted fuels within its operational boundary and does not operate a company-owned combustion vehicle fleet.

Scope 1 emissions: 0 tCO_2e.

Scope 2 – Purchased electricity

Purchased grid electricity for the reporting period was approximately 60,995 kWh, producing approximately 7.99 tCO_2e on a location-based basis using the applicable UK Government electricity conversion factor.

This compares with 74,513.6 kWh of purchased electricity and 13.2 tCO_2e in the 2024/25 baseline. The

reduction in grid electricity consumption reflects, in particular, the introduction of onsite solar generation during the reporting period.

Futures' electricity supplier, Yorkshire Gas and Power (YGP), has confirmed that Permanent Futures Limited's specific electricity contract and MPAN are supplied under its 100% renewable electricity product.

Location-based Scope 2 emissions continue to be presented to provide a consistent measure of the emissions associated with UK grid electricity consumption.

On-site renewable electricity

A 39.56 kWp solar PV system, together with SolaX three-phase inverters and battery storage, was commissioned in September 2025.

The installation has materially reduced the amount of electricity that Futures needs to import from the grid. Solar generation, grid import, grid export and battery performance are now monitored through the SolaX system.

As the system was commissioned during September 2025, the 2025/26 reporting period captures almost a full year of solar operation. The 2026/27 reporting year will be the first reporting period to contain a complete 12 months of PV operation.

Scope 3 Emissions

- Waste generated in operations: 0.04 tCO_2e
- Business travel: 1.25 tCO_2e
- Employee commuting: 10.87 tCO_2e
- Upstream transportation: 0 tCO_2e
- Downstream transportation: 0 tCO_2e

Scope 3 total 12.16 tCO_2e

1. Upstream transportation and distribution

0 tCO_2e

This category is considered de minimis/not material for Futures as a service-based recruitment business with no material inbound transportation of physical goods for resale.

2. Waste generated in operations

Waste data for the reporting period has been obtained from Biffa and includes general waste and recycling collections.

Biffa's disposal reporting confirms that 99.4% of Futures' recorded waste was diverted from landfill, with only 0.6% sent to landfill. Recycling achieved a 100% landfill diversion rate.

Waste emissions have been calculated using measured waste data and the appropriate UK Government waste conversion factors.

The available Biffa reporting begins during September 2025 rather than 1 August 2025. This is therefore recorded as a minor data limitation within the 2025/26 inventory.

3. Business travel

Business travel is now calculated using actual recorded travel distances rather than expenditure-based

estimates.

Recorded business travel during the reporting year comprised approximately:

- Train: 5,313 miles
- Flights: 1,440 miles
- Taxi/Uber: 75 miles
- Petrol/diesel/mixed fuel vehicles: 2,384 miles
- Electric vehicles: 759 miles
- Total recorded business travel: approximately 9,971 miles

All recorded flights were return journeys. Detailed routes were not available and fuel-car mileage represents a mixture of vehicle/fuel types. Appropriate average conversion factors have therefore been used where more detailed information was unavailable.

This represents a substantial improvement in data quality compared with the 2024/25 baseline, when business travel emissions of 1,902.1 tCO_2e were estimated by converting expenditure into assumed distances.

The large reduction in the reported business travel figure must therefore not be interpreted wholly as an operational emissions reduction. A significant proportion results from replacing the previous proxy methodology with actual activity data.

Business travel – methodology change: The 2024/25 business travel figure of 1,902.1 tCO_2e was a provisional estimate derived by converting expenditure into estimated travel distances using mode-specific benchmarks. During 2025/26, Futures introduced activity-based recording using actual travel mileage by transport mode. The resulting 2025/26 figure is approximately 1.25 tCO_2e. The substantial difference between the two reporting years is therefore primarily attributable to the replacement of the previous proxy methodology with actual activity data and should not be interpreted as an equivalent operational reduction in emissions.

4. Employee commuting

Employee commuting has been calculated using an updated staff travel survey covering 37 employees.

The assessment records employees' return commuting distances, usual mode of transport and typical number of days travelling to the office each week.

The previous assessment also accounted for hybrid working by averaging employees' commuting distances across a five-day working week. The 2025/26 methodology has been refined by recording the actual number of commuting days per week directly, providing a clearer and more transparent basis for the calculation.

The survey includes travel by conventional car, electric vehicle, bus, walking and car sharing. Where petrol or diesel vehicle type was unavailable, an appropriate average car conversion factor has been applied. Car-sharing journeys have been adjusted to avoid double counting vehicle emissions.

The updated approach provides a more robust basis for monitoring changes in employee commuting emissions in future reporting years.

5. Downstream transportation and distribution

0 tCO_2e

This category is not applicable because Futures does not distribute sold physical products through third-party transportation or distribution networks.

Emissions reduction targets

Permanent Futures Limited remains committed to achieving Net Zero emissions by 2050 across Scope 1, Scope 2 and relevant Scope 3 emissions.

The 2024/25 reporting year remains the formal baseline year. However, Futures recognises that the significant improvement in data quality during 2025/26 means that direct comparison of the overall carbon footprint, particularly Scope 3 business travel, requires caution.

Futures will therefore continue to improve the consistency and quality of its activity data while focusing on measurable reductions in electricity consumption, employee commuting emissions, business travel and operational waste.

Our current objectives include:

- Continue reducing location-based Scope 2 emissions through onsite solar generation, battery optimisation and energy-efficiency measures.
- Monitor solar generation, self-consumption, grid import and export to maximise the benefit of the PV installation.
- Maintain the use of actual mileage/activity information for business travel rather than reverting to spend-based estimates.
- Encourage continued employee uptake of EVs, public transport, car sharing, cycling and walking.
- Continue the EV salary sacrifice scheme and onsite EV charging provision.
- Monitor employee commuting annually using actual office attendance patterns.
- Continue monitoring waste weights, recycling performance and landfill diversion.
- Maintain or improve the current 99%+ waste diversion from landfill performance.
- Continue improving environmental data quality through the ISO 14001 management system.

Completed Carbon Reduction Initiatives

Completed initiatives (since 2021)

Futures has implemented a number of carbon reduction and environmental initiatives, including:

- **Solar PV and battery storage:** a 39.56 kWp solar PV array and battery storage system was commissioned in September 2025, materially reducing purchased grid electricity.
- **100% renewable electricity product:** YGP has confirmed that Futures' electricity contract and MPAN are supplied under its 100% renewable product.
- **EV charging:** six workplace EV charging points remain available to employees.
- **EV salary sacrifice:** continued employee participation has contributed to a significant proportion of employee commuting being undertaken using electric vehicles.
- **Travel incentives:** continued support for public transport, cycling and lower-emission commuting options.
- **Digital working:** continued use of digital CRM, HR, accounting and document-management processes to minimise paper consumption.
- **Breathe HR:** digital HR workflows and employee records continue to reduce paper-based processes.

- **RingCentral VoIP:** the modernised telephone system supports flexible working and virtual communication.
- **Waste monitoring:** improved collection data from Biffa now enables Futures to monitor waste quantities, recycling and landfill diversion more accurately.
- **Environmental KPI monitoring:** electricity, solar generation, business travel, commuting and waste data are now monitored as part of the ISO environmental management process.

Planned initiatives (2026–2027)

During 2026/27, Futures will continue to focus on practical measures to reduce energy consumption and improve the environmental performance of its operations. Planned initiatives include:

- **Solar PV and battery optimisation:** Continue monitoring the performance of the solar PV and battery system, including generation, grid import, grid export and battery usage. 2026/27 will provide the first complete 12-month reporting period following installation, allowing Futures to establish a clearer picture of system performance and identify opportunities to increase the proportion of electricity generated and used onsite.
- **Building electrical improvements:** Continue working with our electrical contractor to identify and implement practical improvements to the building's electrical systems and controls. This includes reviewing the current lighting controls and introducing greater manual control where appropriate, such as enabling lights to be switched off rather than relying solely on automatic sensors.
- **Energy monitoring and reduction:** Continue monitoring electricity consumption alongside solar generation to identify unusual consumption, unnecessary out-of-hours loads and opportunities to reduce avoidable electricity use.
- **Employee commuting:** Continue supporting lower-emission commuting through the existing EV salary sacrifice scheme, workplace EV charging facilities, public transport options, car sharing and cycling. Employee commuting patterns will continue to be reviewed through the annual staff travel survey.
- **Business travel:** Maintain activity-based recording of business travel by transport type and mileage to provide more accurate emissions reporting. Where practical, additional information such as flight routes will be retained to further improve future calculations.
- **Waste and recycling:** Continue monitoring general waste and recycling quantities using Biffa collection data. Futures will aim to maintain its high level of landfill diversion while identifying opportunities to reduce general waste and increase the proportion of waste segregated for recycling.
- **Environmental performance monitoring:** Continue incorporating electricity, renewable generation, business travel, employee commuting and waste performance into the company's ISO 14001 environmental KPIs, allowing environmental performance and progress to be reviewed throughout the year rather than only during the annual Carbon Reduction Plan update.
- **Supplier and purchasing considerations:** Where appropriate, consider environmental performance when selecting and reviewing suppliers and look for opportunities to reduce unnecessary consumption, packaging and waste through purchasing decisions.
- **Ongoing environmental improvements:** Use the ISO 14001 environmental aspects and objectives process to identify further achievable environmental improvements throughout the year and record actions taken.

FUTURES

Data quality & improvement plan (2026/27)

Futures has made significant improvements to the quality of its carbon data during 2025/26.

The principal improvements are:

- business travel is now based on actual mileage rather than expenditure proxies;
- employee commuting reflects actual reported office attendance and return journey distances;
- waste quantities and landfill diversion are supported by Biffa reporting;
- electricity consumption is supported by supplier meter data;
- onsite solar generation and battery performance are monitored through SolaX; and
- the electricity supplier has confirmed that Futures' specific contract/MPAN forms part of its 100% renewable product.

For the 2026/27 reporting period, Futures will seek to maintain these methodologies to provide a more directly comparable year-on-year dataset.

Where practicable, additional detail will also be collected for flight routes and petrol/diesel vehicle types to further improve the accuracy of Scope 3 calculations.

Declaration and Sign Off

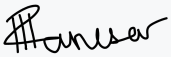
This Carbon Reduction Plan has been completed in accordance with Procurement Policy Note (PPN) 006, the associated guidance and the Technical Standard for Completion of Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol Corporate Standard and use the appropriate UK Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements and the required subset of Scope 3 emissions has been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

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:



Name: Heena Panesar

Job Title: Managing Director

Date: 9 October 2026