WORKPLACE INSIGHTS

Climate Report

15th March 2024

Company: Workplace Insights Ltd

Company Number: 13271156

Period: 01/11/2022 – 31/10/2023

WORKPLACE INSIGHTS

Contents

Use of this report

This is the first climate report for Workplace Insights Ltd. The year 2022 - 2023 has been selected as the base year for the company's climate reporting. The turnover of the company in 2023 was £0.02M and the company had 2 employees. The purpose of the reporting is to increase the understanding of what is driving the company's greenhouse gas emissions, set targets to reduce them, and secure transparency and traceability on the journey towards net-zero.

Introduction

Our mission is to pioneer a sustainable future for the built environment, propelling digital enablement and transformative thinking. With unwavering dedication to ESG practices and international standards, we inspire a paradigm shift, empowering individuals, clients, and partners to dream audaciously. By creating and leveraging state-of-the art technologies, tools and solutions we can help create a world where architecture transcends the ordinary, embodying Environmental stewardship, Social inclusivity, and economic/Governance sustainability.

External Assurance

Workplace Insights Limited has appointed Workplace Insights (WPI) to independently assure the accuracy, completeness and consistency of energy use, greenhouse gas (GHG) emissions data and energy efficiency action.

Operational and organisational boundaries

The operational boundaries of this study comprise the scope 1 GHG emissions associated with combustion of gas, scope 2 GHG emissions associated with purchased electricity and 3 GHG emissions associated with business travel, employee travel, capital goods and services. All other scope 1, 2 and 3 GHG emissions were excluded as permitted under SECR requirements for unquoted companies. The organisational boundaries of this study comprise of the work from home employees – there are no office facilities. The consolidation of facility level GHG emissions was undertaken using the operational control approach.

- Work From Home Employees – see Appendix C

There are no GHG removals and reservoirs within operational and organisational boundaries.

Reporting period and company details

Detail	Current reporting year 2022 - 2023 (First SECR reporting year)
Start of reporting period	1st November 2022
End of reporting period	31st October 2023
Annual Turnover	£0.02 million
Number of staff (FTE)	2

Methodology

In carrying out carbon footprint calculations and preparing this document, WPI has followed the requirements of the UK Government's SECR Guidelines and the general principles of the Greenhouse Gas Protocol (Corporate Standard), with further guidance from the Greenhouse Gas Protocol (Corporate Value Chain Accounting and Reporting Standard). The GHG Protocol defines emissions in three scopes:

- Scope 1 – The company's direct emissions from vehicles, combustion, processes, or leakages
- Scope 2 – The company's indirect emissions (electricity, heating, cooling) from energy purchased and consumed.
- Scope 3 – Greenhouse gas emissions that occur upstream and downstream in the company's value chain, as a consequence of the company's operations.

Total greenhouse gas emissions are quantified in carbon dioxide equivalents (CO2e), which take into consideration that different greenhouse gases (Carbon dioxide, Nitrogen oxides, Methane etc.) have different global warming factors.

For calculation of the company's emissions from electricity (scope 2), the "market-based" principle is used, i.e. the emission intensity of grid electricity is separated between green electricity contracts and a residual mix.

For each emission calculation, relevant emission drivers and emission factors have been used. As priority exact activity data has been used and as a fallback option a spend based approach or conservative estimates have been applied.

The emission factors come from DEFRA and GHG, supplemented with specific emission factors when significant.

The carbon calculations have been carried out with the help of consultants from Workplace Insights.

Type	Data Source
Combustion of gas (scope 1)	Not applicable – all staff work from home
Purchased electricity, location based (scope 2)	Not applicable – all staff work from home
Purchased electricity, market base renewables	Not applicable – all staff work from home
Work From Home (scopes 1 & 2)	See Appendix C - We have used a simple methodology and easy to use process developed by EcoAct in partnership with Lloyds Banking Group and NatWest Group to calculate emissions of a workforce based at their own homes.
Business travel (scope 3)	Data to be captured 2023 - 2024
Employee travel (scope 3)	Not applicable
Capital and services (scope 3)	Data to be captured 2023 - 2024

Considering Key Environmental Impacts

This is the first year of SECR reporting, as such Workplace Insights is focussing on greenhouse gases as the biggest identified impact over which it has operational control.

Energy efficiency actions taken

- None

Results

You choose whether to report the previous year.

	Current reporting year 2022 - 2023 (First SECR reporting year)	
	GHG (tCO2e)	Energy (kWh)
Combustion of gas (scope 1)	N/A	N/A
Purchased electricity, location based (scope 2)	N/A	N/A
WFH gas (scope 1)	1.85	9,748
WFH electricity (scope 2)	0.12	576
Business travel (Scope 3)	TBD	TBD
Employee Travel (Scope 3)	N/A	N/A
Capital Goods & Services (Scope 3)	TBD	TBD
Total	**1.97**	**10,324**

Intensity Ratios

You must include one of these in your report.

	Current reporting year 2022 - 2023 (First SECR reporting year)	
Intensity Ratio	tCO2(e)	kWh
Per FTE	0.985	5,162
Per £ million GBP turnover	99	516,200

Future Activity

We are pleased with the progress made through 2023 and plan to monitor progress against the following initiatives over 2024

- Collecting data on Scope 3 - including suppliers, business travel and employee travel
- Identify any offsetting potential
- Identify other employee wellbeing initiatives
- Target Workplace Insight's sustainability maturity at Level 5 for the year end
- Looking at initiatives to engage the wider business and local communities
- Target Sustainability Maturity Level 6/7

Appendix A – Potential Additional Sections

Commitment and targets

The company's overall goal is to align with a +1,5 degree C trajectory, by following the "carbon law" and to halve emissions before 2030 and reach net-zero emissions well before 2050.

More specifically, Our Organisation pledges to:

- Reduce the carbon footprint per employee from a 2022 base year with:
    - Scope 1 – TBD
    - Scope 2 – 25% by 2025
    - Scope 3 – 25% by 2025
- Reach net-zero greenhouse gas emissions across the value chain by 2030.
- Disclose our progress on a yearly basis.

By 2030 our greenhouse gas emissions per employee shall be reduced by a minimum of 80% (from 3.0 to 0,6 ton CO2e/employee) and no abatable greenhouse gas emissions shall remain. The remaining carbon footprint shall be balanced by durable (min 100 years) carbon removal (CORC). Our near-term target is to reduce the carbon footprint/ employee by 25% by 2025. During the full journey to net zero we balance our carbon footprint by 100% via high quality carbon credits. The next carbon calculation will be made for the year 2023 – 24 and will include multi-year comparison with the base year (2022) and next target year (2025).

Actions to Reduce Emissions

Scope	Category	Action
1	Own Vehicles	
2	Purchased Electricity	Ensure renewable energy contracts when moving to larger office
3	Purchased Goods and Services	Demand improved carbon reporting and climate actions from consulting service providers
3	Capital Goods	Adopt the circular economy model for IT equipment
3	Business Travel	Reduce flying as much as possible

Climate solutions

Our business proposition is our biggest contribution to a 1.5-degree planet. We allocate 100% of our research and development budget to climate solutions. This year 100% of our revenue comes from sales of climate solutions.

Accelerate climate action in society

We have integrated climate/nature in our business ethics.

Our mission is to limit global warming to 1.5 degrees C.

To further contribute to the urgent global transformation, we would look to financially support climate projects outside our value chain.

All employees are encouraged to participate in our sustainability initiatives as well as calculate and reflect on the personal carbon footprint of their families and ensure they weigh-in well below the global average of 5 ton CO2e/capita.

Management and strategy

The responsibility for climate strategy and action is clearly allocated at the executive level of the company. Our business is built around ESG action. Our highly skilled team have built the netXero platform which is an easy to use cloud based platform with a highly viral user model to engage management, green teams, employees and suppliers, clients and investors. It captures multiple sources of energy, fuel & IoT workplace data to deliver **real time** & compliant sustainability reporting and provides guides, tutorial videos, downloadable templates, green initiatives and expert advice, delivered in a step-by-step workflow. Sustainability is a key pillar, that's why we continue to ensure we are at the forefront of initiatives that improve our product and service offers. We partner with netXero on our carbon footprint.

Results challenges and outlook

Looking forward, we face some key challenges with reducing emissions and scaling climate solutions. Our aim is to grow over 100% every year. It is hence not tangible to set targets on absolute emission reduction. Instead, we select to focus on our emissions per employee and on the climate benefits we can help our customers with.

Appendix B - Options for additional disclosure included in the guidance:

- Inclusion of energy used in employee commuting, business travel, outsourced activities, disposal of waste, production of material used by the entity and other relevant categories
- Reason for selection of intensity ratio based on activities and nature of the company
- Comparison to a target figure for energy use, emissions or both
- Plans for energy efficiency actions in the year ahead
- Target for energy use, emissions or both for the year ahead
- Statement of third party verification
- Link to further information on the company website or other source

Appendix C – Work From Home Methodology

We have used a simple methodology and easy to use process developed by EcoAct in partnership with Lloyds Banking Group and NatWest Group to calculate emissions of a workforce increasingly based at their own homes.

It provides a working methodology to complement the Greenhouse Gas (GHG) Protocol for the following two areas:

- Emissions from office equipment
    - We have used the base case to calculate energy used by office equipment. This accounts for 100% of colleagues known to be homeworking through the stated estimation methodology.
- Emissions from heating
    - We have used the base case to calculate heating energy. This accounts for a typical home's heating energy requirement as noted within the country of operation.

Working Hours and Days

The first variable which must be determined is the hours during which the incremental energy must be calculated. We have assumed a standard 5-day, 40hr week (8hr/day). Incremental energy should not be calculated for periods of annual leave, therefore the UK's statutory 28-days (4 weeks) of annual leave entitlement is deducted from the base case calculation of working hours:

- 48 (working weeks) * 5 days per week = 240 working days per year
- 240 (days/year) * 8 hours = 1,920 working hours per year [WHpa]
- 1,920 Working Hours / 12 = 160 working hours per month [WHpcm]

Office Equipment Emissions - Base Case

While the power consumption of laptops, secondary screens, printers (where available) and lighting will vary considerably, the average "in use" power load per desk has been calculated in CIBSE Guide F (2012) as 140W

For the purposes of this methodology, we have assumed an allowance of 10 Watts for lighting throughout the year. The calculations are as follows

[A] 140W * # Homeworking FTE * WHpa / 1000 = Workstation kWh

[B] 10W * # Homeworking FTE * WHpa / 1000 = Lighting kWh

[A] + [B] = Total Office Electricity

Heating Energy Emissions - Base Case

Without entering into a sizeable data collection effort, calculating the likely impact of homeworking on heating-related emissions must rely on reasonable assumptions. In this model it is assumed that heating cannot generally be restricted to a small working area and that time spent at home during the heating season requires the whole heating system to be active.

In 2020 OFGEM updated their published Typical Domestic Consumption Values in line with the previous 2 years of data. This gives a reliable "typical - medium" expectation of 12,000kWh per year for domestic gas usage, of which research has shown that approximately 77% of annual gas usage in a home is attributed to heating. This statistic is used as a proxy for unspecified heating.

Energy suppliers in the UK suggest that an average of 10 hours per day during the heating season is common. Recognising that the proportion of employees who are homeworking may well vary from month to month, the calculation of heating demand is restricted to the widely recognised northern hemisphere heating season of October to March (6 months / 182 days) and a monthly calculation approach is taken. Calculating kWh is as follows

182 days * 10 hours heating = 1,820 hours

(12,000kWh * 77%) / 1,820 hours = circa 5kWh per hour

To calculate emissions associated with heating we have used the following formula:

160WHpcm * 5kWh = 800kWh Incremental heating consumption per Homeworking FTE per heating month

Workplace Insights' total staff (5) worked from home from November 1st 2022 to April 30th 2023 i.e. 6 months and there we have decreased total calculation by 50%

Input	Metric
FTE Staff	2
Electricity	
Total Annual Electricity Consumption (kWh)	576
Electricity Conversion Factor	0.21
Annual Scope 2 (tCO2e)	0.12
Gas	
Total Annual Gas Consumption (kWh)	9,748
Gas Conversion Factor	0.19

Annual Scope 1 (tCO2e)	1.85