Carbon Reduction Plan

Prebook Recruitment Ltd | Company number 16669012

Baseline year: 2026 • Reporting period: 1 December 2025 – 24 November 2026

Publication date: 24 November 2026

Commitment to achieving Net Zero

Prebook Recruitment Ltd is committed to achieving Net Zero greenhouse gas emissions by 2050. We will seek to reduce emissions from our UK operations and value chain, using credible removals only for residual emissions that cannot be eliminated.

Baseline emissions footprint

This is the first estimated footprint since trading commenced on 1 December 2025. The reporting period is slightly shorter than 12 months. Prebook provides education recruitment services predominantly in London and operates a fully remote, predominantly paperless model with three internal staff. The baseline provides the reference point for future reductions.

Emissions	Baseline (tCO_2e)	Current (tCO_2e)
Scope 1	0.000	0.000
Scope 2	0.000	0.000
Scope 3 – Category 4: upstream transportation	0.013	0.013
Scope 3 – Category 5: waste	0.003	0.003
Scope 3 – Category 6: business travel	0.876	0.876
Scope 3 – Category 7: commuting and homeworking	2.374	2.374
Scope 3 – Category 9: downstream transportation	0.000	0.000
Total reported emissions	3.266	3.266

Current emissions reporting

Current reporting year: 2026. Current and baseline emissions cover the same period and are identical; no reduction against the baseline is claimed. Totals are calculated before rounding.

Reporting boundary and source assessment

Prebook applies the operational control approach under the GHG Protocol Corporate Standard. The inventory covers Scope 1, Scope 2 and the five specified Scope 3 categories for PPN 006, with optional homeworking included. Temporary PAYE worker commuting is included because workers are employed by Prebook and travel to assigned schools. Other Scope 3 categories, including purchased digital services and equipment manufacture, are not quantified. Separate well-to-tank factors are not included. The total represents reported sources, not a complete value-chain footprint.

Scope 1 – Direct emissions

Prebook owns or leases no company vehicles or commercial premises and controls no boilers, fuel-burning machinery, generators, air conditioning or refrigeration systems. Business travel uses private vehicles. No direct sources are identified: 0.000 tCO_2e.

Scope 2 – Purchased energy

No electricity, steam, heating or cooling is purchased for premises within operational control. Staff work in private homes and pay household energy bills personally; no energy reimbursements are made. Homeworking energy is assessed under Scope 3 to avoid double counting. Scope 2 is 0.000 tCO_2e.

Calculation approach

The 2026 UK Government GHG Conversion Factors for Company Reporting (full set) are used consistently. Activity is multiplied by the corresponding factor in $kgCO_2e$ per unit and divided by 1,000 for tonnes. One mile equals 1.609344 km. Management estimates are used where measured data are unavailable; source worksheet and cell references are retained in the supporting register.

Category 4 – Upstream transportation and distribution

Procurement comprised one laptop, two monitors, one mouse and two HDMI cables. Five third-party deliveries are estimated at 10 allocated vehicle kilometres each, representing Prebook's share of shared delivery routes rather than full courier journeys. No other courier or distribution services were identified. An average diesel van up to 3.5 tonnes is used as a proxy.

50 km × 0.25716 $kgCO_2e/km$ = 12.858 $kgCO_2e$ (0.012858 tCO_2e). Future records will capture deliveries and consolidate orders where practicable.

Scope 3 – Waste and business travel

Category 5 – Waste generated in operations

Business waste consists primarily of equipment packaging and limited general office waste. Household waste collections are used; personal waste is excluded. No separate commercial waste contract or electrical, hazardous or separately recycled plastic waste was identified. Management estimates 10 kg of recycled paper and cardboard and 5 kg of residual waste. Landfill is a conservative proxy, not a verified disposal route; open-loop recycling is used for mixed paper and board.

Waste stream	Tonnes	Factor	$kgCO_2e$
Mixed paper and board recycling	0.010	4.65358	0.046536
Household residual waste landfill	0.005	497.28993	2.486450

Category 5 total: 0.002533 tCO_2e. Future procurement and waste records will improve estimates.

Category 6 – Business travel

Business travel supports school visits, client relationships and recruitment activities. The Director estimates 3,000 business miles in a privately owned Nissan Qashqai, 1.5-litre conventional petrol, non-hybrid. A medium petrol car factor is used as a size proxy. Eight return National Rail journeys averaging 60 miles, 20 additional Underground miles and one London hotel room night are included. No flights, taxis, buses or other business travel were identified. Personal travel and worker commuting are excluded.

Mode	Activity	Factor	$kgCO_2e$
Medium petrol car	4,828.032 vehicle km	0.17411	840.609
National Rail	772.485 passenger km	0.03092	23.885
London Underground	32.187 passenger km	0.01549	0.499
London hotel	1.000 room night	11.50000	11.500

Category 6 total: 0.876492 tCO_2e. Mileage and rail distances are management estimates. We will improve mileage and expense records, consolidate visits and use public transport where practicable.

Scope 3 – Employee commuting and homeworking

Category 7 – Temporary worker commuting

Internal employees have no regular office commute. Prebook delivered approximately 2,800 supply days; each is assumed to involve one return journey of six miles (three miles each way). Total distance is 16,800 miles. Management estimates mode shares from worker and school locations and typical travel arrangements. Equal average journey lengths are assumed across modes; cars have single occupancy and unknown fuel type. No National Rail or cycling journeys are estimated. Walking has zero operational transport emissions.

Mode / share	Miles	km	Factor	kgCO_2e
Average car, unknown fuel / 22%	3,696	5,948.135	0.16591	986.855
London Underground / 44%	7,392	11,896.271	0.01549	184.273
Local London bus / 27%	4,536	7,299.984	0.06360	464.279
Walking / 7%	1,176	1,892.589	0.00000	0.000

Commuting total: 1.635407 tCO_2e. Public transport and walking account for 78% of estimated journeys. Local candidate networks and accessible assignments support reduced travel distances. From 2027, commuting surveys will improve mode and distance estimates.

Category 7 – Internal homeworking

All internal working hours are estimated to be undertaken from home in the UK. The Director works 40 hours per week for 46 weeks. The Compliance Administrator commenced employment on 6 July 2026 and works an estimated 10 hours per week for 20 weeks. Senior Leader Support worker has worked remotely since 1 December 2025, averaging 20 hours per month (240 hours estimated for the reporting period), with no business travel or commuting. Standard office equipment and heating are used. The government combined equipment and heating factor estimates incremental energy rather than allocating whole household bills.

Employee	Hours	Factor	kgCO_2e
Director	1840	0.32393	596.031
Compliance Administrator	200	0.32393	64.786
Senior Leader Support	240	0.32393	77.743

Homeworking total: 0.738560 tCO_2e. Combined Category 7: 2.373968 tCO_2e.

Category 9 – Downstream transportation and distribution

Prebook sells staffing services, not physical products. There are no product deliveries, warehouses or downstream logistics. Documentation and communications are primarily digital. Travel is captured under Categories 6 and 7. Category 9: 0.000 tCO_2e.

Emissions reduction targets

Prebook has adopted a 20% reduction in reported emissions intensity by 2031 against the 2026 baseline, alongside its commitment to Net Zero by 2050. Absolute emissions will also be monitored annually. Intensity allows comparison as staffing activity changes; it does not replace the long-term absolute emissions objective.

Indicator	2026 baseline	2031 target
Overall $kgCO_2e$ per supply day	1.166	0.933
Reported emissions at unchanged activity (tCO_2e)	3.266	2.613
Commuting $kgCO_2e$ per supply day	0.584	Monitor annually

The equivalent 2031 emissions figure assumes 2,800 supply days and unchanged activity levels. It is a conditional illustration, not a forecast or an absolute cap.

Year	Illustrative intensity trajectory ($kgCO_2e$/day)
2026	1.166
2027	1.120
2028	1.073
2029	1.026
2030	0.980
2031	0.933

Carbon reduction projects

Existing measures

Remote working, digital recruitment and compliance administration, electronic timesheets and invoicing, and geographically concentrated recruitment operated during the baseline period. These measures reduce the need for office premises, paper and unnecessary travel. No quantified savings against the initial baseline are claimed.

Future measures

Measure	Timing
Maintain remote and predominantly paperless operations; promote local placements and sustainable travel	Ongoing
Consolidate school visits and encourage efficient homeworking	Ongoing
Introduce temporary worker commuting surveys	From 2027
Improve mileage, procurement, waste and equipment disposal records	From 2027
Review sustainable procurement, absolute emissions and intensity	Annually

Governance, data quality and annual review

Simon Whitcombe, Director, is responsible for implementation and annual review. The plan will be reviewed and published at least annually, with updates within six months of the financial year end. The Company will review its emissions boundary as operations change and improve records of attendance, commuting, business travel, working hours, procurement and waste. Material changes in calculation methodology or boundary will be documented and the baseline recalculated where appropriate, so that improved data is not presented as an achieved reduction.

The estimates are not based on individual commuting surveys, separate household meters or supplier-specific delivery records. The landfill route, vehicle classification, delivery allocation and equal journey lengths are proxies. The plan has not been independently assured.

Sources and factor traceability

UK Government GHG Conversion Factors for Company Reporting 2026, full set: https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2026

PPN 006 and associated technical standard and reporting template: https://www.gov.uk/government/publications/ppn-006-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts

The supporting calculation register records the source worksheet, cell, units, activity and assumptions for every factor used.

Declaration and sign off

This Carbon Reduction Plan has been prepared using the PPN 006 reporting template and associated reporting requirements, with the stated management estimates and UK Government conversion factors. The plan is submitted for Director approval and publication.

Emissions have been reported using the GHG Protocol Corporate Accounting and Reporting Standard approach and the specified Scope 3 categories. The plan has not been independently assured.

Signed on behalf of Prebook Recruitment Ltd: S Whitcombe

Name and position: Simon Whitcombe – Director

Approval date: 24/11/2026

Publication date: 24/11/2026