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Carbon footprint report for Head Office

01 January 2023 to 31 December 2023

Part 1: Descriptive information

Descriptive information	Company response
Company name	Allwag Promotions Ltd.
Description of the company	Allwag Promotions offers branded business gifts, printed promotional products, engraved awards and printed corporate and promotional clothing.
Chosen consolidation approach (equity share, operational control or financial control)	Financial control
Description of the businesses and operations included in the company's organizational boundary	4 building and 38 staff
The reporting period covered	2023
A list of scope 3 activities included in the report	Categories 1, 2, 3, 4, 5, 6, 7, 8 and 9
A list of scope 1, scope 2, and scope 3 activities excluded from the report with justification for their exclusion	NA
The year chosen as base year and rationale for choosing the base year	January 2023 - December 2023
PAS2060 emission sources accounted for: <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> Gas <input checked="" type="checkbox"/> Waste <input checked="" type="checkbox"/> Travel <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Manufacturing emissions

Part 2: Greenhouse gas emissions data

Head Office emitted **17,636.7** KgCO₂e (Kilogrammes of carbon dioxide equivalent) for 2023 (across scope 1 and 2). This can be presented as **17.64** tCO₂e (tonnes of carbon dioxide equivalent) with an intensity indicator of **0.46** tCO₂e per total full-time equivalent employee (FTE) and **2.45** tCO₂e per million GBP £.

When Scope 3 is added, this brings the total to **1,522.02** tCO₂e, with an intensity indicator of **40.05** tCO₂e per total full-time equivalent employee (FTE) and **211.41** tCO₂e per million GBP £.

Table 1. UK GHG emissions and energy use data for period 01 January 2023 to 31 December 2023

Emissions source	Units	Total	Carbon (kgCO ₂ e)	Carbon (tCO ₂ e)
Scope 1				
Natural Gas Merchandise House	kWh	9,531	1,743.5	1.74
Passenger Van Class II Diesel	Km	32,186	5,602.2	5.60
Hybrid Cars	Km	33,064	3,933.9	3.93
Total Scope 1			11,279.7	11.28
Scope 2				
UK National Grid electricity – Merchandise House	kWh	8,824.6	1,830	1.83
UK National Grid electricity – Moss Road	kWh	6,622.9	1,370	1.37
UK National Grid electricity – Crittal Road	kWh	348.9	70	0.07
UK National Grid electricity – East Ways	kWh	3,447	710	0.71
Green Tariff Electricity	kWh	11,456	2,370	2.37
Total Scope 2 Location Based			6,357.1	6.36
Total Scope 1 & 2 (Location Based)			17,636.7	17.64
Total tCO₂e per *FTE on gross scope 1 & 2				0.46
Total tCO₂e per *£1m Turnover on gross scope 1 & 2				2.45
Scope 3				
Business Travel Land – Petrol Car Avg	Km	15,748	2,581.3	2.58
Business Travel Land – Diesel Car Avg	Km	5,834	16,872.1	16.87



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Business Travel Land – Hybrid Car Avg	Km	18,241	375	18,24
Business Travel Land – National Rail	Km	4,118.3	146	0.15
Hotel Stay (outside London)	Nights	159	1,653.6	1.65
Work From Home (Office & Equ)	Hours	19,968	6,664.9	6.66
Employee Commute – Unknown Car Avg	Km	101,249.3	16,872.1	16.87
Employee Commute – Hybrid Car Avg	Km	3,151.9	375	0.38
Employee Commute – Bus	Km	2,356.1	236.7	0.24
Employee Commute – National Rail	Km	2,317.4	82.2	0.08
Waste – Commercial & Industrial	Tonnes	1.57	33.4	0.03
Waste – Material Recovery	Tonnes	1.64	34.8	0.03
Waste – Mixed Organic	Tonnes	1.98	42	0.04
Waste – Paper	Tonnes	1.07	22.9	0.02
Water Usage – Merchandise House	Cub. Mtrs	66.0	11.7	0.01
Water Sewage – Merchandise House	Cub. Mtrs	59.4	12	0.01
Water Usage – Moss Road	Cub. Mtrs	75.6	13.4	0.01
Water Sewage – Moss Road	Cub. Mtrs	72.1	14.5	0.01
Office IT Equipment	£ Spend	17,136	6,609.9	6.60
Office Computers & Phones	£ Spend	5,493	2,118.7	2.12
Office Furniture	£ Spend	14,400	6,620.4	6.60
Office Electrical Goods	£ Spend	20,680	9,232.4	9.23
Hospitality Food	£ Spend	4,275	3,100.9	3.10
Hospitality Beverage	£ Spend	1,200	505.6	0.51
Purchased Goods Apparel	£ Spend	2,400	1,772.3	1.78
IT & Data services	£ Spend	20,880	3,578.2	3.58
Website	£ Spend	18,000	2,649.6	2.65
Internet & Wifi	£ Spend	1,440	212.0	0.21
Professional Legal & Financial Services	£ Spend	12,000	1,102.7	1.10
Merchandise Procurement	£ Spend	5,069,587	1,396,155.7	1,396.2
Transportation & Distribution	£ Spend	59,136	34,335.3	34.34
WTT Passenger Van Class II Diesel	Km	32,186	1,367.9	1.37
Transmission & Distribution (Scope 2)	kWh	30,699.5	550	0.55
WTT – Unknown Car Avg	Km	101,249.3	736.6	0.74
WTT – Petrol Car Avg	Km	15,748	716.7	0.72
WTT – Diesel Car Avg	Km	5,834	241.8	0.24
WTT – Local Bus	Km	2,356.1	58.7	0.06
WTT – Hybrid Car Avg	Km	54,456.9	661.7	0.66



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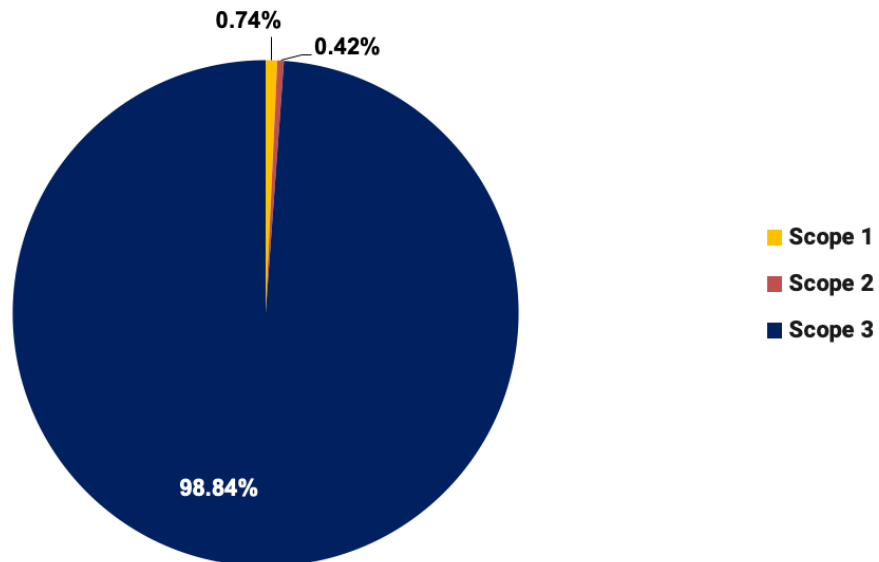
WTT – National Rail	Km	6,435.7	57.7	0.06
Total Scope 3			1,504,386.4	1,504.39
Total Scope 1, 2 & 3 (Location Based)			1,522,023.1	1,522.02
Total tCO ₂ e per *FTE on gross scope 1, 2 & 3				40.05
Total tCO ₂ e per *£1m Turnover on gross scope 1, 2 & 3				211.41

* Notes: For 01 January 2023 to 31 December 2023 the number of Full-time equivalent employees (FTE) was 38 and the Turnover was GBP 7,199,433.63 £million.

** T&D (Transmission & Distribution).

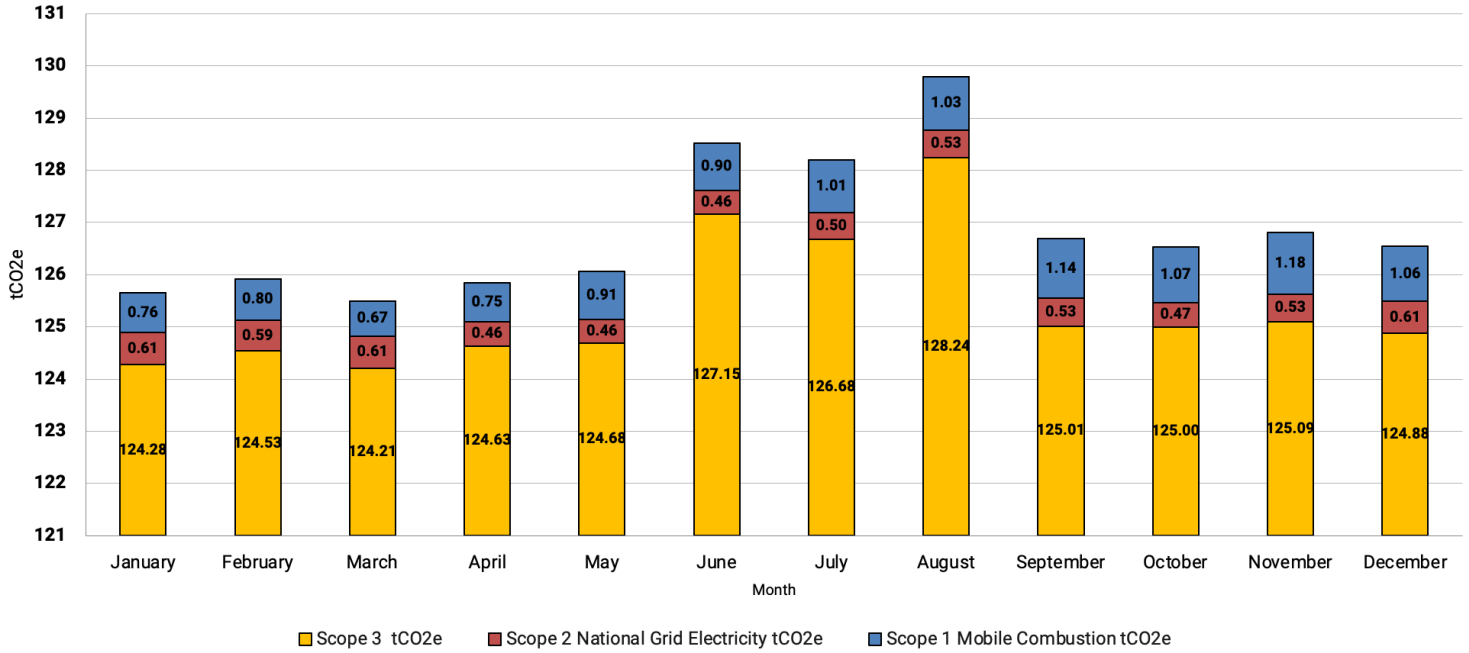
*** WTT (Well to Tank).

UK Scopes by Percentage: 1,522.02 tCO₂e

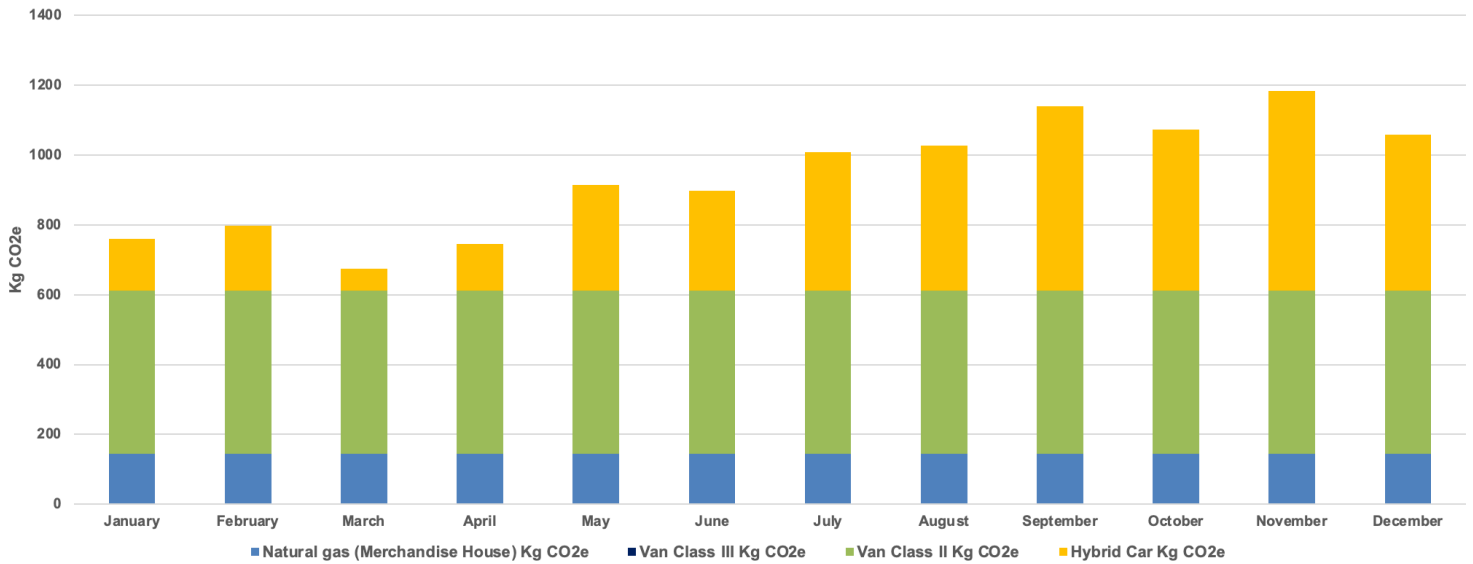




UK Emissions by Scope tCO2e



UK Scope 1 by Factor



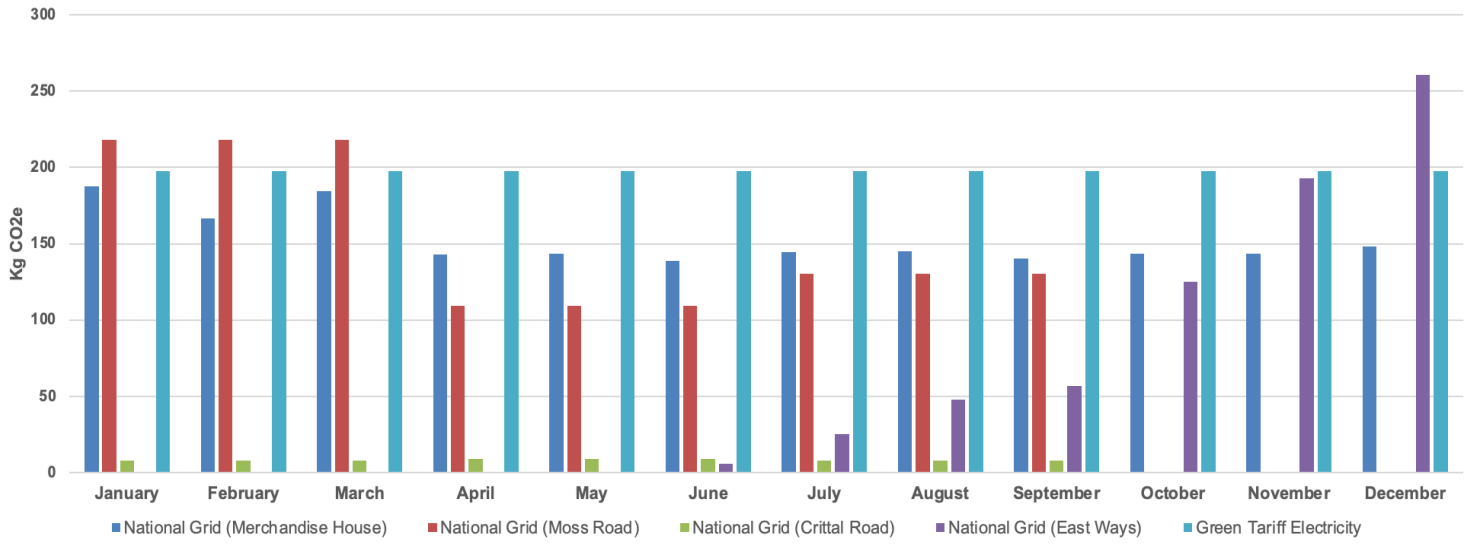


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UK Scope 2 Location Based Emissions



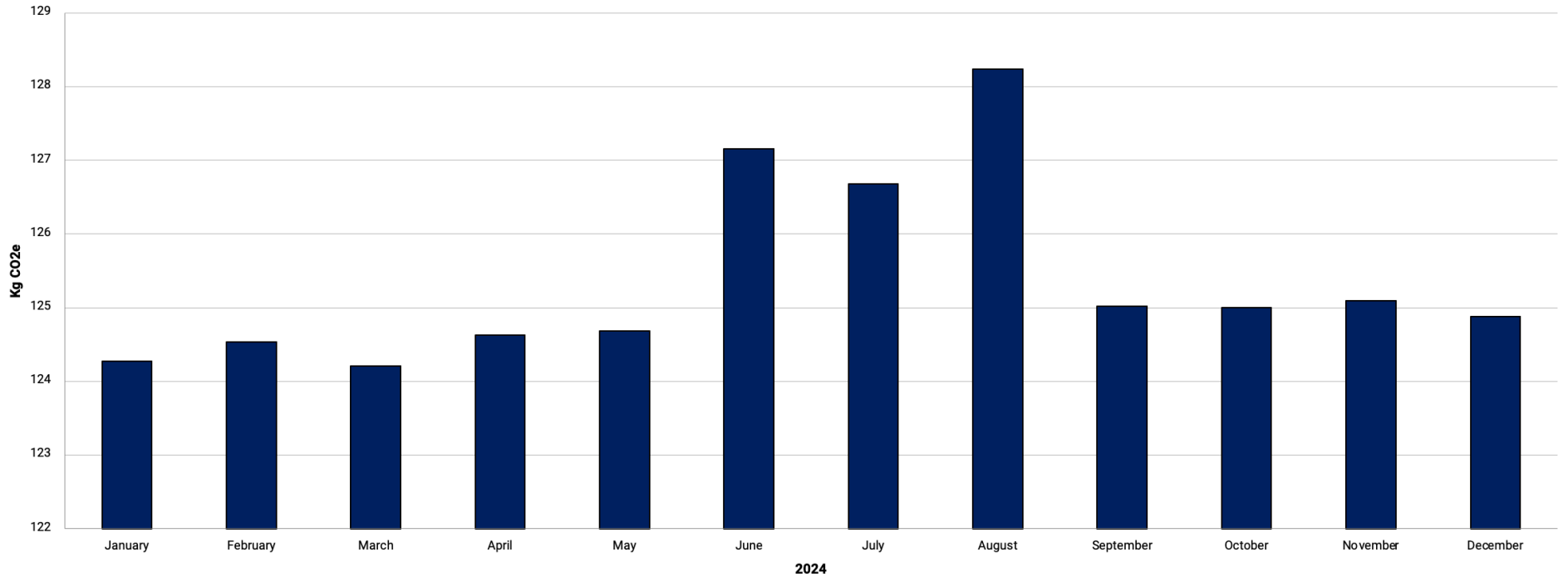


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UK Scope 3 Total tCO₂e



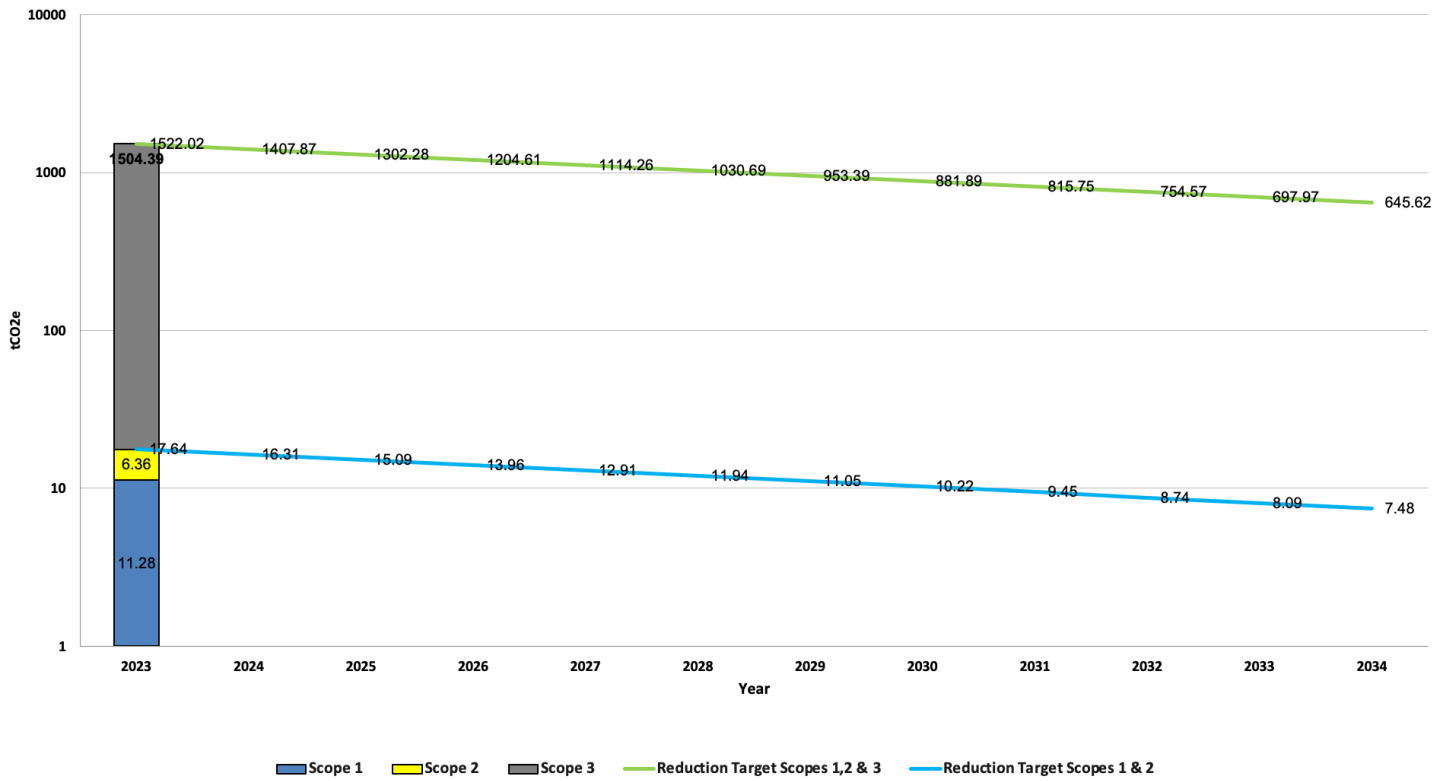


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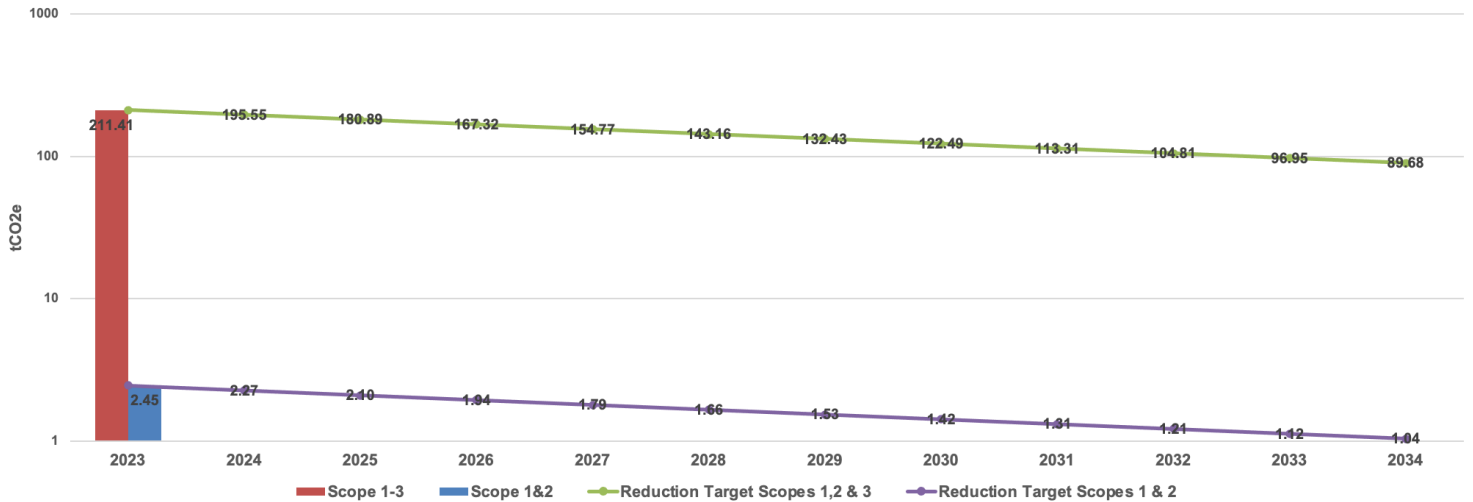


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Scope 1- 3 Emissions V Reduction Targets



Reduction in Intensity Actual v Target at 7.5%





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Energy efficiency measures taken 2023

- Promote the cycle-to-work scheme.
- Deliver Carbon Literacy course for staff.

Energy efficiency planned 2024

- Replace lights with LED natural light panels.
- Refit office using reclaimed and industrial piping to create tables, chairs, and shelving units for the showroom.
- Purchase recycled furniture, such as tables and chairs, for the showroom.
- Refit warehouse to allow for more office spaces so that only the rooms, not the whole warehouse, require heating.
- Adjust spam filter settings to reduce spam and lessen the digital footprint.
- Increase the use of hybrid vehicles, encourage car sharing, and prioritize public transport.
- Continue promoting the cycle-to-work scheme.

Notes about methodology:

- Head Office has adopted a financial 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 2023.
- Scope 2 footprints are based on Market Based 100% renewable electricity from Scottish Power under a PPA contract.
- 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, Allwag Promotions Ltd. has included factors for the transmission and distribution of electricity (T&D) losses, which occur between the power station and site(s). As with other Scope 3 impacts, reporting T&D is voluntary but is recommended standard practice by UK Government².



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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. UK Government Greenhouse Gas reporting: conversion factors – 2023 Full set (for advanced users).
4. DEFRA Spend Factors for Scope 3 footprint 2023, factors utilised updated as of May 202

