

COMPLETE CIRCLE SUPPORT LTD.

CARBON REDUCTION PLAN (CRP)



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A Word From Our MD

At Complete Circle Support, we understand that sustainability is not just a trend—it's a necessity. Our role as a healthcare support provider comes with a broader responsibility to care not only for the vulnerable individuals we support but also for the environment in which we all live. Climate change represents one of the most urgent challenges of our time, and we must respond with ambition and accountability.

We are proud to present our Carbon Reduction Plan, which outlines our commitment to achieving Net Zero emissions by 2040. This plan sets out how we will measure, manage, and reduce our environmental footprint across all aspects of our operations. From smarter commuting policies to energy-efficient practices and staff engagement, every initiative we undertake is aimed at preserving our planet for future generations.

This is not a box-ticking exercise; it is a journey of transformation that we embark on with sincerity and purpose. We invite our partners, staff, and stakeholders to join us as we make our organisation greener, leaner, and more sustainable.

Mobolaji Eke

Managing Director

Complete Circle Support Ltd.



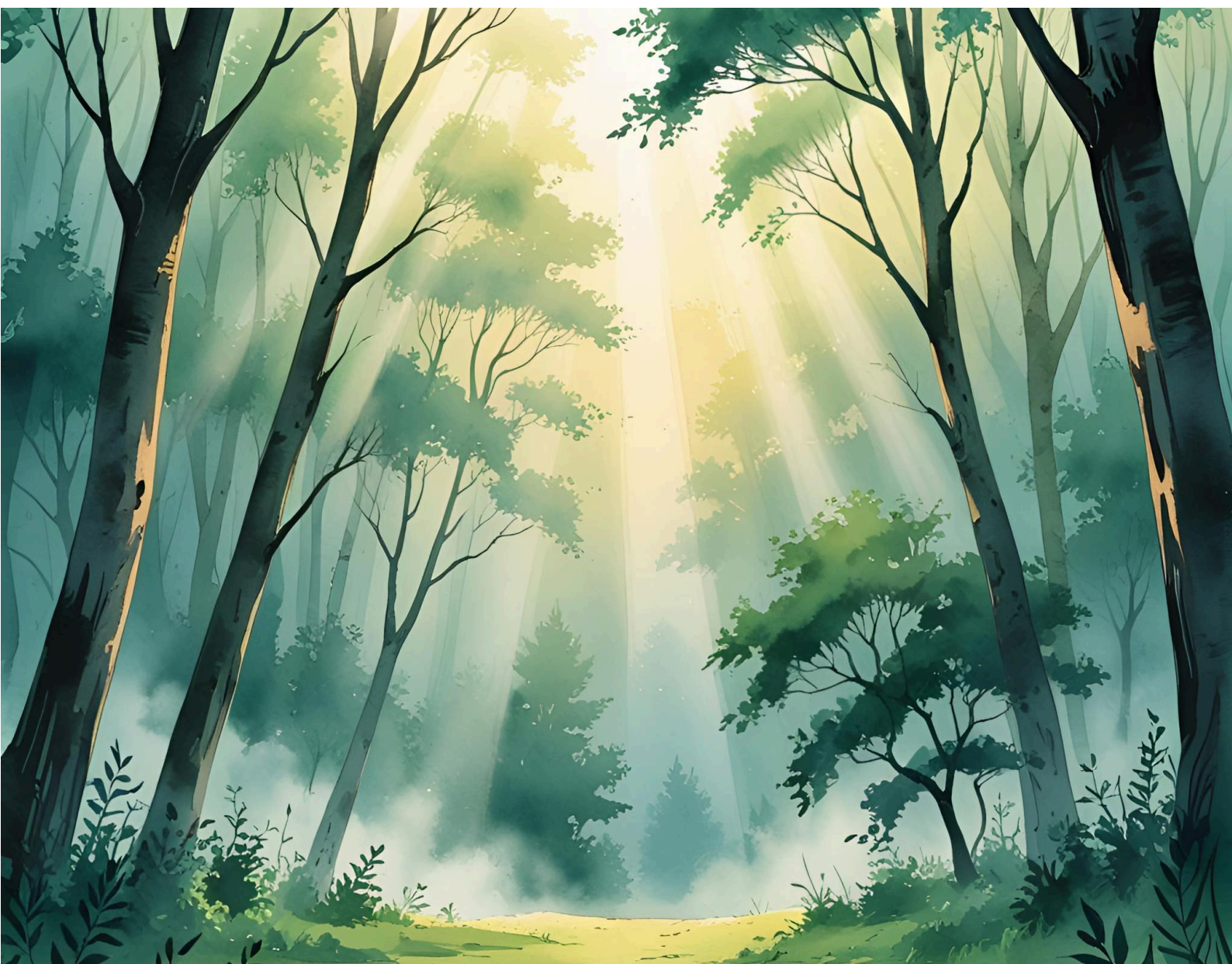
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1. INTRODUCTION

This Carbon Reduction Plan has been developed in accordance with Procurement Policy Note (PPN) 06/21 and supports the UK Government's commitment to achieving Net Zero carbon emissions by 2050. Complete Circle Support, however, aims to meet this milestone a full decade earlier, by 2040. This document provides a comprehensive roadmap outlining how we intend to reduce our greenhouse gas (GHG) emissions across Scopes 1, 2, and 3.

2. ORGANISATIONAL OVERVIEW

- **SECTOR:** Health and Social Care
- **MAIN OFFICE:** A fully service apartment with rent inclusive of utilities, located in the United kingdom
- **OPERATIONAL SCOPE:** Provision of healthcare and domiciliary care support services across multiple regions in the UK
- **EMPLOYEES:** Office-based administrative staff, field-based healthcare personnel, and remote support staff



Emissions Baseline - 2024

Given our presence in a serviced office setting, we rely on industry average benchmarks to estimate our consumption for utilities. Our Scope 1 emissions are minimal, as we do not own vehicles or directly burn fuel onsite.

Estimated Emissions for 2024	Emission Source	Scope	Estimated tCO ₂ e
	Healthcare Personnel Commuting	3	50
	Office Staff Commuting	3	15
	Homeworking Energy Use	3	10
	Electricity (Serviced Office Avg)	2	15
	Water Usage (Serviced Office Avg)	3	5
	General Waste (Serviced Office Avg)	3	5
	Total Estimated Emissions		100

Transportation and Commuting

From providing qualified nurses to care homes to supplying well trained healthcare assistants, our services are highlighted below thus:

01

Healthcare Personnel Carpooling

We are designing a local personnel car pooling system where in our staff can considerably reduce their emission by sharing rides to and from work

02

Hybrid Working Model

We have implemented a hybrid working model for admin and non-clinical staff

Further reduce mandatory onsite presence by 50% by 2026

Provide homeworking kits (e.g. LED lighting, energy monitors) to reduce home energy use

03

Low Emission Travel Alternatives

Encourage use of public transport by subsidising travel passes

Provide secure bike storage and shower access for cycling staff

Launch a “Green Travel Week” campaign biannually

Energy and Utilities

These are some of the measures we are taking on energy and utilities

01

Electricity Efficiency

- o Engage serviced office providers on using green tariffs and smart metering
- o Implement power-down policies and reminders for non-essential equipment
- o Encourage adoption of energy-efficient appliances and low-energy lighting

02

Homeworking Energy Guidance

- o Distribute digital guides on reducing home electricity use
- o Promote use of Energy Star-rated equipment and efficient heating setups

03

Water Conservation

- o Share best practices through quarterly internal newsletters
- o Encourage reporting of water leaks in serviced offices
- o Use of water-saving appliances in office kitchenette areas (where applicable)

Waste Management

These are some of the measures we are taking on waste management in order to meet up with the annual target

01

Digital-first Policy

- o Transition to paperless records and digital communications
- o Replace physical noticeboards and forms with online platforms

02

Recycling Collaboration

- o Collaborate with office landlords to install clearly labelled recycling stations
- o Monitor and report recycling rates annually

03

Staff Engagement

- o “Zero-Waste Days” to raise awareness
- o Competitions and prizes for innovative waste reduction ideas

Culture, Training & Governance

These are some of the measures we are taking on culture, training and governance in order to meet up with the annual target

01

Carbon Literacy Training

- o Mandatory sustainability module for all new hires by Q2 2025
- o Annual refresher courses with certification

02

Green Champions Program

- o Nominate at least one sustainability lead per department
- o Empower Green Champions to suggest and implement local green initiatives

03

Accreditations and Frameworks

- o Begin preparations for ISO 14001 Environmental Management Certification in 2025
- o Regular internal audits of our sustainability metrics



Emissions Reduction Strategy

Our strategy includes measurable, targeted interventions focused on reducing the emissions intensity of our operations. These actions are grouped by category and include detailed initiatives to ensure accountability and continuous progress.

01

Transportation and Commuting

This include various measures like carpooling and hybrid working settings among others.

02

Energy and Utilities

This includes measures like electricity efficiency, and homeworking energy guidance among others

03

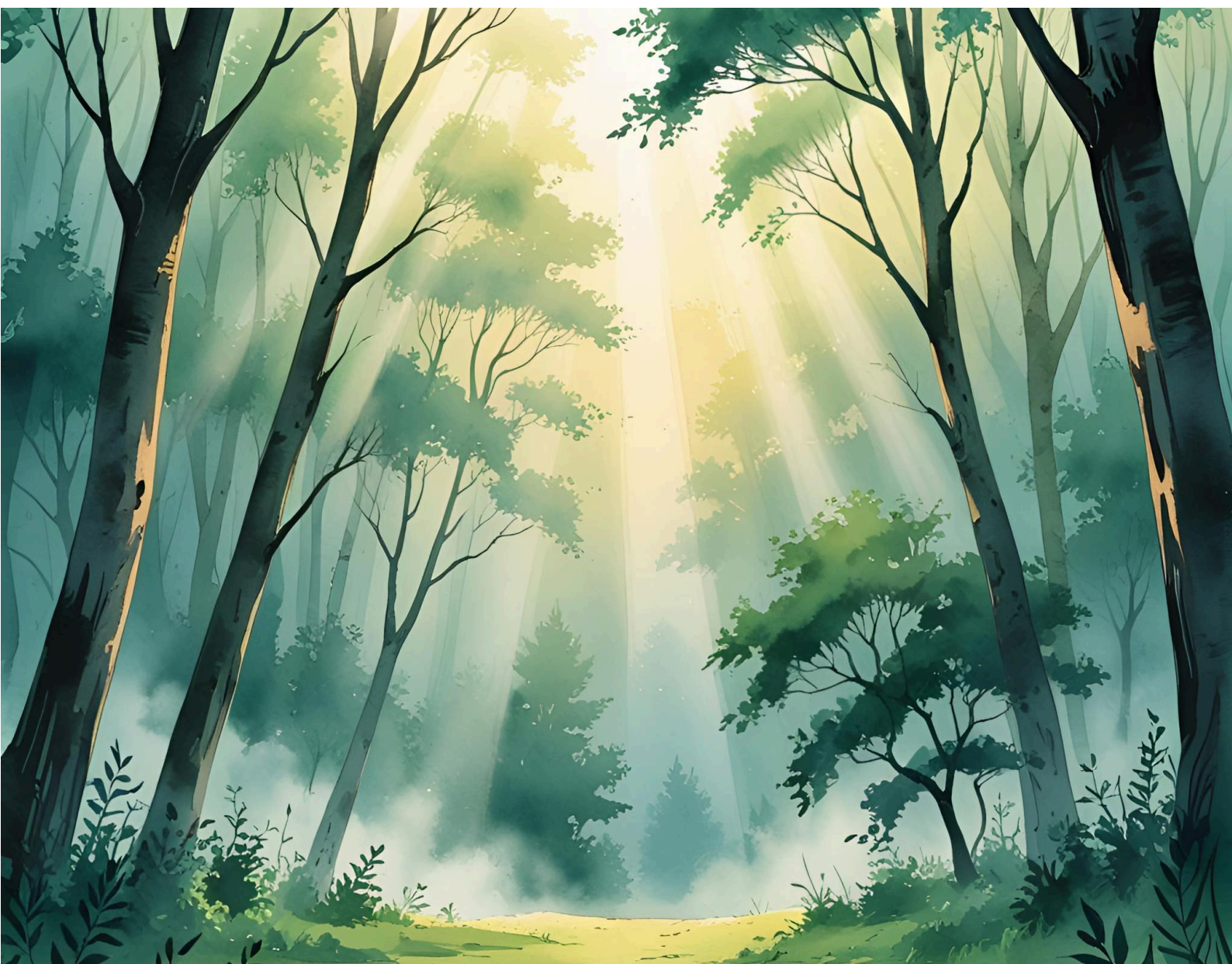
Waste Management

Measures that fall under this include digital-first, recycling collaboration and staff engagement campaigns

04

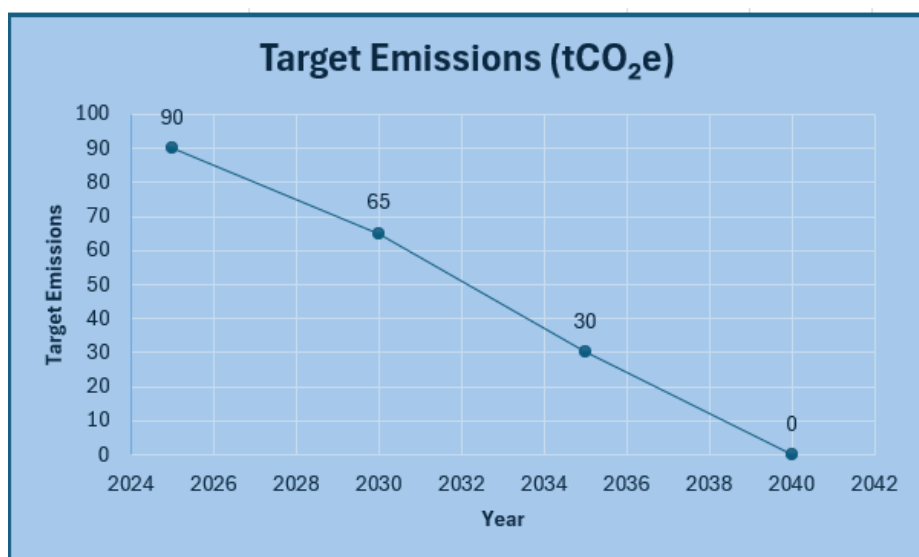
Culture, Training and Governance

This include carbon literacy training among others.



Target Emissions Reductions

Our emissions reduction targets are structured to achieve consistent and measurable progress.





Monitoring and Governance

These are the monitoring and governance issues provisions for our Carbon Reduction Plan

01

Governance Structure

- o Sustainability oversight led by the Operations Director
- o Bi-annual review meetings with department leads and Green Champions

02

Progress Reporting

- o Annual Carbon Report published on our website and in stakeholder communications
- o Use of digital dashboards

03

Data Integrity

- o Work with external consultants to validate carbon accounting methodologies
- o Update baseline estimates as more accurate data becomes available

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Declaration and Sign Off

We confirm that this Carbon Reduction Plan has been completed in accordance with PPN 06/21 and approved by our Board of Directors. We remain committed to ongoing transparency, evaluation, and improvement.



Mobolaji Eke

Managing Director

Complete Circle Support Ltd.

Date: January 2025



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