



Carbon Reduction Plan

Version: 1.1

Review Date: June 2027

Directors: Alex Alton & Heather Beevers

1. Policy Statement

Enlightenment Education Ltd recognises the importance of environmental responsibility and is committed to reducing its carbon footprint where reasonably practicable.

As a primarily office-based and digital recruitment business, we aim to minimise environmental impact across all operations.

2. Scope

This plan applies to:

- Office operations (where applicable)
 - Digital systems and communications
 - Travel and business activities
 - Supplier and service relationships
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3. Current Environmental Impact

As a small recruitment agency, our environmental impact primarily arises from:

- Digital data storage and IT systems
- Business travel to client and education settings
- Office energy usage (where applicable)

The organisation is mindful of reducing emissions associated with business travel wherever possible.

4. Commitments to Carbon Reduction

We are committed to:

- Reducing unnecessary travel through remote communication and virtual meetings
- Using digital documentation to minimise paper usage

- Encouraging energy-efficient working practices
 - Selecting environmentally responsible suppliers where possible
 - Promoting low-emission travel methods wherever travel is required
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5. Sustainable Transport Practice

Where business travel is required, the Directors of Enlightenment Education Ltd utilise **electric vehicles** as part of their commitment to reducing carbon emissions associated with operational travel.

This reflects the organisation's wider commitment to supporting lower-emission transport choices and reducing environmental impact wherever practicable.

6. Operational Measures

We will:

- Prioritise virtual meetings with schools and candidates where appropriate
 - Reduce reliance on printed documentation
 - Use cloud-based systems for all core business operations
 - Encourage sustainable commuting practices for staff and associates
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7. Future Improvements

We will continue to explore:

- Further reduction in business travel emissions
 - Enhanced tracking of environmental impact
 - Additional digitalisation of internal processes
 - Engagement with environmentally responsible suppliers
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8. Monitoring and Review

This plan will be reviewed annually and updated in line with business growth, operational changes, and evolving environmental best practice.

Signed on behalf of Enlightenment Education Ltd

Alex Alton – Director

Heather Beevers – Director