

Zenzo Digital
Net Zero &
Carbon Reduction Plan

1. Purpose

Zenzo Digital recognises the importance of reducing greenhouse gas emissions and aims to implement a practical, achievable plan to minimise our carbon footprint. While full Net Zero is aspirational for a small digital recruitment business, this plan outlines clear actions we are taking to reduce emissions now and in the near future.

2. Scope

This plan covers:

- Scope 1: Direct emissions from company activities (minimal for a digital business)
- Scope 2: Electricity used in our office
- Scope 3: Key indirect emissions including business travel, commuting, digital infrastructure, and suppliers

3. Planned Actions

- Digital-first meetings: Prioritising Teams and Zoom to reduce travel emissions.
- Sustainable commuting: Encouraging carpooling and low-carbon travel for in-person meetings.
- Energy management: Reviewing office energy suppliers to explore renewable electricity options.
- Responsible procurement: Considering sustainability practices when selecting suppliers and hosting providers.
- Continuous monitoring: Tracking travel, energy use, and supplier emissions to identify further reduction opportunities.

4. Phased Approach

- Short-term (0–2 years): Implement digital-first meetings, encourage carpooling, review energy suppliers, and monitor emissions data.
- Medium-term (2–5 years): Identify opportunities for renewable energy, low-carbon suppliers, and further reductions in Scope 3 emissions.
- Long-term (5+ years): Continue incremental reductions and assess any remaining unavoidable emissions for potential offsetting in line with verified carbon removal schemes.

5. Responsibility

The Managing Director oversees implementation, supported by all staff who are expected to follow carbon reduction practices in day-to-day work.

6. Review

This plan will be reviewed annually to incorporate new opportunities, best practices, and regulatory guidance, ensuring a continuous focus on reducing emissions.

Name: Ashley Keen

Position: Director

Date: 20th October 2025