

Carbon footprint report for Head Office

01 April 2022 to 31 March 2023

Part 1: Descriptive information

Descriptive information	Company response
Company name	Royce Communications
Description of the company	Royce Communications offer a full range of structured cabling services that are delivered by highly trained experts with the experience and knowledge to solve challenges rapidly, without interrupting business operations. Royce Communications gas one diesel van and two hybrid company cars.
Chosen consolidation approach (equity share, operational control, or financial control)	Operational control
Description of the businesses and operations included in the company's organizational boundary	1 building, 1 Diesel van, 2 Hybrid cars and 18 staff
The reporting period covered	01 April 2022 – 31 March 2023
A list of scope 3 activities included in the report	Diesel and petrol van hire, diesel, and petrol car hire (medium), grey fleet, corporate travel land and air
A list of scope 1, scope 2, and scope 3 activities excluded from the report with justification for their exclusion	Scope 3 waste and water to be added in the future as part of developing scope 3 insight and data collection.
The year chosen as base year and rationale for choosing the base year	01 April 2021 – 31 March 2022, post pandemic as business started to return to normal operating practice.

Part 2: Greenhouse gas emissions data

Head Office emitted 12,138.33 kgCO₂e (Kilogrammes of carbon dioxide equivalent) for 2022/2023 (across Scope 1 and 2). This can be presented as 12.14 tCO₂e (tonnes of carbon dioxide equivalent) with an intensity indicator of 0.67 tCO₂e per total full-time equivalent employee (FTE) and 0 tCO₂e per million GBP £.

When Scope 3 is added, this brings the total to 40.78 tCO₂e. with an intensity indicator of 2.27 per FTE.

Table 1. UK GHG emissions and energy use data for period 01 April 2022 to 31 March 2023

Emissions Source	Activity	Type	Unit	Usage	Kg CO ₂ e	TCO ₂ e
Scope 1						
Delivery vehicles	Vans - Diesel	Class II (1.305 to 1.74 tonnes)	Miles	11,237.00	3,167.26	3.17
Fuels	Gaseous fuels	Natural gas	kWh (Net CV)	28,781.00	5,821.53	5.82
Passenger vehicles	Cars (by market segment) - Plug-in Hybrid Electric Vehicle	Upper medium	Miles	2,409.00	258.51	0.26
Total Scope 1					9,247.30	9.25
Scope 2						
UK electricity	Electricity generated	Electricity: UK	kWh	14,950.00	2,891.03	2.89
Total Scope 2					2,891.03	2.89
Total Scope 1 & 2					12,138.33	12.14
Scope 3						
Business travel- air	Flights - With RF	Domestic, to/from UK	Passenger.km	4,864.00	1,195.91	1.20
Business travel- land	Cars (by size) - Diesel	Medium car	Miles	47,118.00	12,740.24	12.74
Business travel- land	Cars (by size) - Petrol	Medium car	Miles	24,841.00	7,383.74	7.38
Business travel- land	Rail	London Underground	Passenger.km	421.00	11.71	0.01
Business travel- land	Rail	National rail	Passenger.km	5,320.00	188.81	0.19
Freighting goods	Vans - Diesel	Average (up to 3.5 tonnes)	miles	150.16	55.96	0.06

Hotel stay	Hotel stay	UK	Room per night	44.00	457.60	0.46
Transmission and distribution	T&D- UK electricity	Electricity: UK	kWh	14,950.00	264.47	0.26
Waste disposal	Electrical items - Open-loop	Batteries	Tonnes	0.06	1.17	0.00
Waste disposal	Electrical items - Open-loop	WEEE - small	Tonnes	0.48	10.28	0.01
Waste disposal	Paper - Composting	Paper and board: mixed	Tonnes	1.85	16.48	0.02
Waste disposal	Plastic - Closed-loop	Plastics: average plastics	Tonnes	0.01	0.28	0.00
Waste disposal	Refuse - Combustion	Commercial and industrial waste	Tonnes	0.02	0.51	0.00
Waste disposal	Refuse - Combustion	Household residual waste	Tonnes	7.20	153.22	0.15
Water supply	Water supply	Water supply	Cubic meters	27.00	4.02	0.00
Water treatment	Water treatment	Water treatment	Cubic meters	27.00	7.34	0.01
WTT- business travel (air)	WTT- flights - With RF	Domestic, to/from UK	Passenger.km	4,864.00	130.89	0.13
WTT- delivery vehs & freight	WTT- vans - Diesel	Class II (1.305 to 1.74 tonnes)	Miles	11,370.00	817.50	0.82
WTT- pass vehs & travel (land)	WTT- cars (by size) - Diesel	Medium car	Miles	47,118.00	3,047.12	3.05
WTT- pass vehs & travel (land)	WTT- cars (by size) - Petrol	Medium car	Miles	24,841.00	2,105.27	2.11
WTT- pass vehs & travel (land)	WTT- rail	London Underground	Passenger.km	421.00	3.05	0.00
WTT- pass vehs & travel (land)	WTT- rail	National rail	Passenger.km	5,320.00	47.45	0.05
Total Scope 3					28,643.03	28.64
Total Scope 1, 2 & 3					40,781.36	40.78
Total tCO₂e per *FTE on gross scope 1 & 2					674.35	0.67
Total tCO₂e per *FTE on gross scope 1, 2 & 3					2,256.63	2.27
Total tCO₂e per *100 sq. ft on gross scope 1 & 2					362.88	0.36
Total tCO₂e per *100 sq. ft on gross scope 1, 2 & 3					1,219.17	1.22

*Notes: For 01 April 2022 to 31 March 2023 the number of Full-time equivalent employees (FTE) was 18, the sq. ft was 3345 sq. ft, and the Turnover was GBP £ million.

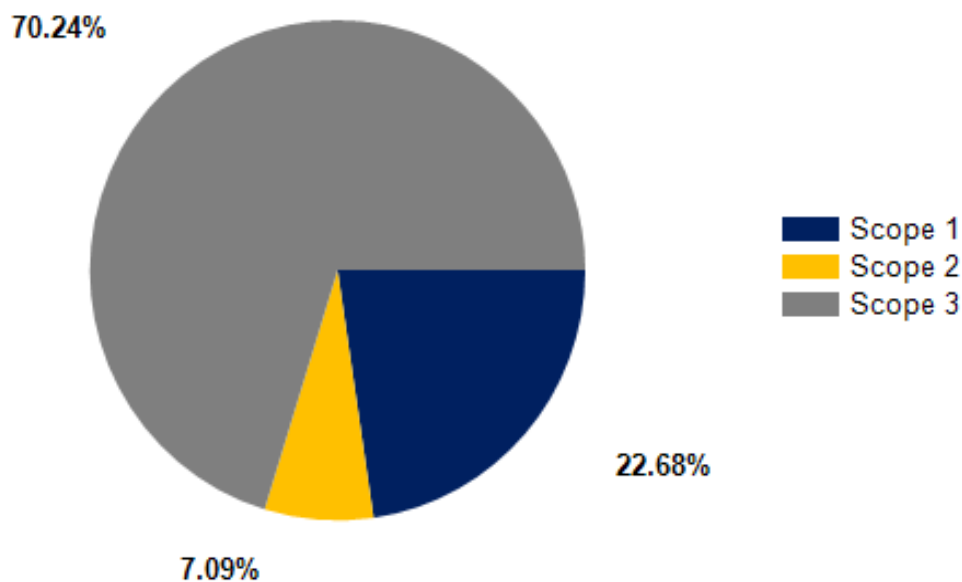


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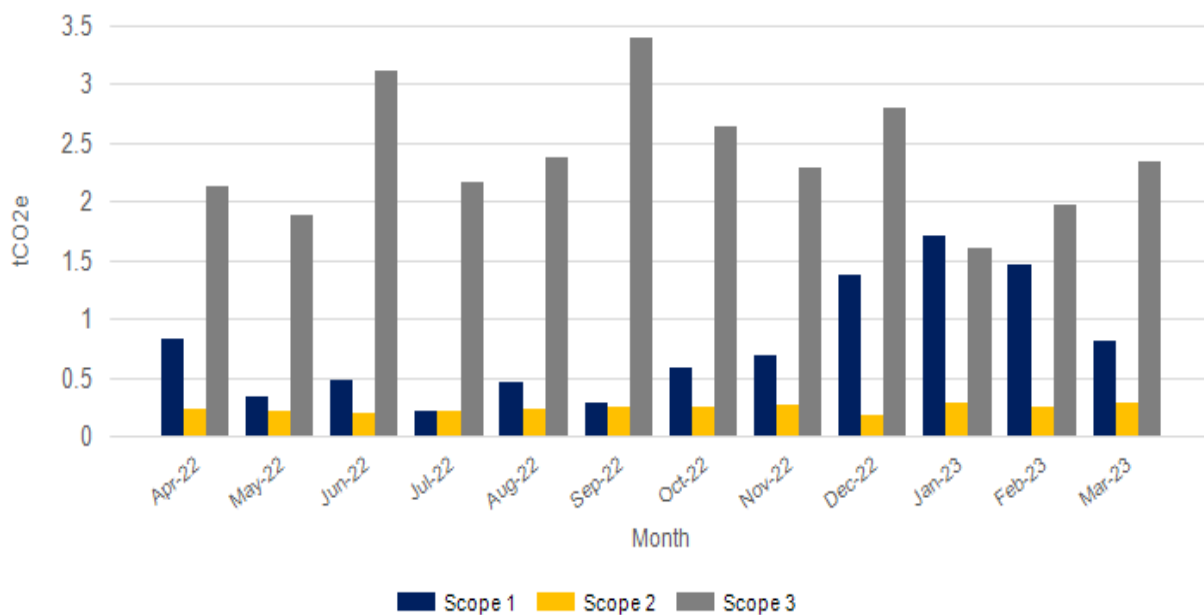


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Scope Emissions by Percentage



Emissions by Scope



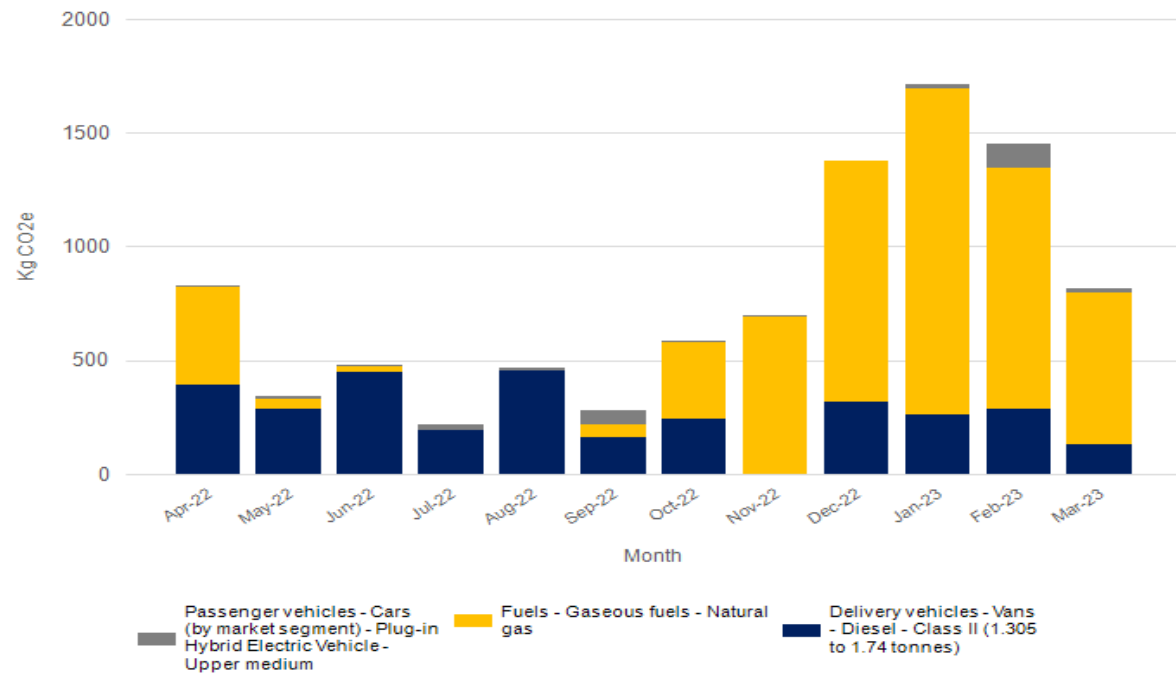


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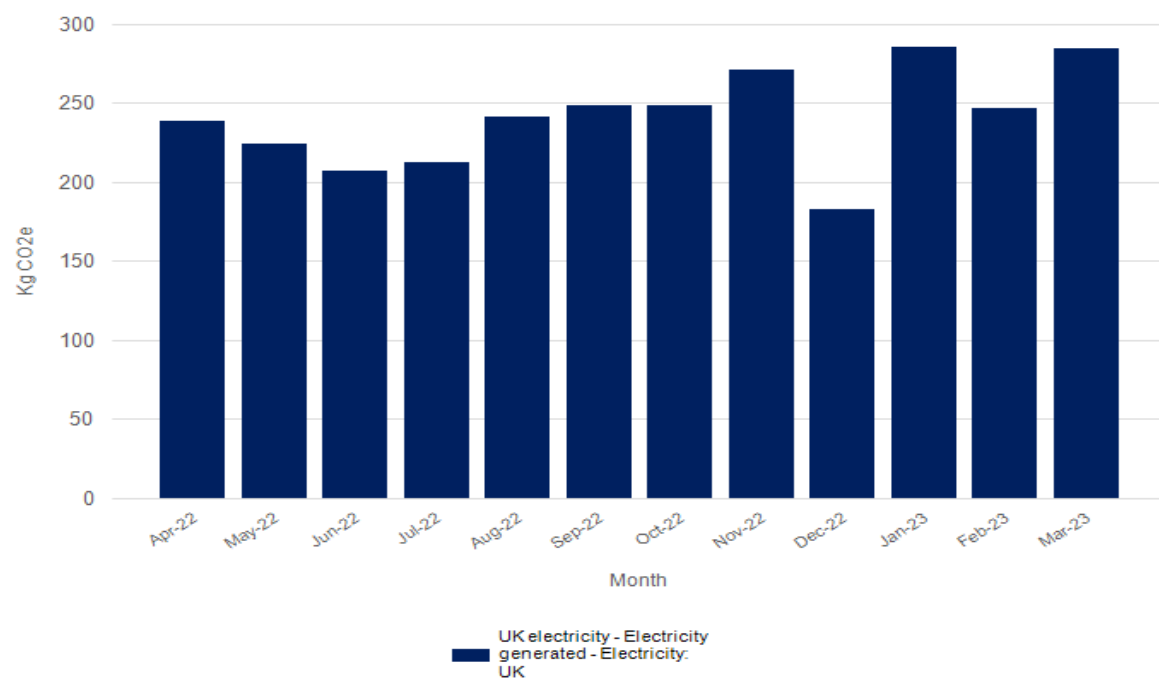


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Scope 1 Emissions by Factor



Scope 2 Emissions by Factor



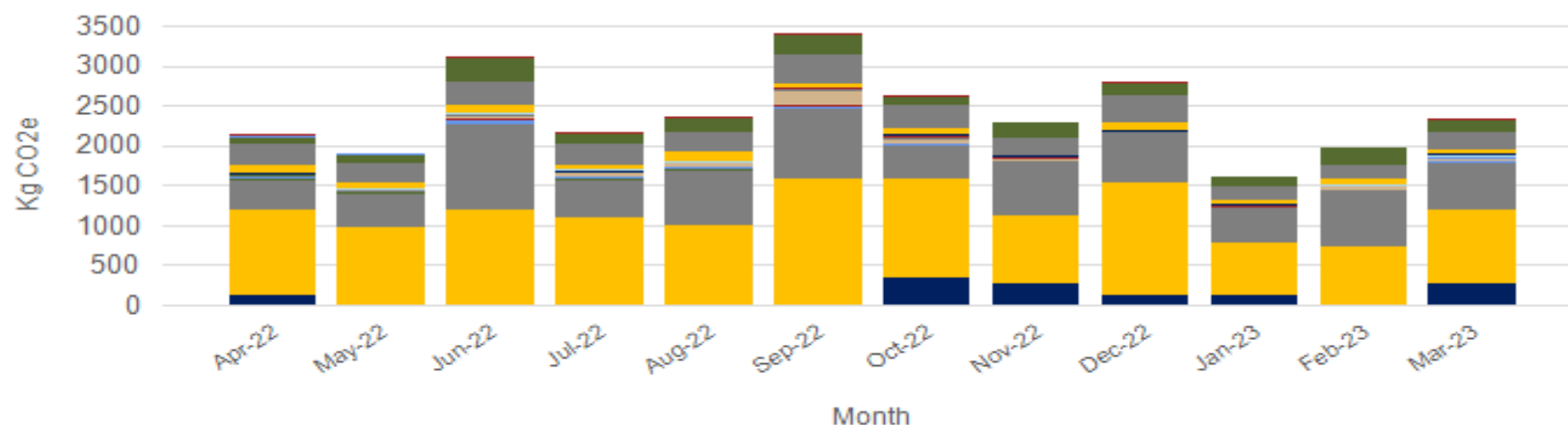


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Scope 3 Emissions by Factor



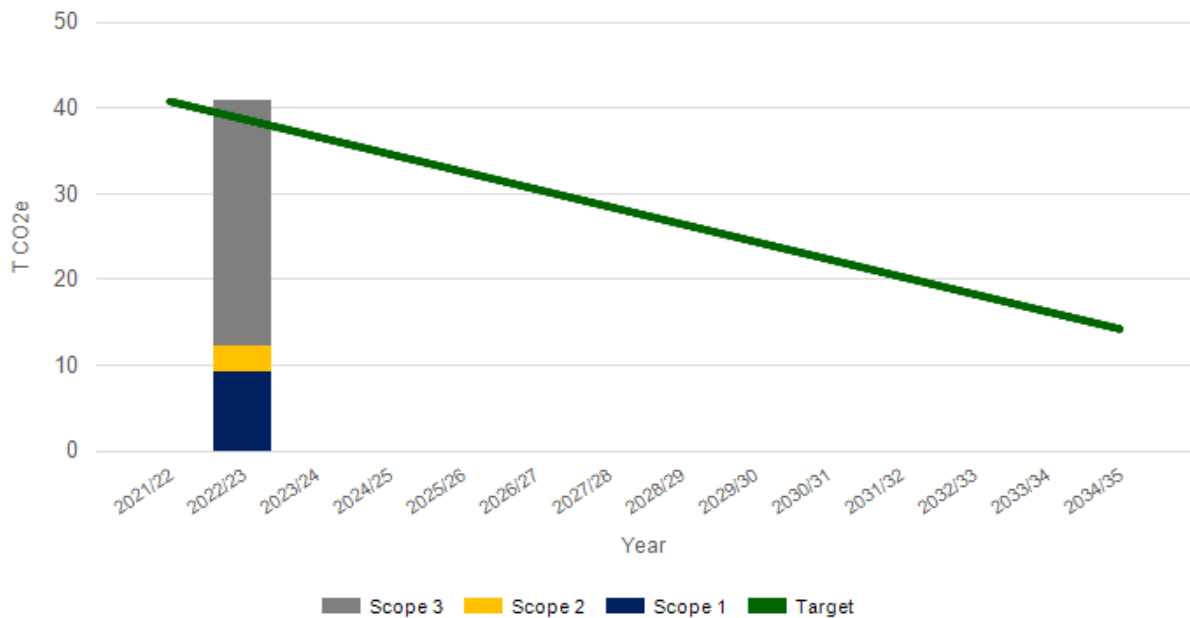
- WTT- pass vehs & travel (land) - WTT- rail - National rail
- WTT- pass vehs & travel (land) - WTT- rail - London Underground
- WTT- pass vehs & travel (land) - WTT- cars (by size) - Petrol - Medium car
- WTT- pass vehs & travel (land) - WTT- cars (by size) - Diesel - Medium car
- WTT- delivery vehs & freight - WTT- vans - Diesel - Class II (1.305 to 1.74 tonnes)
- WTT- business travel (air) - WTT- flights - With RF - Domestic, to/from UK
- Water treatment - Water treatment - Water treatment
- Water supply - Water supply - Water supply

- Waste disposal - Refuse - Combustion - Household residual waste
- Waste disposal - Refuse - Combustion - Commercial and industrial waste
- Waste disposal - Plastic - Closed-loop - Plastics: average plastics
- Waste disposal - Paper - Composting - Paper and board: mixed
- Waste disposal - Electrical items - Open-loop - WEEE - small
- Waste disposal - Electrical items - Open-loop - Batteries
- Transmission and distribution - T&D- UK electricity - Electricity: UK

- Hotel stay - Hotel stay - UK
- Freighting goods - Vans - Diesel - Average (up to 3.5 tonnes)
- Business travel- land - Rail - National rail
- Business travel- land - Rail - London Underground
- Business travel- land - Cars (by size) - Petrol - Medium car
- Business travel- land - Cars (by size) - Diesel - Medium car
- Business travel- air - Flights - With RF - Domestic, to/from UK



GHG Scope 1, 2 & 3 Versus Target Emissions



Energy efficiency measures taken

- Installation of new energy efficient LED lighting from fluorescent 2022
- Royce Communications utilise Environmental Solutions Waste Management, who use closed and open looped recycling methods to minimise the environmental impact. For example, they plant 17 trees for every 1 tonne of paper recycled. See website for further information: <https://www.environmental-solutions.org.uk>
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Energy efficiency planned

- Staff Carbon Literacy Training
- Reusable water bottles provided for all staff.

Notes

- 2022 - 2023 reflects a transition back to a normal operating year in comparison to 2021 - 2022 with staff returning to traditional scope 3 activity with corporate travel by land and air, as well as a resumption of the grey fleet.
- Scope 2 emission have fallen by 7.67%, whilst Scope 1 has seen an increase of 15.05% driven by an increase in gas usage and vehicle usage as Royce Communications returned to pre covid operational capacity.



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- Overall, Scope 1 & 2 activity had remained consistent with an FTE of 0.67 tCO₂e up slightly from 0.66tCO₂e in 2021 - 2022 report.
- As noted in the 2021 - 2022 report Scope 3 has increased as Royce Communications started to record further streams within Scope 3.
- Going forward further Scope 3 emission streams will be added to the reporting process.

Notes about methodology:

- Head Office has adopted an operational control approach to establishing the boundary. The methodology adopted in line with the Greenhouse Gas Protocol¹ and the BEIS Environmental Reporting Guidelines². The calculations were completed on the GHG Carbon Calculator using the UK Government Emissions Factors 2022.
- CO₂e is the universal unit of measurement to indicate the global warming potential (GWP) of Greenhouse Gases (GHGs), expressed in terms of the GWP of one unit of carbon dioxide. There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). Different activities emit different gases. Using CO₂e allows all greenhouse gases to be measured on a like-for-like basis.
- For National grid electricity consumption, THE ORGANISATION has included factors for the transmission and distribution of electricity (T&D) losses, which occur between the power station and site(s). The emissions from T&D has been accounted for in Scope 3. As with other Scope 3 impacts, reporting T&D is voluntary but is recommended standard practice by UK Government².
- For travel, THE ORGANISATION has included the emissions for Well-to-Tank (WTT) this covers the emissions from the extraction, production, and transportation of the fuel to the point of use.



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Definitions:

Carbon footprint - The total set of greenhouse gas emissions (GHG) caused directly and indirectly by an individual event, organisation, or product expressed as Carbon Dioxide Equivalent (CO₂e). (Source: Greenhouse Gas Protocol).

Scope 1 (direct emissions) emissions are those from activities owned or controlled by your organisation. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces, and vehicles; and emissions from chemical production in owned or controlled process equipment.

Scope 2 (energy indirect) emissions are those released into the atmosphere that are associated with your consumption of purchased electricity, heat, steam, and cooling. These indirect emissions are a consequence of your organisation's energy use but occur at sources you do not own or control.

Scope 3 (other indirect) emissions are a consequence of your actions that occur at sources you do not own or control and are not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by your organisation, waste disposal, materials or fuels your organisation purchases. Deciding if emissions from a vehicle, office, or factory that you use are Scope 1 or Scope 3 may depend on how you define your operational boundaries. Scope 3 emissions can be from activities that are upstream or downstream of your organisation. More information on Scope 3 and other aspects of reporting can be found in the Greenhouse Gas Protocol Corporate Standard.

References:

1. The GHG Protocol Corporate Accounting and Reporting Standard. Revised Edition (2015) World Resource Institute and World Business Council for Sustainable Development.
2. Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance (March 2019) UK Government Department for Business, Environment, and Industrial Strategy.
3. Greenhouse gas reporting: conversion factors - Full set 2022 (for advanced users). More at this link:
<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reportin>

