HAYS

Basis of Reporting 2025

Reporting Principles

Purpose

The purpose of this report is to outline the scope, methodology, metrics and boundaries of our Greenhouse Gas (GHG) emissions reporting. We report GHG emissions across Scopes 1, 2 and 3 in our Hays PLC Annual Report and Accounts, our standalone Sustainability Report and our Carbon Reduction Plan. Further to this we participate in CDP Climate. Our GHG emissions also enable us to track and consider relevant targets such as our current targets approved by the Science Based Targets Initiative (SBTi).

This document includes details on definitions, reporting scope and methodology of the GHG metrics for the reporting period 1st July 2024 – 30th June 2025 (inclusive).

To align GHG reporting with the financial year we seek to obtain the data relevant to the period of 1st July 2024 to 30th April 2025. The remaining 2 months of May and June in the year 2025 are extrapolated from the 10 months provided to provide our full year figures.

Context

Hays aims to be a purpose-led organisation, benefiting society by investing in lifelong partnerships that empower people and organisations to succeed. Our core company value is 'Do the right thing', and it is a central pillar of our strategy. Our values help to define how we do business, and how we interact with our many stakeholders.

We are committed to being a sustainable business, as defined by our values and guided by our participation in the United Nations Global Compact. Our Sustainability Framework is focused on the areas of highest materiality to Hays across Environmental, Social and Governance (ESG) issues.

We are leaders in Temporary, Contracting and Permanent recruitment. We have scale and expertise in 21 specialist areas of skilled employment. Whilst we are predominantly private-sector focused, we also serve public-sector clients in some markets, such as in the UK and Germany. Within our portfolio of services, we work on high volume, high service, multi-year outsourcing contracts with many of the largest organisations in the world, as well as one-off placements for SMEs.

We are the world-leading specialist in recruitment and workforce solutions, such as Resourcing Process Outsourcing (RPO) and Managed Service Programmes (MSP). In FY24 we helped over 280,000 white-collar candidates secure their next career move, including c.225,000 Temporary & Contracting roles and c.57,700 Permanent jobs. We have over 10,000 colleagues operating in 33 countries and 21 areas of specialism and expertise. In our operational footprint we have over 230 offices, which are leased and often multi tenanted.

Targets

Hays plc has set science-based near-term GHG reduction targets which have been verified by the Science-Based Targets Initiative (SBTi), whereby Hays PLC commits:

- *to reduce absolute scope 1 and 2 GHG emissions by 50% by FY2026 from a FY2020 base year.*
- *to reduce absolute scope 3 GHG emissions from purchased goods and services and capital goods by 50% by FY2030 from a FY2020 base year.*
- *to reduce absolute scope 3 GHG emissions from business travel by 40% by FY2026 from a FY2020 base year.*

Reporting principles & methodology

We aim to uphold the key reporting principles of transparency, completeness, and accuracy. Our GHG emissions, methodology and calculations are in alignment with the 'GHG Protocol', which is the umbrella terminology for the GHG Protocol Corporate Accounting and Reporting Standard (WBCSD/WRI Revised Edition 2015) for Scope 1 and

Scope 2 GHG emissions, the GHG Protocol Scope 2 Guidance (An amendment to the GHG Protocol Corporate Standard (WRI 2015) for Scope 2 GHG emissions and The Corporate Value Chain (Scope 3) Accounting and Reporting Standard (WBCSD/WRI 2011) for Scope 3 GHG emissions.

We understand the importance of transparency so that our stakeholders may hold us to account. To drive a meaningful carbon reduction strategy and for stakeholders to have confidence in our reporting, it is important that we have data sets that are as complete and as accurate as possible, and that we publicly disclose in a way which is both timely and consistent. This enables us to track our progress, manage related issues, set targets and pursue continuous improvement. Our GHG emissions, methodology and calculations are in alignment with the GHG Protocol corporate reporting standard. To calculate our GHG emissions we gather as much data as possible, in relation to every office globally, working with our external experts. Where there are data gaps calculations are based on estimations or extrapolations are applied as per the methodology detailed for each metric in the GHG Metrics list which follows in this document. For our FY25 GHG emissions we have appointed ClimatePartner GmbH as our external partners to support us in the calculation of our corporate carbon footprint, utilising their specialist expertise and online reporting tool.

We report our GHG emissions across Scopes 1, 2 and relevant categories of Scope 3 and in accordance with the obligations under The Companies (Directors' report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018, whereby we follow an operational control approach.
The operational control boundary which, as by the GHG Protocol, includes all sources of carbon emissions over which we have operational control. For all reported emissions, we have included impacts that fall within the reporting scope.

We divide our emissions into three main categories: Scope 1, Scope 2, and Scope 3. Scope 1 refers to direct GHG emissions occurring from sources that are owned or controlled by us, e.g. fleet vehicles. Scope 2 includes indirect GHG emissions associated with the purchase of electricity, steam, heating or cooling. Scope 3 includes indirect emissions from our value chain, including but not limited to, products and services procured, business travel, etc.

In relation to our operating context where we rent the majority of our offices: we often do not have direct control of emission sources in relation to energy, heating and cooling, as this is dependent on our landlords. Such emissions are accounted for under Scope 2 rather than Scope 1. To support the highest accuracy, we aim to maximise the collection of primary activity data e.g. consumption of energy. This data is translated into carbon emissions using the most relevant emissions factor from a leading and respected database such as the UK Government's DEFRA/BEIS conversion factors or Ecoinvent as well as ClimatePartner's bespoke emission factors especially in relation to the Scope 3 business travel category.

Where activity data is unavailable, we use the next best available data. In some cases, this may be spend-based data e.g. for Scope 3.1 Purchased goods and services. Where data is unavailable, data gaps are filled to align with the completeness principle as stated by the GHG Protocol. For example, where offices are unable to provide consumption data for their electricity or heating usage, we estimate consumption using conservative assumptions per square meter of floor space.

Recalculation and Restatement

A recalculation of a baseline year or reporting year will be triggered if there are material changes relevant to the inventory boundary, methodology or data quality. If there are material errors found in historical data during the data validation/assurance process, Hays will restate this information in our annual reports. Restatements of material errors will be clearly stated in the footnotes of any reporting documents. A material error constitutes a deviation of more than 5% from the previously reported value. Minor errors of less than 5%, may also result in a restatement of information, however these errors may or may not include footnotes to the error.

Data Governance

Accountability for driving our climate strategy lies with the Hays Executive Leadership Team, the regions and with the managers of each location – office and vehicles.

The PLC Board has a Sustainability Sub-Committee and is ultimately responsible for Hays' climate ambitions and targets.

Our GHG reporting is enabled by the Group Finance Function and a global network of Finance colleagues. The Group Sustainability Team sit within the Group Finance Function and are key to driving and managing the reporting process. Each country across the Hays global group has personnel involved in the GHG reporting identified as either Data Collection Managers or Data Collection Approvers.

The GHG data is subject to various reviews and checks starting with in-country approvals, the Group Sustainability Team then review before passing on to the appointed external experts (ClimatePartner) for the next level review.

We focus on strengthening processes and controls around our reporting, where possible, standard, or automated calculations and validity checks are incorporated, to minimise errors.

In the production of our PLC Annual Report and Accounts, all content, including the climate-related reporting and GHG emissions, is subject to approval and sign-off with our PLC Board. Content is also reviewed by our financial independent auditors Pricewaterhouse Coopers LLP.

Data Assurance

For our FY25 GHG emissions we have appointed ERM Certification and Verification Services Limited (ERM CVS) as the third party to provide 'Limited Assurance' against the International Standard for Assurance Engagements ISAE 3000 (Revised). This is specifically and only for the metrics as listed in this document as per the 'GHG Metrics List'.

Data Collection and Review

Our Scope 1, 2 and Scope 3 business travel data sets are collected as follows:

- *A reporting kick-off meeting is held with Group Sustainability, ClimatePartner, Data Collection Manager and Data Approvers to communicate approach and timelines*
- *Data Collection Managers (DCMs) collect and record the data, relevant to their country activities and offices, in an excel based data collection sheet*
- *DCMs clarify any queries with each office, collate the data and make collective entries at a country level into ClimatePartner's online platform*
- *Where data gaps are present, DCMs are requested to make that clear in the online platform*
- *Once all data has been loaded to the online platform DCMs ask for sign-off from their country Approver*
- *Approvers review the data looking for completeness and potential anomalies or errors, prior to giving their sign-off*
- *The approved data collection sheet, supporting documents and evidence such as electricity bills are loaded into the Group Sustainability central SharePoint area*
- *The Group Sustainability team are then informed via email that the country data has been uploaded as required into the online platform and the Central SharePoint area*
- *The Group Sustainability team review and sense-check the data, asking DCMs/Approvers for clarification, further information or re-submission where necessary*
- *Country data is then passed to ClimatePartner who again will query anything which seems potentially amiss*
- *ClimatePartner then process the data, applying relevant emission and conversion factors to calculate the country category emissions which include relevant extrapolations to complete any data gaps*

The other relevant Scope 3 emissions are calculated more centrally. The methodology for each GHG emissions category across Scope 1, 2 and Scope 3 is provided in the following section of metrics.

GHG Metrics List

Scope 1

Scope 1 refers to direct emissions from sources that are controlled by Hays.

Measure:	Scope 1 – Fugitive emissions (cooling)
Definition:	Fugitive emissions include leaks of refrigerant gas with global warming potentials (GWPs) from air conditioning systems in Hays operated sites.
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	Hays calculate fugitive emissions from primary refrigerant loss data, estimated loss or via estimation using office floor area data. When primary refrigerant gas loss data is provided for an office space, it is assumed that any gas top-ups within the reporting period is equal to the amount of gas that has leaked from the system. Where top-up data is unavailable, our next priority is to estimate gas leakage from the total system weight of gas. If unavailable, we estimate leakage from office floor area, based on conservative assumptions of refrigerant gas type and standard units in office setups. Data is sought for the first 10-months of the reporting period and an average refrigerant gas loss per month is calculated. This average loss is applied to the last 2-months of the reporting period (i.e. May and June)..
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Measure:	Scope 1 – Vehicle Fuel
Definition:	Direct emissions from fuel combustion from mobile sources (leased company cars)
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	Data is mostly provided as either a) fuel consumption or b) distance driven and engine type (e.g. petrol/ diesel/ biodiesel/ LPG/ etc). Where this data is unavailable, the number of cars in the regional fleet are provided and a conservative assumption of distance driven is applied. Note: this metric does not include electricity consumption for EV charge, as this is reported under Scope 2. In the case of hybrid vehicles, fuel consumption is accounted in this category, with any electricity consumption accounted

	for separately in scope 2. Data is sought for the first 10-months of the reporting period, an average consumption per month metric is calculated and then applied to the remaining 2-months
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Scope 2

Scope 2 emissions are indirect emissions that are released from Hays operations. They are from Hays use of electricity and purchased heat, steam and cooling.

Hays report scope 2 emissions with a dual-based reporting approach. Both location-based and market-based emissions are stated.

For purchased electricity, the location-based method captures emissions from the intensity of the local grid in which energy consumption occurs. The market-based method captures the emissions intensity of electricity purchased specifically from the energy supplier, rather than that of the local grid. This takes into account any approved Energy Attribute Certificates (EACs), for example REGOs (Renewable Energy Guarantee of Origin) in the UK, or International Renewable Energy Certificates (I-RECs) internationally.

Measure:	Scope 2 – Purchased Electricity
Definition:	Emissions arising from electricity consumption within our rented office space
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	Purchased electricity data is provided using metered data provided by our office landlords. Data sought includes consumption in kWh and supplier-specific emission factors wherever possible. Where data is unavailable, the consumption is estimated using office floor area and a conservative estimate of office consumption based on the operating country is applied. Country-specific emission factors are applied, and market-based and location-based emissions are calculated. Where renewable electricity is claimed, evidence through supplier invoices or purchased EACs is expected and tested through sampling during our data verification phase. Data is sought for the first 10-months of the reporting period and an average consumption of electricity (kWh) per month calculated. This is then applied to the last 2-months i.e. May and June.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Measure:	Scope 2 – Heating
Definition:	This category includes emissions arising either from the combustion of fuel to generate heat in our rented office space, or when an office purchases district heating (fuel is combusted outside of the rented office space).
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	All heating data is reported as purchased heat or district heating under Scope 2. Data is provided as fuel type and consumption of fuel over the reporting period. Where data was unavailable for a specific office, the consumption is estimated using office floor area, an assumed kWh consumption per floor area, and the most common source of heat in that country. Where offices were heated by electric sources, associated emissions were captured within scope 2 electricity. Data is sought for the first 10 months of the reporting period and an average consumption per month calculated. This is then applied to the last 2 months i.e. May and June.
Reporting Period:	1st July 2024 - 30th June 2025 (inclusive)

Measure:	Scope 2 – District cooling
Definition:	This category includes emissions arising from the purchased district cooling, where emissions are not generated on site at rented office locations.
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	District cooling data is provided as consumption data in kWh. Data is sought for the first 10-months of the reporting period and an average consumption (kWh) per month calculated. This is then applied to the last 2-months i.e. May and June.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Measure:	Scope 2 – Electric Vehicles
Definition:	This category includes the indirect emissions produced from purchased electricity used to charge electric and plug-in hybrid vehicles operated by Hays' fleets.
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	Data is sought in relation to the electricity consumed by electric vehicles (EV) and whether the vehicle is charged at a Hays site or not, to avoid double-counting of emissions. Where vehicles are charged at a Hays site, the electricity consumption is accounted under the category Scope 2 – Purchased Electricity (see above). Where data is not available, either the distance travelled is provided or the number of vehicles. These are then used to calculate emissions in conjunction with the relevant emission factors. Renewable electricity is taken into account where appropriate, otherwise conservative assumptions are made. Country-specific emission factors are applied and market-based and location-based emissions are calculated. Data is sought for the first 10-months of the reporting period and an average consumption per month calculated. This is then applied to the last 2-months i.e. May and June.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Scope 3

Scope 3 refers to the indirect emissions from upstream and downstream activities in our value chain. These emissions are divided into 15 categories, of which 6 are relevant and material to Hays business activities Hays defines immaterial categories as those which collectively contribute 5% or less to their total global footprint, in line with SBTi guidelines. As such, Hays include the following categories within Scope 3: 3.1 Purchased Goods and Services, 3.2 Capital Goods, 3.3 Upstream Energy, 3.5 Waste Generated in Operations, 3.6 Business Travel and 3.7 Employee Commuting.

We do not report and include the other remaining categories of Scope 3: 3.4 Upstream transportation and distribution, 3.8 Upstream leased assets, 3.9 Downstream transportation and distribution, 3.10 Processing of sold products, 3.11 Use of sold products, 3.12 End-of-life treatment of sold products, 3.13 Downstream leased assets, 3.14 Franchises or 3.15 Investments. This is because they are not relevant to our business activities. We are a service-providing business and therefore do not make, sell or transport any physical products. We do not have any franchises nor make financial investments outside of our own business. We are asset light renting office space from landlords.

Measure:	Scope 3.1 - Purchased Goods and Services
Definition:	This is the calculated amount of GHG emissions that are associated with our purchase of goods and services.
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	Spend data for all purchased goods and services is used to calculate emissions. Figures are provided for the first 10-months of the reporting period, an average spend per month is calculated and then applied to the remaining 2-months i.e. May and June. A hybrid approach is applied, whereby the top 30 suppliers by spend are identified. Research on these suppliers is performed to identify any publicly disclosed carbon emissions and revenue, such as reported and disclosed via the global disclosure organisation known as CDP. Where available, a supplier-specific emission factor (in kg CO2e/$ revenue) is generated and applied to Hays spend. Where such data is unavailable for a top 30 supplier, or for those suppliers outside of the top 30, Exiobase spend-based emission factors are applied, adjusted for inflation.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Measure:	Scope 3.2 – Capital Goods
Definition:	This is the calculated amount of upstream (i.e. cradle – to – gate) emissions from the production of capital goods.
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	A spend-based approach is used using the Exiobase database and is adjusted for inflation. Figures are provided for the first 10-months of the reporting period, an average spend per month is calculated and then applied to the remaining 2-months i.e. May and June.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Measure:	Scope 3.3 – Upstream Energy
Definition:	This is the calculated amount of upstream (cradle-to-gate) emissions of purchased fuels (heating and vehicles), district cooling and electricity (offices and vehicles).
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	Calculated using consumption data and estimated consumption data provided for Scopes 1 and 2. Data is sought for the first 10-months of the reporting period and an average consumption per month is calculated. The average is then applied to the last 2-months i.e. May and June.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Measure:	Scope 3.5 – Waste Generated in Operations
Definition:	This is the calculated emissions from third-party disposal and treatment of waste generated in owned or controlled operations in the reporting year. Emissions include both transport of waste from site to disposal facility and disposal of the material.
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	Calculations are based on primary waste type, disposal, weight, and distance to the waste treatment facility data. Where data is not available, the emissions are estimated by using the site floor area to estimate the weight of waste generated. Where distance information is missing for waste to be carried to the disposal facility, an estimation is applied. Data is sought for the first 10-months of the reporting period and an average waste weight per month is calculated for each type of waste category. This is then applied to the last 2-months i.e. May and June.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Measure:	Scope 3.6 – Business Travel
Definition:	This includes emissions arising from employee travel for business-related activities during the reporting year (in vehicles not owned or operated by Hays as the reporting company). It also includes the emissions produced from hotel accommodation used during business travel.
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	Emissions are calculated for air and rail travel using distance data as a preference. In some locations, distance data is unavailable and therefore spend data is used to estimate emissions. For land vehicle travel, data is mostly in the form of fuel consumption or distance travelled, with a small number of locations providing spend data. For hotel accommodation, emissions are calculated using the total number of nights stayed by employees in hotel accommodation in each region. Data is sought for the first 10-months of the reporting period and an average consumption per month is calculated. This average is then applied to the remaining two months i.e. May and June.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)

Measure:	Scope 3.7 – Employee Commuting and Homeworking
Definition:	Emissions (i.e. energy use) that occur during the transportation of employees between their homes and their usual site of employment during the reporting year (in vehicles not owned or operated by the reporting company). Homeworking emissions include the consumption of electricity and heating fuels whilst working remotely from home.
Scope:	The calculation is for the whole of the Hays Group as per our operational boundary.
Units:	Tonnes of CO_2e
Methodology:	A carbon footprint survey was sent across the global workforce in FY24 to collect data on the modes of transport used to commute to and from work, commuting distances and the split between office and home working. This data was used as a proxy for FY25, adjusting for any change in office attendance policy and FTE numbers at a country level. The survey was not deployed in FY25 due to concerns over survey fatigue and a backdrop of organisational change.
Reporting Period:	1st July 2024 – 30th June 2025 (inclusive)