

Business Certification

Planet Mark

YEAR 10

01 January 2023 to 31 December 2023



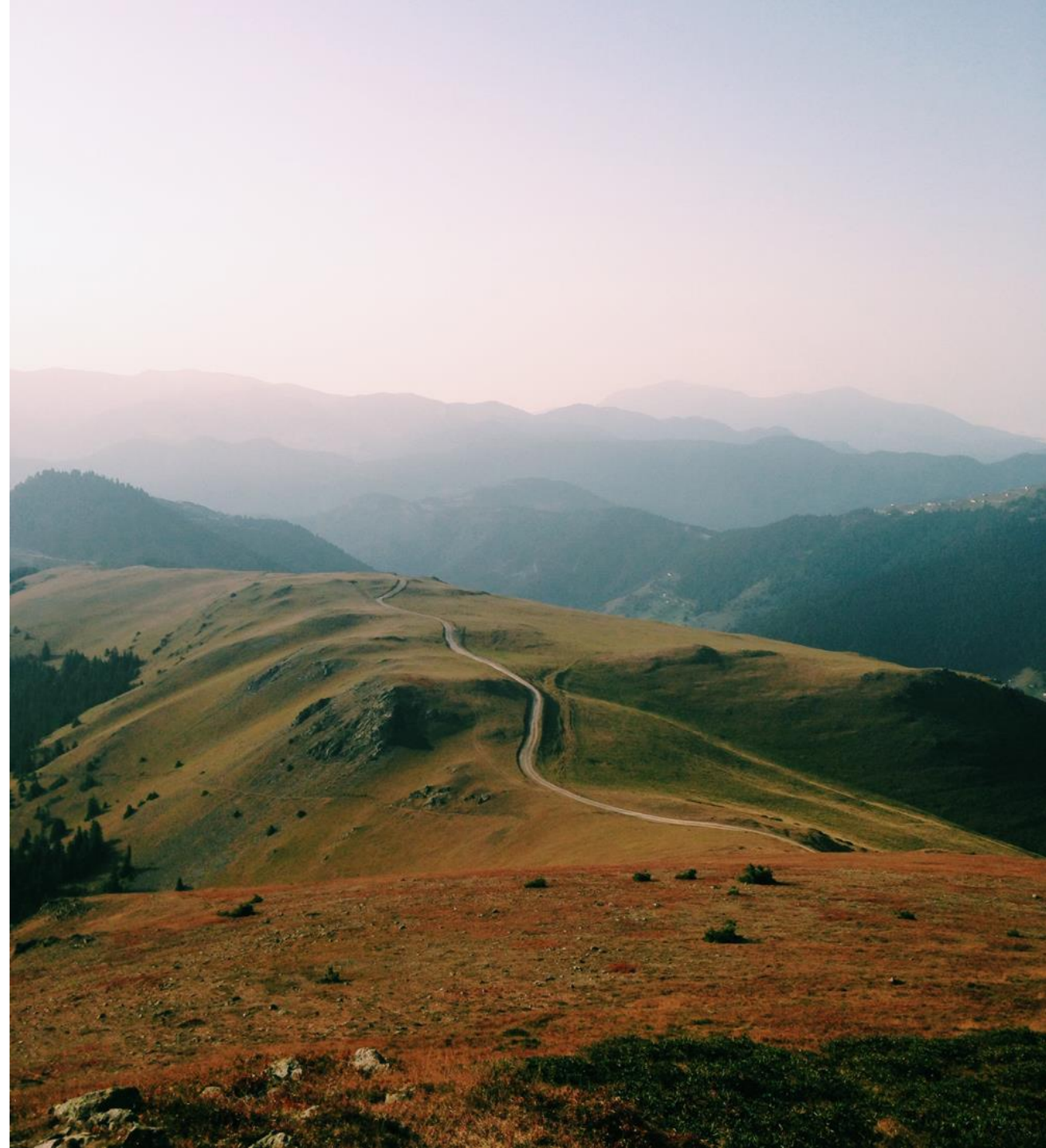
Measure



Engage



Communicate





Measured carbon EMISSIONS

54.2
tCO₂e measured emissions

Measured emissions equivalent to
48 flights from London to New York

0.8
tCO₂e per employee



Buildings

1.7 tCO₂e

Used enough electricity to power 1 UK home for one year



Homeworking

32.8 tCO₂e

Used enough energy to power 10 UK homes for one year



Travel

19.8 tCO₂e

Travelled 2 times around the world



Waste

N/A



Water

N/A



Procurement

0.0 tCO₂e

0 sheets of paper used per day



Step one.

MEASURE





Measured carbon footprint.

Location *BASED*

Reporting period:

01 January 2023 to 31 December 2023

Reporting boundary:

Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ

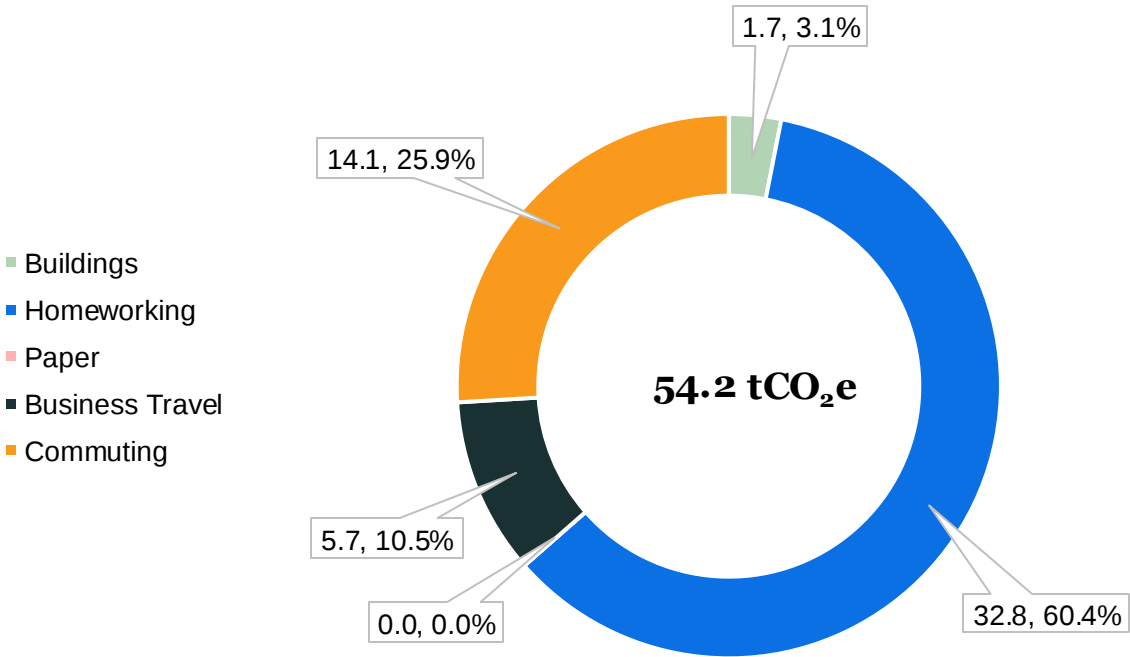
Emissions measured:

Electricity, T&D Losses, Natural Gas, Business Travel, Paper, Commuting, Homeworking

Highlights:

Carbon footprint (tCO₂e): **54.2**
Per employee (tCO₂e): **0.8**
Next reduction target: **5%**
Data quality score: **19 out of 20**

Carbon footprint by emission source for year ending 2023, tCO₂e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).



Measured carbon footprint.

Market *BASED*

Reporting period:

01 January 2023 to 31 December 2023

Reporting boundary:

Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ

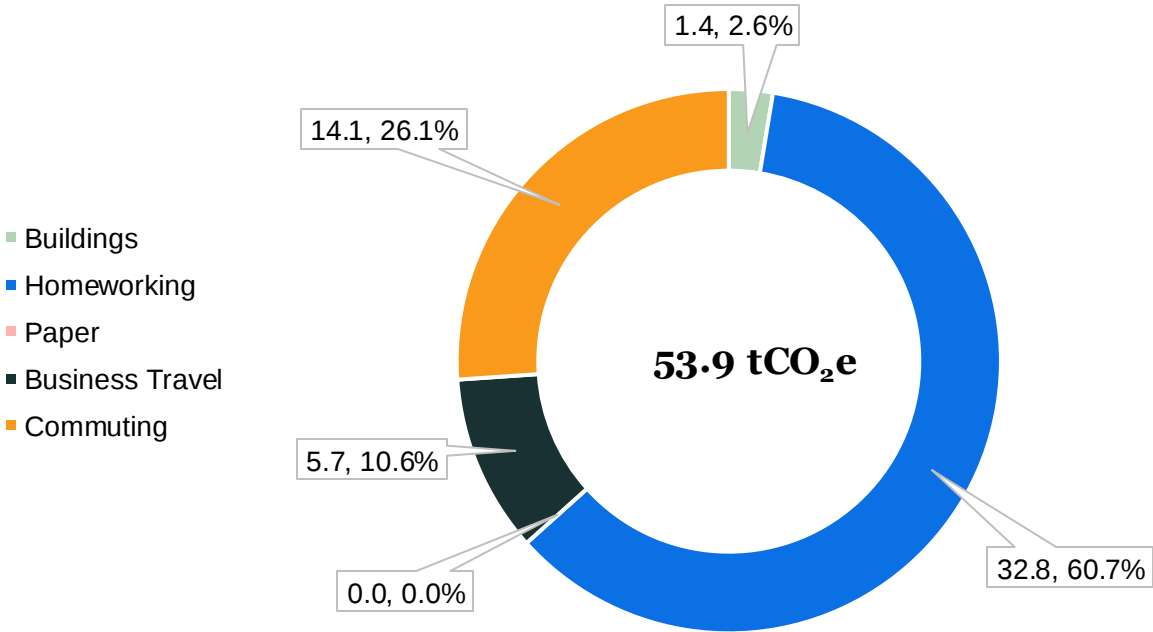
Emissions measured:

Electricity, T&D Losses, Natural Gas, Business Travel, Paper, Commuting, Homeworking

Highlights:

Carbon footprint (tCO₂e): **53.9**
Per employee (tCO₂e): **0.8**
Next reduction target: **5%**
Data quality score: **19 out of 20**

Carbon footprint by emission source for year ending 2023, tCO₂e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).



Market-based methodology.

What is market-based carbon footprint measurement?

The market-based method was introduced in 2015 in order to allow companies to reflect the emissions from the electricity that they have specifically chosen to procure or generate on-site, which in most cases will be different from the average emissions of the electricity that is generated by the local grid.* For the purposes of year-to-year comparison and reduction, location-based value is used, to ensure consistency and adherence to Business Certification Scheme Rules.

If you have a green tariff:

Different electricity suppliers (and different tariffs from the same electricity supplier) may have different greenhouse gas emissions attributed to them depending on the mix of generators that they source electricity from, and they have to declare the fuel mix of their electricity supplies to Ofgem on an annual basis.

Your electricity supplier may choose to invest in new renewable generation capacity of its own or contract directly with an existing renewable generator via a mechanism known as a Power Purchase Agreement (PPA). Under a PPA the supplier commits to purchasing electricity produced by the renewable generator for a long period, providing certainty for the generator and a good price for the supplier.

A more common approach to green tariffs is for electricity suppliers to purchase electricity from the wholesale market (which means that it has been generated by a range of sources including fossil fuel generators) and then purchase and retire an equivalent number of certificates known as REGOs (Renewable Energy Guarantees of Origin). This type of green tariff is usually described as being “REGO-backed”. **These REGO-backed green tariffs would be eligible for zero emissions under the market-based method, however we recommend that our members seek out high quality green tariffs which go beyond minimum standards and actively support the deployment of additional, new renewables generation capacity.**

If your electricity supply is not a 100% renewable, then under the market-based approach, we use the emission factor based on the tariff or the supplier's fuel mix disclosure declaration. In some cases, this will be lower than the grid average emission factor used in the market-based approach. If no tariff or supplier-specific emission factor is available, then an emission factor based on the residual fuel mix is used. This emission factor is higher than the grid average emission factor as the residual fuel mix is made up of all fossil fuel and nuclear generation along with the renewable generation which does not have a retired REGO associated with it. This results in market-based carbon footprint being higher than location-based.

If you have on-site renewables:

If your renewables installation is not supported by the Feed-In Tariff (FiT) or if you retired REGOs equivalent to the amount of electricity consumed from an on-site renewable installation, you are eligible for zero emissions for the generated electricity which you consume on-site under both the market-based and location-based methods. Electricity exported to the grid is excluded and does not contribute to a reduction in emissions.

Planet Mark members with FiT-supported renewables installations (the FiT ran in the UK from April 2010 to March 2019) who have not registered for, claimed and retired REGOs for the generation cannot claim the zero carbon electricity (please refer to Ofgem rules). In this case the average grid emission factor is applied to consumption of on-site renewable generation under the location-based method and the residual fuel mix emission factor is applied under the market-based method. It is possible to register a FiT-supported renewable installation with Ofgem and retire the associated REGOs and in this case a zero emission factor would be applied to consumption of on-site renewable generation in both the location-based and market-based methods.

A REGO (Renewable Energy Guarantees of Origin) is a certificate which is issued by Ofgem to a renewable generator for each MWh (megawatt-hour) of renewable electricity that they produce.

* https://ghgprotocol.org/sites/default/files/standards/Scope%202%20Guidance_Final_Sept26.pdf#page=28



Measured carbon footprint.

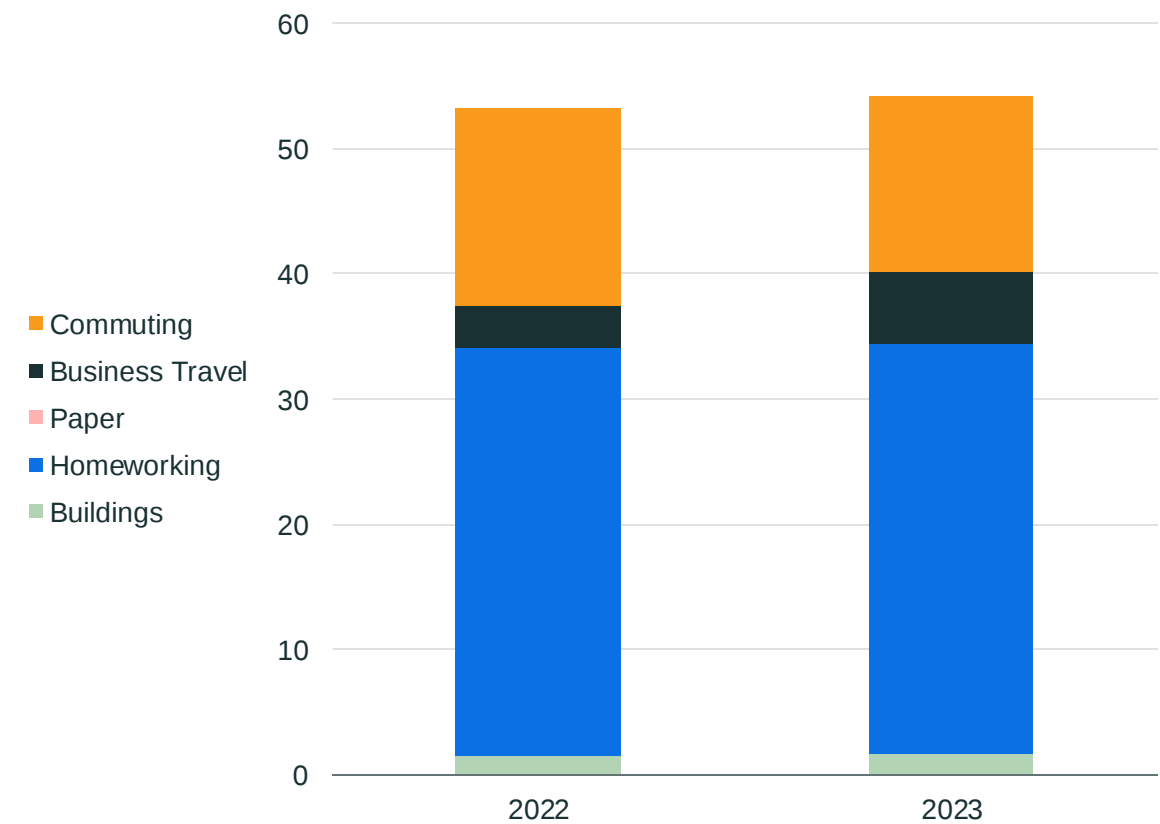
Yearly *COMPARISON*

Absolute location-based emissions increased by 1.7% compared to the year ending 2022 but reduced by 9.8% per employee and 23.6% per turnover.

Source Category	2022	2023
Buildings	1.5	1.7
Homeworking	32.6	32.8
Paper	0.004	0.0
Business Travel	3.3	5.7
Commuting	15.9	14.1
Total	53.3	54.2

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

Carbon footprint by emission source for year ending 2022 and 2023, tCO₂e





Carbon footprint.

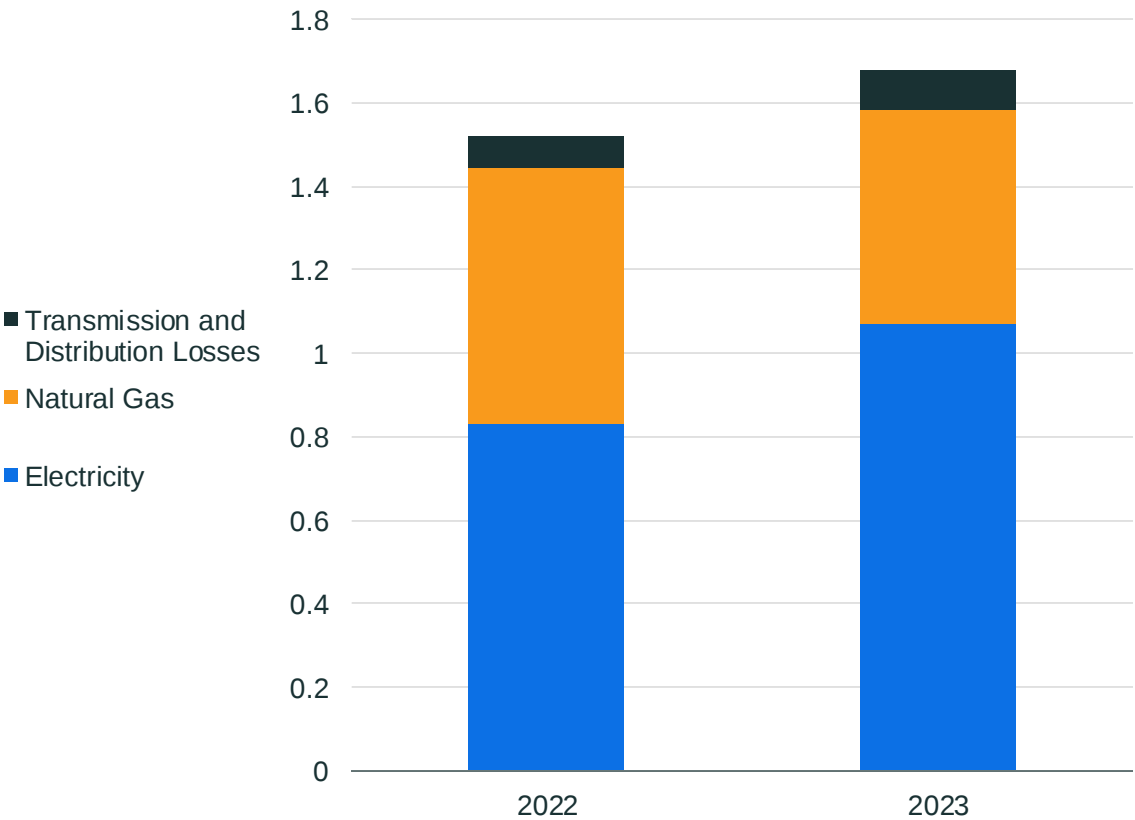
BUILDINGS

Location-based buildings emissions increased by 10.4% compared to the year ending 2022.

Emissions associated with the OSiT office were apportioned based on the floor area occupied. 22 Bishopsgate emissions were estimated.

Buildings	2022	2023
Electricity	0.8	1.1
Natural Gas	0.6	0.5
Transmission and Distribution Losses	0.1	0.1
Total	1.5	1.7

Buildings emissions for year ending 2022 and 2023, tCO₂e



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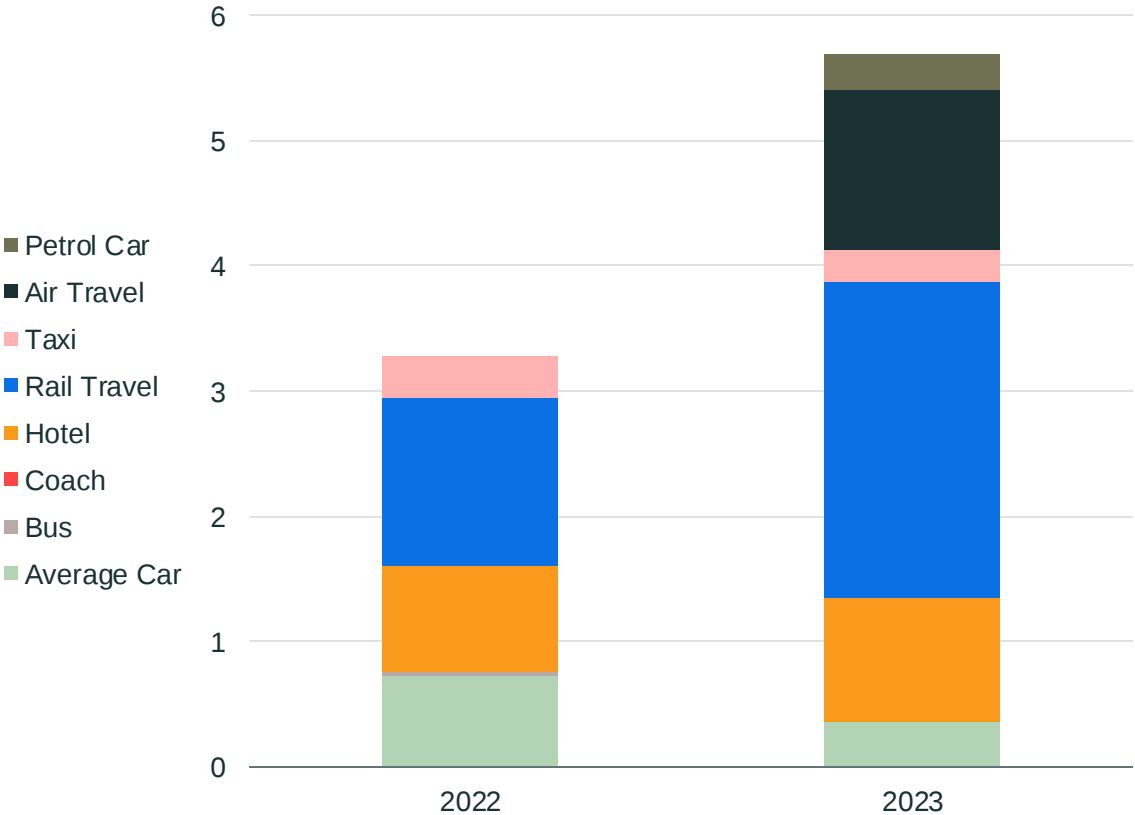
Carbon footprint.

Business TRAVEL

Business travel emissions increased by 73.4% compared to the year ending 2022. This was predominately due to increases in rail and air emissions.

Business Travel	2022	2023
Average Car	0.7	0.4
Bus	0.02	0.003
Coach	0.01	0.0
Hotel	0.8	1.0
Rail Travel	1.3	2.5
Taxi	0.3	0.3
Air Travel	0.0	1.3
Petrol Car	0.0	0.3
Total	3.3	5.7

Business travel emissions for year ending 2022 and 2023, tCO₂e



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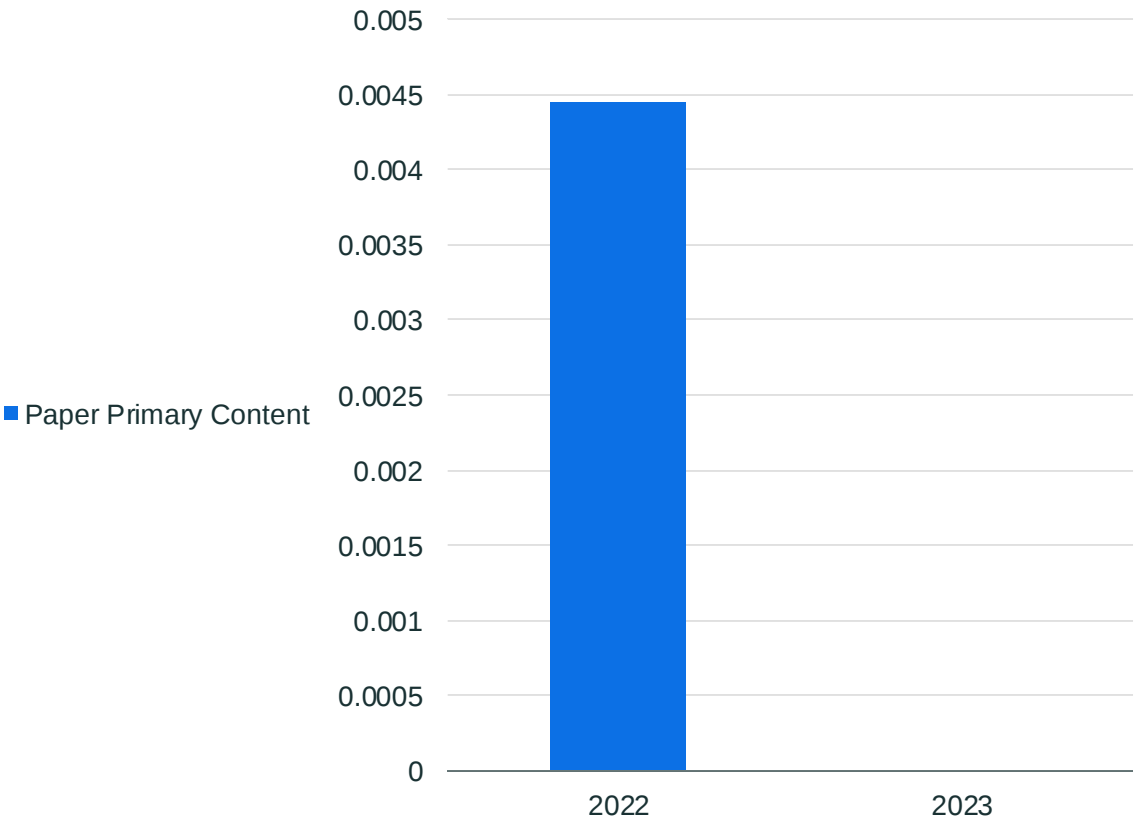
Carbon footprint.

PROCUREMENT

No printing paper purchases were reported for the year ending 2023.

Paper	2022	2023
Paper Primary Content	0.004	0.0
Total	0.004	0.0

Procurement emissions for year ending 2022 and 2023, tCO₂e



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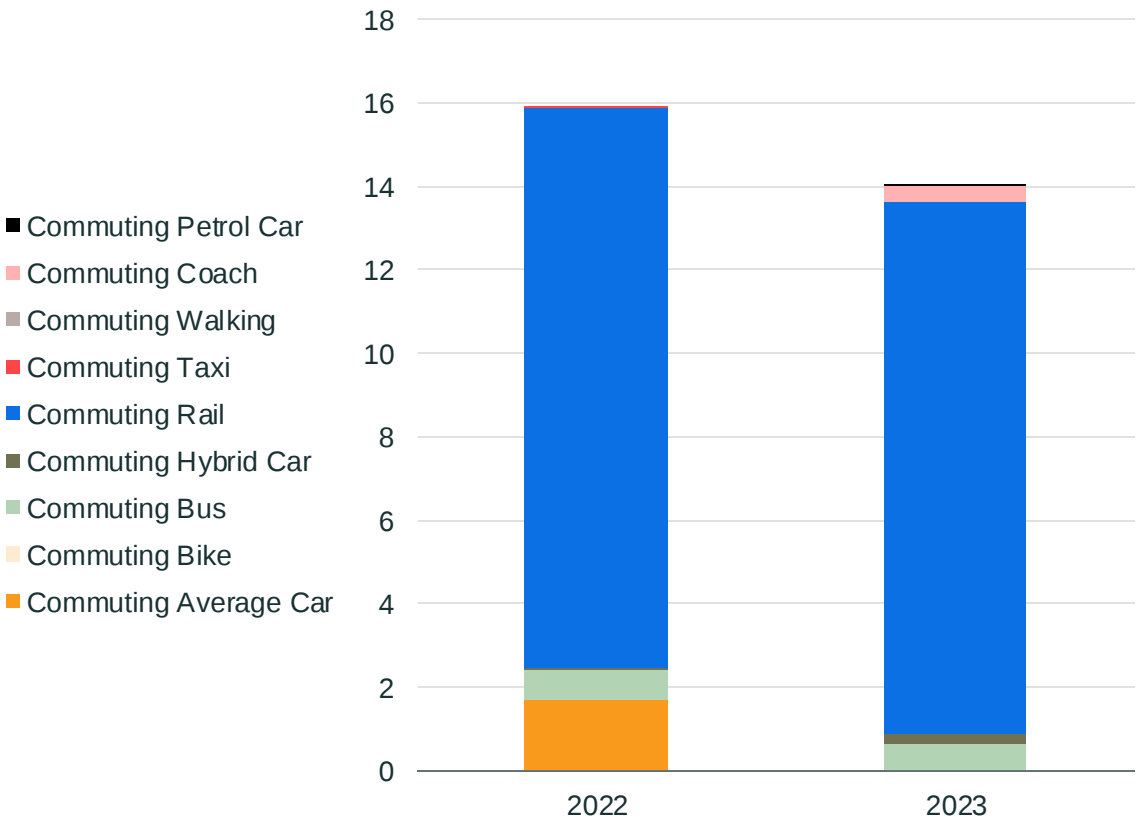
Carbon footprint.

COMMUTING

Commuting emissions decreased by 11.8% compared to the year ending 2022.

Commuting	2022	2023
Commuting Average Car	1.7	0.0
Commuting Bike	0.0	0.0
Commuting Bus	0.7	0.6
Commuting Hybrid Car	0.1	0.3
Commuting Rail	13.4	12.8
Commuting Taxi	0.04	0.0
Commuting Walking	0.0	0.0
Commuting Coach	0.0	0.4
Commuting Petrol Car	0.0	0.1
Total	15.9	14.1

Commuting emissions for year ending 2022 and 2023, tCO₂e



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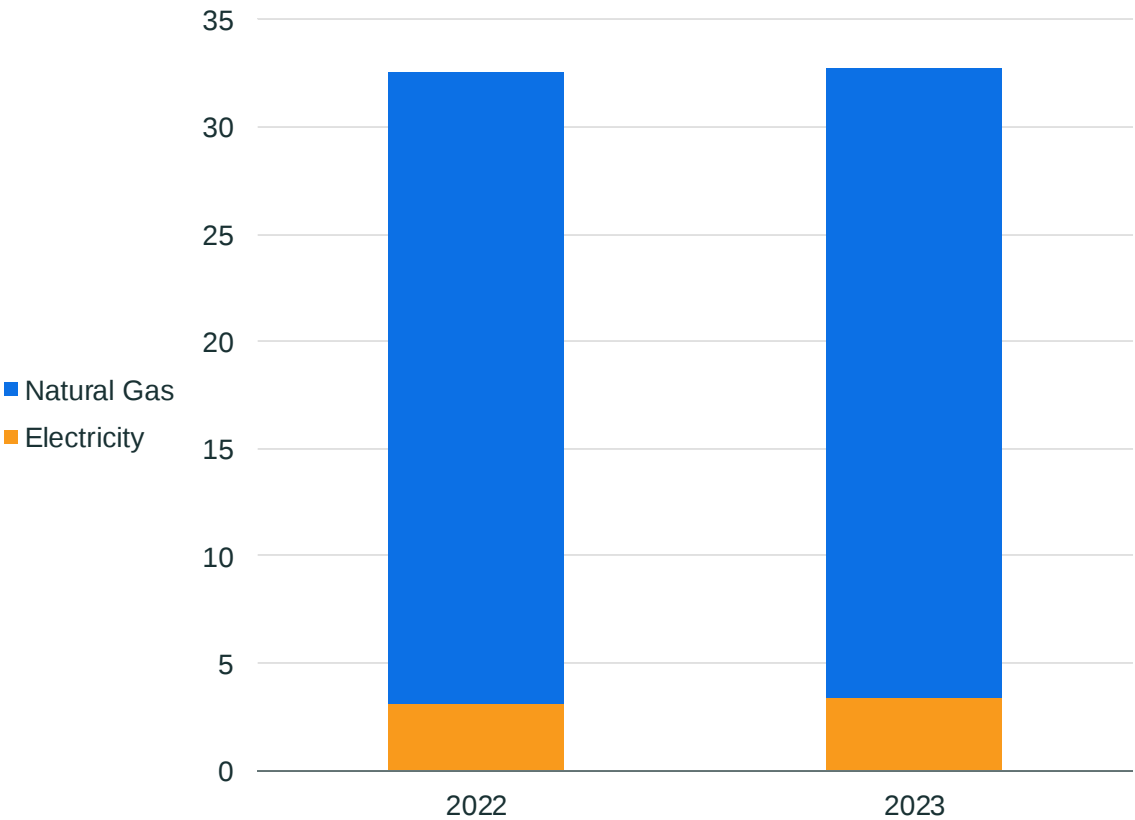
Carbon footprint.

HOME OFFICE

Homeworking emissions increased by 0.6% compared to the year ending 2022.

Homeworking	2022	2023
Electricity	3.1	3.4
Natural Gas	29.5	29.4
Total	32.6	32.8

Homeworking emissions for year ending 2022 and 2023, tCO₂e



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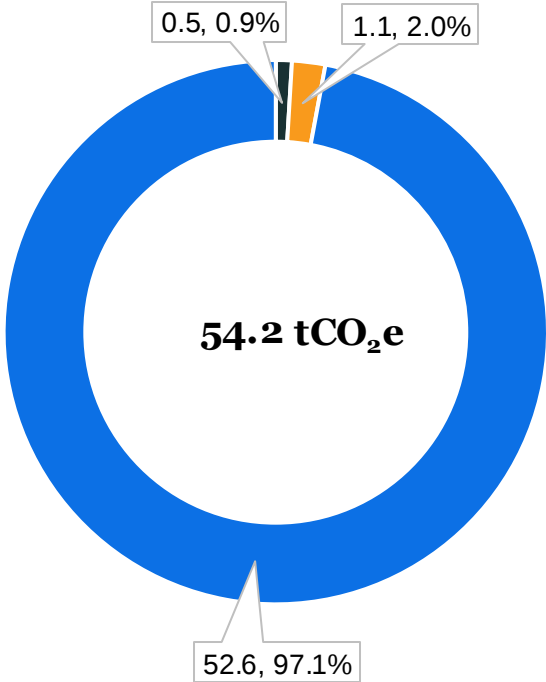
Measured carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	0.5	0.9
Scope 2	1.1	2.0
Scope 3	52.6	97.1
Total	54.2	100.0

Measured carbon emissions by scope for year ending 2023, tCO₂e

- Scope 1
- Scope 2
- Scope 3



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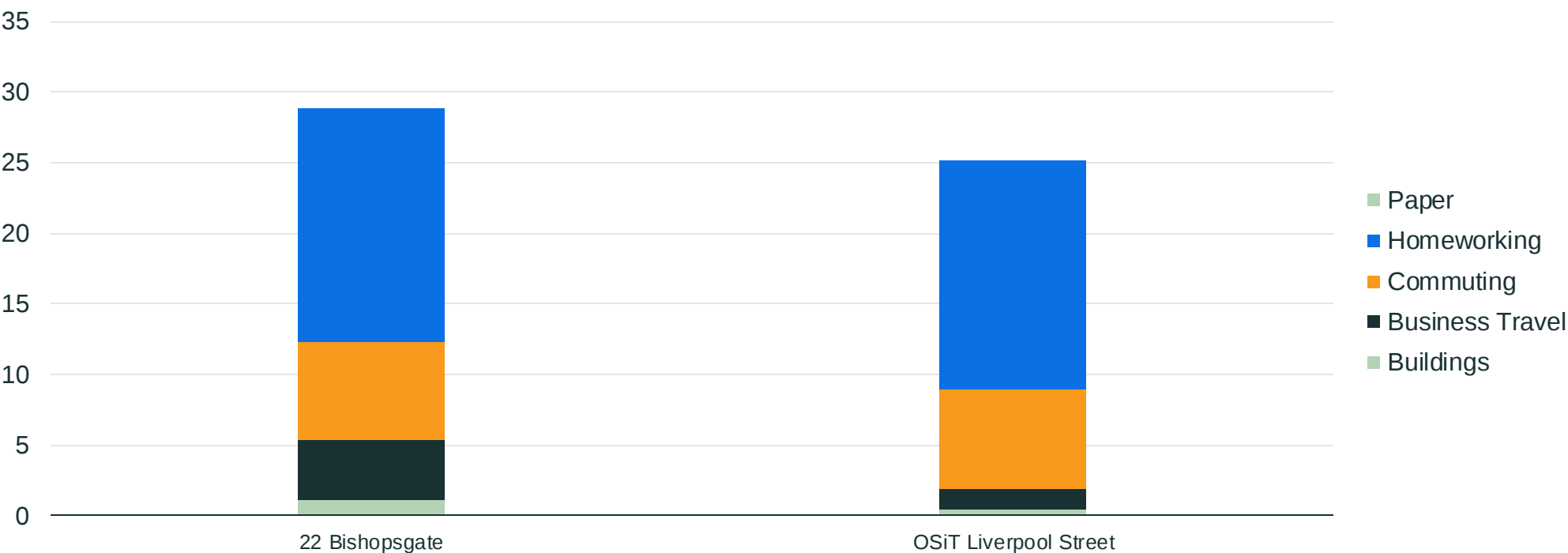


Carbon footprint.

BY LOCATION

Carbon footprint for each location

tCO₂e





Benchmarking Percentage reduction.

% reduction in carbon per employee by Planet Mark Members (Year 2022)*

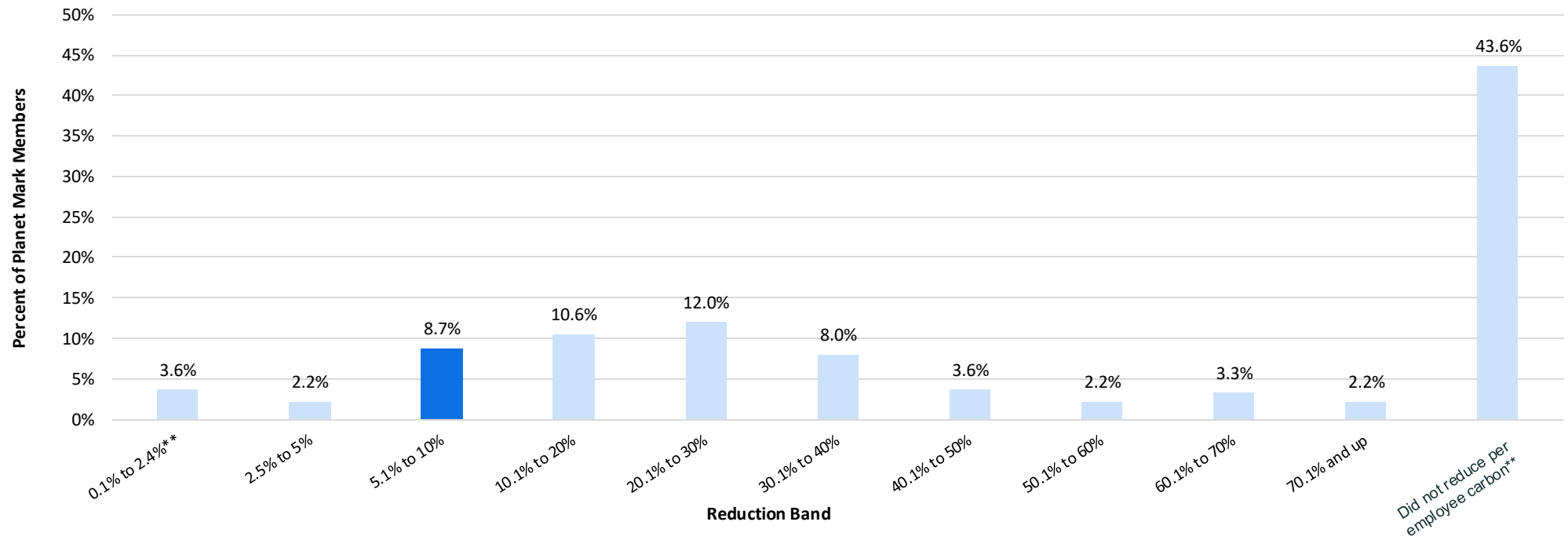
Per employee carbon
reduction achieved:

-9.8%



Your reduction band is
highlighted on the graph.

Planet First reduced its
measured carbon per
employee by 9.8% from the
previous year. 8.7% of Planet
Mark Members also achieved a
5.1 to 10% reduction in their
measured carbon per
employee.



*The benchmarking data above is based on YE2022 reporting period and a sample of 278 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.

**Certified using another qualifying metric.



Looking ahead. Targets for next year.



Measured carbon
footprint

54.2 tCO₂e



Carbon
reduction target (5%)

2.7 tCO₂e



Carbon reduction
per employee (5%)

0.04 tCO₂e

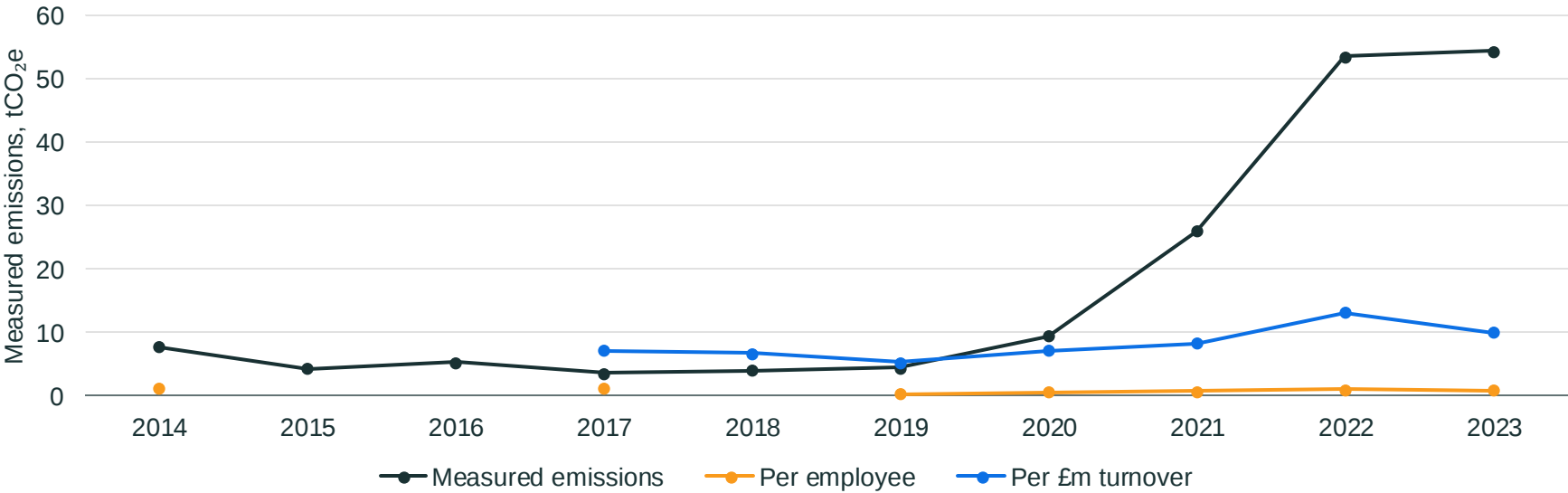




Historical Carbon Emissions

Reported carbon emissions year ending 2014 to 2023

Note:
This graph shows absolute reported carbon emissions for each year the Planet Mark Business Certification was measured using the location-based method. Planet Mark's Business Certification covers scope 1, 2 and some 'core' scope 3 emissions



Improvements in data quality and changes to the business reporting boundary may impact the emission sources included in each year's certification. Meaningful comparisons, therefore, may not be possible without normalisation (not shown here). Annual reductions are based on the previous year's emissions (a rolling baseline), with certification awarded based on a minimum normalised reduction requirement or the emissions banking approach.



Social value.

CONTRIBUTION

% turnover
7.1 %

Total Social Value
£ 389,546

Social Value
per employee
£ 5,985



Your people
£ 9,069



Community & volunteering
£ 68,443



Donations
£ 74,444



Procurement
£ 4,085



Environmental impacts
£ 233,505



Social Value – Breakdown (i).

Theme	Ref	Measures	Units	Your amount
People	NT20	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes	No. employees provided access	65
People	NT39	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£ invested including staff time	600
Environmental	NT44	Commitment to carbon emissions savings to achieve net zero carbon before 2050	Yes, Net zero before or by 2050	Yes
Environmental	NT83	Commitment to measure and disclose Scope 1, 2 and 3 carbon emissions	Yes, commitment to measure Scope 1, 2 and 3 emissions	Yes
Environmental	NT85	Resources (on the contract) dedicated to creating green spaces, improving biodiversity or helping ecosystems.	£ invested	3,000
Environmental	NT90	Activities to influence staff, suppliers, customers and communities to support environmental protection and improvement.	No. staff expert hours	279.2
Environmental	TPM1	Avoided Commute due to working from home	No. of commuting hours saved in the year	18,543.5
Community & Volunteering	NT8	No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)	No. staff hours	6.5

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Social Value – Breakdown (ii).

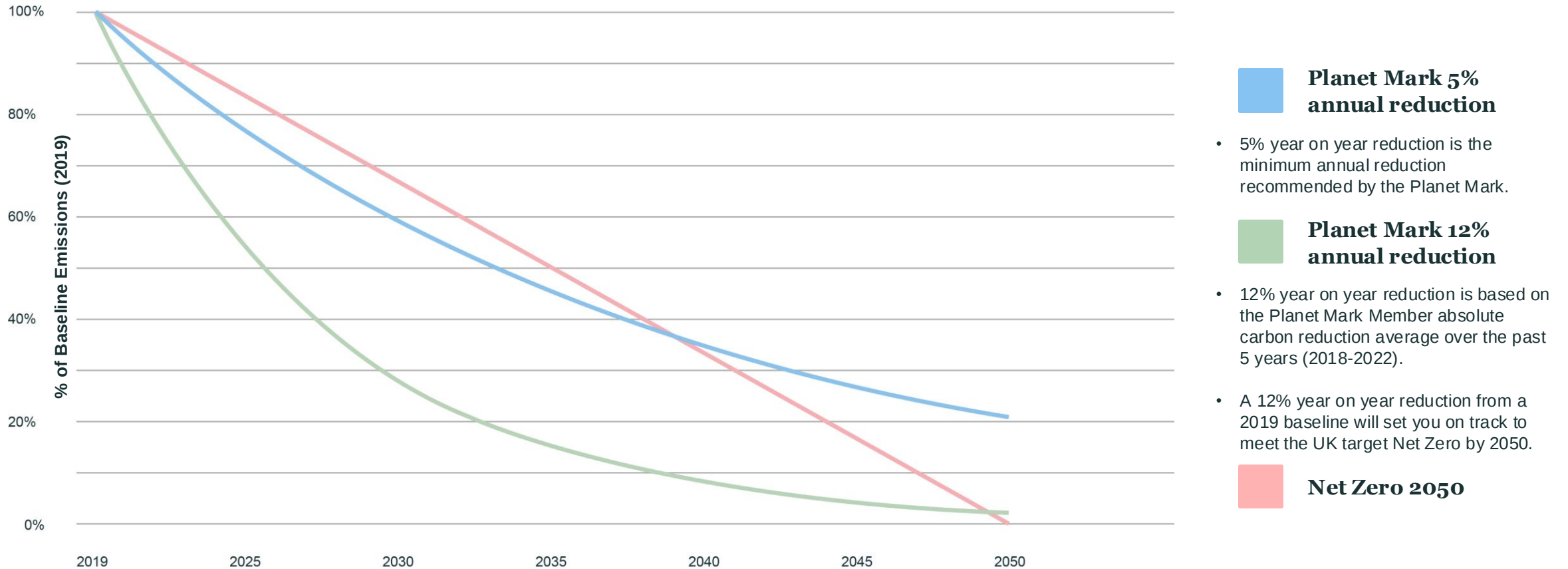
Theme	Ref	Measures	Units	Your amount
Community & Volunteering	NT15	Provision of expert business advice to VCSEs and MSMES (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours	663.9
Community & Volunteering	NT29	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	75.5
Donations	NT28	Donations and/or in-kind contributions to specific local community projects (£ & materials)	£ value	72,500
Donations	NT47	Donations or investments towards expert designed sustainable reforestation or afforestation initiatives	£	1,944
Procurement	NT14	Total amount (£) spent with VCSEs within your supply chain	£	34,040.9

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Target setting.

A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories





Step two.

ENGAGE





Workshops.

At Planet Mark we believe each day is an opportunity to create change. Our engagement experts will help unlock your employees’ passion and help embed sustainability within your organisation.

Our workshops seek to inform, inspire and empower participants to become part of your business’ net zero journey.

Book a call with us [here](#) to explore how we can help upskill, build confidence and participation among your team and wider stakeholders.



Workshop	Description
Sustainability Plan Workshop	A three-hour session which lifts the lid on operational carbon emissions, supporting a brainstorming session to understand impacts and consider actions that can make a material difference. Participants leave with a one-year Sustainability Plan with SMART targets, roles and responsibilities.
Net Zero Carbon Essentials	A three-hour CPD accredited workshop which introduces the fundamentals of net zero carbon and what it means for a business to embark on a Net Zero journey.
Net Zero Masterclass	Designed for senior leaders and board members, this short workshop covers the Net Zero terminology, legislation and frameworks and presents an opportunity for leaders to discuss the company’s net zero journey.
Business Sustainability Essentials	A three-hour CPD accredited workshop covering the basics of business sustainability and the role your employees can adopt in driving change from within.
Supplier Engagement workshop	Invite your suppliers to learn about and get involved with your sustainability journey and net zero ambitions. We facilitate and build content particularly around Scope 3 emissions.



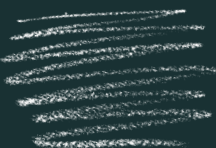
The Eden Project

PARTNERSHIP

At Planet Mark, we recognise that that we need nature to address the greatest challenges of our time.

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

As part of your certification with the Planet Mark, a number of tickets have been assigned to your organisation so you can visit the Eden Project for free – please get in touch to arrange your Eden Project visit and inspire and encourage positive action.





Step three.

COMMUNICATE





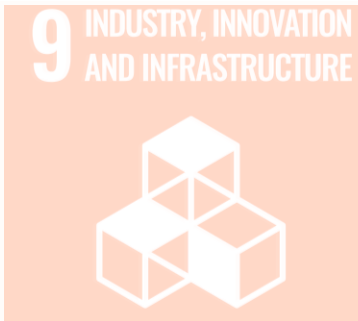
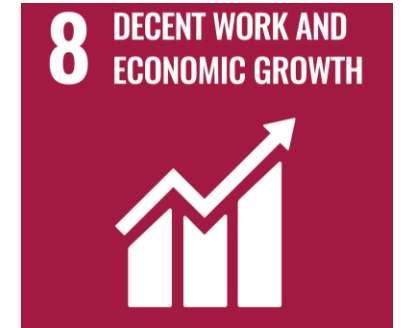
Communicating your international influence.

The Sustainable Development Goals (SDGs), also known as the Global Goals, are a collection of 17 interrelated goals set by the United Nations. They cover a broad range of social and economic development issues. These include poverty, hunger, health, education, climate change, gender, equality, water, sanitation, energy.

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 14 SDG targets.

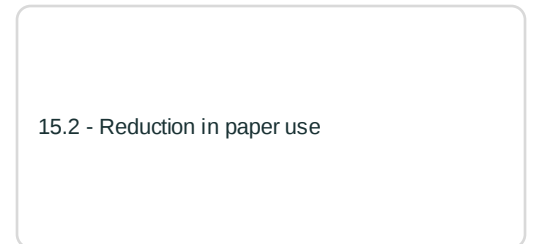
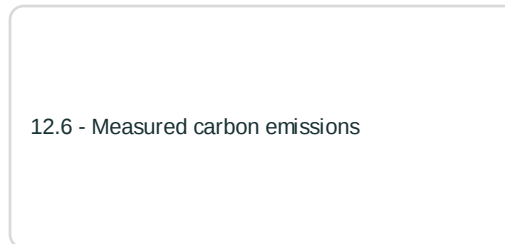
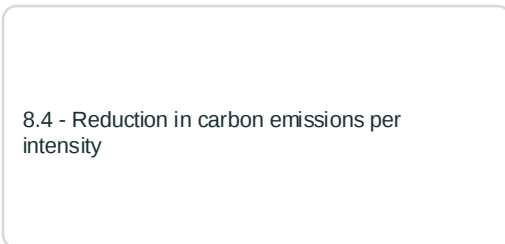
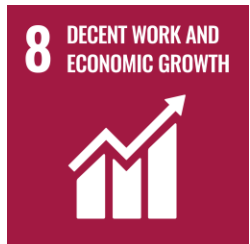
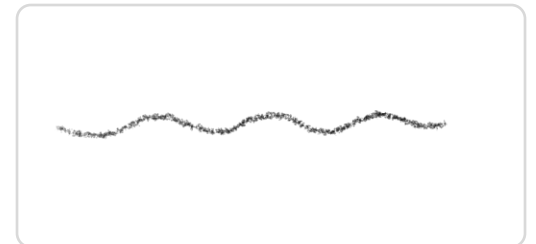
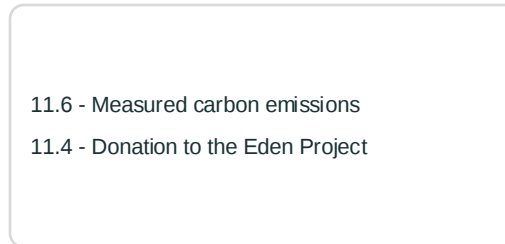
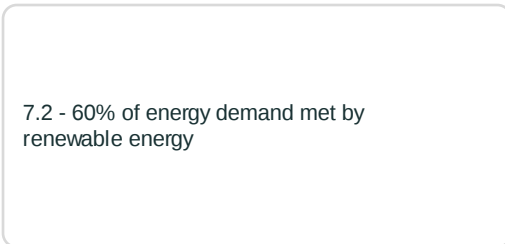
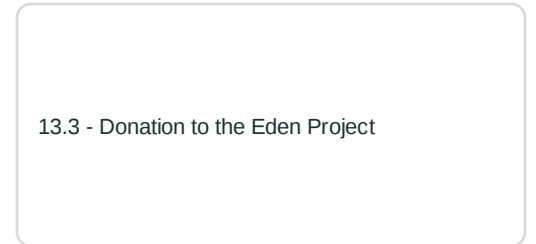
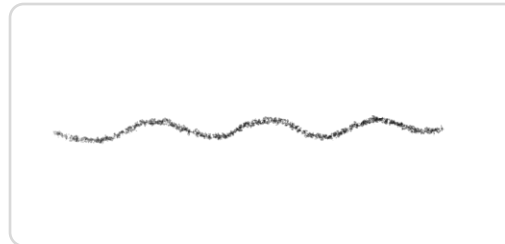
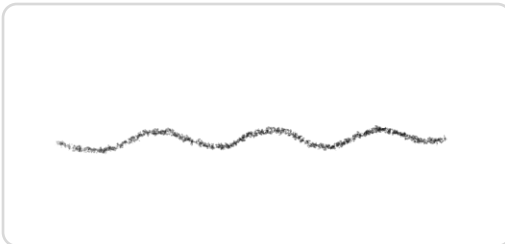
Contributing towards

6 SDGs



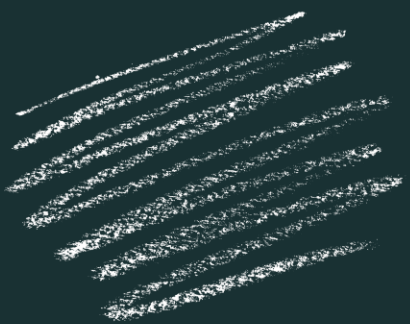


SDG alignment.





5 ways to accelerate your sustainability journey.



1. Review our recommendations

Guidance for general best practice: See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

2. Join our online community

Planet Mark online community platform: If you haven't already, invite your team to join our exclusive member-only community platform, where you can check out inspirational initiatives to implement in your own organisation and collaborate with other Planet Mark Members. Join [here](#).

3. Use our toolkits & resources

Toolkits & Guides: Go to our Members Area on our [website](#) and make use of resources available to Planet Mark members.

4. Connect with us

Social media channels: We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

5. Need more support?

We can help. We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero [Solutions](#) to offer. If you want further stakeholder engagement support, browse our list of workshops [here](#) or just get in touch to discuss.



Data Report.

APPENDIX



					Current				
01 January 2022 to 31 December 2022					01 January 2023 to 31 December 2023				
Source	Scope	Unit	Amount	tCO ₂ e	Amount	tCO ₂ e	% Change in tCO ₂ e from previous year	% total carbon footprint	% Change in amounts from previous year
Buildings									
Electricity (location based)	2	kWh	4,285.9	0.8	5,172.5	1.1	29%	2%	21%
Electricity (market based)	2	kWh	4,285.9	1.8	5,172.5	0.8	-56%	-	21%
Natural Gas	1	kWh	3,375.6	0.6	2,814.5	0.5	-16%	1%	-17%
Transmission and Distribution Losses	3	kWh	4,285.9	0.1	5,172.5	0.1	22%	0.2%	21%
Homeworking									
Electricity	3	kWh	14,494.4	3.1	14,949.7	3.4	10%	6%	3%
Natural Gas	3	kWh	161,619.9	29.5	160,667.7	29.4	-0.4%	54%	-1%
Procurement									
Paper Primary Content	3	tonnes	0.005	0.004	0.0	0.0	-100%	0.0%	-100%
Travel									
Air Travel	3	passenger.km	0.0	0.0	10,940.5	1.3	-	2%	-
Petrol Car	3	km	0.0	0.0	1,677.5	0.3	-	1%	-
Hotel	3	room per night	58.0	0.8	0.0	0.0	-	-	-
Hotel	3	Room per night	0.0	0.0	57.0	1.0	-	2%	-
Commuting Walking	3	km	16,883.0	0.0	5,991.7	0.0	-	0.0%	-65%
Commuting Taxi	3	km	215.0	0.04	0.0	0.0	-	-	-
Commuting Rail	3	passenger.km	385,414.8	13.4	370,063.3	12.8	-5%	24%	-4%
Commuting Petrol Car	3	km	0.0	0.0	484.9	0.1	-	0.1%	-
Commuting Hybrid Car	3	km	529.9	0.1	2,329.6	0.3	299%	0.5%	340%
Commuting Coach	3	passenger.km	0.0	0.0	13,044.9	0.4	-	1%	-
Commuting Bus	3	passenger.km	7,148.1	0.7	8,009.6	0.6	-9%	1%	12%
Commuting Bike	3	km	2,536.0	0.0	2,625.3	0.0	-	0.0%	4%
Commuting Average Car	3	km	9,974.1	1.7	0.0	0.0	-	-	-
Coach	3	passenger.km	376.6	0.01	0.0	0.0	-	-	-
Bus	3	passenger.km	183.5	0.02	27.4	0.003	-85%	0.005%	-85%
Average Car	3	km	4,250.9	0.7	2,126.6	0.4	-51%	1%	-50%
Rail Travel	3	passenger.km	38,507.3	1.3	74,501.2	2.5	87%	5%	93%
Taxi	3	km	1,607.1	0.3	1,230.2	0.3	-24%	0.5%	-23%
Location Based									
Total		tCO₂e		53.3		54.2	2%		
No. employees		Number		57.8		65.1			
Total per employee		tCO₂e		0.9		0.8	-10%		
Turnover £m		£m		4.1		5.4			
Total per £m		tCO₂e		13.0		9.9	-24%		
Market Based									
Total		tCO₂e		54.3		53.9	-1%		
No. employees		Number		57.8		65.1			
Total per employee		tCO₂e		0.9		0.8	-12%		
Turnover £m		£m		4.1		5.4			
Total per £m		tCO₂e		13.3		9.9	-25%		



About this report – General.

Company Name	Planet Mark
Sector	Sustainability Certification
Reporting Period	01 January 2023 to 31 December 2023
Year Of Certification	10th
Reporting Boundary	Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Emission sources included	Electricity, T&D Losses, Natural Gas, Business Travel, Paper, Commuting, Homeworking
Total FTE Employees (annual average no.)	65
Significant reporting changes	Office changed from OSIT Liverpool Street to 22 Bishopsgate in July 2023. Acquired by Alcumus October 2023.
Baseline Conversion Factor	BEIS 2022
Current Conversion Factor	DESNZ 2023
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
Community Project	Contributions to the Eden Project have been made as part of Planet Mark Certification.
Prepared by	Alex Smith, Technical Consultant, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Bethany Carter, Operations Coordinator, Planet Mark
Date	19 September 2024



About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary and secondary sources - estimated and landlord report	Actual meter reads and estimated	Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission and Distribution losses (Scope 3 emissions).	All Operations
					OSiT Liverpool Street consumption has been apportioned on the space Planet Mark occupied during the reporting period.	
					22 Bishopsgate consumption has been estimated using the CIBSE benchmarking tool.	
Natural Gas	1	kWh	Primary and secondary sources - estimated and landlord report	Actual meter reads and estimated	Your scope 2 electricity emissions are reported in two ways: location-based and market-based methods. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity. Market-based electricity emissions have been calculated for 22 Bishopsgate with 100% renewable electricity which is REGO backed until 2024. Residual mix has been used for OSiT Liverpool Street.	All Operations
					OSiT Liverpool Street consumption has been apportioned on the space Planet Mark occupied during the reporting period.	
Homeworking Energy	3	kWh	Secondary sources - Planet Mark homeworking energy calculation tool and data submission	Estimated	22 Bishopsgate consumption has been estimated using the CIBSE benchmarking tool.	All Operations
					UK homeworking energy includes additional electricity and gas consumption as a result of each full-time equivalent employee working from home. We base our estimate of energy consumption due to homeworking on the DESNZ 2023 homeworking emission factors. The annualised DESNZ emission factors have been converted into monthly estimates of energy consumption in order to better account for seasonal variations. Our estimates are based on a 40h working week and a 6-month heating season (October to March) and take into account annual leave.	

Unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).



About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Business Travel	3	km and pkm	Primary source - expenses	Mixed	£527 of expenses were reported with an unknown mode. The percentage of spend reported to each mode where this was known was calculated, and the same percentage of the unknown spend was attributed to each mode. This accounted for 2.8% of business travel expenses.	All Operations
Private Vehicles Used for Business	3	km	Primary source - expenses	Mixed	None.	All Operations
Air Travel	3	pkm	Primary source - expenses	Actual	None.	All Operations
Rail Travel	3	pkm	Primary source - expenses	Mixed	Where locations were available, distances have been calculated using Google API calculator. This accounted for 95% of spend on rail travel. For the remaining 5% where only spend data were available, the distance was estimated using the average cost per km for each type of rail travel (National Rail, London Underground, Eurostar and light rail or tram). One expense was made on Dubai's metro without distance data. No cost conversion was available so the average cost per km of Planet Mark's 2023 rail travel in the UK was used for this.	All Operations
Taxi Travel	3	km	Primary source - expenses	Mixed	Where locations were available, distances have been calculated using Google API calculator. This accounted for 69% of spend on rail travel. For the remaining 31% where only spend data were available, the distance was estimated using the average cost per km.	All Operations

Unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).



About this report – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Hotels	3	room per night	Primary source - expenses	Actual	None.	All Operations
Commuting	3	km and pkm	Primary source - survey	Actual with extrapolation	Responses were extrapolated based on an 82% response rate. This is the highest response rate that could reasonably be achieved due to staff who left the company during the reporting period.	All Operations
Paper	3	tonnes	Secondary source - submission	Actual	No paper purchases were reported.	All Operations
Headcount		no.	Primary source - HR Report	Actual	We have used the annual average full-time equivalent employees. We assume headcount only includes active employees (i.e. excludes employees on furlough).	All Operations
Turnover		£m	Primary source - Finance	Actual	None.	All Operations

Unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).



About this report.

Data Quality.

Data quality score

The data quality score is based on the ‘Data Quality Matrix’ in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

01 January 2022 to 01 January 2023 to 31 December 2022 31 December 2023			Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business carbon footprint for the studied period. (eg 95% of organisational activity included)
Data completeness	4	4	12 months of data provided for all sources.
Transparency	4	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	2	3	Some use of primary data sources and minimal estimated data.
Consistency	4	4	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons.
Total score	18 out of 20	19 out of 20	

To improve your data quality score for future reports, it is recommended:

- Provide distance data for all business travel. It was provided for 95% of spend for the year ending 2023.
- Collect actual data for all electricity and gas consumption.



About this report – Caveats – Social Value (i).

Theme	Ref	Data source	Data Accuracy		Comments	Organisational boundary
People	NT20	Primary Source	Actual	Confirmation from Finance		Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
People	NT39	Primary Source	Actual	Confirmation from Finance		Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Environmental	NT44	Primary Source	Actual	None		Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Environmental	NT83	Primary Source	Actual	None		Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ



About this report – Caveats – Social Value (ii).

Theme	Ref	Data source	Data Accuracy		Comments	Organisational boundary
Environmental	NT85	Secondary Source	Actual	CFO confirmed		Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Environmental	NT90	Secondary Source	Actual	Events Paid Reference		Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Environmental	TPM1	Secondary Source	Estimated	None		Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Community & Volunteering	NT8	Secondary Source	Actual	Events paid reference - schools		Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ



About this report – Caveats – Social Value (iii).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
Community & Volunteering	NT15	Secondary Source	Actual	Andrew Griffiths Social Value Creation	Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Community & Volunteering	NT29	Secondary Source	Mixed	Volunteering evidence	Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Donations	NT28	Primary Source	Actual	Confirmation from finance	Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Donations	NT47	Primary Source	Actual	Confirmation from finance	Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ
Procurement	NT14	Primary Source	Actual	Confirmation from finance	Office Space In Town, 46 New Broad Street, London, EC2M 1JH and 22 Bishopsgate, London EC2N 4AJ



About this report.

Data Quality – Social Value.

Data quality score

The data quality score is based on the ‘Data Quality Matrix’ in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

	Previous Year	01 January 2023 to 31 December 2023	Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business social values activities for the studied period. (eg 95% of organisational activity included)
Data completeness	4	4	12 months of data provided for all sources.
Transparency	4	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	4	4	Mainly use of primary data sources and minimal estimated data.
Consistency	4	4	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons.
Total score	20 out of 20	20 out of 20	

As a way to improve your data quality score for future reports, it is recommended:

- To keep providing primary evidence for all categories.



Recommendations.

APPENDIX





Guidance for general best practice.

Data collection and quality

Evidence pack: Collate all relevant invoices in an electronic evidence pack.

Utilities: Take readings of all meters on the last day of the month. Investigate the installation of smart meters.

Headcount: Ask HR for a table showing monthly full time equivalent headcount for the whole reporting period.

Fuel: Introduce fuel cards.

Travel: Ask your travel suppliers to provide you with a report detailing mileage and mode of transport so you can accurately add data to your carbon footprint. For non centrally booked travel record mode of travel, destination/origin and distances travelled in expense claim forms.

Building

Energy efficiency: Regular 'energy audits' will help identify where most energy is being used and potential wastage from equipment, lights and heat loss. Investigate the installation of LED, T5 and sensor lighting and the upgrade of heating controls.

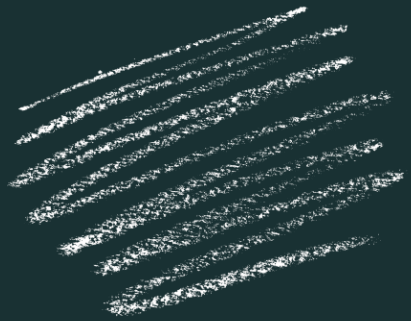
Waste

Carry out a waste management audit: To understand what waste you are producing, where it is coming from and what the best route for it would be. Provide plenty of bins for segregating waste correctly and encouraging recycling.

Engage your waste management supplier to help you reduce landfill waste and instead increase the proportion that goes to recycling and to energy from waste.



Guidance for general best practice.



Water

Check your meters at night, or when water is not in use, to monitor leakage.

Introduce a water use awareness campaign in communal kitchen areas.

Travel

Record all business travel and promote public transport options for business meetings.

Arrange safe and fuel efficient driving training for all drivers. Plan driver routes to finish at their homes.

Choose fuel efficient vehicles. Electric or hybrid cars are exempt from various taxes. Subsidies are also available for smallest vehicles. Provide incentives for employees to opt for low carbon cars, and limit choices to those which meet sustainability criteria

Choose travel management companies, airlines, taxi companies, couriers and other providers that are Planet Mark certified, and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

Paper

Buy paper from sustainable forests or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label.

Choosing recycled content paper, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.



Guidance for general best practice.

Staff engagement

Organise annual sustainability workshops.
Carry out an energy awareness and 'switch off' campaign.

Supplier engagement

Explore your possibilities and choose consciously. Check the [Planet Mark website](#) for companies that are currently engaged on reducing their carbon footprint.

A BRIGHTER future.



THANK YOU

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