



**PROSPERO
GROUP**



**PROSPERO
TEACHING**



**PROSPERO
HEALTH & SOCIAL CARE**



**PROSPERO
INTEGRATED**



**PROSPERO
ENGINEERING**

ENVIRONMENTAL POLICY

1. ENVIRONMENTAL POLICY

Prospero Group Ltd's policy is to conduct all our business in a legal, ethical and responsible manner. We understand our responsibility to long term sustainable growth through the protection of employees, our temporary workers and the clients that we work with. We consider the environmental impact of all our business decisions.

Prospero Group commits to reducing our impact on the environment by complying with relevant environmental legislation and adopting a greener approach to business such as:

- Efficient use of water and energy
- Recycling
- Responsible purchasing for the office
- Minimising waste
- Use of non-toxic products in the offices – biodegradable and marine safe cleaning products

2. ABOUT THIS POLICY

2.1 This policy outlines our organisation's commitment to reducing our impact on the environment. We strive to continually improve our environmental performance by monitoring progress against objectives on a regular basis.

2.2 This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

2.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

3. WHO IS RESPONSIBLE FOR THIS POLICY?

3.1 The Board has overall responsibility for the effective operation of this policy. Day-to-day operational responsibility for this policy, including regular review of this policy, has been delegated to the Managing Director.

3.2 Our policy applies not only at Prospero's premises but anywhere you are working as part of your employment with Prospero. This includes any social occasions or member meetings

organised by us or that you attend on behalf of us.

- 3.3 If you have any questions about the content or application of this policy, you should contact HR to request training or further information.
- 3.4 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting HR.

4. THE COMPLAINTS PROCEDURE

- 4.1 We aim to resolve any complaints as quickly as possible. All complaints will be treated seriously and confidentially.

5. BREACHES OF THIS POLICY

- 5.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our policies and procedures. Our suppliers are reviewed in accordance with the Prospero code of conduct.

Reducing Carbon Production in Identified Key Areas

Electricity usage in physical offices

Prospero have estimated that, over a 12 month period, we utilise 180,000 kWh of power to run our physical offices across 15 sites and 350 employees. We classify this as Scope 2 emissions. We estimate current total tonnes tCO₂e CO₂ emissions (tCO₂e) to be 42.88 tCO₂e.

Mitigation

To reduce our CO₂ emissions in this area, Prospero intend to ensure our energy supplier utilise 50% Carbon Neutral and Renewable energy by 2030, 75% by 2040, and 100% by 2050

Temperature control in physical offices: Airconditioning, Heating, and Humidity control

Prospero have estimated that, over a 12-month period, we utilise 24,000 hours of Air conditioning and heating across our 15 sites. We classify this as Scope 1 emissions. We estimate current total CO₂ emissions to be 14.5 tCO₂e.

Mitigation

To reduce our CO₂ emissions in this area, Prospero intend to ensure energy to power these devices is carbon neutral as outlined about, and we intend to undertake Carbon offsetting exercises to ensure 50% of emitted carbon from these devices is offset by 2030, 75% by 2040, and 100% by 2050.

Private car usage for commuting and client visits

Prospero have estimated that 80% of our workforce currently use public transport to travel to work. We classify this as Scope 1 emissions. The remaining 20% utilise private transport, and commute an average of 10 miles a day into the office. Due to a mix of in-office and work-from-home arrangements, our estimate is 35 miles of commuting a week.

70 employees commuting 35 miles a week 40 weeks a year is a total of 98,000 commuter miles a year.

This produces 25.85 tCO₂ in the 12-month period analysed.

Mitigation

To reduce our CO₂ emissions in this area, Prospero intend to monitor three mitigation approaches:

- 1) Cycle to work schemes
- 2) Transition to electronic and hybrid vehicles, including implementing a salary sacrifice scheme for employees who use company cars to transition to less emitting vehicles
- 3) Government guidance around the sale of new non-fossil fuel vehicles, which will limit their production from 2030

Non-commuting travel between offices & International Air travel

Prospero's business model requires the undertaking of occasional Inter-office travel. This enables us to undertake compliance and accountancy audits, have face to face meetings, and meeting our internal management obligations and quarterly board targets. We classify this as Scope 1 emissions

We have utilised the following calculations:



Tavel between UK Based Offices

- 150 miles as the average distance for an interoffice visit
- 90% of staff utilise public transport for these visits
- 5% of work force to 1 visit per month

Prospero estimate that we emit 1.65 tonnes tCO2 on inter-office travel taking public transport, and a further 0.81 tonnes tCO2 on travel using private cars.

International Air Travel

Return Trip	Quantity	Estimate tCO2e
London to Sydney	3	20.42 tCO2e
London to Canada	3	10.48 tCO2e
London to New Zealand	3	22.04 tCO2e
New Zealand to Australia	5	2.91 tCO2e
London to Ireland	2	0.42 tCO2e

Mitigation

Prospero will investigate Carbon Offset options & ensure we embrace environmental friendly air travel models as they develop



Carbon Reduction Plan

Supplier name: Prospero Group Ltd.....

Publication date: 01/09/2023.....

Commitment to achieving Net Zero

Prospero Group Ltd is committed to achieving Net Zero emissions by 2050.

Baseline Year: 2022	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	179.27
Scope 2	42.88
Scope 3 (Included Sources)	0
Total Emissions	222.15

Current Emissions Reporting

Reporting Year: 2023 - To Be Re-Audited January 2025, looking at Calendar Year 2024	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	179.27



Scope 2	42.88
Scope 3 (Included Sources)	0
Total Emissions	222.15

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the carbon reduction targets enumerate above.

We project that carbon emissions will decrease over the next five years to 188.82 tCO₂e by 2028. This is a reduction of 15%, assuming current headcount.

Progress against these targets will be published in the format of the below Graph in January 2024, according to the criteria laid out above:

Carbon Reduction: Projected vs. Actual





Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline. The carbon emission reduction achieved by these schemes equate to 5.55 tCO₂e, a 2.5%ge reduction against the 2022 baseline and the measures will be in effect when performing the contract

In the future we hope to implement further measures as listed above.

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 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 Prospero Group:

Date: 01/09/2024.....

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>

Carbon Reduction Plan

Prospero Group Ltd

Reporting Period: 1st July 2024 to 30th June 2025

Date: 2025-12-09

Net Zero Target: 2040

Created by

**positive
planet**

Executive Summary

This Carbon Reduction Plan outlines Prospero Group Ltd's commitment to achieving Net Zero greenhouse gas emissions and details our strategy for reducing carbon emissions across our operations.

Prospero Group is a leading recruitment agency specialising in Teaching and Health & Social Care across the UK. Their mission is to connect dedicated professionals with rewarding opportunities that support their career growth and make a meaningful impact. In the education sector, they place a wide range of staff including teaching assistants, primary and secondary school teachers, SEN specialists, and other key roles in both permanent and supply positions. They work closely with schools to ensure the right fit for both candidates and institutions. Prospero Health & Social Care focuses on recruiting skilled professionals for roles within Local Authorities, Care Homes, Mental Health Secure Units, and Private Care providers. Every year, they help thousands of Support Workers, Domiciliary Carers, and Social Workers find fulfilling roles across the UK.

Our baseline emissions for 2024 (1st July 2024 to 30th June 2025) totalled 289.76 tCO₂e, comprising:

- Scope 1 (Direct emissions): 0.26 tCO₂e
- Scope 2 (Energy indirect emissions): 40.35 tCO₂e
- Scope 3 (Other indirect emissions): 249.15 tCO₂e

For the current reporting period (1st July 2024 to 30th June 2025), our total emissions were 289.76 tCO₂e, representing a 0% increase from our baseline year.

We are committed to achieving Net Zero emissions by 2040 through a comprehensive program of carbon reduction measures, including energy efficiency improvements, renewable energy adoption, and sustainable transport initiatives.

This plan demonstrates our compliance with PPN 006 (previously PPN 06/21) requirements and our ongoing commitment to environmental responsibility and climate action.

Commitment to Net Zero

Prospero Group is committed to achieving Net Zero emissions for all UK operations by 2040, in line with the UK Government's Net Zero target. We aim to reduce our emissions by at least 90% from our base year by 2040, and neutralise all residual emissions.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the baseline audit period. For Prospero Group Ltd this period was the financial period 1st July 2024 to 30th June 2025.

This is our first year of reporting, so our base year is the same as our current reporting year. Our measurement includes all Scope 1 & 2 operational emissions and a subset of Scope 3 categories, including fuel-and-energy related activities, waste generated in operations, business travel, commuting, upstream and downstream transportation and distribution. There were zero emissions reported in mobile combustion, fugitive emissions, and downstream transportation.

Baseline: 1st July 2024 to 30th June 2025

Emissions Scope	Emissions (tCO ₂ e)
Scope 1	0.26
Scope 2	40.35
Scope 3	249.15
Total Emissions	289.76

Scope 3 Emissions Breakdown

Scope 3 Category	Emissions (tCO ₂ e)
Scope 3.4 Upstream Transport & Distribution	9.07
Scope 3.5 Waste	11.42

Scope 3 Category	Emissions (tCO ₂ e)
Scope 3.6 Business Travel	82.43
Scope 3.7 Employee Commuting	146.23
Total Scope 3	249.15

Current Emissions Reporting

This page summarises the emissions from the financial year 2024 - 2025 (1st July 2024 to 30th June 2025).

The current reporting period is the same as our base year and includes all Scope 1 & 2 operational emissions and a subset of Scope 3 categories, including fuel-and-energy related activities, waste generated in operations, business travel, commuting, upstream and downstream transportation and distribution. There were zero emissions reported in mobile combustion, fugitive emissions, and downstream transportation.

Emissions Scope	Current (tCO ₂ e)	Baseline (tCO ₂ e)	Change (%)
Scope 1	0.26	0.26	0.0%
Scope 2	40.35	40.35	0.0%
Scope 3	249.15	249.15	0.0%
Total Emissions	289.76	289.76	0.0%

Current Year Scope 3 Emissions Breakdown

Scope 3 Category	Emissions (tCO ₂ e)	Baseline (tCO ₂ e)	Change (%)
Scope 3.4 Upstream Transport & Distribution	9.07	9.07	0.0%
Scope 3.5 Waste	11.42	11.42	0.0%
Scope 3.6 Business Travel	82.43	82.43	0.0%

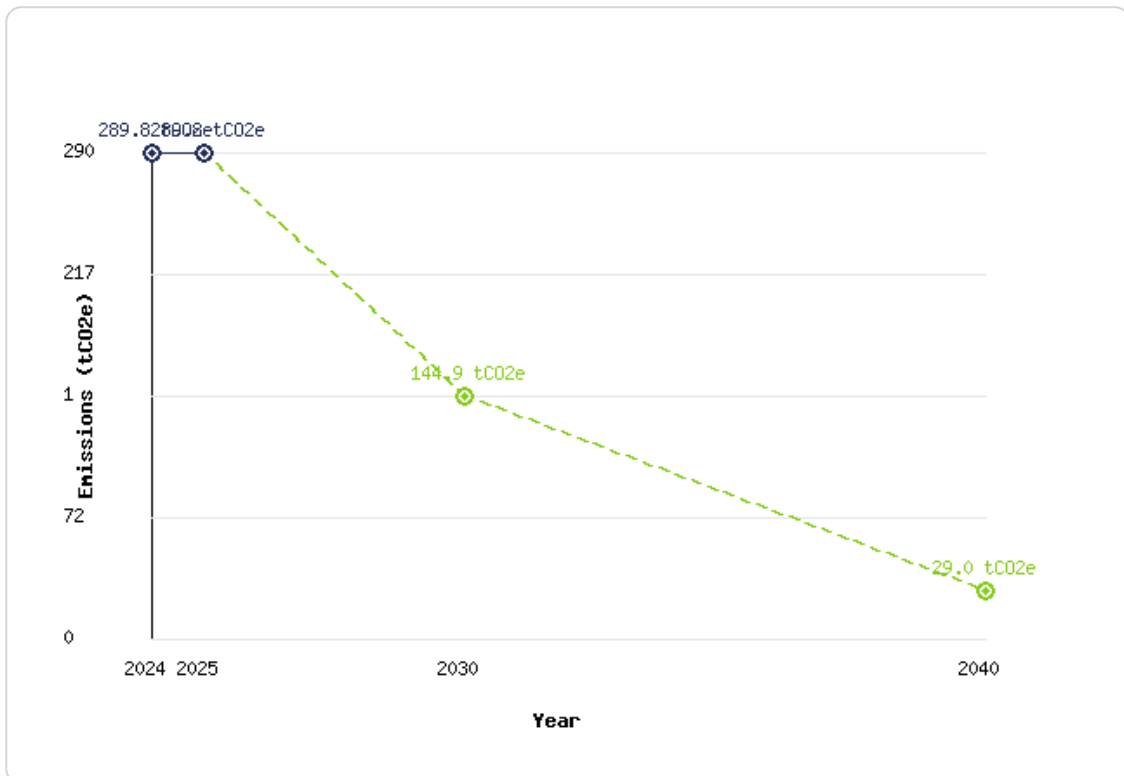
Scope 3 Category	Emissions (tCO ₂ e)	Baseline (tCO ₂ e)	Change (%)
Scope 3.7 Employee Commuting	146.23	146.23	0.0%
Total Scope 3	249.15	249.15	0.0%

Carbon Reduction Targets

Our Target

50% reduction in total emissions by 2030 compared to 2024 baseline

Emissions Reduction Trajectory



Key Milestones

2030 50% reduction from baseline

2040

90% reduction from baseline

Carbon Reduction Measures

The following environmental management measures and projects have been completed or are planned to be completed in the coming financial period. The carbon emission reduction of these measures has been estimated where possible.

Engage with landlords and building managers

Planned

Estimated Impact: 10.0 tCO₂e/year

Initiate discussions with landlords and facilities managers to explore opportunities for collaborative energy-saving initiatives, such as improved HVAC scheduling, LED lighting upgrades, or participation in green lease clauses.

Behavioural and operational improvements

Planned

Estimated Impact: 5.0 tCO₂e/year

Form staff awareness campaigns to encourage energy-conscious behaviours, such as switching off unused equipment, reducing unnecessary printing, and optimising use of heating and cooling.

Monitor and report energy usage

Planned

Estimated Impact: 5.0 tCO₂e/year

Monitor electricity and gas usage (where sub-metering is available) to identify trends and opportunities for reduction. This includes reviewing usage patterns and identifying high-consumption areas.

Procurement of green energy

Planned

Estimated Impact: 40.0 tCO₂e/year

Procure electricity from renewable sources through energy suppliers or via green tariffs offered by the building management.

Sustainable IT and equipment policies

Planned

Estimated Impact: 5.0 tCO₂e/year

Prioritise energy-efficient IT equipment and appliances, including Energy Star-rated devices and low-energy lighting for any tenant-controlled areas.

Promote remote meeting and hybrid working

Planned

Estimated Impact: 20.0 tCO₂e/year

Encourage the use of video conferencing tools to reduce the need for in-person meetings and business travel, particularly for inter-office or client meetings that can be conducted virtually.

Encourage low-carbon commuting

Planned

Estimated Impact: 30.0 tCO₂e/year

- Promote walking, cycling, and public transport through internal campaigns and incentives.
- Implement a Cycle to Work Scheme or provide secure bike storage and shower facilities where possible.

Review and optimise business travel policies

Planned

Estimated Impact: 20.0 tCO₂e/year

- Prioritise train travel over domestic flights where practical.
- Encourage grouping meetings to reduce the frequency of travel.
- Introduce a travel hierarchy that favours lower-emission modes of transport.

Improve reporting of business travel

Planned

Improve the tracking of business travel data (e.g. mileage, mode of transport) to better understand the travel-related carbon footprint and identify areas for reduction.

Methodology & Standards

Calculation Method

GHG Protocol Corporate Accounting and Reporting Standard

Emissions Factors

DEFRA/BEIS 2024

Data Quality Assessment

Energy

Of the 13 premises occupied by Prospero Group, 9 are leasehold, with the remaining 4 being either rented desks or space at serviced offices. The 9 premises under leasehold are considered within operational control of the reporting entity and so any emissions relating to these premises are considered Scope 1 and 2 (with associated Scope 3 where relevant). The remaining 4 locations are considered Scope 3 Upstream Leased Assets and so have been excluded from the reporting boundary for PPN. Energy consumption data was available for all 9 properties, allowing accurate emissions measurement.

Fugitive emissions

Zero emissions have been captured this year as the data was unavailable.

There are 23 air conditioning units across offices, however all are in leased or managed spaces so we do not have direct operational control. Going forwards we will aim to capture maintenance reports at the 9 leasehold properties.

Commuting

Emissions were estimated using regional averages, alongside Prospero Group data for actual number of days in the office across London and UK-elsewhere. This provides a low-quality emissions estimate and we aim to capture actual commuting and homeworking data next year.

Business travel

This has been captured as a mixture of high-quality activity data and spend. We aim to improve our business travel reporting systems and move away from spend as much as possible going forward.

Waste

We have included data for all 13 premises in this category. Waste has been captured by number of bins, bin size and bin type in each office, estimated to be emptied 3 times/week each. A small spend fee for paper shredding was also used. UK averages were used for water supply and treatment, scaled by FTE and average days in the office figure. Data quality this year is medium-low.

Upstream transport & distribution

We used a spend figure for all Amazon orders and expensed office items and multiplied this by 11.5% to get an estimated delivery fee. We included all postal and courier fees. It has been assumed that all distribution is upstream, however we will improve our reporting of this next year. Data quality is low.

Declaration and Sign-Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 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 and uses the appropriate government emission conversion factors for greenhouse gas company reporting.

Scope 1 and scope 2 emissions have been reported in accordance with SECR requirements (where required), 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.

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

Lesley Phillips

CEO

Date: 2025-12-09

Digital Signature: Digitally signed by Lesley Phillips on 09/12/2025

Document Information

Document Version: 1.0

Last Updated: 2025-12-09

Compliance: PPN 006

Standard: GHG Protocol