

Carbon footprint report for Head Office

01 January 2024 to 31 December 2024

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 42 staff
The reporting period covered	2024
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 2024 - December 2024
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 **11,507.9** kgCO₂e (Kilogrammes of carbon dioxide equivalent) for 2024 (across Scopes 1 and 2). This can be presented as **11.51** tCO₂e with an intensity indicator of **0.27** tCO₂e per total full-time equivalent employee (FTE) and **1.44** tCO₂e per million GBP £.

When Scope 3 (Categories 1 through 9) is added, this brings the total to **1,840.74** tCO₂e. With a Scope 1-3 intensity indicator of **43.83** tCO₂e per total full-time equivalent employee (FTE) and **230.79** tCO₂e per million GBP £.

Table 1. UK GHG emissions and energy use data for period 01 January 2024 to 31 December 2024

Emissions source	Units	Total	Carbon (kgCO ₂ e)	Carbon (tCO ₂ e)
Scope 1				
Natural Gas Merchandise House	kWh	9,531	1,743.2	1.74
Passenger Van Class III Diesel	Km	5,546	1,517.6	1.52
Passenger Van Class II Diesel	Km	10,026	1888.1	1.89
Hybrid Cars	Km	50,440	6,359.0	6.36
Total Scope 1			11,507.9	11.51
Scope 2				
UK National Grid electricity – Merchandise House	kWh	8,085	1,674.0	1.67
Market Based (REGO) – Merchandise House	kWh	8,085	0	0
UK National Grid electricity – Moss Road	kWh	7,528	1,558.7	1.56
Market Based (REGO) – Moss Road	kWh	7,528	0	0
UK National Grid electricity – Crittal Road	kWh	1,778	368.2	0.37
Market Based (REGO) – Crittal Road	kWh	1,778	0	0
UK National Grid electricity – East Ways	kWh	523	108.3	0.11
Market Based (REGO) – East Ways	kWh	523	0	0
Total Scope 2 Location Based			3,600.9	3.6
Total Scope 2 Market Based			0	0
Total Scope 1 & 2 (Location Based)			15,108.9	15.10
Total Scope 1 & 2 (Market Based)			11,507.9	11.51

**climate wise**GREENHOUSE
GAS PROTOCOL

Total tCO2e per *FTE on gross scope 1 & 2				0.27
Total tCO2e per *£1m Turnover on gross scope 1 & 2				1.44
Scope 3				
Business Travel Air – Domestic	Km	1,156	315.1	0.32
Business Travel Air – Short Haul	Km	1,804	329.9	0.33
Business Travel Land – Petrol Car Avg	Km	15,749	2,590.6	2.59
Business Travel Land – Diesel Car Avg	Km	5,834	990.9	0.99
Business Travel Land – Hybrid Car Avg	Km	18,242	2,299.7	2.30
Business Travel Land – Plugin Hy Car Avg	Km	41	4.4	0.004
Business Travel Land – London Underground	Km	777	21.6	0.022
Business Travel Land – National Rail	Km	4,317	153.1	0.15
Hotel Stay (outside London)	Nights	159	1,653.6	1.65
Hotel Stay (Italy)	Nights	1	14.3	0.014
Work From Home (Office & Equ)	Hours	23,618	7,883.1	7.89
Employee Commute – Petrol Car Avg	Km	61,165	10,061.6	10.06
Employee Commute – Deisel Car Avg	Km	6,703	1,138.4	1.14
Employee Commute – Plugin Hy Car Avg	Km	3,119	338.5	0.34
Employee Commute – Hybrid Car Avg	Km	17,943	2,262.0	2.26
Employee Commute – Electric Car Avg	Km	12,816	608.1	0.61
Employee Commute – Bus	Km	1,957	487.1	0.49
Employee Commute – National Rail	Km	4,491	159.3	0.16
Waste – Commercial & Industrial	Tonnes	1.57	10.0	0.01
Waste – Material Recovery	Tonnes	0.55	3.5	0.004
Waste – Mixed Organic	Tonnes	1.97	12.6	0.013
Waste – Paper	Tonnes	1	8.1	0.008
Water Usage – Merchandise House	Cub. Mtrs	66	10.1	0.01
Water Sewage – Merchandise House	Cub. Mtrs	59	11.0	0.01
Water Usage – Moss Road	Cub. Mtrs	76	11.6	0.01
Water Sewage – Moss Road	Cub. Mtrs	72	13.4	0.01
Office IT Equipment	£ Spend	1,651	636.9	0.64
Office Computers & Phones	£ Spend	5,493	2,118.7	2.12
Office Furniture	£ Spend	14,400	6,577.9	6.58
Office Electrical Goods	£ Spend	1,110	486.0	0.49
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	6,298,874	1,734,699	1,734.70
Transportation & Distribution	£ Spend	51,682	32,078.2	32.08
WTT Passenger Van Class III Diesel	Km	5,546	339.8	0.34
WTT Passenger Van Class II Diesel	Km	10,026	461.4	0.46
Transmission & Distribution (Scope 2)	kWh	17,915	327.8	0.33
WTT – Petrol Car Avg	Km	76,914	3,537.3	3.54
WTT – Diesel Car Avg	Km	12,537	519.8	0.52
T&D – Plugin Hybrid Car Avg	Km	3,160	3.8	0.004
T&D – Electric Car	Km	12,816	48.8	0.05
WTT – Plugin Hybrid	Km	3160	92.7	0.09
WTT – Local Bus	Km	1,957	51.8	0.05
WTT – Hybrid Car Avg	Km	86,625	2,871.6	2.87
WTT – National Rail	Km	8,808	79.0	0.08
WTT – London Underground	Km	777	5.7	0.006
WTT – Air Travel, Domestic Avg Passenger	Km	1,156	38.7	0.04
WTT – Air Travel, Short Haul Economy	Km	1,804	40.6	0.04
Total Scope 3			1,829,328.7	1,829.33
Total Scope 1, 2 & 3 (Location Based)			1,844,545.8	1,844.34
Total Scope 1, 2 & 3 (Market Based)			1,840,836.9	1,840.74
Total tCO₂e per *FTE on gross scope 1, 2 & 3				43.83
Total tCO₂e per *£1m Turnover on gross scope 1, 2 & 3				230.79

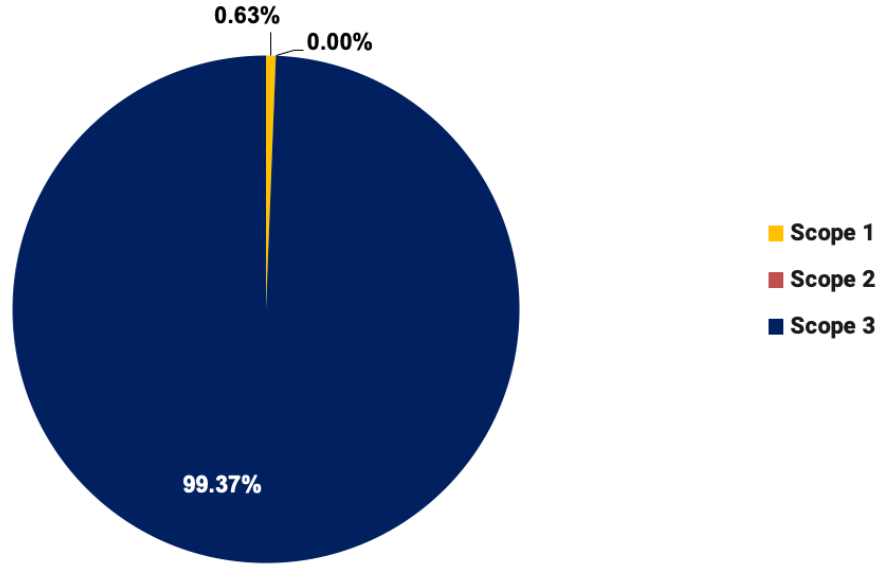
* Notes: For 01 January 2024 to 31 December 2024 the number of Full-time equivalent employees (FTE) was 42 and the Turnover was GBP £7,199,433.63 million.

** T&D (Transmission & Distribution).

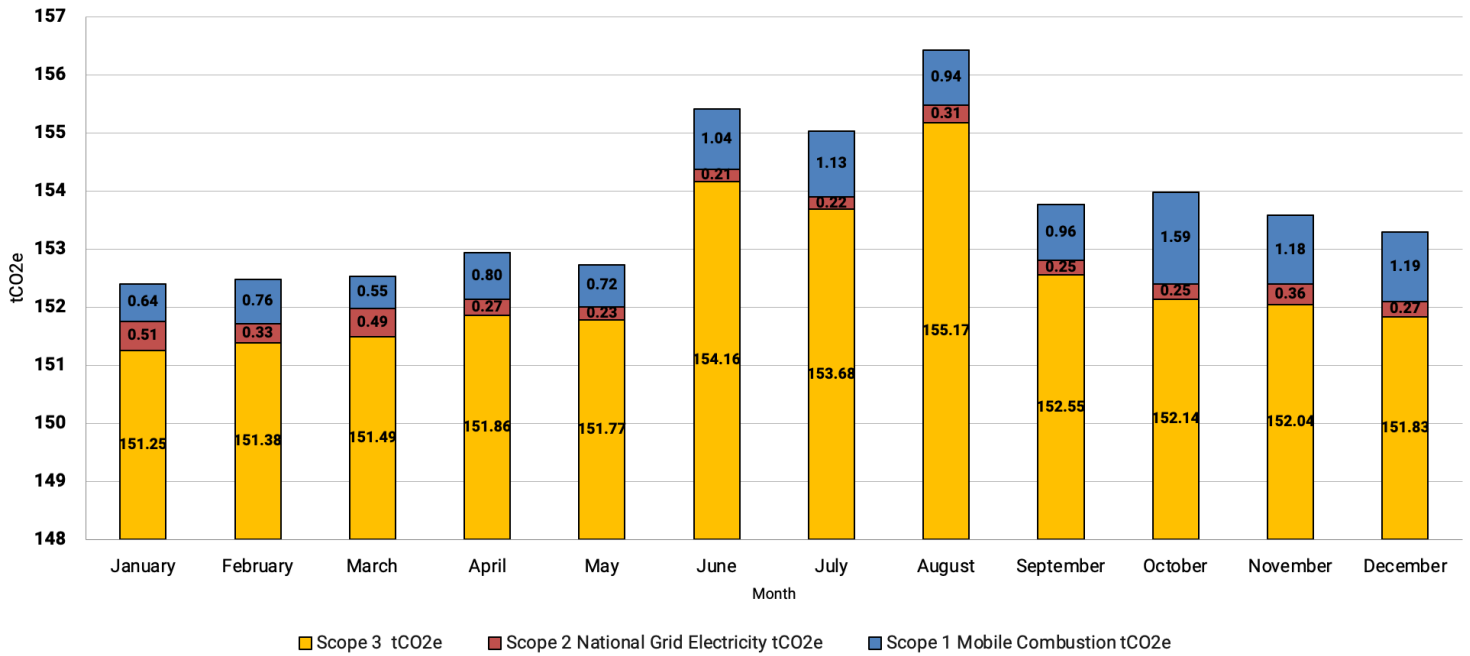
*** WTT (Well to Tank).



UK Scopes by Percentage: 1,840.84 tCO2e



UK Emissions by Scope tCO2e



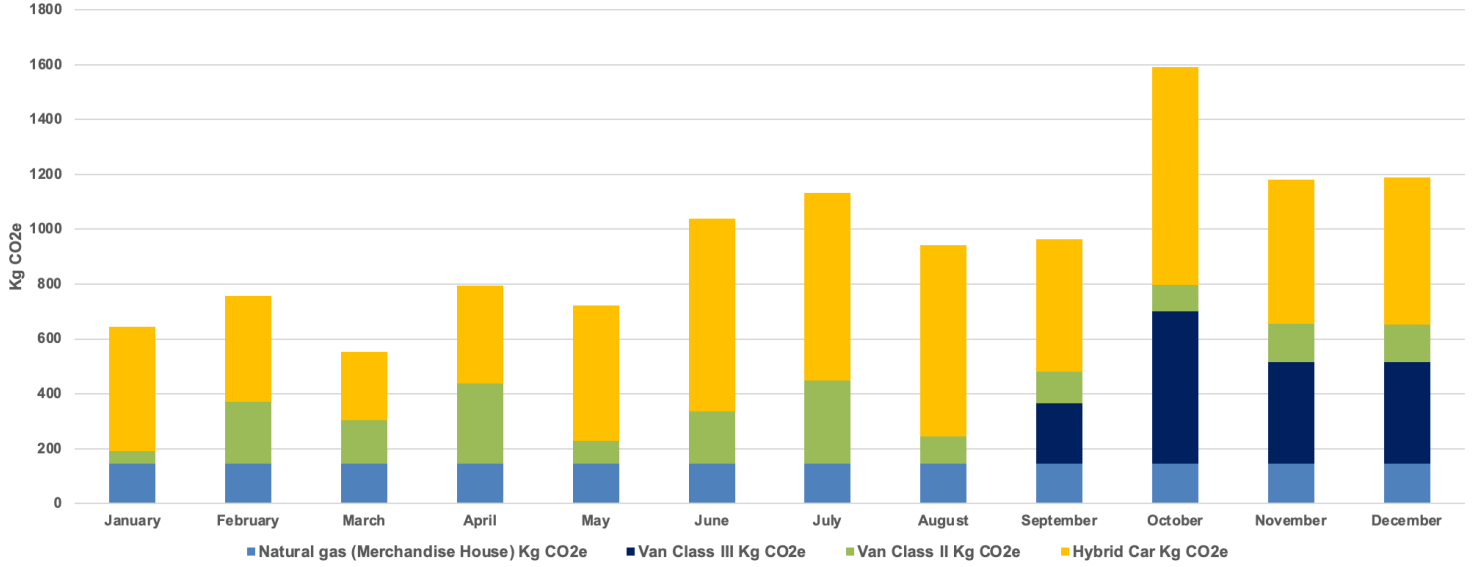


climate wise

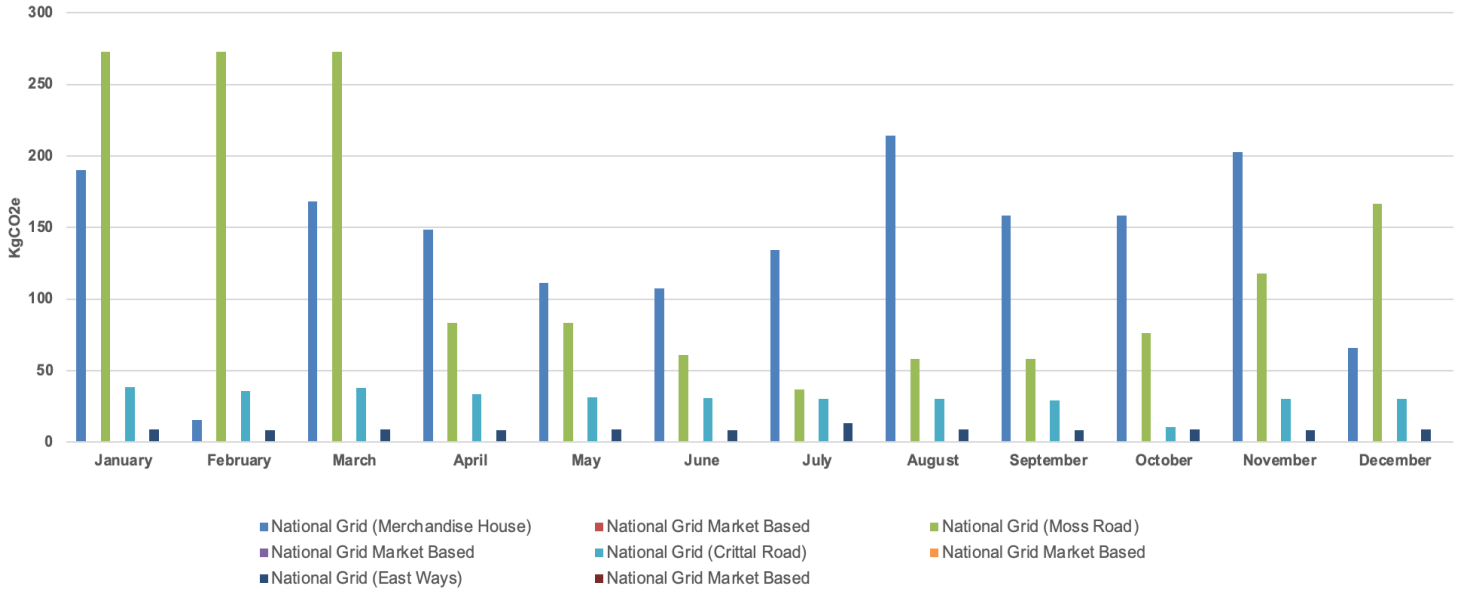


GREENHOUSE GAS PROTOCOL

UK Scope 1 by Factor



UK Scope 2 Location V Market Based Emissions (100% Renewable)



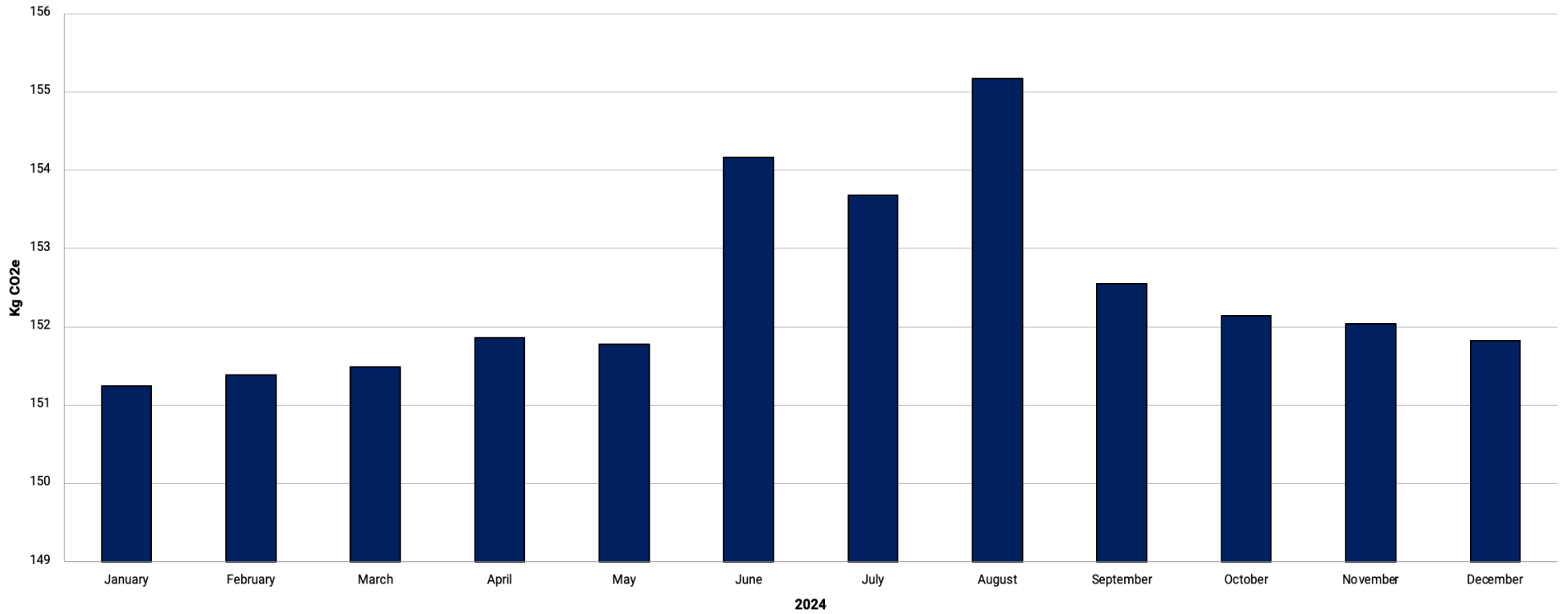


climate
wise



GREENHOUSE
GAS PROTOCOL

UK Scope 3 Total tCO₂e



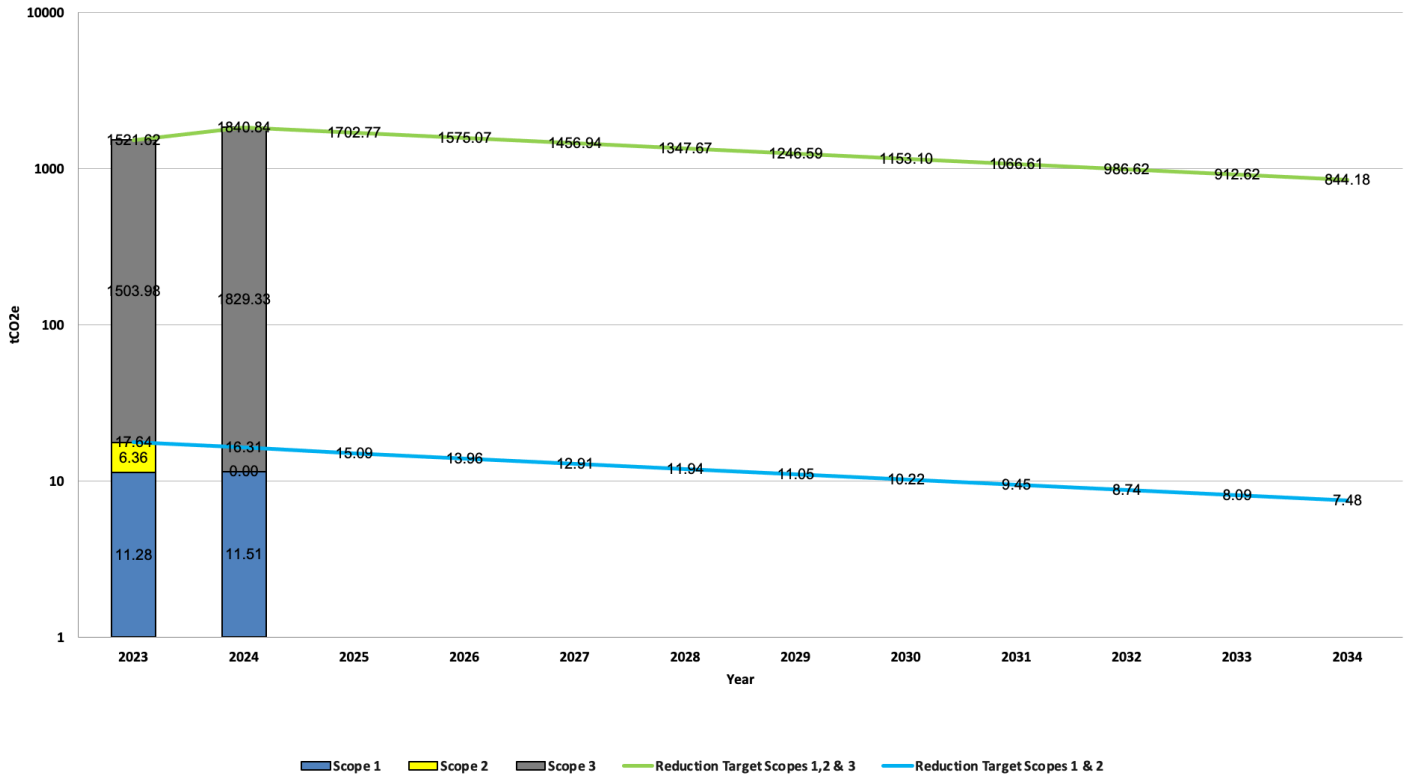


climate wise

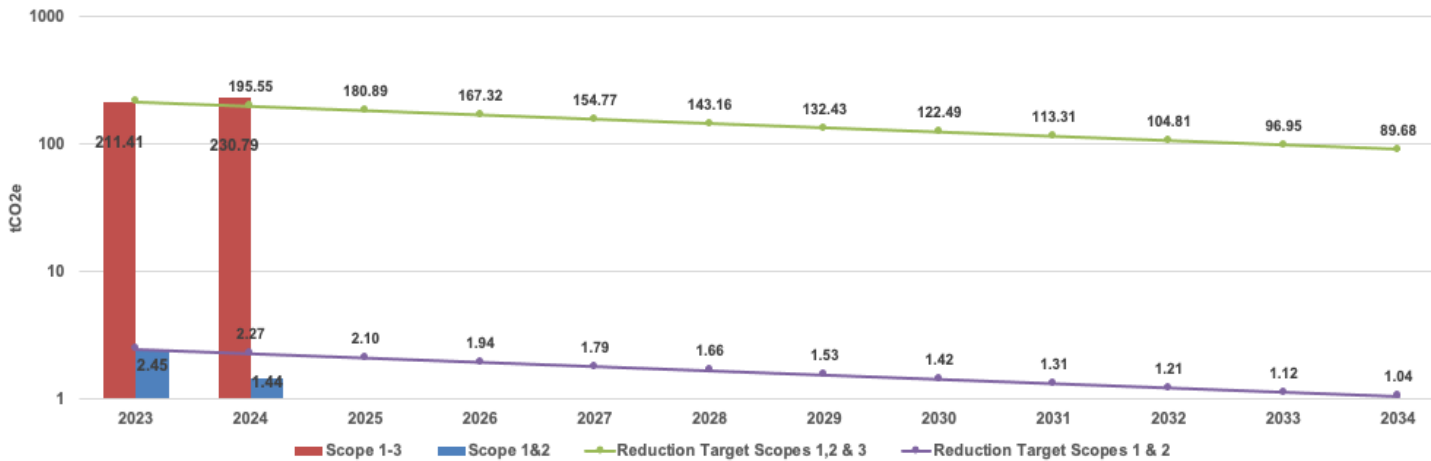


GREENHOUSE GAS PROTOCOL

Scope 1-3 Emissions v Reduction Targets



Reduction in Spend Based Intensity Actual v Target at 7.5%





**climate
wise**



GREENHOUSE
GAS PROTOCOL

Energy efficiency measures taken 2024

- Replaced lights with LED natural lights panels.
- Refitted office buying reclaimed and industrial piping to make table, chairs and shelving units for our showroom.
- Bought recycled furniture i.e. table and chairs for showroom.
- Refitted warehouse again to allow more office spaces that we don't have to heat the whole warehouse only the room
- Changed spam filter settings to stop more spam and ensure our digital footprint is lessened
- More hybrid vehicles and car sharing or preference to public transport
- Cycle to work scheme used

Energy efficiency planned 2025

- Review of website hosting and data centres
- tbc
- tbc

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 2024.
- 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.

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 – 2024 Full set (for advanced users).
4. DEFRA Spend Factors for Scope 3 footprint 2024, factors utilised updated as of May 2024

