

# Carbon footprint report for Head Office

## 01 April 2023 to 31 March 2024

---

### 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 2023 – 31 March 2024                                                                                                                                                                                                                                                                     |
| 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 2022 – 31 March 2023, post pandemic as the business returned to normal operations.                                                                                                                                                                                                       |

## Part 2: Greenhouse gas emissions data

Head Office emitted 9,535.87 kgCO<sub>2</sub>e (Kilogrammes of carbon dioxide equivalent) for 2023/2024 (across Scope 1 and 2). This can be presented as 9.54 tCO<sub>2</sub>e (tonnes of carbon dioxide equivalent) with an intensity indicator of 0.53 tCO<sub>2</sub>e per total full-time equivalent employee (FTE).

When Scope 3 is added, this brings the total to 37.77 tCO<sub>2</sub>e. with an intensity indicator of 2.09 per FTE.

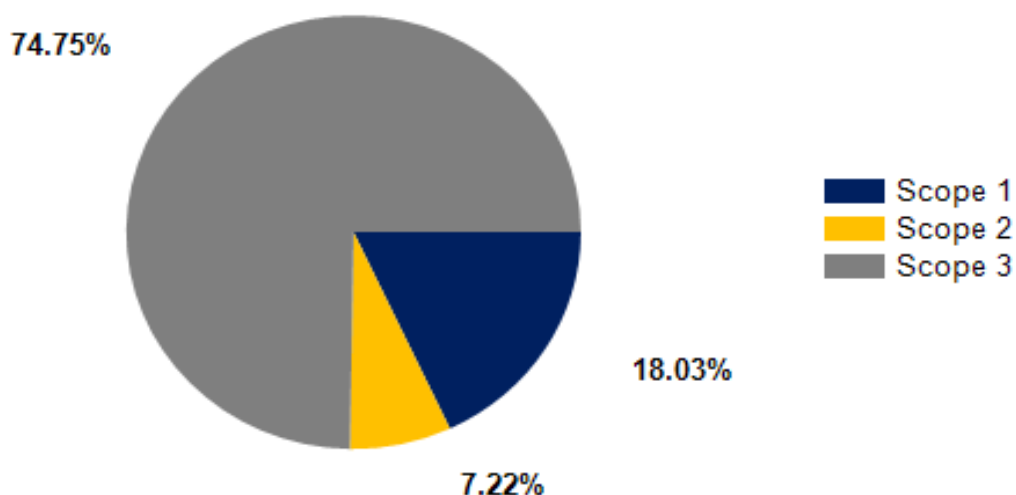
**Table 1. UK GHG emissions and energy use data for period 01 April 2023 to 31 March 2024**

| Emissions Source              | Activity                                                   | Type                            | Unit         | Usage     | Kg CO <sub>2</sub> e | TCO <sub>2</sub> e |
|-------------------------------|------------------------------------------------------------|---------------------------------|--------------|-----------|----------------------|--------------------|
| <b>Scope 1</b>                |                                                            |                                 |              |           |                      |                    |
| Delivery vehicles             | Vans - Diesel                                              | Class II (1.305 to 1.74 tonnes) | Miles        | 2,640.00  | 739.54               | 0.74               |
| Fuels                         | Gaseous fuels                                              | Natural gas                     | kWh (Net CV) | 29,176.00 | 5,913.14             | 5.91               |
| Passenger vehicles            | Cars (by market segment) - Plug-in Hybrid Electric Vehicle | Upper medium                    | Miles        | 1,550.00  | 157.44               | 0.16               |
| <b>Total Scope 1</b>          |                                                            |                                 |              |           | <b>6,810.12</b>      | <b>6.81</b>        |
| <b>Scope 2</b>                |                                                            |                                 |              |           |                      |                    |
| UK electricity                | Electricity generated                                      | Electricity: UK                 | kWh          | 13,168.00 | 2,726.75             | 2.73               |
| <b>Total Scope 2</b>          |                                                            |                                 |              |           | <b>2,726.75</b>      | <b>2.73</b>        |
| <b>Total Scopes 1 &amp; 2</b> |                                                            |                                 |              |           | <b>9,535.87</b>      | <b>9.54</b>        |
| <b>Scope 3</b>                |                                                            |                                 |              |           |                      |                    |
| Business travel-air           | Flights - With RF                                          | Domestic, to/from UK            | Passenger.km | 1,610.00  | 438.85               | 0.44               |
| Employee Commute - land       | Cars (by size) - Diesel                                    | Medium car                      | Miles        | 7,524.00  | 1,870.47             | 1.87               |
| Employee Commute - land       | Cars (by size) - Hybrid                                    | Medium car                      | Miles        | 3,010.80  | 528.36               | 0.53               |
| Employee Commute - land       | Cars (by size) - Petrol                                    | Medium car                      | Miles        | 6,480.00  | 1,858.19             | 1.86               |
| Business travel-land          | Rail                                                       | National rail                   | Passenger.km | 12,524.00 | 444.14               | 0.44               |

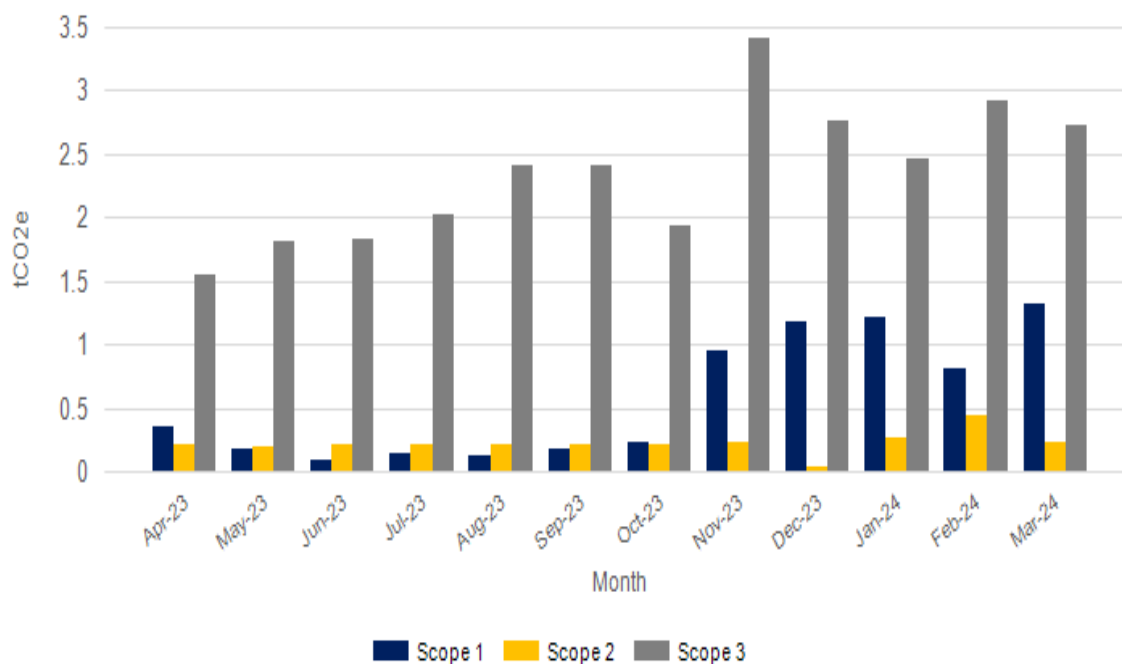
|                                                                           |                                                  |                                 |                |           |                  |              |
|---------------------------------------------------------------------------|--------------------------------------------------|---------------------------------|----------------|-----------|------------------|--------------|
| Hotel stay                                                                | Hotel stay                                       | UK                              | Room per night | 10.00     | 93.60            | 0.09         |
| Grey Fleet-vehicles                                                       | Managed cars (by size) - Diesel                  | Medium car                      | Miles          | 40,665.00 | 10,939.52        | 10.94        |
| Grey Fleet-vehicles                                                       | Managed cars (by size) - Petrol                  | Medium car                      | Miles          | 20,151.00 | 5,778.44         | 5.78         |
| Transmission and distribution                                             | T&D- UK electricity                              | Electricity: UK                 | kWh            | 13,168.00 | 235.91           | 0.24         |
| UK electricity T&D for EVs                                                | Cars (by size) - Plug-in Hybrid Electric Vehicle | Medium car                      | Miles          | 4,322.00  | 13.05            | 0.01         |
| Waste disposal                                                            | Electrical items - Open-loop                     | WEEE - mixed                    | Tonnes         | 0.16      | 3.43             | 0.00         |
| Waste disposal                                                            | Paper - Closed-loop                              | Paper and board: mixed          | Tonnes         | 1.45      | 30.81            | 0.03         |
| Waste disposal                                                            | Refuse - Combustion                              | Household residual waste        | Tonnes         | 7.20      | 153.22           | 0.15         |
| Water supply                                                              | Water supply                                     | Water supply                    | Cubic meters   | 53.00     | 9.36             | 0.01         |
| Water treatment                                                           | Water treatment                                  | Water treatment                 | Cubic meters   | 50.75     | 10.22            | 0.01         |
| WTT- business travel- air                                                 | WTT- flights - With RF                           | Domestic, to/from UK            | Passenger.km   | 1,610.50  | 53.95            | 0.05         |
| WTT- delivery vehs & freight                                              | WTT- vans - Diesel                               | Class II (1.305 to 1.74 tonnes) | Miles          | 2,640.00  | 180.55           | 0.18         |
| WTT- pass vehs & travel-land                                              | WTT- cars (by size) - Diesel                     | Medium car                      | Miles          | 48,189.00 | 3,163.13         | 3.16         |
| WTT- pass vehs & travel-land                                              | WTT- cars (by size) - Hybrid                     | Medium car                      | Miles          | 4,322.00  | 196.91           | 0.20         |
| WTT- pass vehs & travel-land                                              | WTT- cars (by size) - Petrol                     | Medium car                      | Miles          | 26,631.00 | 2,121.16         | 2.12         |
| WTT- pass vehs & travel-land                                              | WTT- rail                                        | National rail                   | Passenger.km   | 12,521.00 | 112.27           | 0.11         |
| <b>Total Scope 3</b>                                                      |                                                  |                                 |                |           | <b>28,235.52</b> | <b>28.24</b> |
| <b>Total Scope 1, 2 &amp; 3</b>                                           |                                                  |                                 |                |           | <b>37,772.40</b> | <b>37.77</b> |
| <b>Total tCO<sub>2</sub>e per *FTE on gross scope 1 &amp; 2</b>           |                                                  |                                 |                |           | <b>529.77</b>    | <b>0.53</b>  |
| <b>Total tCO<sub>2</sub>e per *FTE on gross scope 1, 2 &amp; 3</b>        |                                                  |                                 |                |           | <b>2,098.47</b>  | <b>2.09</b>  |
| <b>Total tCO<sub>2</sub>e per *100 sq. ft on gross scope 1 &amp; 2</b>    |                                                  |                                 |                |           | <b>285.08</b>    | <b>0.29</b>  |
| <b>Total tCO<sub>2</sub>e per *100 sq. ft on gross scope 1, 2 &amp; 3</b> |                                                  |                                 |                |           | <b>1,129.22</b>  | <b>1.13</b>  |

\*Notes: For 01 April 2023 to 31 March 2024 the number of Full-time equivalent employees (FTE) was 18, the sq. ft was 3345 sq. ft, and the Turnover was GBP £ million.

### Scope Emissions by Percentage



### Emissions by Scope



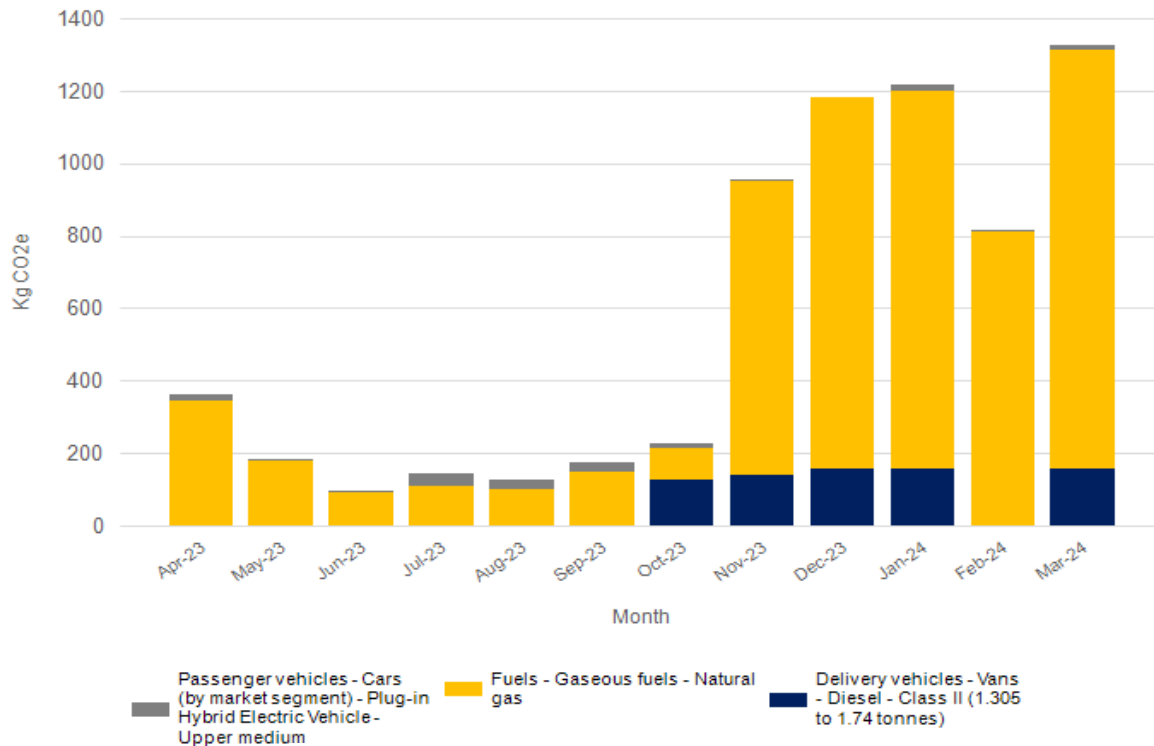


climate  
wise

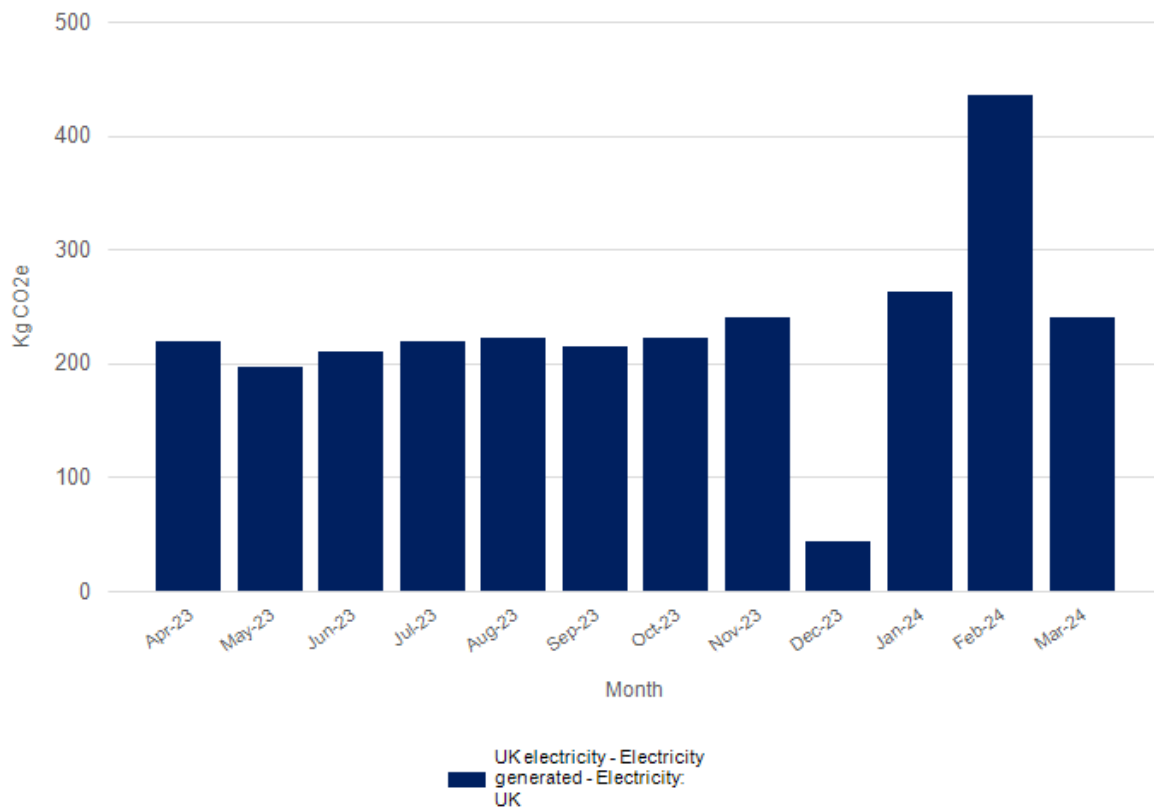


GREENHOUSE  
GAS PROTOCOL

### Scope 1 Emissions by Factor



### Scope 2 Emissions by Factor



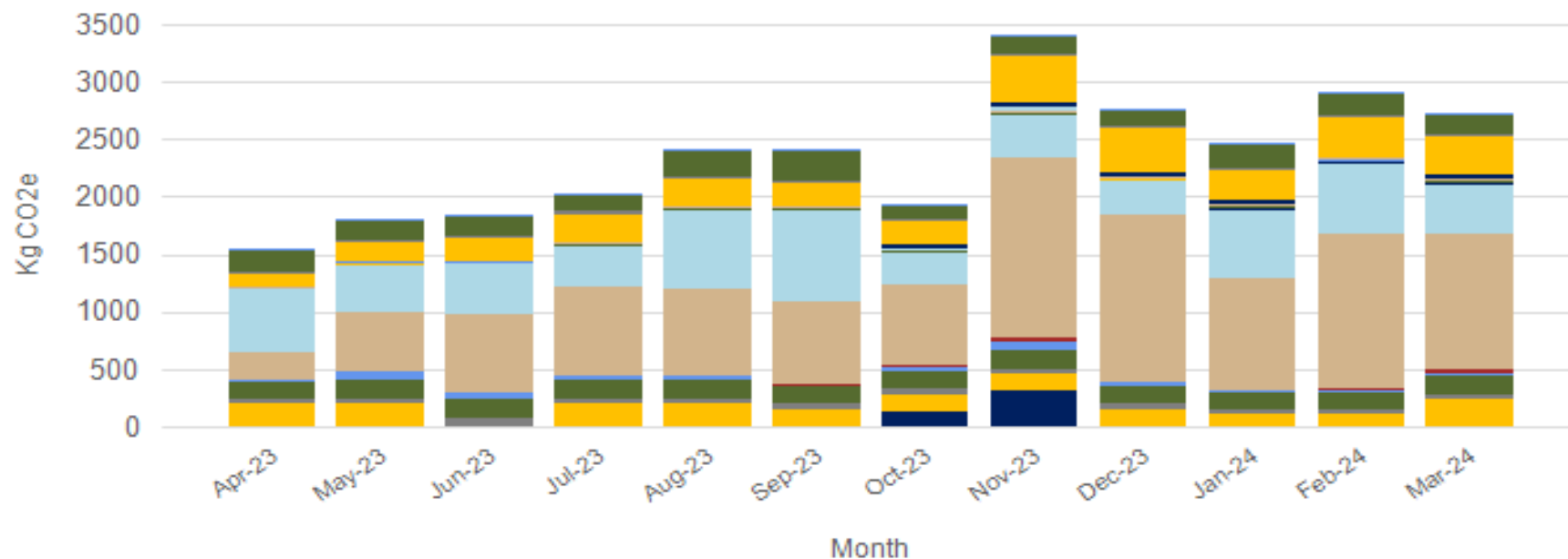


climate  
wise



GREENHOUSE  
GAS PROTOCOL

## Scope 3 Emissions by Factor



- WTT- pass vehs & travel-land - WTT- rail - National rail
- WTT- pass vehs & travel-land - WTT- cars (by size) - Petrol - Medium car
- WTT- pass vehs & travel-land - WTT- cars (by size) - Hybrid - 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 supply - Water supply
- Waste disposal - Refuse -
- Combustion - Household residual waste
- Waste disposal - Paper -
- Closed-loop - Paper and board: mixed
- Waste disposal - Electrical items - Open-loop - WEEE - mixed
- UK electricity T&D for EVs - Cars (by size) - Plug-in Hybrid Electric Vehicle - Medium car
- Transmission and distribution - T&D- UK electricity - Electricity: UK
- Managed assets- vehicles - Managed cars (by size) - Petrol - Medium car
- Managed assets- vehicles - Managed cars (by size) - Diesel - Medium car
- Hotel stay - Hotel stay - UK
- Business travel- land - Rail - National rail
- Business travel- land - Cars (by size) - Petrol - Medium car
- Business travel- land - Cars (by size) - Hybrid - Medium car
- Business travel- land - Cars (by size) - Diesel - Medium car
- Business travel- air - Flights - With RF - Domestic, to/from UK

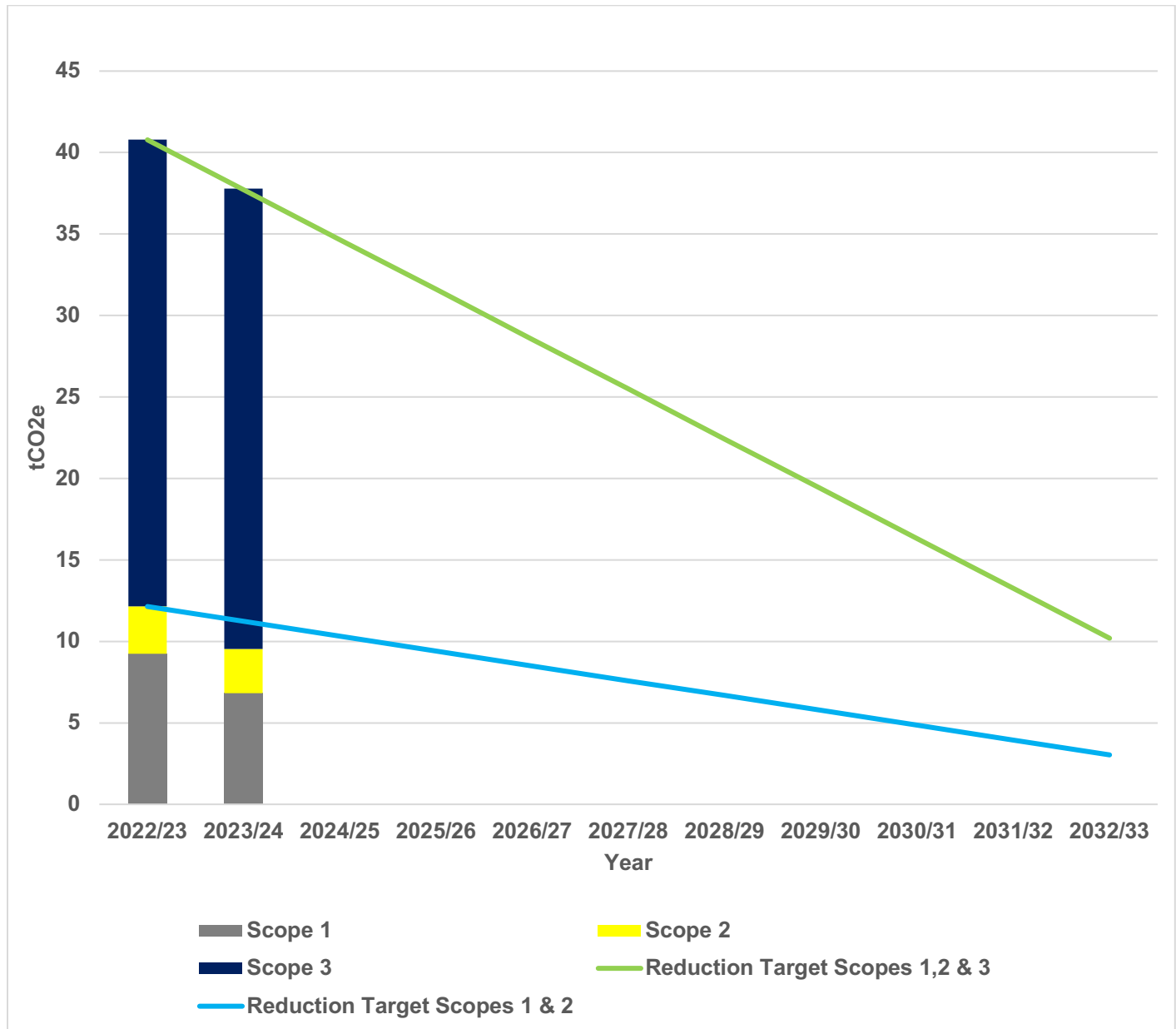


climate  
wise



GREENHOUSE  
GAS PROTOCOL

### GHG Scope 1, 2 & 3 Versus Target Emissions



#### Energy efficiency measures taken

- 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>



**climate  
wise**



**GREENHOUSE  
GAS PROTOCOL**

- Instillation of light sensors to better control the usage of electricity by room within the organisational boundary.
- Reusable water bottles provided for staff.

### **Energy efficiency planned**

- Staff Carbon Literacy Training.
- Relocation to a more modern building.
- Operational review on corporate travel specifically around hotels.

### **Notes**

- 2022 – 2024 more accurately reflects business as usual post Covid-19 pandemic.
- Scope 1 & 2 emission have fallen by 21.42 %, from the 2022-23 GHG report.
- When Scope 1 through 3 emissions have been factored in Royce Communications have reduced their GHG emissions by 7.36%.
- Royce Communications added Employee commute into their Scope 3 calculations for the first time, adding a further 4.24 tCO<sub>2</sub>e in Scope 3. Despite this Royce Communications still managed to reduce their overall Scope 3 emissions by 1.4%. This has primarily been achieved by transition grey fleet transport to increased rail usage.
- 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 Protocol<sup>1</sup> and the BEIS Environmental Reporting Guidelines<sup>2</sup>. The calculations were completed on the GHG Carbon Calculator using the UK Government Emissions Factors 2023.
- CO<sub>2</sub>e 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 (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>). Different activities emit different gases. Using CO<sub>2</sub>e 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 Government<sup>2</sup>.
- 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.



**climate  
wise**



**GREENHOUSE  
GAS PROTOCOL**

## **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 (CO<sub>2</sub>e). (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 2023 (for advanced users). More at this link:  
<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

