

Business Certification

Restore Harrow Green

YEAR 10

01 January 2022 to 31 December 2022



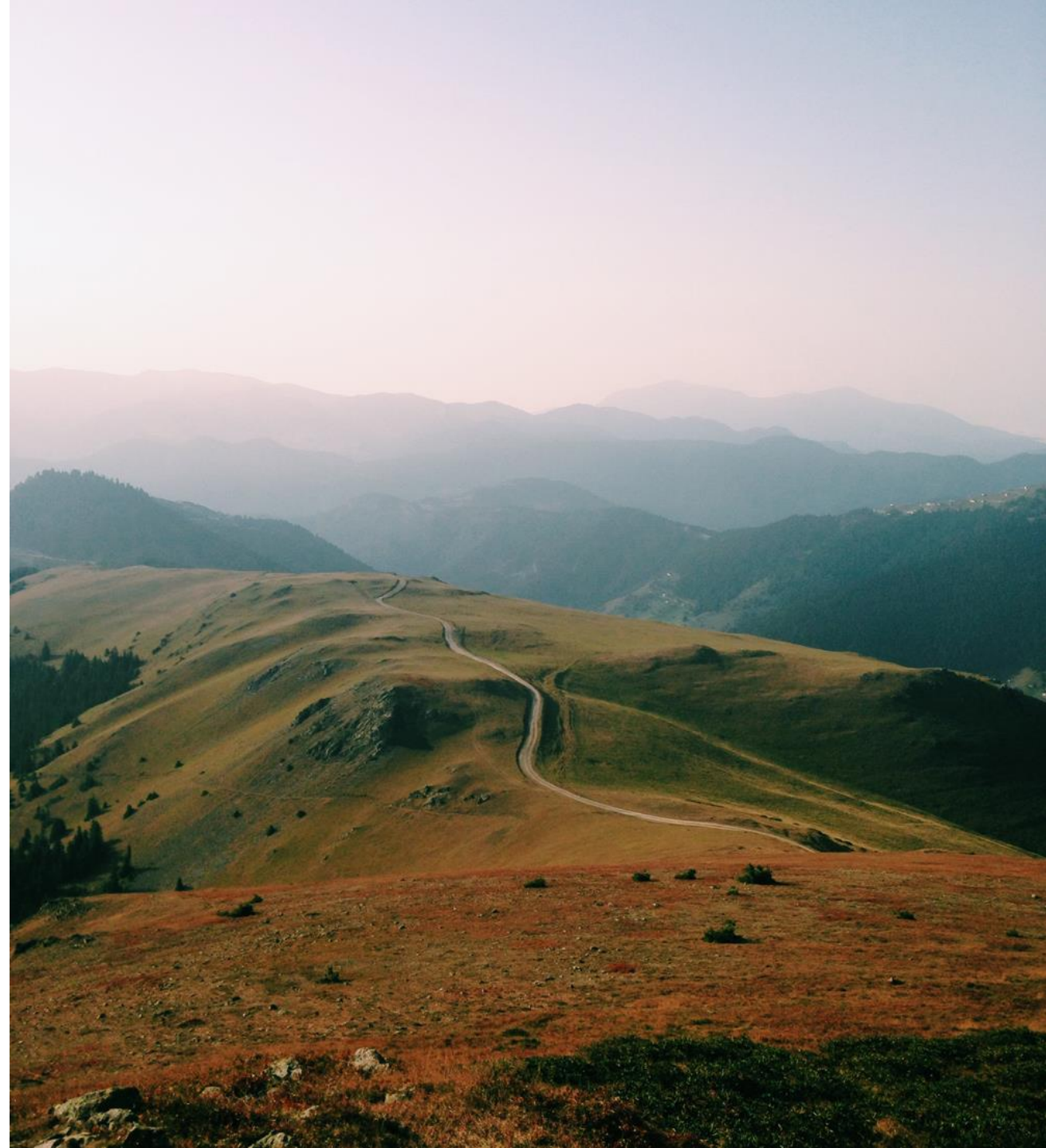
Measure



Engage



Communicate





Total carbon EMISSIONS

1,401.4
tCO₂e total emissions

Total emissions equivalent to
1,239 flights from London to New
York

4.5
tCO₂e per employee



Buildings

89.8 tCO₂e

Used enough electricity to power **96** UK homes for one year



Travel

1,308.5 tCO₂e

Travelled **191** times around the world



Waste

2.0 tCO₂e

Produced waste that weighs the same as **22** London buses



Water

0.8 tCO₂e

27 litres per employee per day



Procurement

0.2 tCO₂e

196 sheets of paper used per day



Step one.

MEASURE





Total carbon footprint.

Location *BASED*

Reporting year:

01 January 2022 to 31 December 2022

Reporting Boundary:

UK Operations (Birmingham, Cambridge, Croydon, Glasgow, Logistic City, Manchester, Silvertown)

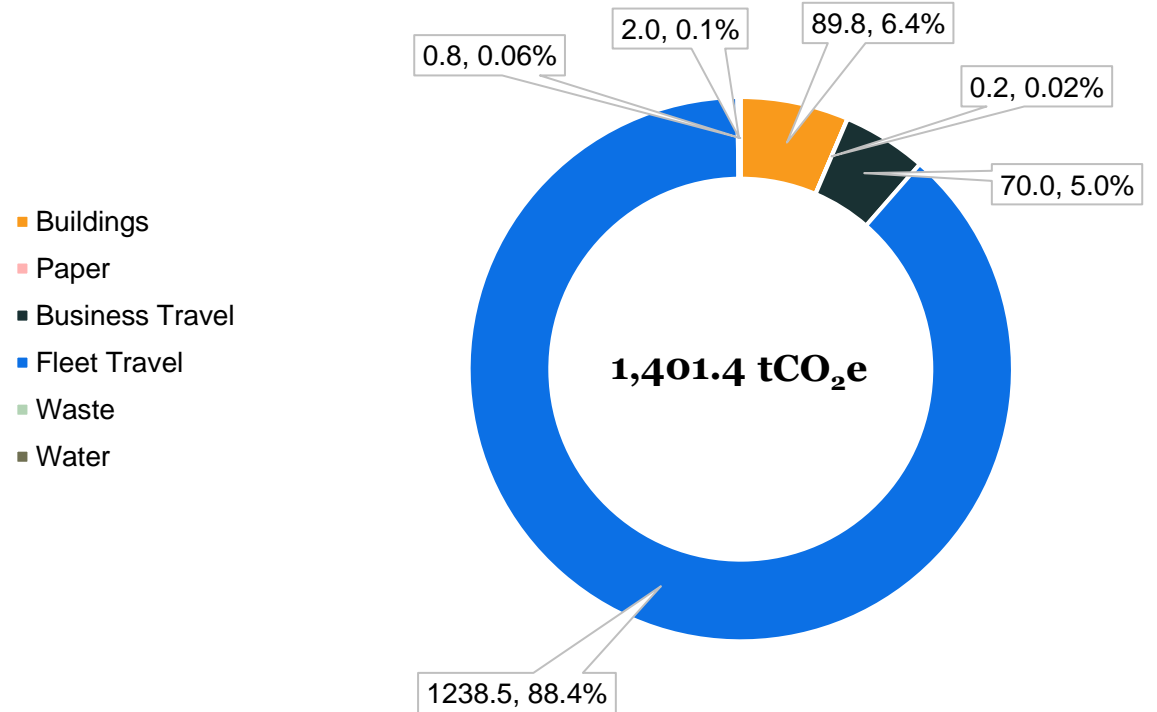
Emissions measured:

Electricity, T&D Losses, Natural Gas, Fleet, Business Travel, Waste, Water and Paper

Highlights:

Carbon footprint (tCO₂e): **1,401.4**
Per employee (tCO₂e): **4.5**
Next reduction target: **5%**
Data quality score: **13 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).



Total carbon footprint.

Market *BASED*

Reporting year:

01 January 2022 to 31 December 2022

Reporting Boundary:

UK Operations (Birmingham, Cambridge, Croydon, Glasgow, Logistic City, Manchester, Silvertown)

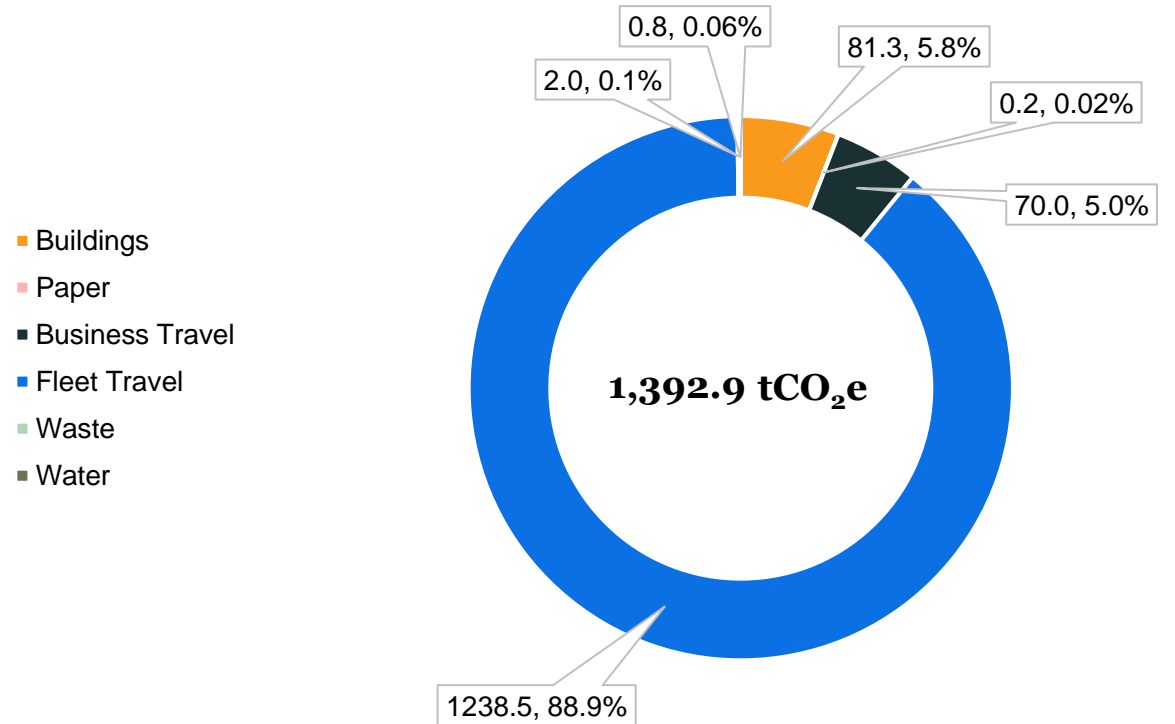
Emissions measured:

Electricity, T&D Losses, Natural Gas, Fleet, Business Travel, Waste, Water and Paper

Highlights:

Carbon footprint (tCO₂e): **1,392.9**
Per employee (tCO₂e): **4.5**
Next reduction target: **5%**
Data quality score: **13 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).



Total carbon footprint.

Yearly *COMPARISON*

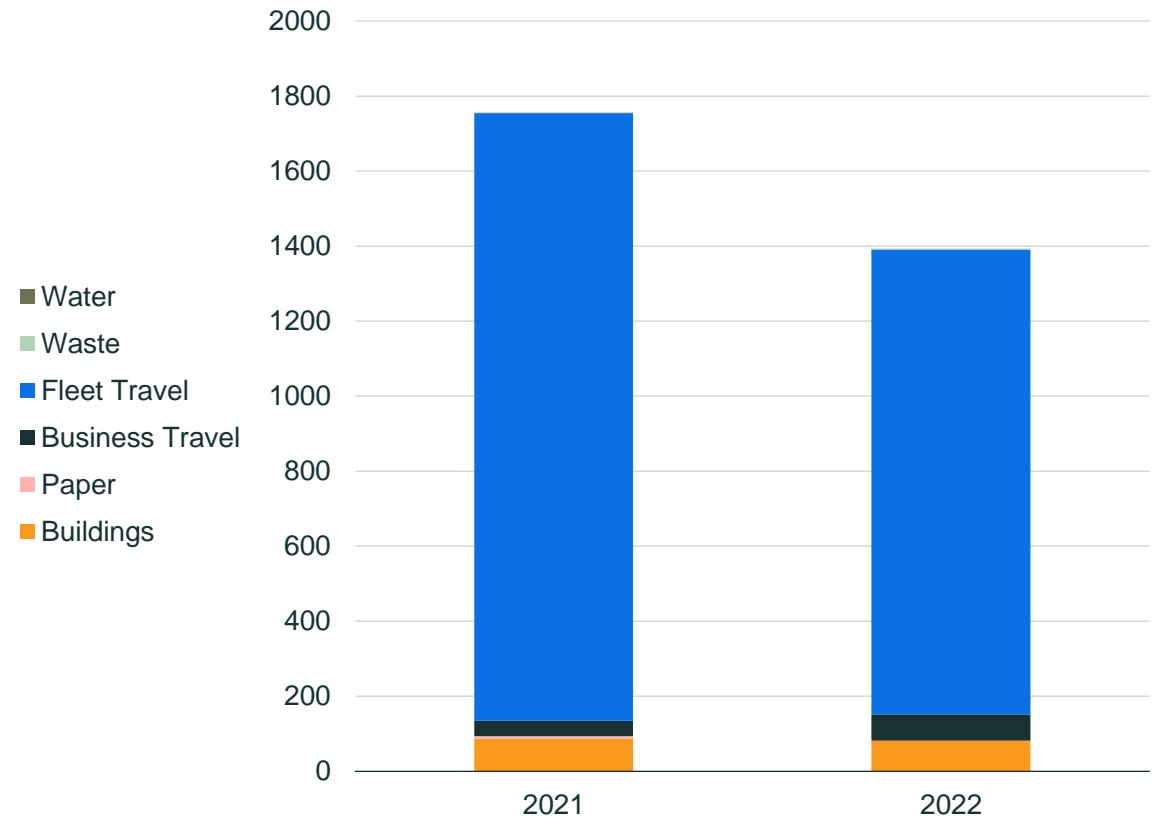
Notes:

- Year- on- year comparison was normalised to exclude utilities for RMBRI01 and RMLEE03 as this is the first year these sites have been included within the reporting boundary. Water usage for Glasgow has also been normalised out as this is also the first year usage for this site has been reported. Waste data has been normalised for all sites, apart from Silvertown, as this was the only site to report waste data last year.

Source Category	2021	2022
Buildings	86.4	81.4
Paper	7.3	0.2
Business Travel	40.7	70.0
Fleet Travel	1,619.9	1,238.5
Waste	0.04	1.5
Water	0.5	0.7
Total	1,754.9	1,392.3

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.

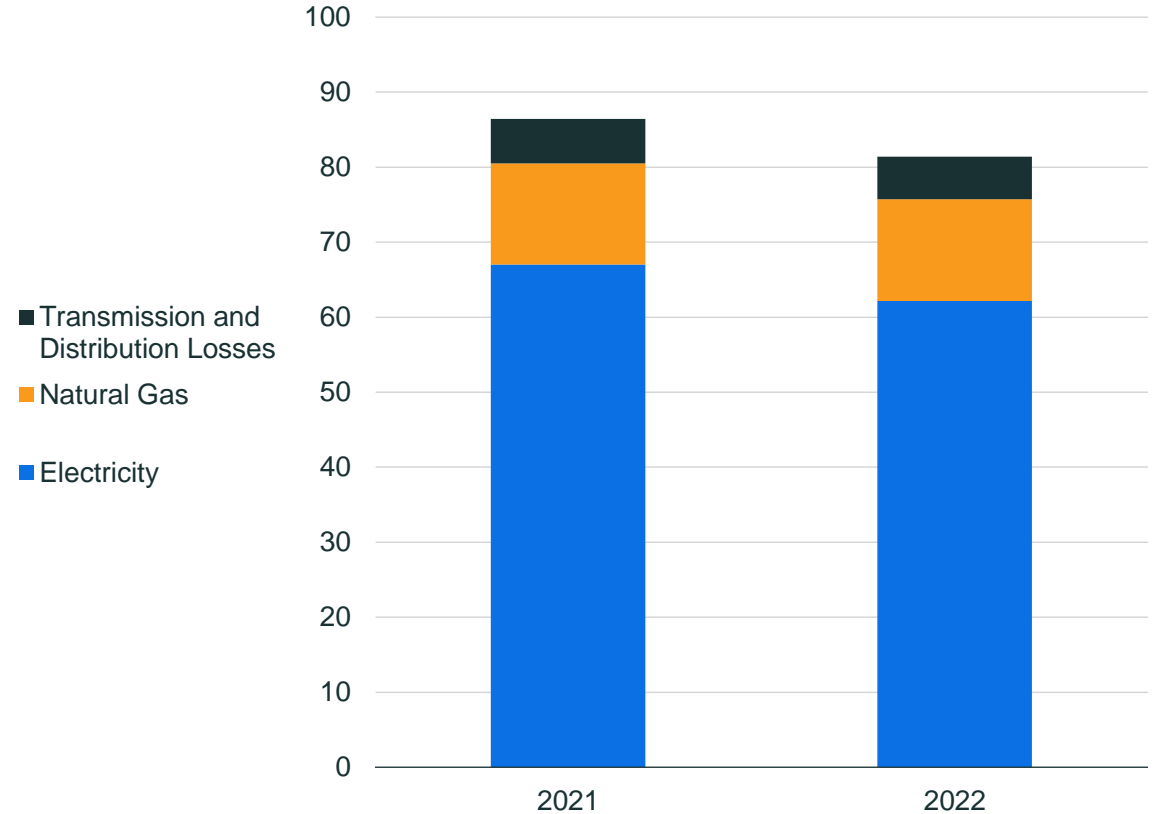
BUILDINGS

Notes:

- Emissions associated with buildings have decreased slightly by around 6%.
- Electricity has seen the largest emission decrease.

Buildings	2021	2022
Electricity	67.0	62.2
Natural Gas	13.4	13.6
Transmission and Distribution Losses	5.9	5.7
Total	86.4	81.4

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.

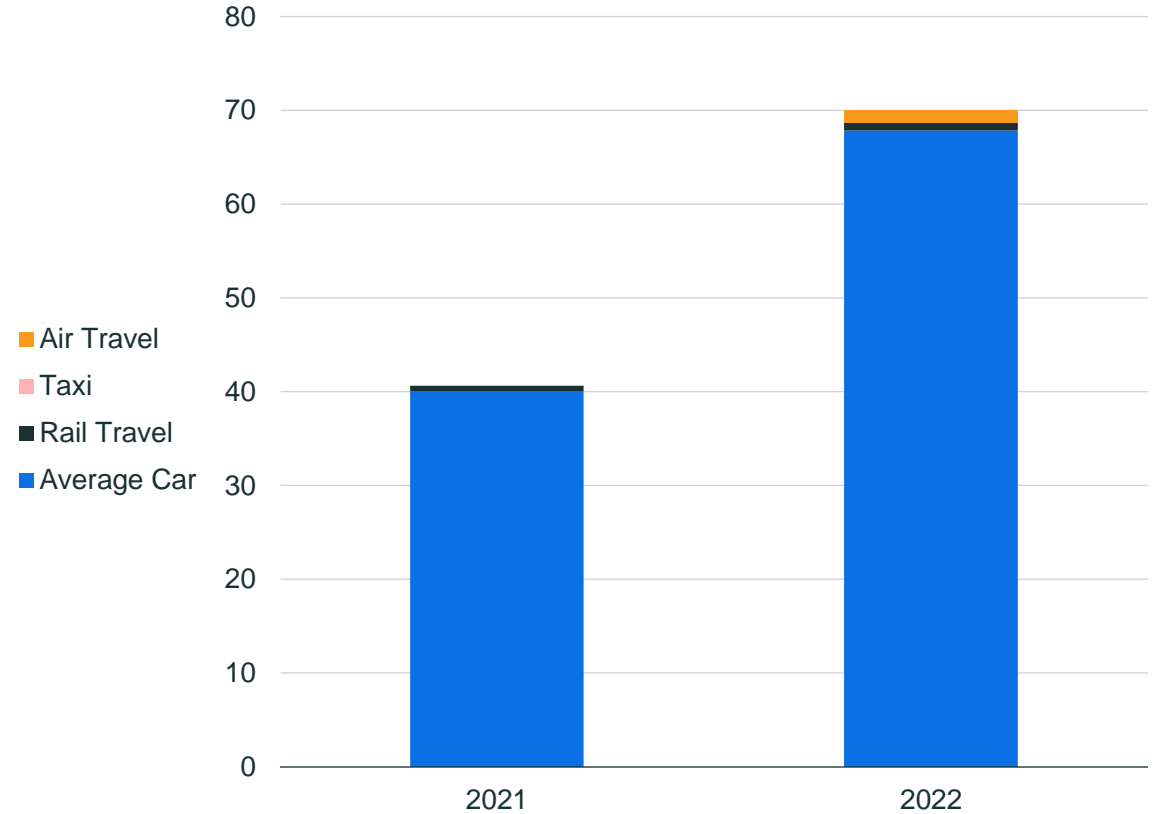
Business TRAVEL

Notes:

- Emissions associated with business travel have increased by around 72%.
- Last year there was no air travel.

Business Travel	2021	2022
Average Car	40.1	67.9
Rail Travel	0.6	0.8
Taxi	0.1	-
Air Travel	-	1.4
Total	40.7	70.0

Business travel 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.

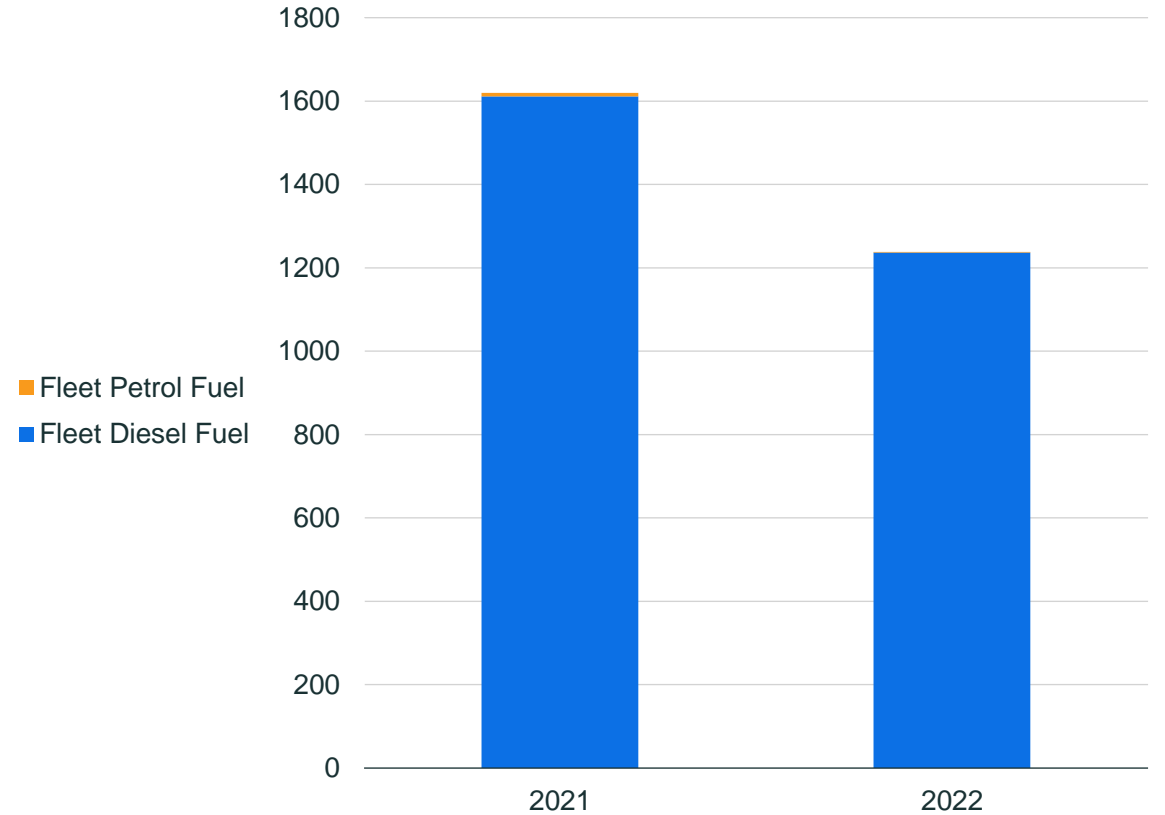
Fleet TRAVEL

Notes:

- Emissions associated with fleet travel have decreased by around 24%.
- Petrol consumption has decreased by around 80% and diesel usage by around 25%.

Fleet Travel	2021	2022
Fleet Diesel Fuel	1,611.3	1,236.7
Fleet Petrol Fuel	8.7	1.7
Total	1,619.9	1,238.5

Fleet travel 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.

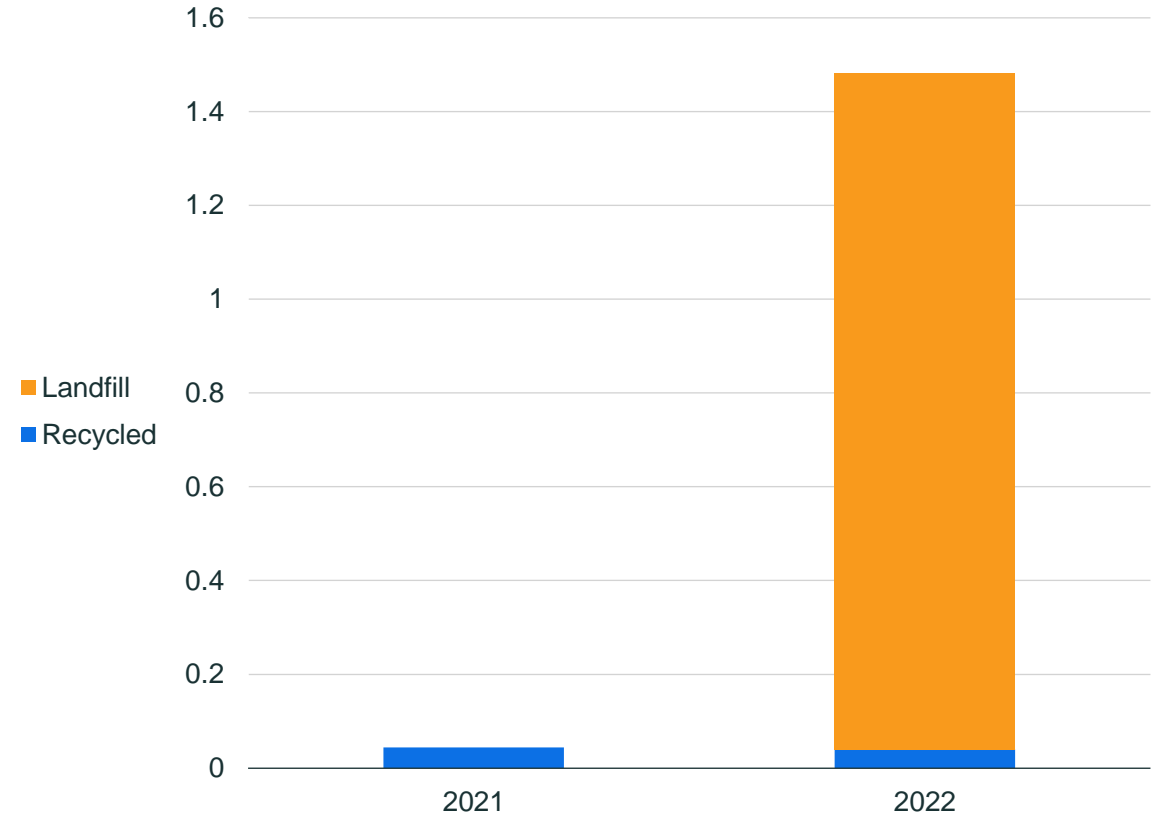
WASTE

Notes:

- Emissions associated with waste have increased by around 4400%.
- Last year no waste was sent to landfill.
- There has been a significant increase in the total waste produced this year due to data for more sites being included. Waste for sites not previously reported has been normalised.

Waste	2021	2022
Recycled	0.04	0.04
Landfill	-	1.4
Total	0.04	1.5

Waste 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.

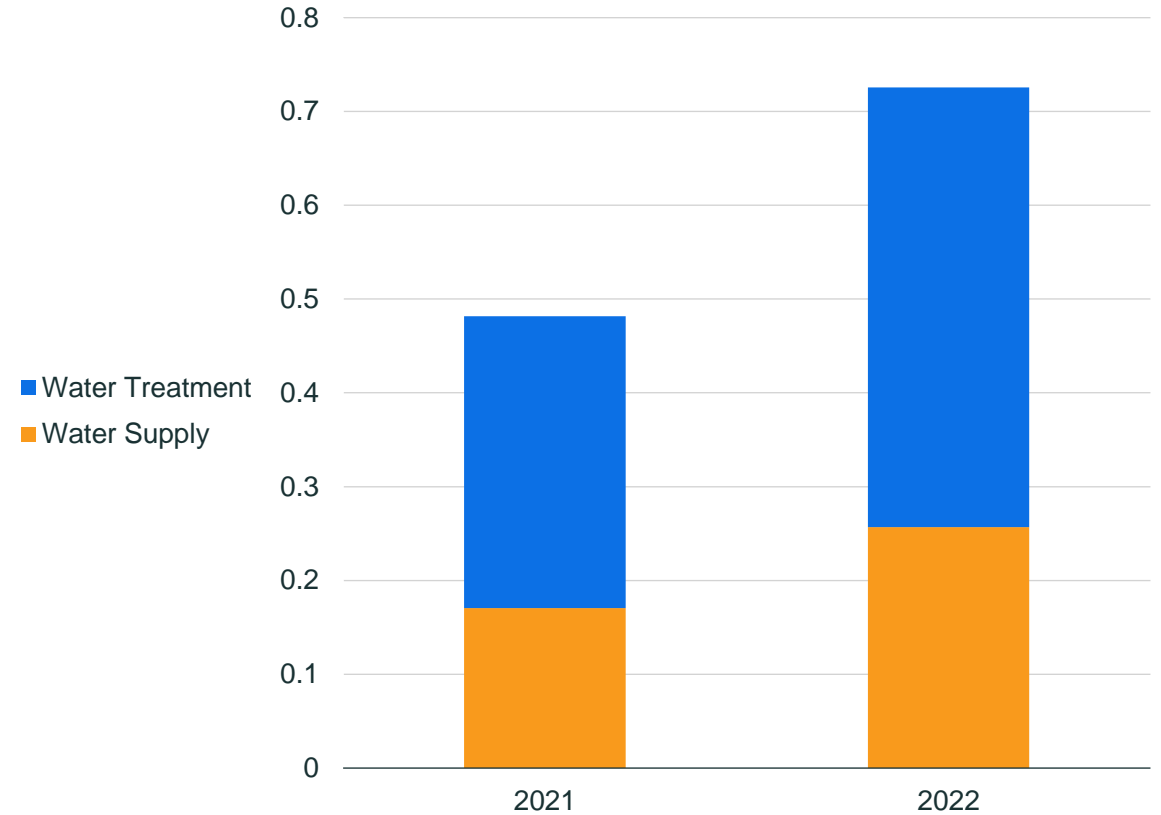
WATER

Notes:

- Emissions associated with water have increased by around 40%.
- Water usage has increased by around 68%

Water	2021	2022
Water Supply	0.2	0.3
Water Treatment	0.3	0.5
Total	0.5	0.7

Water 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.

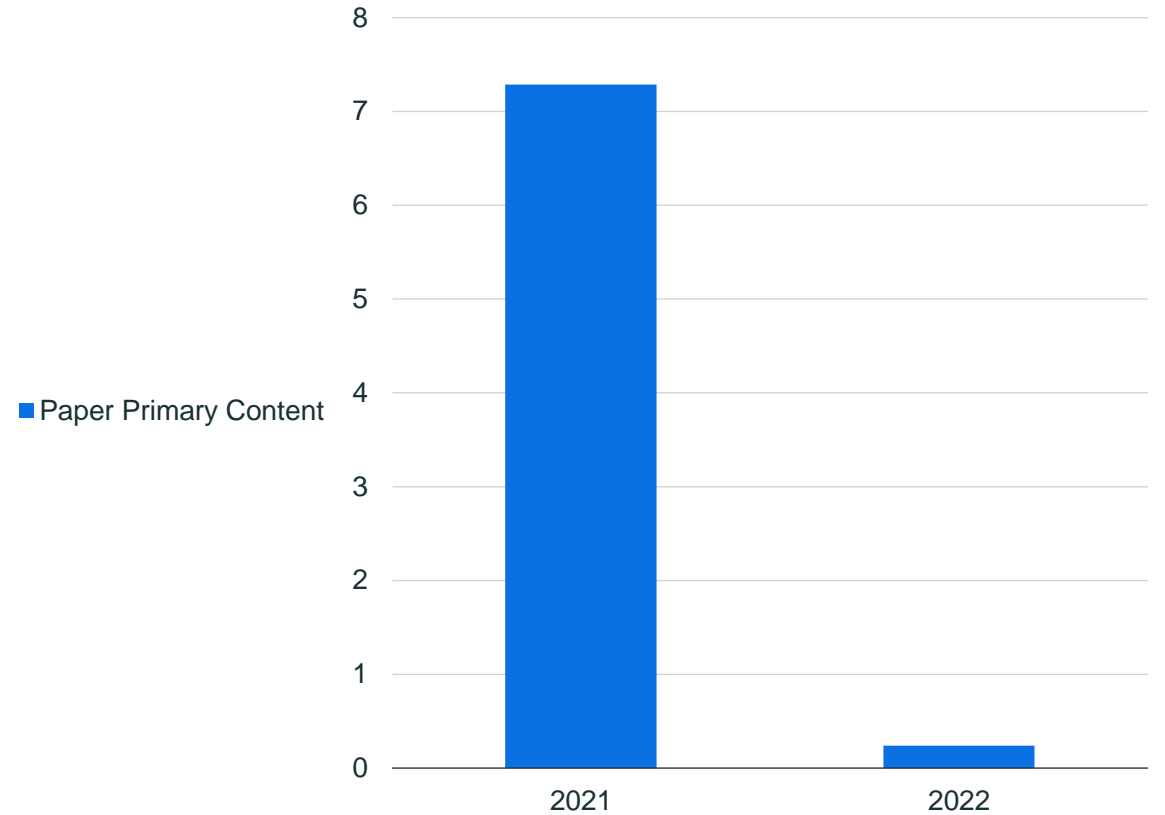
PROCUREMENT

Notes:

- Emissions associated with paper usage have decreased by around 97%.
- All paper used is standard.

Paper	2021	2022
Paper Primary Content	7.3	0.2
Total	7.3	0.2

Procurement 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.

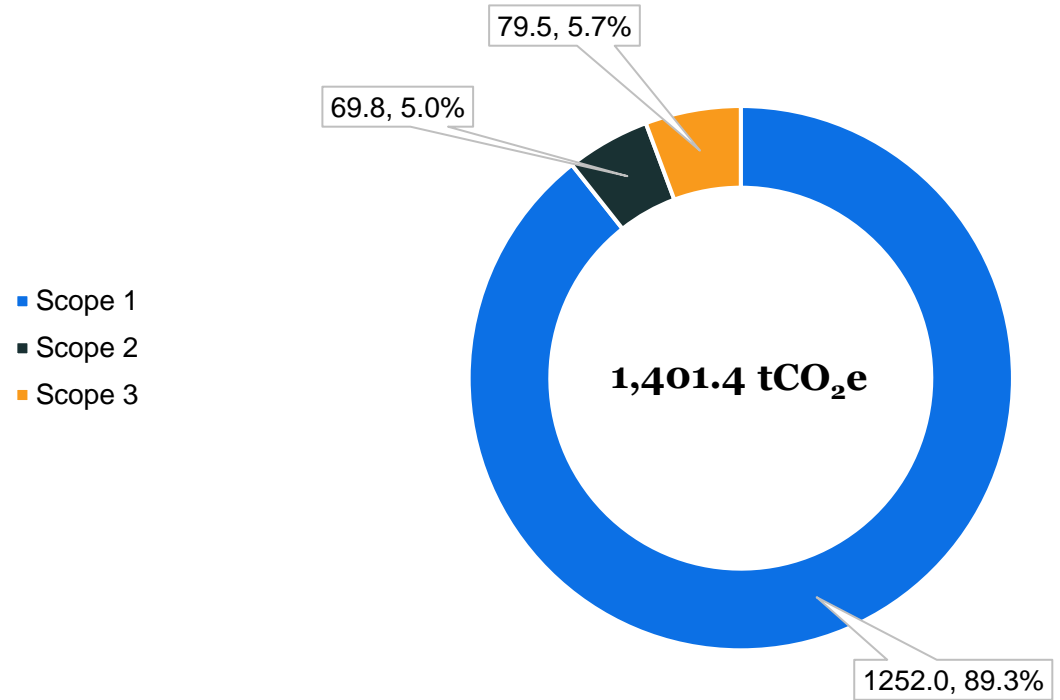


Total carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	1,252.0	89.3
Scope 2	69.8	5.0
Scope 3	79.5	5.7
Total	1,401.4	100.0

Total 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.



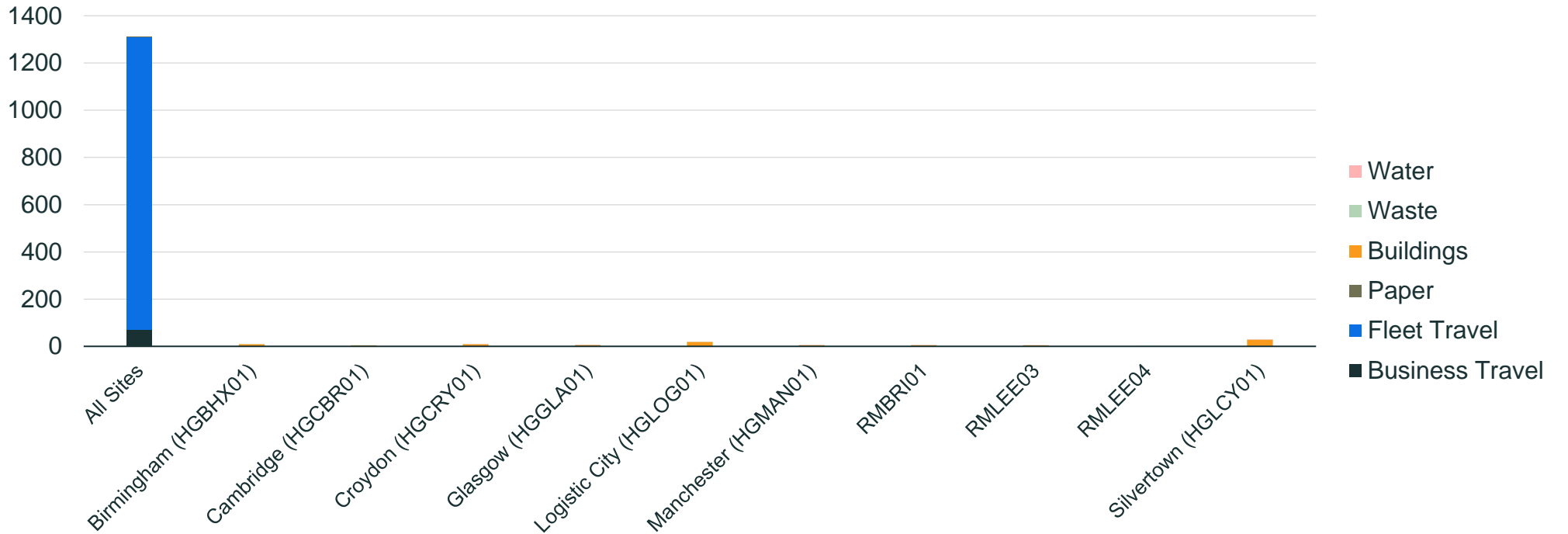
Carbon footprint.

BY LOCATION

Carbon footprint for each location

tCO₂e

Note:
'All Sites' includes business travel and fleet since the data submitted was cumulative for the whole business (i.e. not split between sites)





Benchmarking Percentage reduction.

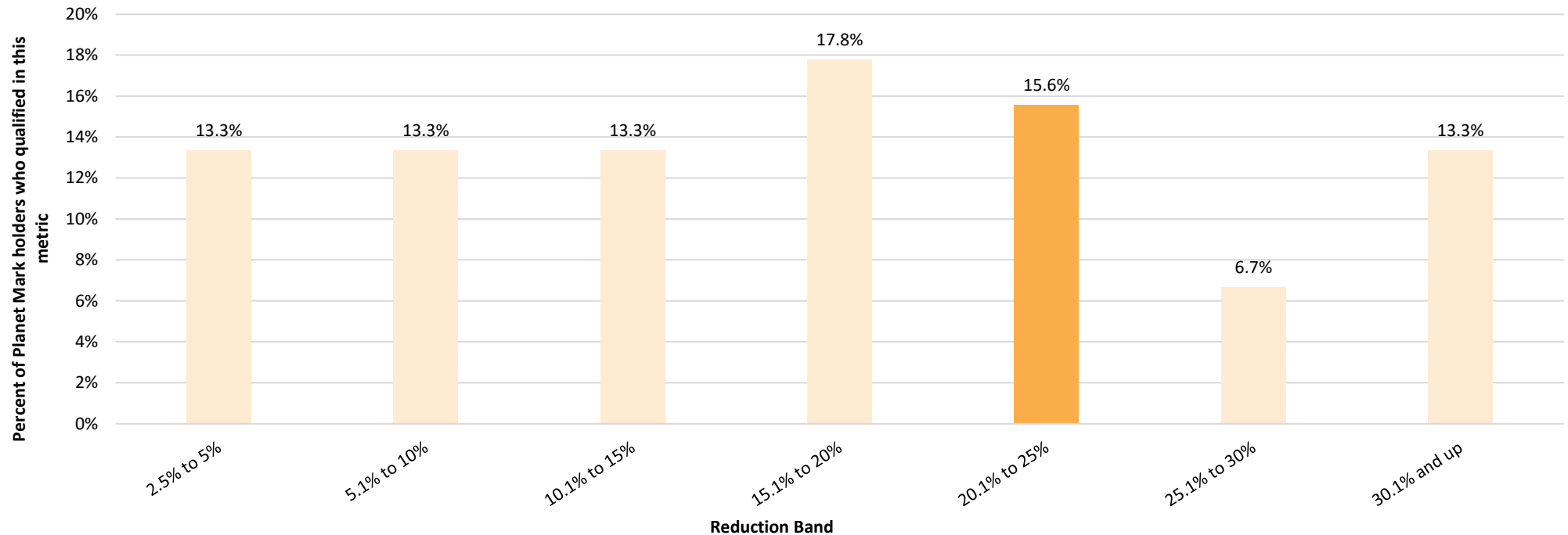
% reduction in total carbon by holders of the Planet Mark (Year 2020)

-20.7%



Your reduction band.

Restore Harrow Green reduced its total carbon by 20.6% from the previous year. 15.6% of Planet Mark holders also achieved a 20.1% to 25% reduction in their total carbon.





Benchmarking Percentage reduction.

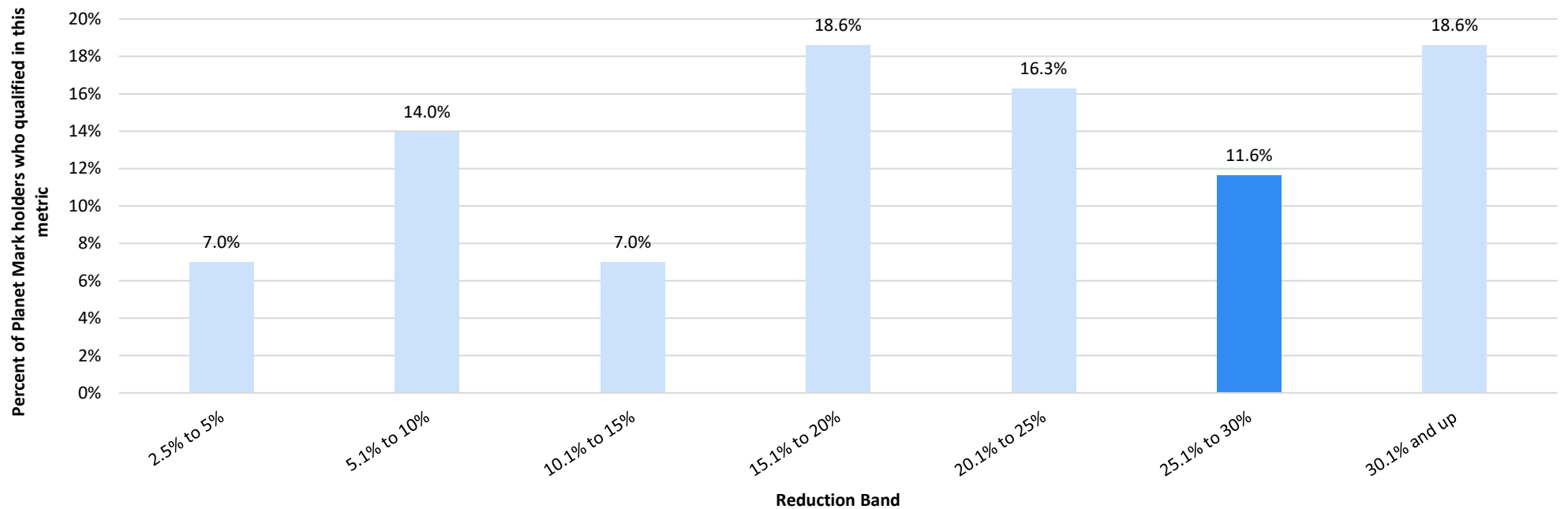
% reduction in total carbon per employee by holders of the Planet Mark (Year 2020)

-28.0%



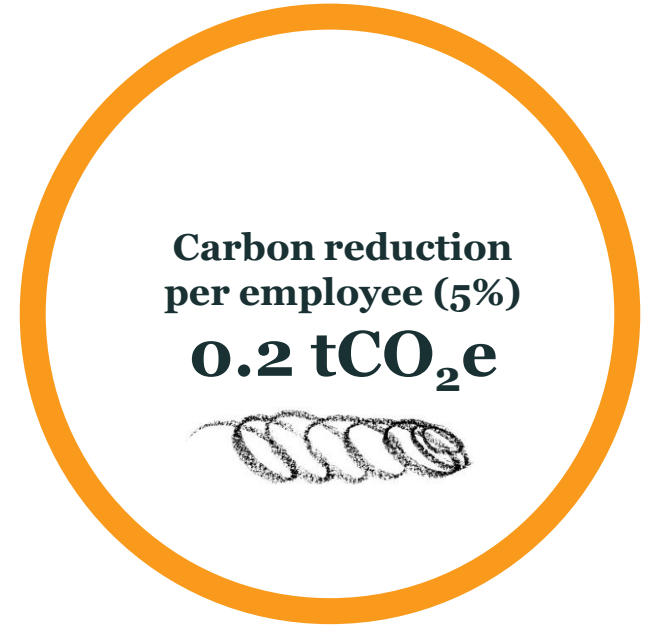
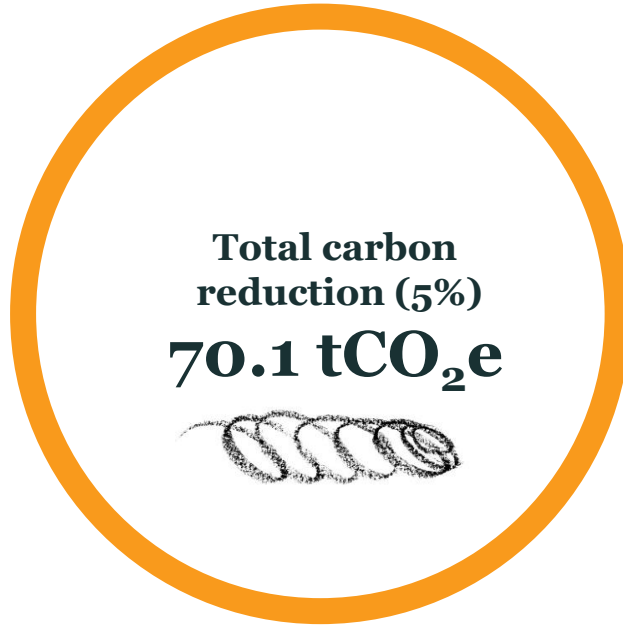
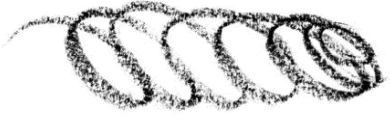
Your reduction band.

Restore Harrow Green reduced its total carbon per employee by 28.0% from the previous year. 11.6% of Planet Mark holders also achieved a 25.1% to 30% reduction in their total carbon per employee.





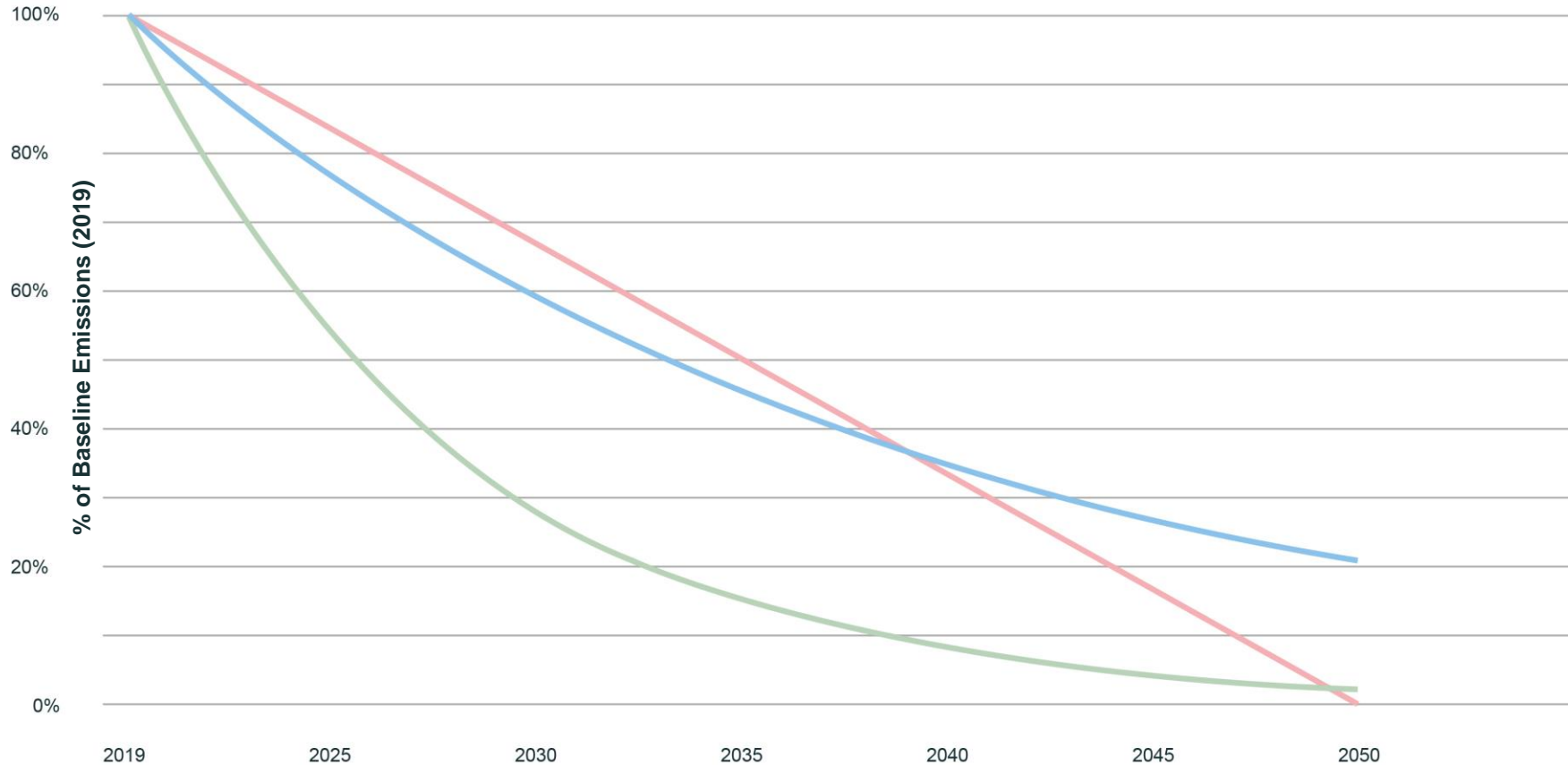
Looking ahead. Targets for next year.





Target setting.

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



Planet Mark 5% annual reduction

- 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

Planet Mark 12% annual reduction

- 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019.
- A 12% year on year reduction from a 2019 baseline will set you on track to meet the UK target Net Zero by 2050.

Net Zero 2050



Step two.

ENGAGE

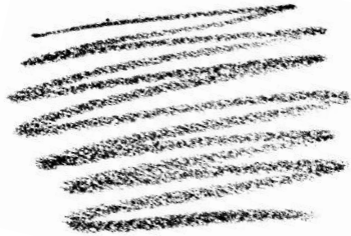




Workshops.

Our engagement experts will help unlock your employees' passion to innovate and take ownership of their environmental impacts.

Together, we celebrate every commitment and champion every success, providing positive reassurance to help you drive change from within.



Workshop	Description
Sustainability Energiser	A 1 hour session for everyone in the business. It raises awareness about sustainability, the business case for acting on climate change and the carbon footprint of the company. Includes brainstorm session inviting participants to come up with solutions.
Sustainability Plan Workshop	A 3 hour session which lifts the lid on operational carbon emissions, supporting a brainstorming sessions 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.
Business Sustainability Essentials Training	A 3 hour session covering the basics of business sustainability and the role your employees can adopt in driving change from within. Offered as both public and private event.
Stakeholder Engagement Workshop	A 30min-1 hour session, focussing on the member's sustainability journey to date, ambitions ahead with the view to encourage their suppliers/customers to join. Q&As, networking opportunity.



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.
- We have protected one acre of Peruvian rainforest in your company name.



COOL EARTH



Step three.

COMMUNICATE





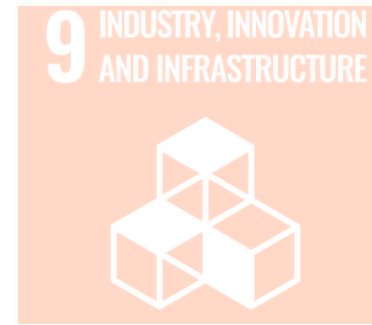
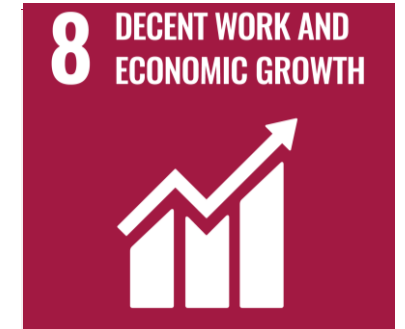
Communicating your international influence.

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 18 SDG targets.

Contributing towards

8 SDGs





SDG alignment.


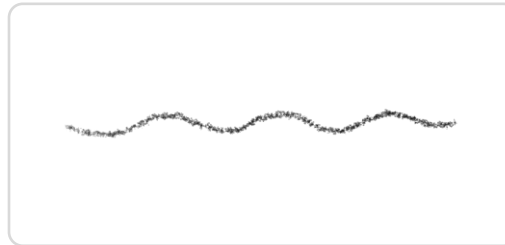


6 CLEAN WATER AND SANITATION



6.3 - 100% of water treated
6.6 - Acre of rainforest protected

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE

13 CLIMATE ACTION



13.3 - Reduction in absolute carbon emissions
13.3 - Acre of rainforest protected, storing 260 tCO₂
13.3 - Donation to the Eden Project

7 AFFORDABLE AND CLEAN ENERGY



7.2 - 37% of energy demand met by renewable energy

11 SUSTAINABLE CITIES AND COMMUNITIES




11.6 - Measured carbon emissions
11.6 - Reduction in absolute carbon emissions
11.6 - Reduction in travel emissions
11.6 - 99% of waste recycled and composted
11.4 - Donation to the Eden Project
11.4 - Acre of rainforest protected

14 LIFE BELOW WATER



14.3 - Reduction in absolute carbon emissions

8 DECENT WORK AND ECONOMIC GROWTH



8.4 - Reduction in absolute carbon emissions
8.4 - Reduction in carbon emissions per intensity

12 RESPONSIBLE CONSUMPTION AND PRODUCTION



12.6 - Measured carbon emissions
12.1 - Reduction in absolute carbon emissions
12.5 - 99% of waste recycled and composted

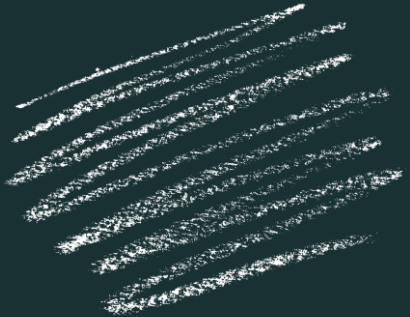
15 LIFE ON LAND



15.5 - Reduction in absolute carbon emissions
15.2 - Reduction in paper use
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	315,738.1	67.0	361,126.4	69.8	62.2	-7%	5%	14%	
Electricity (market based)	2	kWh	-	-	361,126.4	61.4	49.0	-	-	-	
Natural Gas	1	kWh	73,428.0	13.4	74,263.5	13.6	13.6	1%	1%	1%	
Transmission and Distribution Losses	3	kWh	315,738.1	5.9	361,126.4	6.4	5.7	-4%	0.5%	14%	
Procurement											
Paper Primary Content	3	tonnes	7.9	7.3	0.3	0.2	0.2	-97%	0.02%	-97%	
Travel											
Fleet Diesel Fuel	1	litres	641,340.2	1,611.3	483,499.2	1,236.7	1,236.7	-23%	88%	-25%	
Fleet Petrol Fuel	1	litres	3,950.2	8.7	805.5	1.7	1.7	-80%	0.1%	-80%	
Air Travel	3	passenger.km	-	-	10,588.0	1.4	1.4	-	0.1%	-	
Average Car	3	km	233,806.5	40.1	397,562.3	67.9	67.9	69%	5%	70%	
Rail Travel	3	passenger.km	16,109.7	0.6	23,530.9	0.8	0.8	42%	0.1%	46%	
Taxi	3	km	367.8	0.1	-	-	0.0	-	-	-	
Waste											
Landfill	3	tonnes	-	-	3.6	1.7	1.4	-	0.1%	-	
Recycled	3	tonnes	44.2	0.04	270.4	0.4	0.04	-0.4%	0.03%	511%	
Water											
Water Supply	3	cubic metres	1,144.5	0.2	1,926.8	0.3	0.3	51%	0.02%	68%	
Water Treatment	3	cubic metres	1,144.5	0.3	1,926.8	0.5	0.5	51%	0.04%	68%	
Location Based											
Total		tCO₂e		1,754.9		1,401.4	1,392.3	-21%			
No. employees		Number		282		310.7	310.7				
Total per employee		tCO₂e		6.2		4.5	4.5	-28%			
Turnover £m		£m		27.2		38.0	38.0				
Total per £m		tCO₂e		64.5		36.9	36.6	-43%			
Total floor space		m ²		14,502.0		16,441.1	16,441.1				
Building emissions per m²		tCO₂e		0.01		0.01	0.005	-17%			

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

Source	Scope	Unit	Current							
			01 January 2021 to 31 December 2021				01 January 2022 to 31 December 2022			
			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
Market Based										
Total		tCO ₂ e		-	1,392.9	1,379.2	-			
No. employees		Number		282	310.7	310.7				
Total per employee		tCO ₂ e		-	4.5	4.4	-			
Turnover £m		£m		27.2	38.0	38.0				
Total per £m		tCO ₂ e		-	36.7	36.3	-			
Total floor space		m ²		14,502.0	16,441.1	16,441.1				
Building emissions per m²		tCO ₂ e		-	0.005	0.004	-			

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



About this report – General.

Company Name	Restore Harrow Green
Sector	Commercial Removals
Reporting Period	01 January 2022 to 31 December 2022
Year Of Certification	10th
Reporting Boundary	UK Operations (Birmingham, Cambridge, Croydon, Glasgow, Logistic City, Manchester, Silvertown)
Emission sources included	Electricity, T&D Losses, Natural Gas, Fleet, Business Travel, Waste, Water and Paper
Total FTE Employees (annual average no.)	311
Total Internal Floorspace (m²)	16,441.1
Data Collection Lead	Sharon Sales, Executive Assistant - sharon.sales@restore-harrowgreen.com
Significant reporting changes	None
Baseline Conversion Factor	BEIS 2021
Current Conversion Factor	BEIS 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	Joanne Rowley, Sustainability Consultant, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Measurement, Planet Mark
Date	01 February 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 - invoices and landlord reports	Actual meter reads with some extrapolation and interpolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details.	All Sites
					RMBRI01 - usage has been apportioned by 20% to reflect Harrow Green's share of the building. RMLEE03 - usage has been apportioned by 30% to reflect Harrow Green's share of the building.	
Electricity	2 and 3	kWh	Primary source - invoices and landlord reports	Actual meter reads with some extrapolation and interpolation to match reporting period	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).	All Sites
					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 your specific electricity supply fuel mix as published on your supplier's website for electricity supplied in the period April 2021 to March 2022, and the residual fuel mix 2021/22 (where no information on your specific supplier fuel mix was available).	
Natural Gas	1	kWh	Primary source - invoices and landlord reports	Actual meter reads with some extrapolation and interpolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details. RMBRI01 - usage has been apportioned by 20% to reflect Harrow Green's share of the building. RMLEE03 - usage has been apportioned by 30% to reflect Harrow Green's share of the building. There is no gas usage at Silvertown, Cambridge and Logistic City.	All Sites

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
Water Supply & Treatment	3	m ³	Secondary source - internal report	Assumed actual with some extrapolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details. RMBRI01 - usage has been apportioned by 20% to reflect Harrow Green's share of the building. RMLEE03 - usage has been apportioned by 30% to reflect Harrow Green's share of the building. No current water usage data is available for Croydon & Silvertown. and therefore the usage from YE2021 has been used. No water usage data has been provided for Birmingham, Cambridge and Logistic City.	All Sites
Waste	3	tonnes	Secondary source - estimate	Estimated	Where waste data could not be provided, this has been estimated based on data provided in YE2021. Where actual data for the reporting period is available, this has been used. Previous year only 1 site had data available, this year data for all sites has been estimated.	All Sites
Fleet Vehicles	1	km	Primary source - fuel card report	Actual	A breakdown of the fuel type purchased during November - December was not available, therefore an assumption has been made that this fuel is diesel.	All Sites
Private Vehicles Used for Business	3	km	Primary source - expense claims	Actual	None	All Sites
Air Travel	3	pkm	Primary source - expense claims	Actual	An assumption has been made that all flights were return.	All Sites

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
Rail Travel	3	pkm	Primary source - expense claims	Actual cost, estimated distance	National rail - where from/to has been provided then this has been used to calculate the distance travelled. Where only cost per trip available an assumption of £0.55 per mile has been used. Calculations based on 2021 analysis of Planet Mark members' rail journeys. Underground - where from/to has been provided then this has been used to calculate the distance travelled. Where only cost per trip available an assumption of £0.86 per mile has been used. Calculations based on 2021 analysis of Planet Mark members' underground rail journeys.	All Sites
Procurement - Paper	3	tonnes	Primary source - invoices	Actual	None	All Sites
Headcount		no.	Primary source - internal confirmation	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).	All Sites
Floor Area		m ²	Primary source - floor area report	Actual	Floor area for RMBRI01 has been apportioned by 20% to account for Harrow Green's share of the site only. Floor area for RMLEE03 has been apportioned by 30% to account for Harrow Green's share of the site only.	All Sites
Restatement					The previous year's waste data has been restated due to the waste type being mislabelled.	
Normalisation					Year- on- year comparison was normalised to exclude utilities for RMBRI01 and RMLEE03 as this is the first year these sites have been included within the reporting boundary. Water usage for Glasgow has also been normalised out as this is also the first year usage for this site has been reported. Waste data has been normalised for all sites, apart from Silvertown, as this was the only site to report waste data last year.	

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 Code of Practice and provides an indication of data assurance when using information in this report in your business.

	Previous Year	01 January 2022 to 31 December 2022	Definition
Relevance of boundary	3	3	Boundary accurately reflects the majority of the business carbon footprint for the studied period.(eg at least 75% of organisational activity included)
Data completeness	3	2	At least 6 months of data provided for all or most sources.
Transparency	3	3	Majority disclosure of assumptions and/or some original evidence provided.
Data accuracy	3	3	Some use of primary data sources and minimal estimated data.
Consistency	3	2	Reasonably consistent data provision and/or no documentation of changes made.
Total score	15 out of 20	13 out of 20	

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

- To provide 12 months of utility data for all sites
- To provide actual meter readings for all utilities near the start and end of the reporting period
- To obtain 12 months of waste data for all sites which include the weight of waste produced



About this report – Caveats – Adjusted Data (i).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2	Birmingham (HGBHX01)	Invoice	Actual meter read	02-01-2022	01-02-2022	31	01-01-2022	01-02-2022	32	Extrapolated to start of reporting period
Electricity	2	Birmingham (HGBHX01)	Invoice	Actual meter read	02-12-2022	01-01-2023	31	02-12-2022	31-12-2022	30	Interpolated to end of reporting period
Electricity	2	Croydon (HGCRY01)	Invoice	Actual meter read	28-12-2021	27-01-2022	31	01-01-2022	27-01-2022	27	Interpolated to start of reporting period
Electricity	2	Croydon (HGCRY01)	Invoice	Actual meter read	28-11-2022	27-12-2022	30	28-11-2022	31-12-2022	34	Extrapolated to end of reporting period
Electricity	2	Silvertown (HGLCY01)	Invoice	Actual meter read	01-09-2022	30-09-2022	30	01-09-2022	15-10-2022	45	Extrapolated to 15/10/22 to cover gap in data
Electricity	2	Silvertown (HGLCY01)	Invoice	Actual meter read	01-11-2022	30-11-2022	30	16-10-2022	31-12-2022	77	Extrapolated to cover 16/10/22 - 31/12/22 to cover gap in data



About this report – Caveats – Adjusted Data (ii).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2	Glasgow (HGGLA01)	Invoice	Mixed (actual & est)	15-12-2021	14-01-2022	31	01-01-2022	14-01-2022	14	Interpolated to start of reporting period
Electricity	2	Glasgow (HGGLA01)	Invoice	Mixed (actual & est)	08-11-2022	06-12-2022	29	08-11-2022	31-12-2022	54	Extrapolated to end of reporting period
Electricity	2	Manchester (HGMAN01)	Invoice	Estimated	08-01-2022	07-02-2022	31	01-01-2022	07-02-2022	38	Extrapolated to start of reporting period
Electricity	2	Manchester (HGMAN01)	Invoice	Estimated	08-11-2022	07-12-2022	30	08-11-2022	31-12-2022	54	Extrapolated to end of reporting period
Electricity	2	Logistic City (HGLOG01)	Invoice	Actual meter read	01-11-2022	30-11-2022	30	01-11-2022	31-12-2022	61	Extrapolated to end of reporting period
Electricity	2	RMBRI01	Landlord Report	Actual meter read	01-01-2022	01-10-2022	274	01-01-2022	31-12-2022	365	Extrapolated to end of reporting period
Electricity	2	RMLEE03	Landlord Report	Actual meter read	01-05-2022	30-09-2022	153	01-01-2022	31-12-2022	365	Extrapolated to cover reporting period
Natural Gas	1	Birmingham (HGBHX01)	Invoice	Actual meter read	02-01-2022	01-02-2022	31	01-01-2022	01-02-2022	32	Extrapolated to start of reporting period



About this report – Caveats – Adjusted Data (iii).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Natural Gas	1	Birmingham (HGBHX01)	Invoice	Actual meter read	02-12-2022	01-01-2023	31	02-12-2022	31-12-2022	30	Interpolated to end of reporting period
Natural Gas	1	Glasgow (HGGLA01)	Invoice	Actual meter read	02-01-2022	01-02-2022	31	01-01-2022	01-02-2022	32	Extrapolated to end of reporting period
Natural Gas	1	Glasgow (HGGLA01)	Invoice	Actual meter read	02-12-2022	01-01-2023	31	02-12-2022	31-12-2022	30	Interpolated to end of reporting period
Natural Gas	1	RMLEE03	Landlord Report	Actual meter read	01-01-2022	30-11-2022	334	01-01-2022	31-12-2022	365	Extrapolated to end of reporting period
Natural Gas	1	RMBRI01	Landlord Report	Actual meter read	01-01-2022	30-11-2022	334	01-01-2022	31-12-2022	365	Extrapolated to end of reporting period
Water Supply	3	Glasgow (HGGLA01)	0	0	01-01-2022	31-07-2022	212	01-01-2022	31-12-2022	365	Extrapolated to end of reporting period
Water Supply	3	Manchester (HGMAN01)	0	0	01-01-2022	30-09-2022	273	01-01-2022	31-12-2022	365	Extrapolated to end of reporting period
Water Supply	3	RMBRI01	0	0	01-01-2022	30-09-2022	273	01-01-2022	31-12-2022	365	Extrapolated to end of reporting period



About this report – Caveats – Adjusted Data (iv).

Notes: Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Water Supply	3	RMLEE03	0	0	01-01-2022	30-09-2022	273	01-01-2022	31-12-2022	365	Extrapolated to end of reporting period



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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