

Business Certification

Planet First

YEAR 9

01 January 2022 to 31 December 2022



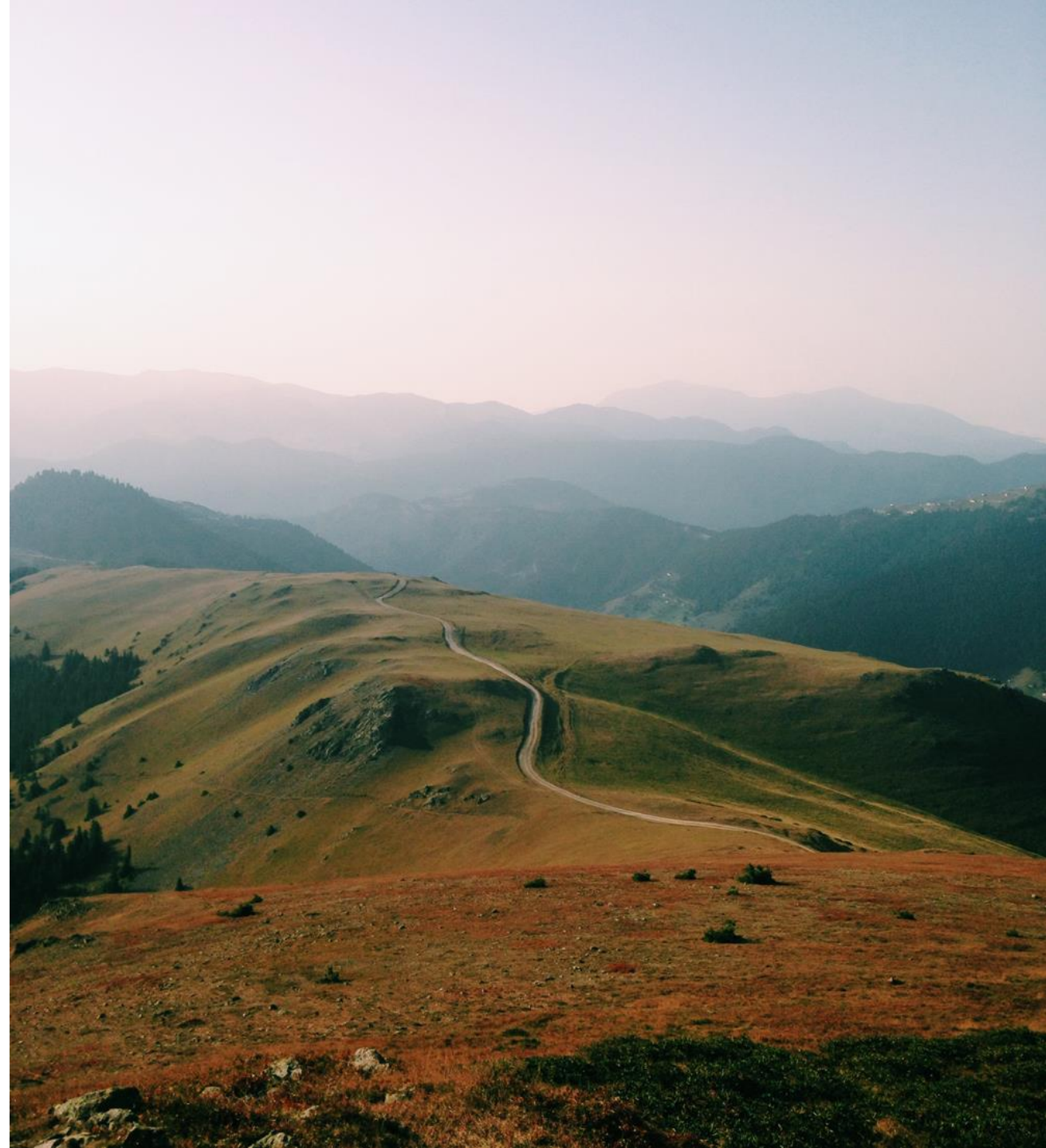
Measure



Engage



Communicate





Measured carbon EMISSIONS

37.4
tCO₂e measured emissions

Measured emissions equivalent to
33 flights from London to New York

0.6
tCO₂e per employee



Buildings

1.5 tCO₂e

Used enough electricity to power 1 UK home for one year



Homeworking

32.6 tCO₂e

Used enough energy to power 10 UK homes for one year



Travel

3.3 tCO₂e

Travelled 1 time around the world



Waste

N/A



Water

N/A



Procurement

0.004 tCO₂e

3 sheets of paper used per day



Step one.

MEASURE





Measured carbon footprint.

Location *BASED*

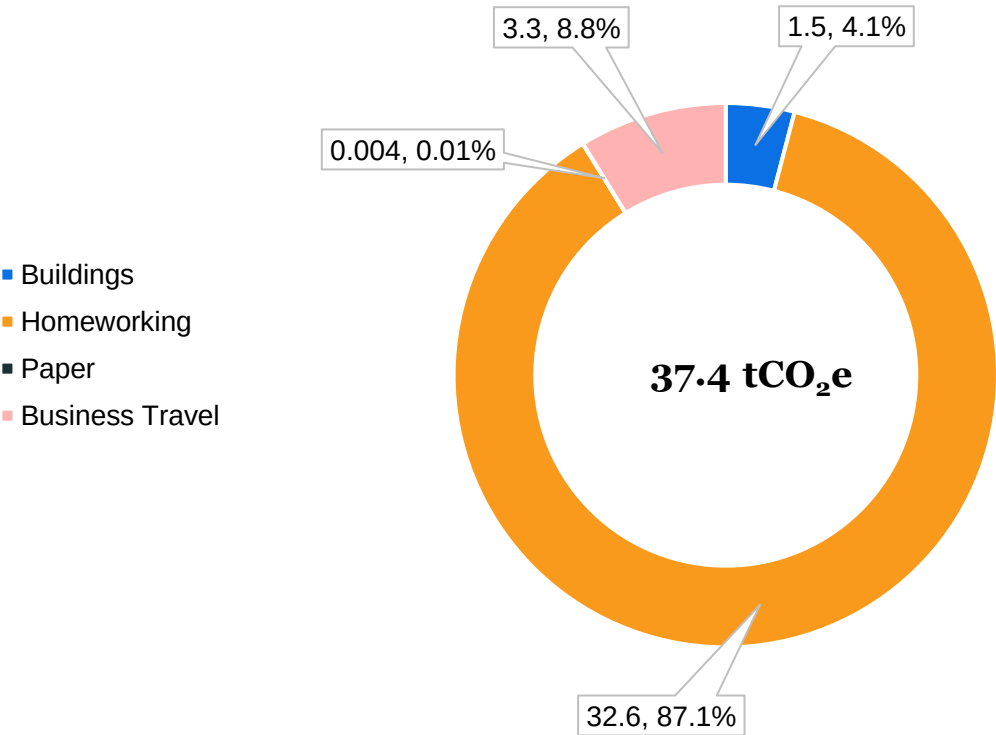
Reporting year:
01 January 2022 to 31 December 2022

Reporting Boundary:
UK Operations

Emissions measured:
Electricity, T&D Losses, Natural Gas, Homeworking Energy, Business Travel, Paper

Highlights:
Carbon footprint (tCO₂e): **37.4**
Per employee (tCO₂e): **0.6**
Next reduction target: **5%**
Data quality score: **18 out of 20**

Carbon footprint by emission source for year ending 2022, tCO₂e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).



Measured carbon footprint.

Market *BASED*

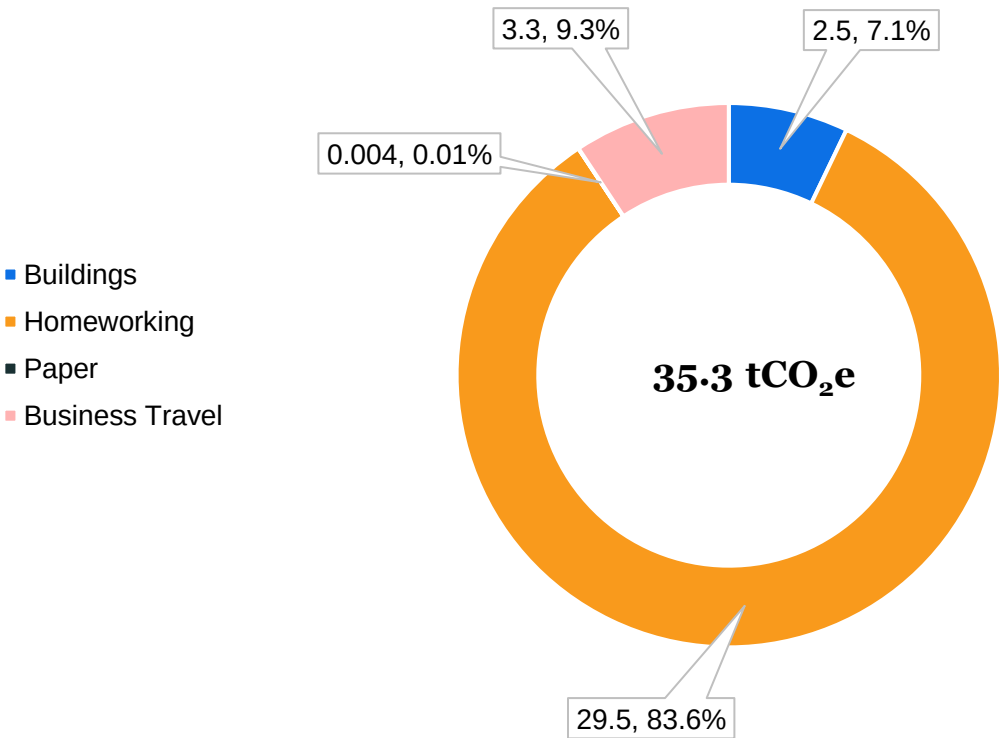
Reporting year:
01 January 2022 to 31 December 2022

Reporting Boundary:
UK Operations

Emissions measured:
Electricity, T&D Losses, Natural Gas, Homeworking Energy, Business Travel, Paper

Highlights:
Carbon footprint (tCO₂e): **35.3**
Per employee (tCO₂e): **0.6**
Next reduction target: **5%**
Data quality score: **18 out of 20**

Carbon footprint by emission source for year ending 2022, tCO₂e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).



Measured carbon footprint.

Yearly *COMPARISON*

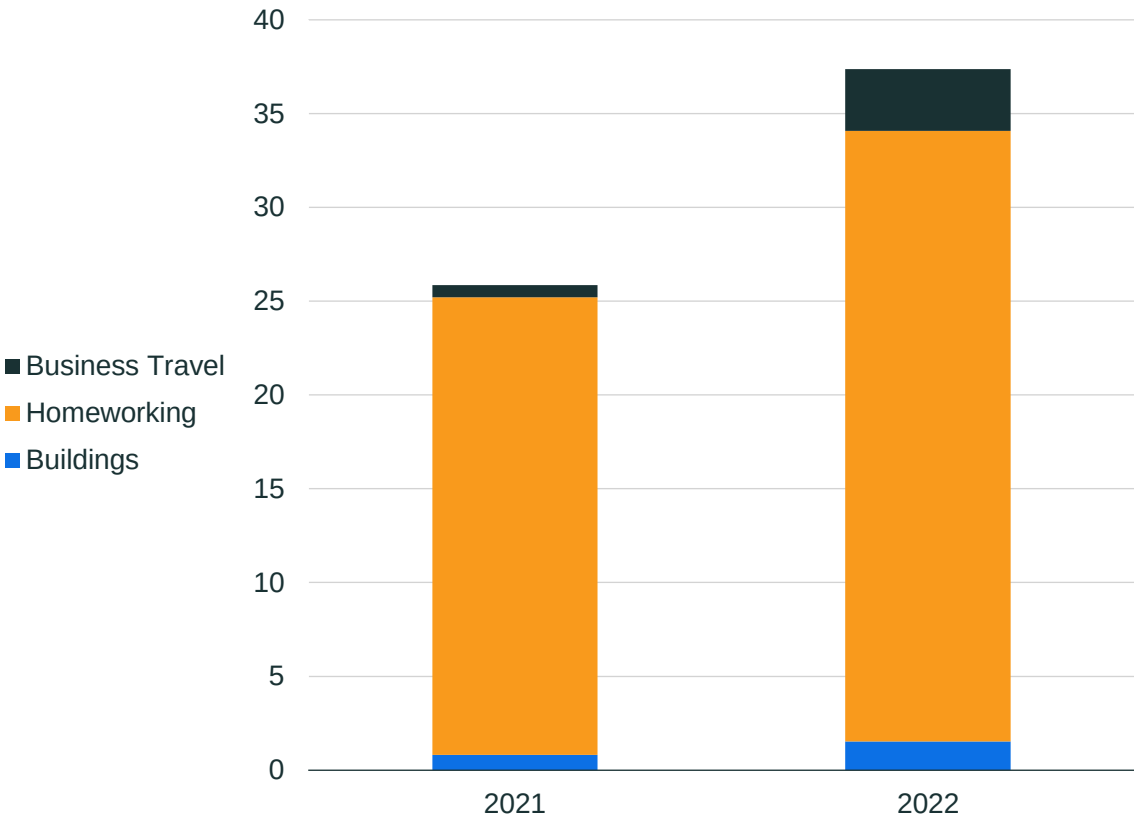
Notes:

- Paper emissions have been normalised due to this emissions source not being included in last years report.
- Commuting has not been included for comparison in this year’s report, and further efforts should be undertaken to understand the impact that commuting (also related to no. office days) has on the total carbon footprint and intensity metrics.

Source Category	2021	2022
Buildings	0.8	1.5
Homeworking	24.4	32.6
Business Travel	0.6	3.3
Total	25.9	37.4

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

Carbon footprint by emission source for year ending 2021 and 2022, tCO₂e





Carbon footprint.

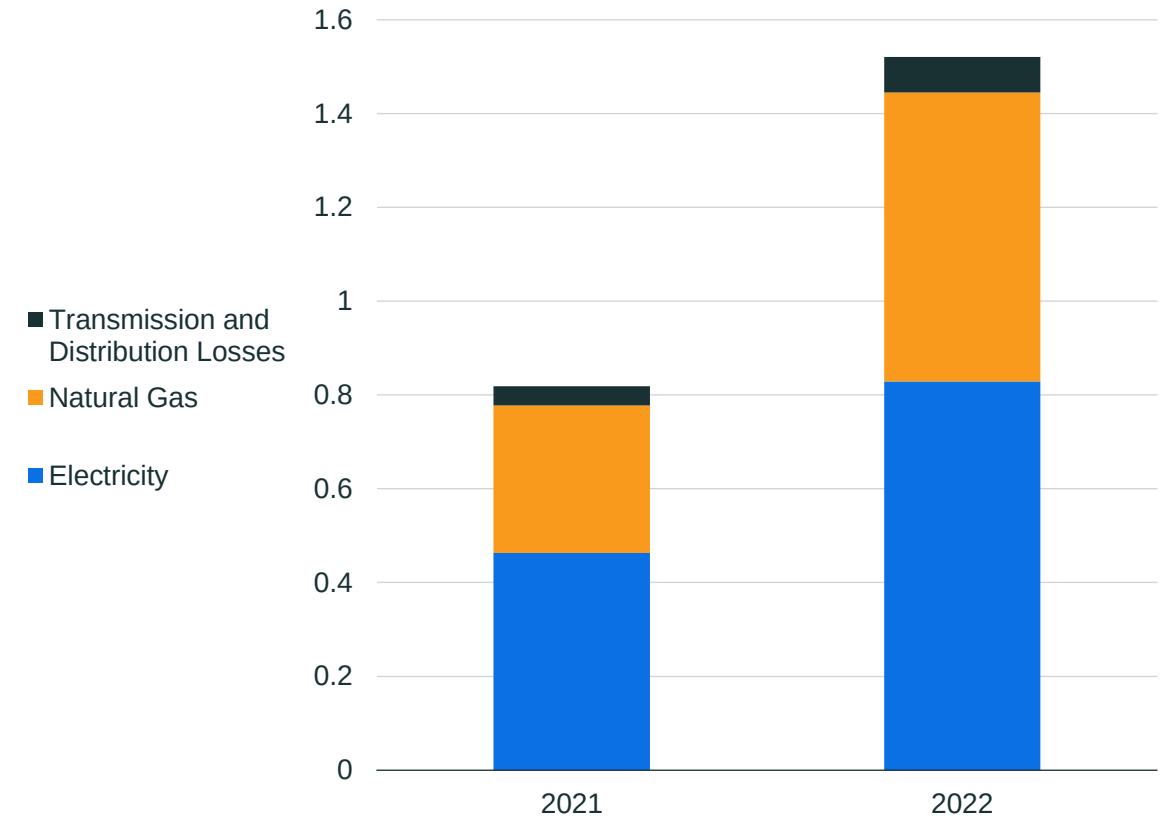
BUILDINGS

Notes:

- Emissions associated with buildings have increased by around 88%.
- The estimation for calculating these emissions has remained consistent across both years.

Buildings	2021	2022
Electricity	0.5	0.8
Natural Gas	0.3	0.6
Transmission and Distribution Losses	0.04	0.1
Total	0.8	1.5

Buildings emissions for year ending 2021 and 2022, tCO₂e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



Carbon footprint.

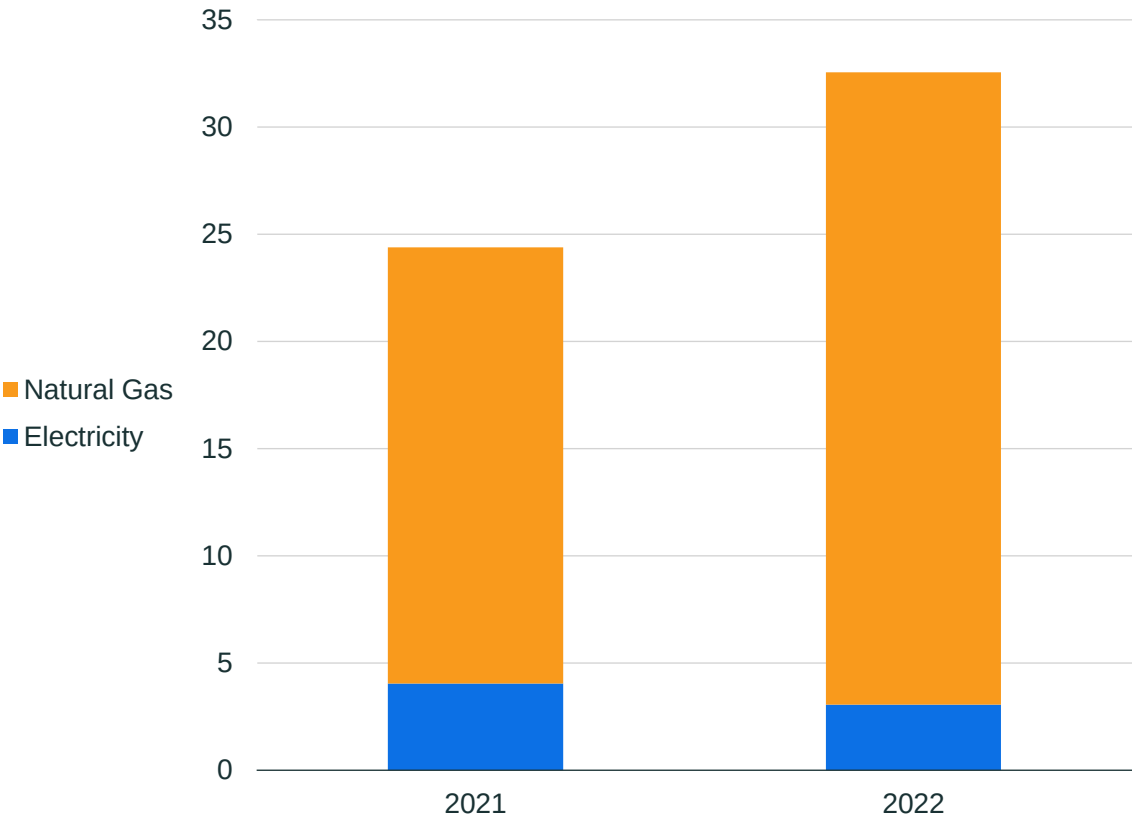
HOME OFFICE

Notes:

- Emissions associated with homeworking have increased by around 34%.
- 2021 homeworking emissions have been restated due to a change in the calculating methodology.

Homeworking	2021	2022
Electricity	4.0	3.1
Natural Gas	20.4	29.5
Total	24.4	32.6

Homeworking emissions for year ending 2021 and 2022, tCO₂e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



Carbon footprint.

Business TRAVEL

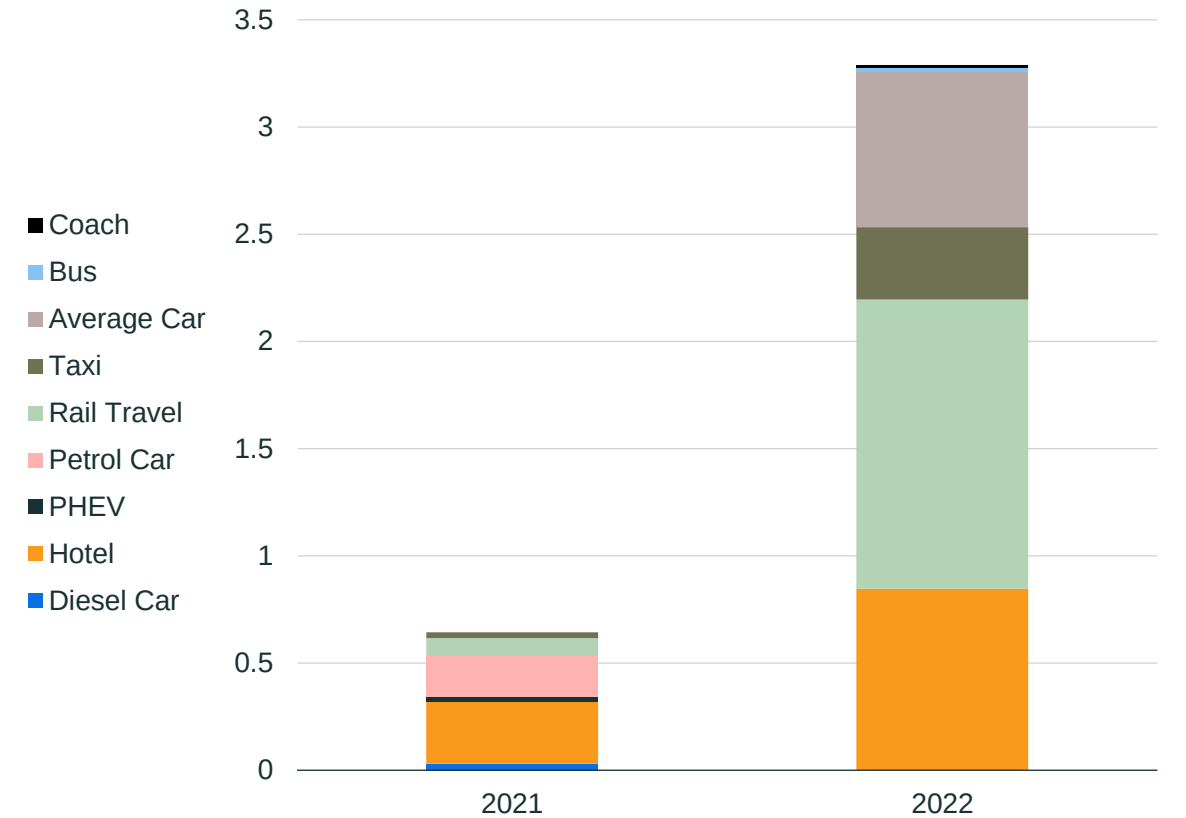
- Notes:**
- Emissions associated with business travel have increased by around 450%.
 - This includes a 1523% increase in the distance travelled by rail.

Business Travel	2021	2022
Diesel Car	0.03	-
Hotel	0.3	0.8
PHEV	0.02	-
Petrol Car	0.2	-
Rail Travel	0.1	1.3
Taxi	0.03	0.3
Average Car	-	0.7
Bus	-	0.02
Coach	-	0.01
Total	0.6	3.3



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

Business travel emissions for year ending 2021 and 2022, tCO₂e





Carbon footprint.

PROCUREMENT

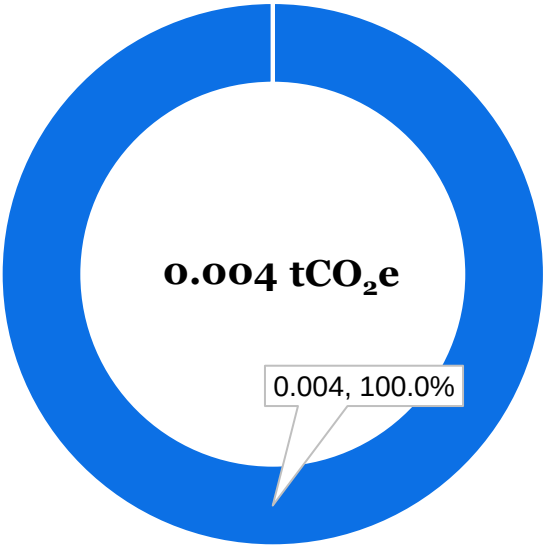
Notes:

- Paper emissions have been normalised due to this emissions source not being included in last years report.

Paper	tCO ₂ e	%
Paper Primary Content	0.004	100.0
Total	0.004	100.0

Procurement emissions for year ending 2022, tCO₂e

■ Paper Primary Content



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

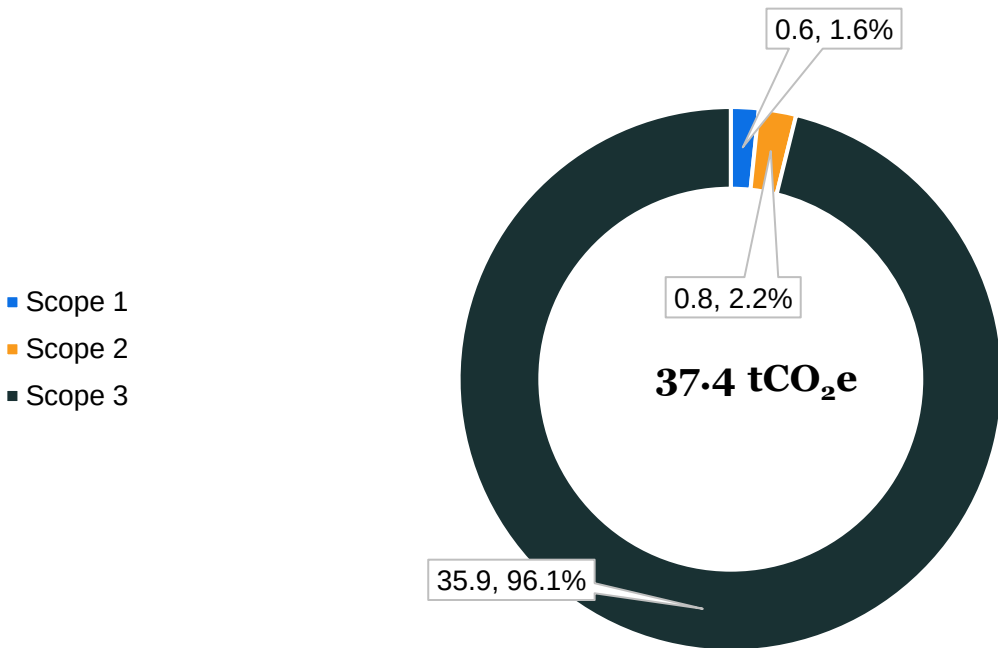


Measured carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	0.6	1.6
Scope 2	0.8	2.2
Scope 3	35.9	96.1
Total	37.4	100.0

Measured carbon emissions by scope for year ending 2022, tCO₂e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



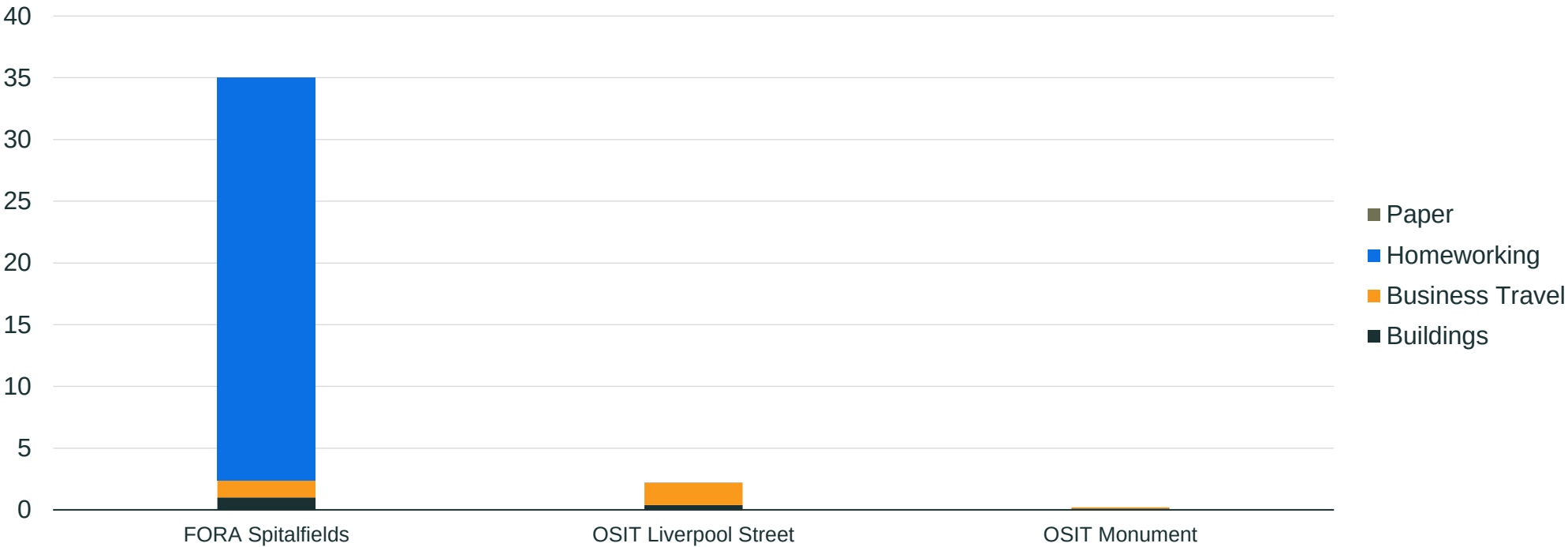
Carbon footprint.

BY LOCATION

Carbon footprint for each location

tCO₂e

Note:
'All Sites' includes commuting since the data submitted was cumulative for the whole business.





Benchmarking Percentage reduction.

% reduction in carbon per employee by Planet Mark Members (Year 2021)*

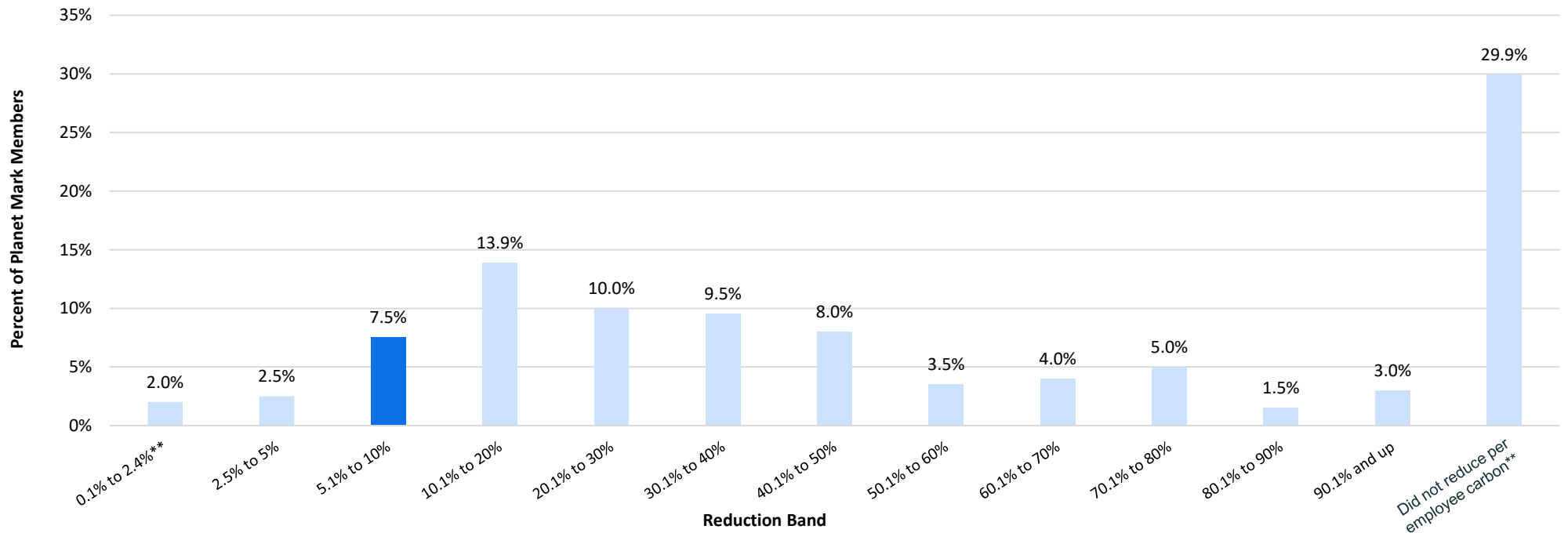
Per employee carbon
reduction achieved:

-9.9%



Your reduction band is
highlighted on the graph.

Planet First reduced its
measured carbon per
employee by 9.9% from the
previous year. 7.5% of Planet
Mark Members also achieved a
5.1% to 10% reduction in their
measured carbon per
employee.

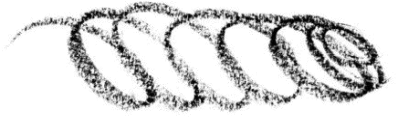


*The benchmarking data above is based on YE2021 reporting period and a sample of 352 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.

**Certified using another qualifying metric.



Looking ahead. Targets for next year.



Measured carbon
footprint

37.4 tCO₂e



Carbon
reduction target (5%)

1.9 tCO₂e



Carbon reduction
per employee (5%)

0.03 tCO₂e

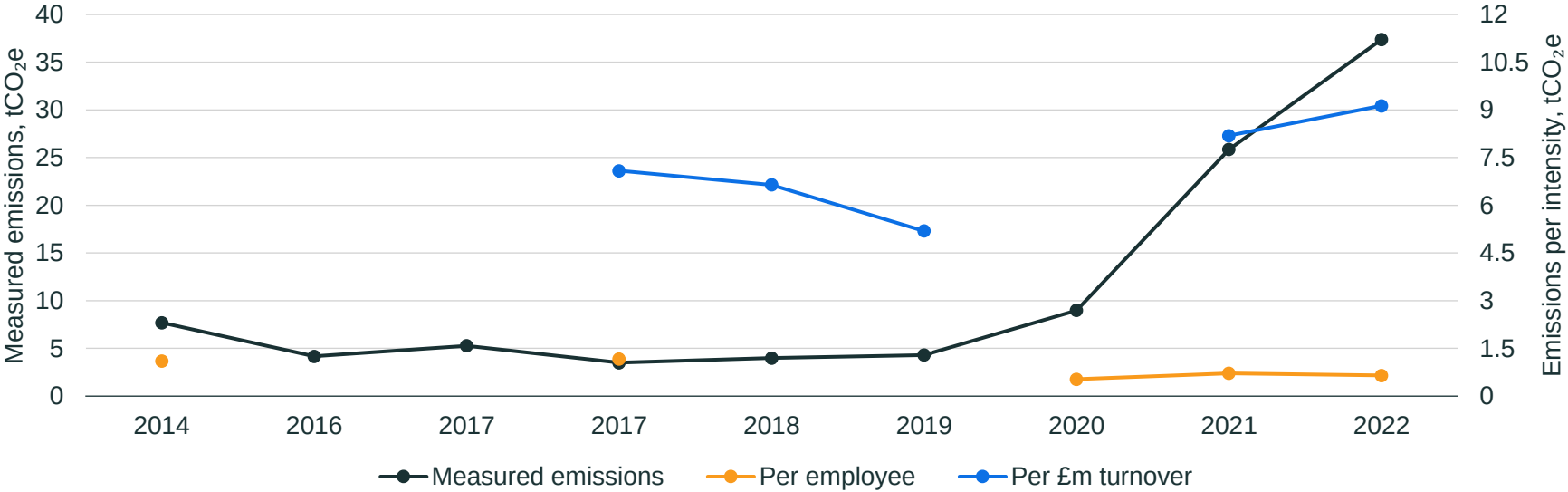




Historical Carbon Emissions

Reported carbon emissions year ending 2014 to 2022

Note:
This graph shows absolute reported carbon emissions for each year the Planet Mark Business Certification was measured using the location-based method. Planet Mark's Business Certification covers scope 1, 2 and some 'core' scope 3 emissions

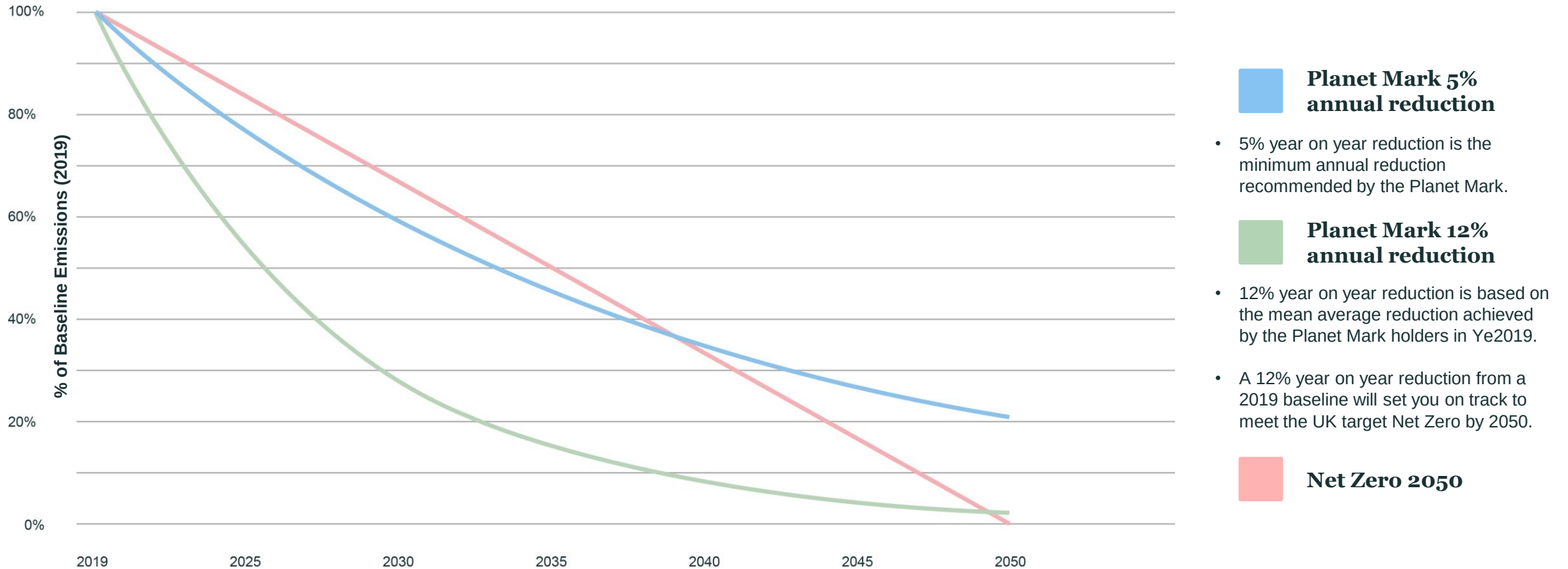


Improvements in data quality and changes to the business reporting boundary may impact the emission sources included in each year's certification. Meaningful comparisons, therefore, may not be possible without normalisation (not shown here). Annual reductions are based on the previous year's emissions (a rolling baseline), with certification awarded based on a minimum normalised reduction requirement or the emissions banking approach.



Target setting.

A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories





Social value.

CONTRIBUTION

% turnover
11.2 %

Total Social Value
£ 458,938

Social Value
per employee
£ 7,947



Your people
£ 8,776



Community & volunteering
£ 24,700



Donations
£ 96,251



Procurement
£ 4,641



Environmental impacts
£ 324,570



Social Value – Breakdown (i).

Theme	Ref	Measures	Units	Your amount
People	NT20	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes	No. employees provided access	56
People	NT39	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£ invested including staff time	1479.99
Community & Volunteering	NT15	Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours	202.15
Community & Volunteering	NT29	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	253
Environmental	NT44	Commitment to carbon emissions savings to achieve net zero carbon before 2050	Yes, Net zero before or by 2050	Yes
Environmental	TPM1	Avoided Commute due to working from home	No. of commuting hours saved in the year	29,749.73
Donations	NT28	Donations and/or in-kind contributions to specific local community projects (£ & materials)	£ value	66874.72
Donations	NT47	Donations or investments towards expert designed sustainable reforestation or afforestation initiatives	£	29376

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



Social Value – Breakdown (ii).

Theme	Ref	Measures	Units	Your amount
Procurement	NT14	Total amount (£) spent with VCSEs within your supply chain	£	38677.33

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



Step two.

ENGAGE





Workshops.

At Planet Mark we believe each day is an opportunity to create change. Our engagement experts will help unlock your employees' passion and help embed sustainability within your organisation.

Our workshops seek to inform, inspire and empower participants to become part of your business' net zero journey.

One virtual 1h sustainability workshop is included with your Certification.

Book a call with us [here](#) to explore how we can help upskill, build confidence and participation among your team and wider stakeholders.



Workshop	Description
Sustainability Plan Workshop	A three-hour session which lifts the lid on operational carbon emissions, supporting a brainstorming session to understand impacts and consider actions that can make a material difference. Participants leave with a one-year Sustainability Plan with SMART targets, roles and responsibilities.
Net Zero Carbon Essentials	A three-hour CPD accredited workshop which introduces the fundamentals of net zero carbon and what it means for a business to embark on a Net Zero journey.
Net Zero Masterclass	Designed for senior leaders and board members, this short workshop covers the Net Zero terminology, legislation and frameworks and presents an opportunity for leaders to discuss the company's net zero journey.
Business Sustainability Essentials	A three-hour CPD accredited workshop covering the basics of business sustainability and the role your employees can adopt in driving change from within.
Supplier Engagement workshop	Invite your suppliers to learn about and get involved with your sustainability journey and net zero ambitions. We facilitate and build content particularly around Scope 3 emissions.



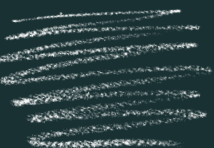
The Eden Project

PARTNERSHIP

At Planet Mark, we recognise that that we need nature to address the greatest challenges of our time.

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

As part of your certification with the Planet Mark, a number of tickets have been assigned to your organisation so you can visit the Eden Project for free – please get in touch to arrange your Eden Project visit and inspire and encourage positive action.





Cool Earth

PARTNERSHIP

Protecting our rainforests is one of our best lines of defence against climate change.

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.

COOL EARTH





Step three.

COMMUNICATE





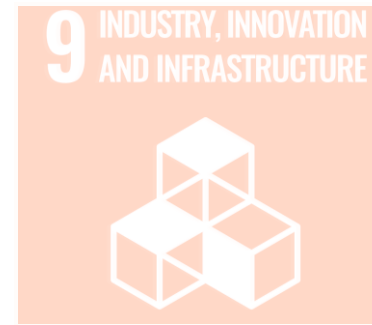
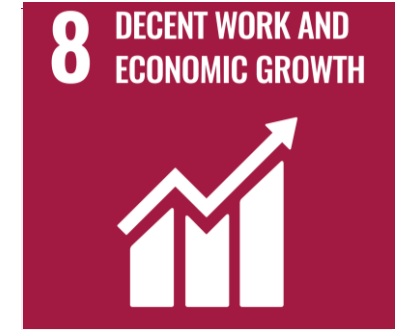
Communicating your international influence.

The Sustainable Development Goals (SDGs), also known as the Global Goals, are a collection of 17 interrelated goals set by the United Nations. They cover a broad range of social and economic development issues. These include poverty, hunger, health, education, climate change, gender, equality, water, sanitation, energy.

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 14 SDG targets.

Contributing towards

7 SDGs

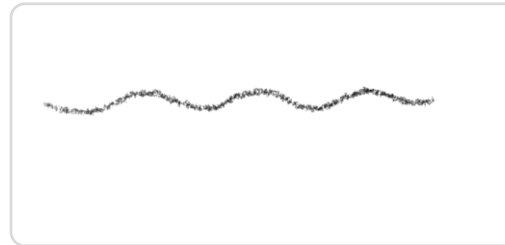
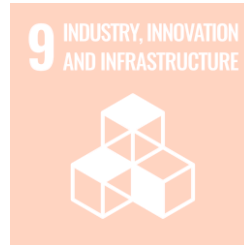




SDG alignment.



6.6 - Acre of rainforest protected



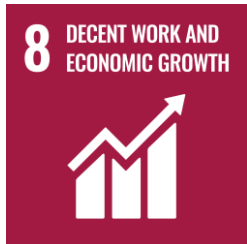
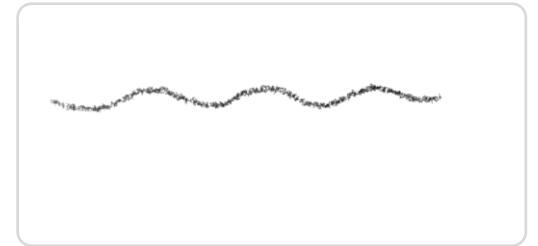
13.3 - Acre of rainforest protected, storing 260 tCO₂
13.3 - Donation to the Eden Project



7.2 - 68% of energy demand met by renewable energy



11.6 - Measured carbon emissions
11.4 - Donation to the Eden Project
11.4 - Acre of rainforest protected



8.4 - Reduction in carbon emissions per intensity



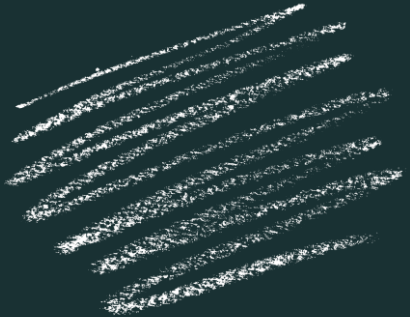
12.6 - Measured carbon emissions



15.2 - Acre of rainforest protected, storing 260 tCO₂



5 ways to accelerate your sustainability journey.



1. Review our recommendations

Guidance for general best practice: See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

2. Join our online community

Planet Mark online community platform: If you haven't already, invite your team to join our exclusive member-only community platform, where you can check out inspirational initiatives to implement in your own organisation and collaborate with other Planet Mark Members. Join [here](#).

3. Use our toolkits & resources

Toolkits & Guides: Go to our Members Area on our [website](#) and make use of resources available to Planet Mark members.

4. Connect with us

Social media channels: We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

5. Need more support?

We can help. We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero [Solutions](#) to offer. If you want further stakeholder engagement support, browse our list of workshops [here](#) or just get in touch to discuss.



Data Report.

APPENDIX



					Current					
					01 January 2021 to 31 December 2021		01 January 2022 to 31 December 2022			
Source	Scope	Unit	Amount	tCO ₂ e	Amount	tCO ₂ e	tCO ₂ e normalised	% Change in tCO ₂ e from previous year	% total carbon footprint	% Change in amounts from previous year
Buildings										
Electricity (location based)	2	kWh	2,181.8	0.5	4,285.9	0.8	0.8	79%	2%	96%
Electricity (market based)	2	kWh	-	-	4,285.9	1.8	1.8	-	-	-
Natural Gas	1	kWh	1,718.4	0.3	3,375.6	0.6	0.6	96%	2%	96%
Transmission and Distribution Losses	3	kWh	2,181.8	0.04	4,285.9	0.1	0.1	85%	0.2%	96%
Homeworking										
Electricity	3	kWh	17,477.0	4.0	14,494.4	3.1	3.1	-24%	8%	-17%
Natural Gas	3	kWh	111,111.1	20.4	161,619.9	29.5	29.5	45%	79%	45%
Procurement										
Paper Primary Content	3	tonnes	-	-	0.005	0.004	0.0	-	0.01%	-
Travel										
Average Car	3	km	-	-	4,250.9	0.7	0.7	-	2%	-
Bus	3	passenger.km	-	-	183.5	0.02	0.02	-	0.1%	-
Coach	3	passenger.km	-	-	376.6	0.01	0.01	-	0.03%	-
Diesel Car	3	km	171.6	0.03	-	-	0.0	-	-	-
Hotel	3	Room per night	-	-	58.0	0.8	0.8	-	2%	-
Hotel	3	room per night	21.0	0.3	-	-	0.0	-	-	-
PHEV	3	km	235.3	0.02	-	-	0.0	-	-	-
Petrol Car	3	km	1,093.5	0.2	-	-	0.0	-	-	-
Rail Travel	3	passenger.km	2,342.4	0.1	38,507.3	1.3	1.3	1523%	4%	1544%
Taxi	3	km	134.6	0.03	1,607.1	0.3	0.3	1101%	1%	1094%
Location Based										
Total		tCO₂e		25.9		37.4	37.4	45%		
No. employees		Number		36		57.8	57.8			
Total per employee		tCO₂e		0.7		0.6	0.6	-10%		
Turnover £m		£m		3.2		4.1	4.1			
Total per £m		tCO₂e		8.2		9.1	9.1	11%		
Total floor space		m ²		61.8		279.3	279.3			
Building emissions per m²		tCO₂e		0.01		0.01	0.01	-59%		
Market Based										
Total		tCO₂e		-		35.3	38.3	-		
No. employees		Number		36		57.8	57.8			
Total per employee		tCO₂e		-		0.6	0.7	-		
Turnover £m		£m		3.2		4.1	4.1			
Total per £m		tCO₂e		-		8.6	9.4	-		
Total floor space		m ²		61.8		279.3	279.3			
Building emissions per m²		tCO₂e		-		0.01	0.01	-		



About this report – General.

Company Name	Planet First
Sector	Sustainability Certification
Reporting Period	01 January 2022 to 31 December 2022
Year Of Certification	9th
Reporting Boundary	UK Operations
Emission sources included	Electricity, T&D Losses, Natural Gas, Homeworking Energy, Business Travel, Paper
Total FTE Employees (annual average no.)	58
Total Internal Floorspace (m²)	279.3
Data Collection Lead	Keighley Jones, keighley.jones@planetmark.com, Assistant Business Performance Manager
Significant reporting changes	None
Baseline Conversion Factor	Carbon: BEIS 2021, Social Value: The National TOMS 2021
Current Conversion Factor	Carbon: BEIS 2022, Social Value: The National TOMS 2022
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Code of Practice for detailed information on the methodology and standards used in the preparation of this report
Community Project	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
Prepared by	Noah Howlett, Advisory Project Manager, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Measurement, Planet Mark
Date	08 June 2023



About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary source - occupancy records	Estimated	Consumption was estimated using the CIBSE energy benchmarking tool and assuming that these buildings are air conditioned, standard office spaces Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission and Distribution losses (Scope 3 emissions). Your scope 2 electricity emissions are reported in two ways; using the location-based method and the market-based method. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity and market-based electricity emissions have been calculated using carbon emission factors for the residual fuel mix 2021/22 (as no information on your specific supplier fuel mix was available).	UK Operations
Natural Gas	1	kWh	Primary source - occupancy records	Estimated	Consumption was estimated using the CIBSE energy benchmarking tool and assuming that these buildings are air conditioned, standard office spaces	UK Operations
Homeworking Energy	3	kWh	Secondary source - Planet Mark homeworking energy calculation tool	Estimated	UK homeworking energy includes additional electricity and gas consumption as a result of each full-time equivalent employee working from home. We base our estimate of energy consumption due to homeworking on the new BEIS 2022 homeworking emission factors. The annualised BEIS emission factors have been converted into monthly estimates of energy consumption in order to better account for seasonal variations. Our estimates are based on a 40h working week and a 6-month heating season (October to March) and take into account annual leave.	UK Operations

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Private Vehicles Used for Business	3	km	Primary source - expense claims	Actual	None	UK Operations
Rail Travel	3	pkm	Primary source - expense claims	Actual	Where distances have not already been provided these have been obtained using LNER website (https://www.lner.co.uk/tickets-savings/the-best-way-to-travel/our-commitment-to-the-environment/#calculator#calculator). Where there is no clear "To" and "From" or distance provided an average of other journeys has been used.	UK Operations
Taxi Travel	3	km	Primary source - expense claims	Actual	Where distances have not already been provided these have been obtained using google maps. Where there is no clear "To" and "From" or distance provided an average of other journeys has been used.	UK Operations
Bus/Coach Travel	3	pkm	Primary source - expense claims	Actual	Where distances have not already been provided these have been obtained using google maps.	UK Operations
Hotel Stays	3	nights	Primary source - expense claims	Actual	None	UK Operations

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Procurement - Paper	3	tonnes	Primary source - expense claims	Actual	None	UK Operations
Commuting	3				Commuting has not been included for comparison in this year's report, and further efforts should be undertaken to understand the impact that commuting (also related to no. office days) has on the total carbon footprint and intensity metrics.	UK Operations
Headcount		no.	Primary source - note from HR	Actual	We have used the annual average full-time equivalent employees. Part-time employees are assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	UK Operations
Turnover		£m	Primary source - note from Senior Finance Manager	Assumed Actual	None	UK Operations
Floor Area		m²	Primary source - occupancy records	Assumed Actual	None	UK Operations
Normalisation					Year-on-year comparison was normalised to exclude paper data as this emission sources was reported for the first time in 2022.	UK Operations
Restatement					Homeworking emissions have been restated due to a change in the methodology leading to a more accurate representation of the emissions associated with this activity.	UK Operations

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



About this report.

Data Quality.

Data quality score

The data quality score is based on the ‘Data Quality Matrix’ in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

01 January 2021 to 01 January 2022 to 31 December 2021 31 December 2022			Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business carbon footprint for the studied period. (eg 95% of organisational activity included)
Data completeness	4	4	12 months of data provided for all sources.
Transparency	4	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	2	2	Mainly use of secondary data sources and/or estimated data.
Consistency	4	4	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons.
Total score	18 out of 20	18 out of 20	

As a way to improve your data quality score for future reports, it is recommended:

- Avoid estimating utility consumption by obtaining monthly consumption data from your office landlords.



About this report – Caveats – Social Value (i).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
People	NT20	Secondary Source	Unverified	Planet Mark has a Mental Health Charter and pays for access to Perkbox which includes a variety of well-being resources (https://www.perkbox.com/uk/solutions)	UK Operations
People	NT39	Primary Source	Actual	Email confirmation from Senior Finance Manager around the Mental Health Charter	UK Operations
Community & Volunteering	NT15	Primary Source	Actual	A breakdown of events offering expert business advice to VCSEs and MSMEs has been provided	UK Operations
Community & Volunteering	NT29	Primary Source	Actual	Email confirmation from HR Manager	UK Operations
Environmental	NT44	Primary Source	Actual	None	UK Operations
Environmental	TPM1	Primary Source	Estimated	Estimation of the hours of commute avoided based on employees working from home on average 4 days a week.	UK Operations
Donations	NT28	Primary Source	Actual	Email confirmation from Senior Finance Manager of amount donated to the Eden Project	UK Operations
Donations	NT47	Primary Source	Actual	Email confirmation from Senior Finance Manager of amount donated to Cool Earth	UK Operations



About this report – Caveats – Social Value (ii).

Theme	Ref	Data source	Data Accuracy	Comments	Organisational boundary
Procurement	NT14	Primary Source	Actual	Email confirmation from Senior Finance Manager of amount spent with VCSEs during the reporting period. This includes money spent on Eden School workshops, Social Value Portal fees, Perkbox and EOM.	UK Operations



About this report.

Data Quality – Social Value.

Data quality score

The data quality score is based on the ‘Data Quality Matrix’ in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

01 January 2021 to 01 January 2022 to 31 December 2021 31 December 2022			Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business social values activities for the studied period. (eg 95% of organisational activity included)
Data completeness	4	4	12 months of data provided for all sources.
Transparency	4	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	4	4	Mainly use of primary data sources and minimal estimated data.
Consistency	4	4	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons.
Total score	20 out of 20	20 out of 20	

As a way to improve your data quality score for future reports, it is recommended:

- N/A



Recommendations.

APPENDIX





Guidance for general best practice.

Data collection and quality

Evidence pack: Collate all relevant invoices in an electronic evidence pack.

Utilities: Take readings of all meters on the last day of the month. Investigate the installation of smart meters.

Headcount: Ask HR for a table showing monthly full time equivalent headcount for the whole reporting period.

Fuel: Introduce fuel cards.

Travel: Ask your travel suppliers to provide you with a report detailing mileage and mode of transport so you can accurately add data to your carbon footprint. For non centrally booked travel record mode of travel, destination/origin and distances travelled in expense claim forms.

Building

Energy efficiency: Regular 'energy audits' will help identify where most energy is being used and potential wastage from equipment, lights and heat loss. Investigate the installation of LED, T5 and sensor lighting and the upgrade of heating controls.

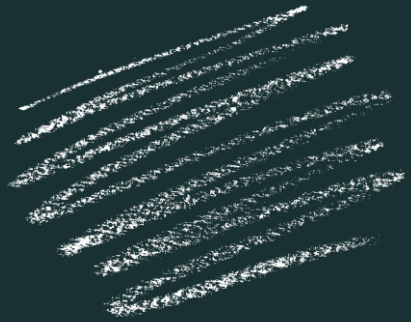
Waste

Carry out a waste management audit: To understand what waste you are producing, where it is coming from and what the best route for it would be. Provide plenty of bins for segregating waste correctly and encouraging recycling.

Engage your waste management supplier to help you reduce landfill waste and instead increase the proportion that goes to recycling and to energy from waste.



Guidance for general best practice.



Water

Check your meters at night, or when water is not in use, to monitor leakage.

Introduce a water use awareness campaign in communal kitchen areas.

Travel

Record all business travel and promote public transport options for business meetings.

Arrange safe and fuel efficient driving training for all drivers. Plan driver routes to finish at their homes.

Choose fuel efficient vehicles. Electric or hybrid cars are exempt from various taxes. Subsidies are also available for smallest vehicles. Provide incentives for employees to opt for low carbon cars, and limit choices to those which meet sustainability criteria

Choose travel management companies, airlines, taxi companies, couriers and other providers that are Planet Mark certified, and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

Paper

Buy paper from sustainable forests or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label.

Choosing recycled content paper, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.



Guidance for general best practice.

Staff engagement

Organise annual sustainability workshops.
Carry out an energy awareness and 'switch off'
campaign.

Supplier engagement

Explore your possibilities and choose
consciously. Check the [Planet Mark website](#) for
companies that are currently engaged on reducing
their carbon footprint.

A BRIGHTER future.



THANK YOU

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