

# Business Certification

Oktra

*YEAR 15*

01 June 2023 to 31 May 2024

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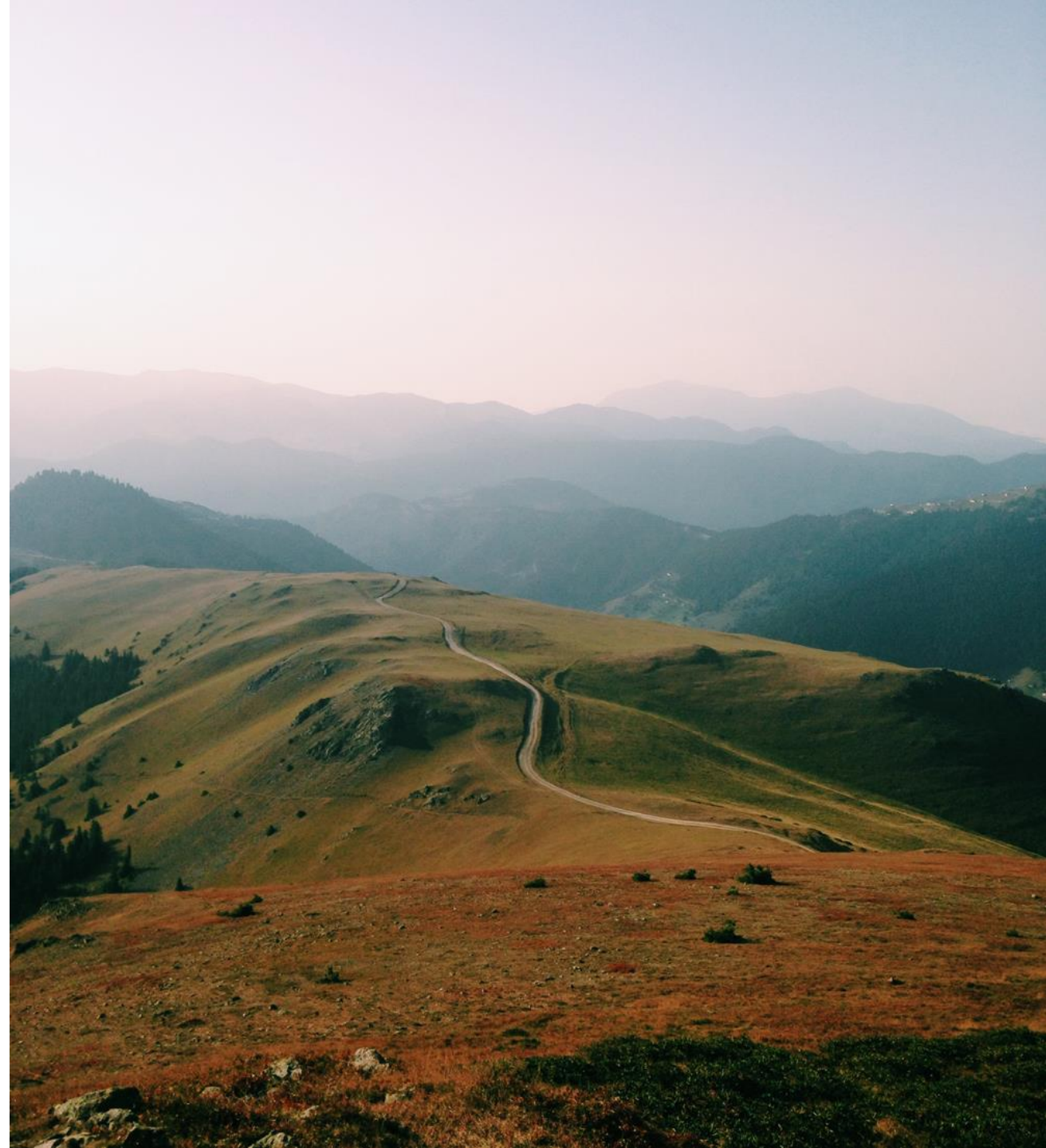
Measure



Engage



Communicate





# Executive Summary

## Current Planet Mark Certification

This reporting period captures the 15th year that Oktra has achieved Planet Mark Business Certification. To retain certification for the next reporting period Oktra is required to measure and reduce emissions while working to improve data quality.

This certification has been awarded to Oktra for reducing measured Scope 1,2 and core scope 3 emissions (market-based) by 7.2% and by 14.8% per employee compared to the previous year.

### Reporting year:

01 June 2023 to 31 May 2024

### Reporting Boundary:

UK Offices (London, Guildford, Manchester, Birmingham)

### Highlights (market-based):

Measured footprint (tCO<sub>2</sub>e): 118.0

Per employee (tCO<sub>2</sub>e): 0.6

Data quality (Scope 1 & 2): 17 out of 20

Data quality (Scope 3): 15 out of 20

### Measured emissions:

Scope 1: Fleet, natural gas

Scope 2: Electricity

Scope 3:

Cat. 1: Purchased Goods & Services (partial measurement)

Cat. 3: Fuel & energy related activities (partial measurement)

Cat. 5: Waste

Cat. 6: Business travel

## Next Steps: working towards a complete carbon footprint

Planet Mark Business Certification is the best first step towards the ultimate goal of reaching net zero. This certification helps organisations start their measurement journey, however, to progress on the journey to net zero, all Members will need to understand and report against their full emissions boundary.

Scope 3 emissions currently account for (73.9%) of the Oktra's measured carbon footprint. It is important to note that, once all material categories are included, Scope 3 emissions can, on occasions, make up to 99%.

In our experience a company in your sector normally needs to report the following Scope 3 categories in addition to those already included within your reporting boundary:

- Cat. 1: Purchased Goods & Services
- Cat. 2: Capital Goods
- Cat. 3: Energy related activities
- Cat. 4: Upstream transportation & distribution
- Cat. 7: Employee Commuting

The inclusion of all material Scope 3 emissions is highly recommended within three years of achieving your first year of certification, but this is not a requirement for recertifying until 2030. To confirm which emissions sources are material to your organisation please get in touch with [certification@planetmark.com](mailto:certification@planetmark.com), who will map your business operations against the 15 categories of Scope 3.

## Notes and exclusions

Please note, Oktra has recertified via Planet Mark's old certification rules and has reduced its scopes 1,2 and core scope 3 market-based emissions. Please see the following slide for a full explanation of the new recertification rules.



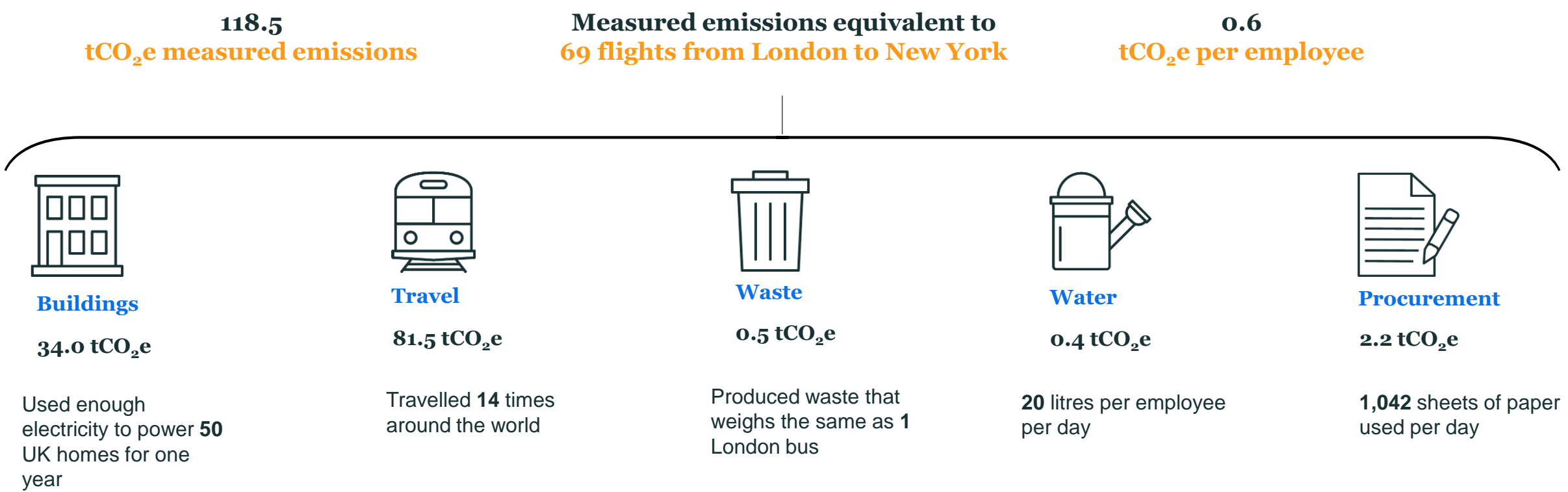
# Updates to Planet Mark Business Certification

**To ensure that Planet Mark Business Certification is the best first step towards the ultimate goal of reaching net zero, we have made the following improvements to our Certification:**

- Members are now required to make an annual 5% reduction in Scope 1 & 2 emissions to recertify (from year 3 onwards). As part of Business Certification, we will continue to measure 'core' Scope 3 emissions sources, but Members will not certify on reductions to core Scope 3 emissions.
- By 2030, Members must identify all material emission sources and measure a full inventory carbon footprint (Scope 1, 2 and extended Scope 3 emissions). Measuring a full organisational boundary is essential to progress on the journey to net zero.
- As per the GHG Protocol it is important to report carbon emissions using both a location-based and market-based methodology, and we will continue to summarise accordingly. We have previously adopted the location-based methodology as the principle display mechanism, however, moving forwards we will switch to showing the market-based methodology as our default. We have done this to ensure that as Members switch to renewable energy contracts, the associated reductions are clearly evidenced.
- Scope 3 data collection is typically found to be more challenging than Scope 1 and 2, therefore, to help understand and develop your measurement journey Members will now receive two separate data quality scores when they achieve Certification: one for Scope 1 & 2 emissions and one for Scope 3 emissions.



# Measured carbon *EMISSIONS* Market *BASED*





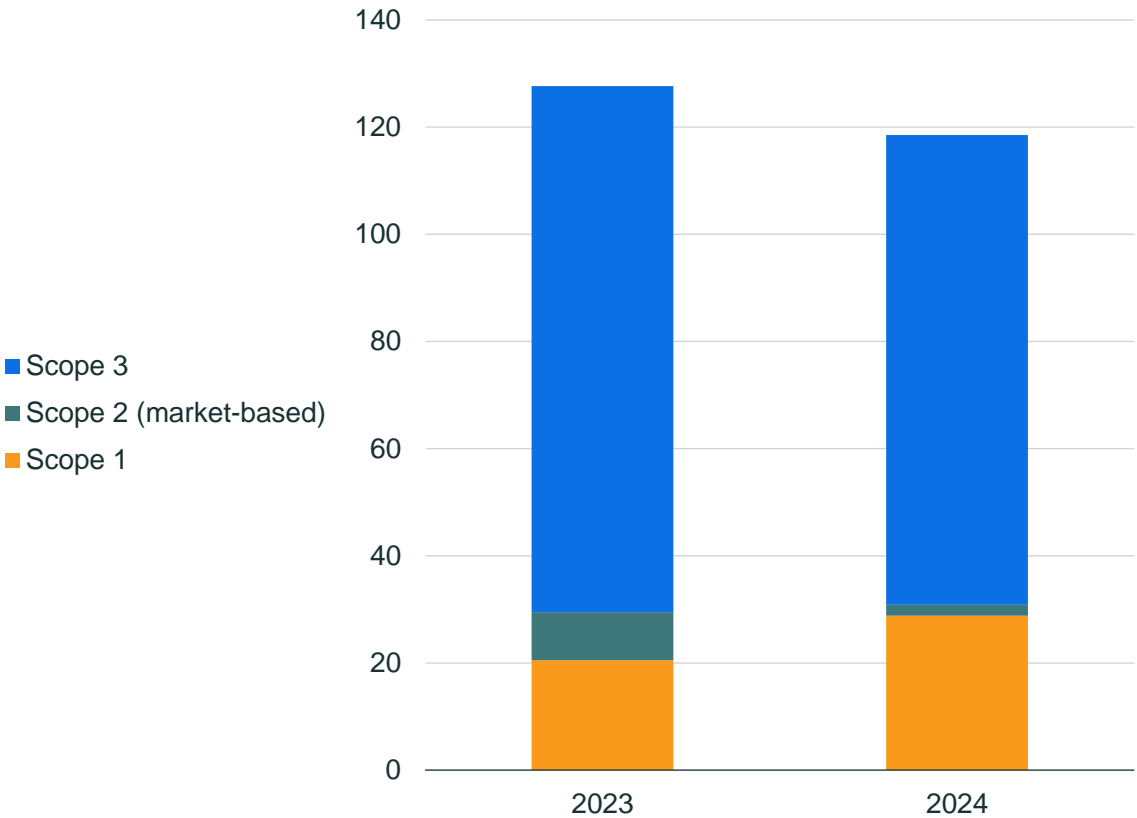
# Measured carbon footprint By Scope.

## Market *BASED*

Absolute measured market-based emissions have seen a reduction of 7.2% compared to the previous reporting period.

Scope	2023	2024
Scope 1	20.5	28.8
Scope 2 (market-based)	8.9	2.0
Scope 3	98.2	87.6
Total (market-based)	127.7	118.5

Measured carbon emissions by scope for year ending 2024, tCO<sub>2</sub>e



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



# Step one.

# MEASURE





# Measured carbon footprint.

## Market *BASED*

**Reporting year:**

01 June 2023 to 31 May 2024

**Reporting Boundary:**

UK Offices (London, Guildford, Manchester, Birmingham)

**Emissions measured:**

Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Paper, Waste, Water

**Highlights:**

Carbon footprint (tCO<sub>2</sub>e): **118.5**

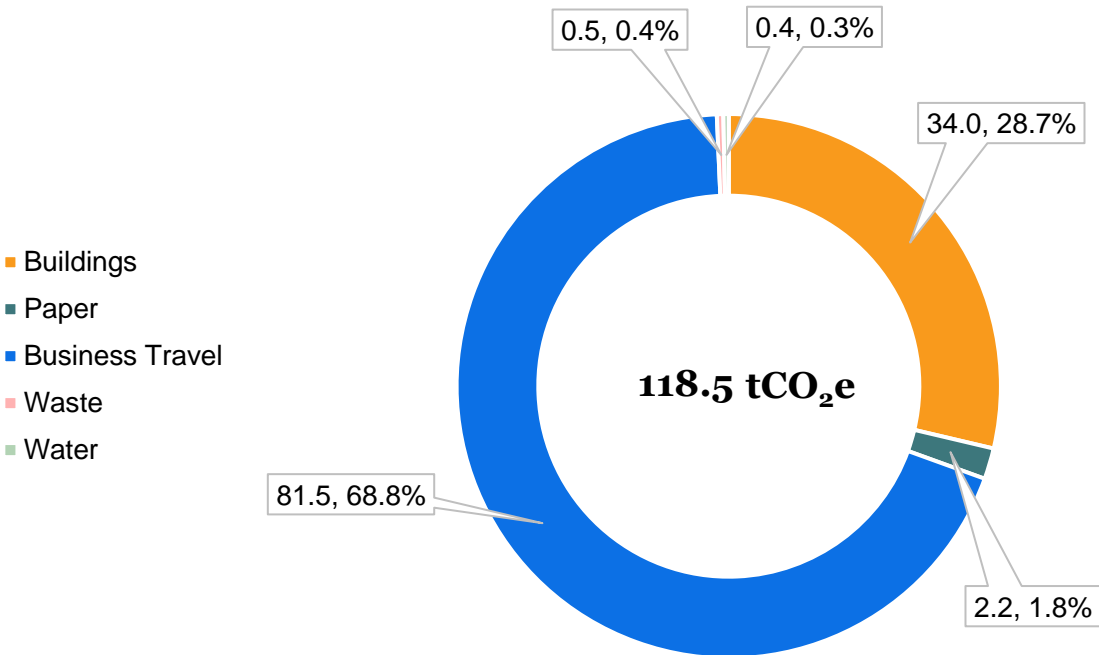
Per employee (tCO<sub>2</sub>e): **0.6**

Next reduction target: **5%**

Data quality score Scope 1 & 2: **17 out of 20**

Data quality score Scope 3: **15 out of 20**

Carbon footprint by emission source for year ending 2024, tCO<sub>2</sub>e



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.

## Location *BASED*

**Reporting year:**

01 June 2023 to 31 May 2024

**Reporting Boundary:**

UK Offices (London, Guildford, Manchester, Birmingham)

**Emissions measured:**

Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Paper, Waste, Water

**Highlights:**

Carbon footprint (tCO<sub>2</sub>e): **152.6**

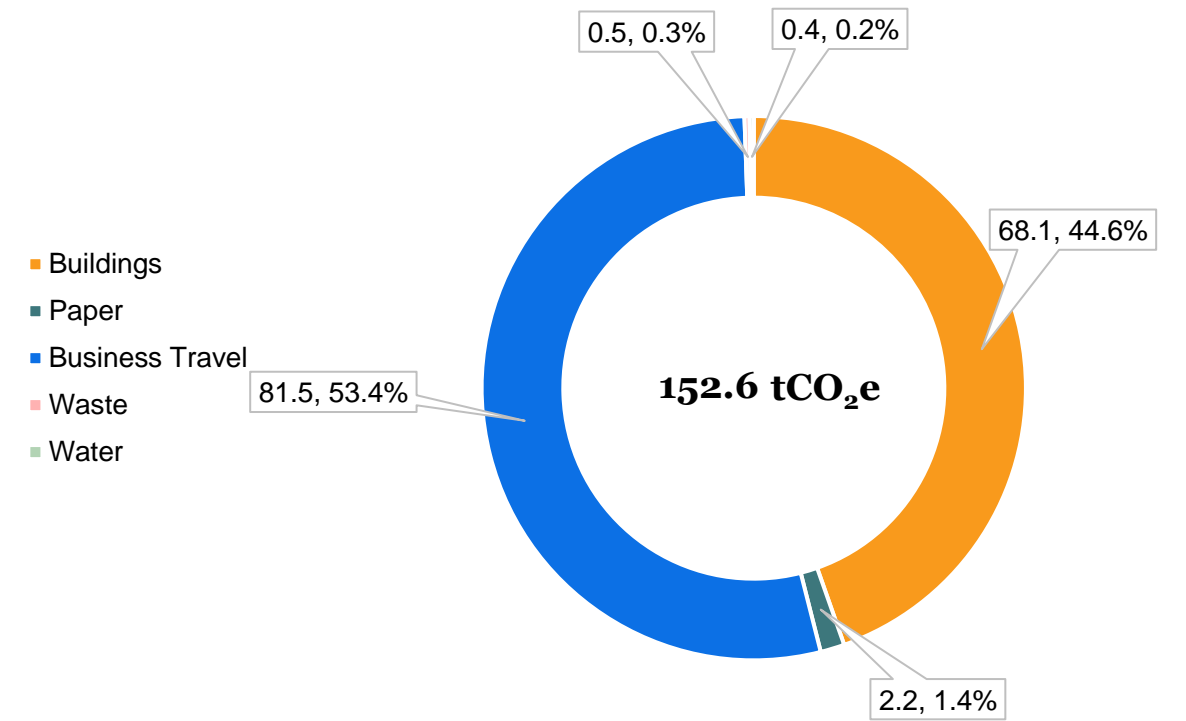
Per employee (tCO<sub>2</sub>e): **0.7**

Next reduction target: **5%**

Data quality score Scope 1 & 2: **17 out of 20**

Data quality score Scope 3: **15 out of 20**

Carbon footprint by emission source for year ending 2024, tCO<sub>2</sub>e



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.

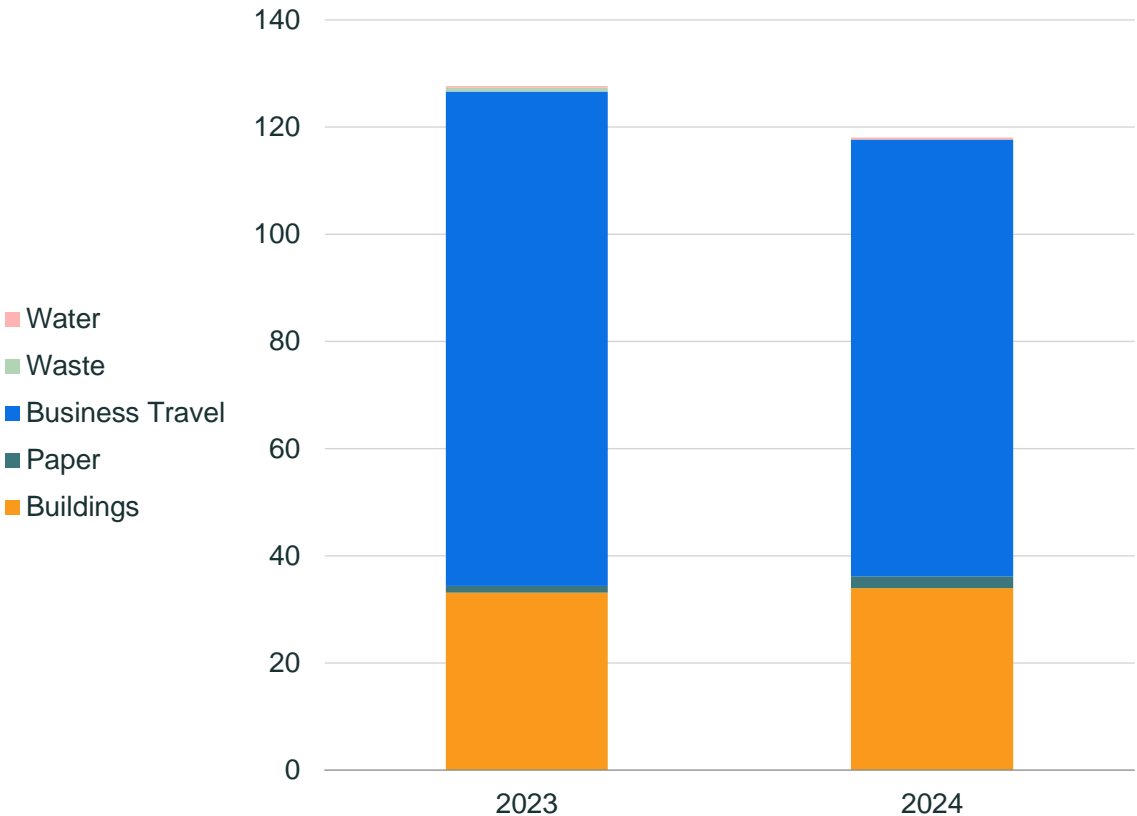
## Yearly *COMPARISON*

Total measured market-based emissions have fallen by 7.2% compared with the previous reporting period. This reduction is primarily driven by reductions in emissions from electricity consumption and business travel.

Source Category	2023	2024
Buildings	33.1	34.0
Paper	1.3	2.2
Business Travel	92.2	81.5
Waste	0.7	0.5
Water	0.3	0.4
Total (market-based)	127.7	118.5

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 2023 and 2024, tCO<sub>2</sub>e





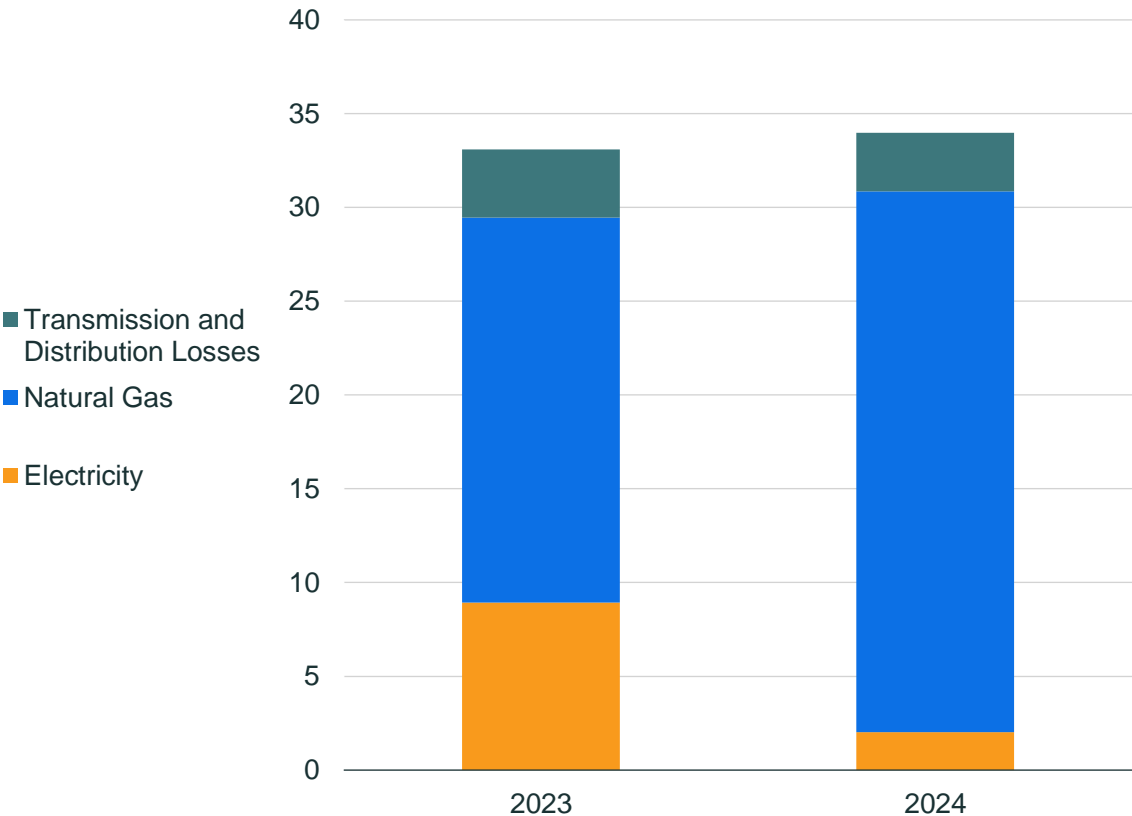
# Carbon footprint.

## BUILDINGS

Buildings emissions have remained relatively consistent to the previous reporting period, increasing by approximately 2.7%. Despite a rise in natural gas consumption, this consistency has been achieved by an increasing amount of electricity consumption being under renewable/green tariffs.

Buildings	2023	2024
Electricity	8.9	2.0
Natural Gas	20.5	28.8
Transmission and Distribution Losses	3.6	3.1
Total (market-based)	33.1	34.0

Buildings emissions for year ending 2023 and 2024, tCO<sub>2</sub>e



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

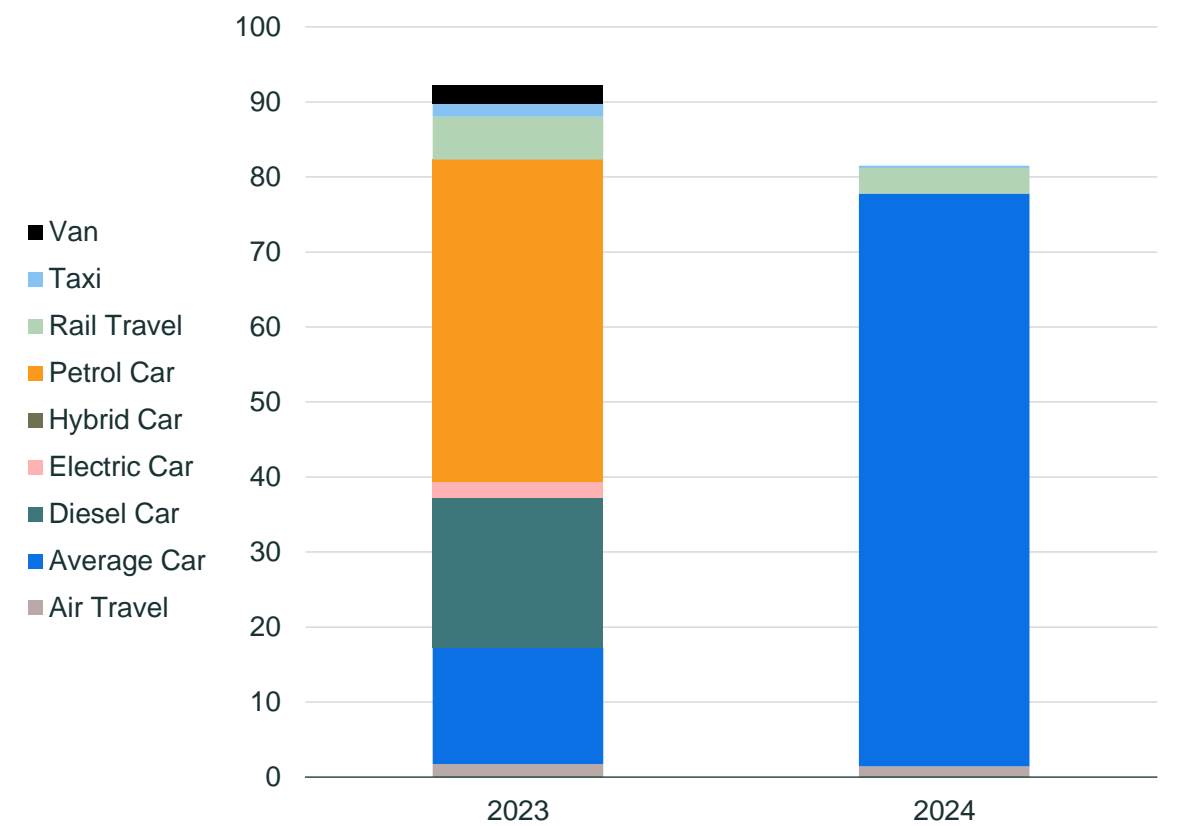
Total business travel emissions have reduced by approximately 11.6% compared with the previous reporting period.

Business Travel	2023	2024
Air Travel	1.7	1.4
Average Car	15.6	76.4
Diesel Car	19.9	-
Electric Car	2.1	-
Hybrid Car	0.01	-
Petrol Car	43.0	-
Rail Travel	5.7	3.4
Taxi	1.8	0.3
Van	2.4	-
Total	92.2	81.5



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 2023 and 2024, tCO<sub>2</sub>e





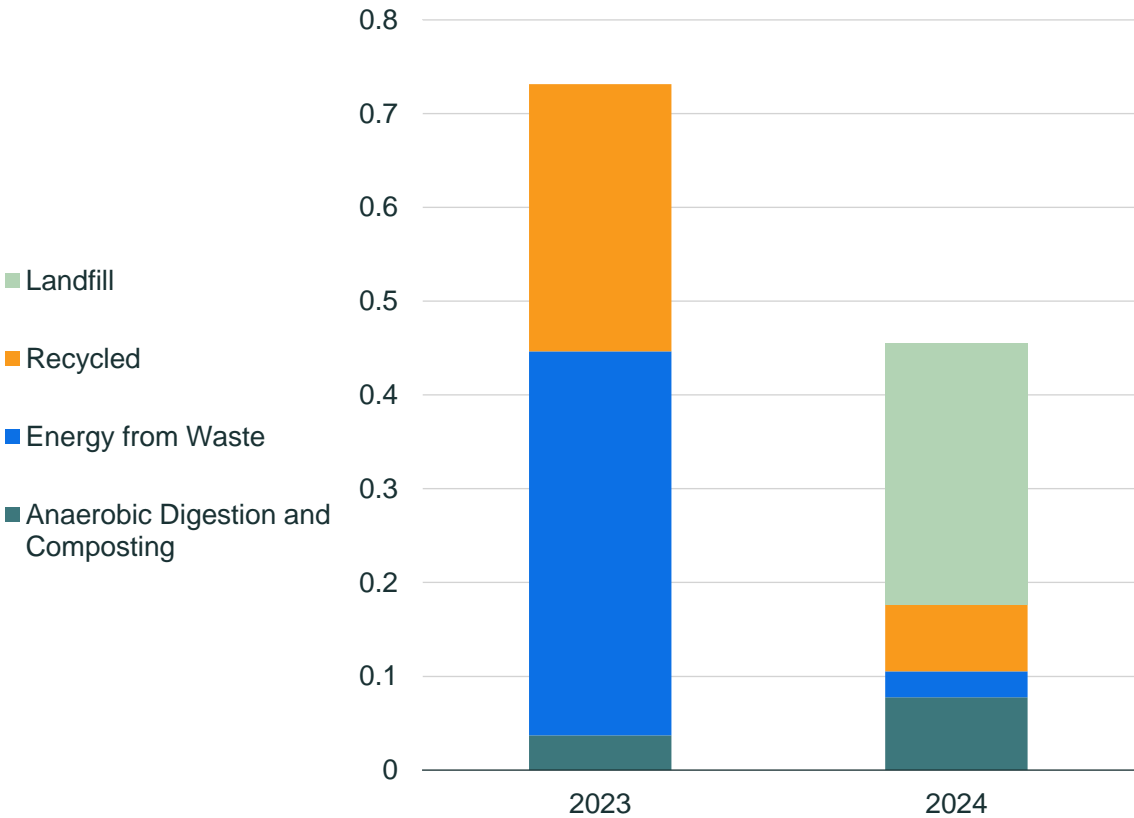
# Carbon footprint.


## WASTE

Waste emissions have seen a reduction of approximately 37.8% compared to the previous reporting period.

Waste	2023	2024
Energy from Waste	0.4	0.03
Recycled	0.3	0.1
Anaerobic Digestion and Composting	0.04	0.1
Landfill	-	0.3
Total	0.7	0.5

Waste emissions for year ending 2023 and 2024, tCO<sub>2</sub>e



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



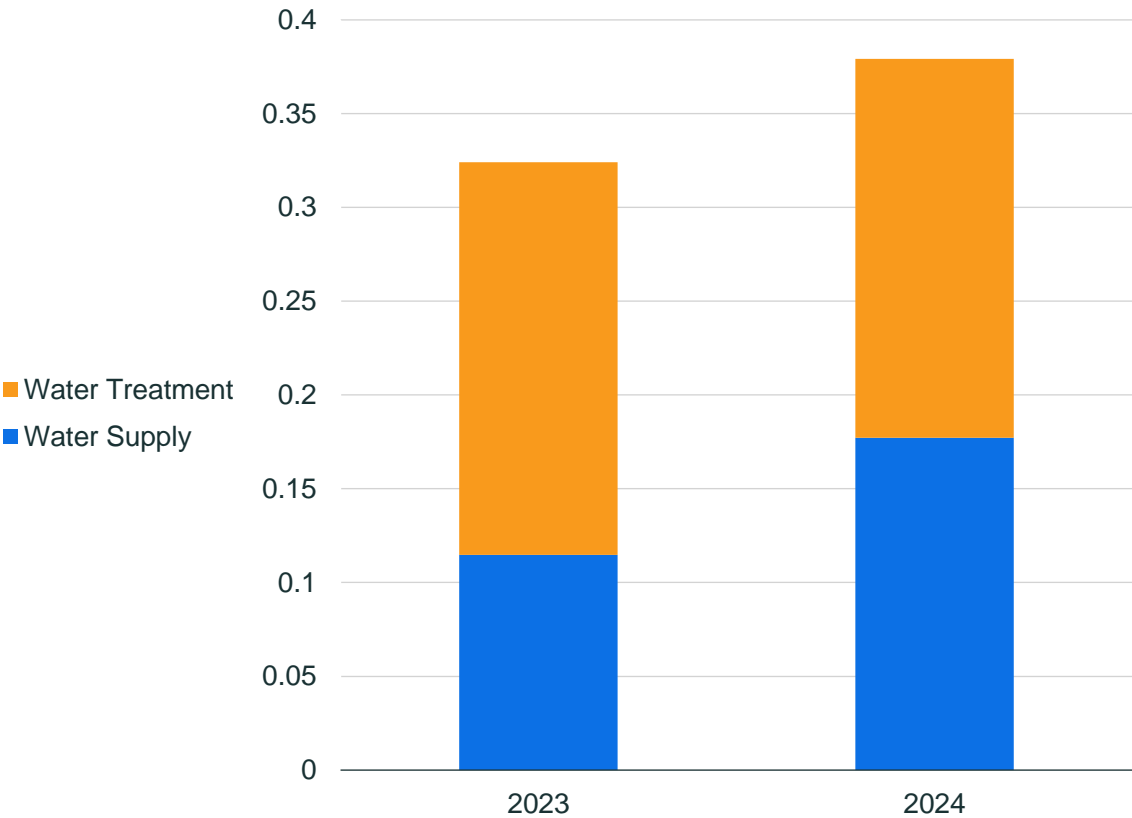
# Carbon footprint.

WATER

Water emissions have increased by 17.0% compared with the previous reporting period.

Water	2023	2024
Water Supply	0.1	0.2
Water Treatment	0.2	0.2
Total	0.3	0.4

Water emissions for year ending 2023 and 2024, tCO<sub>2</sub>e



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



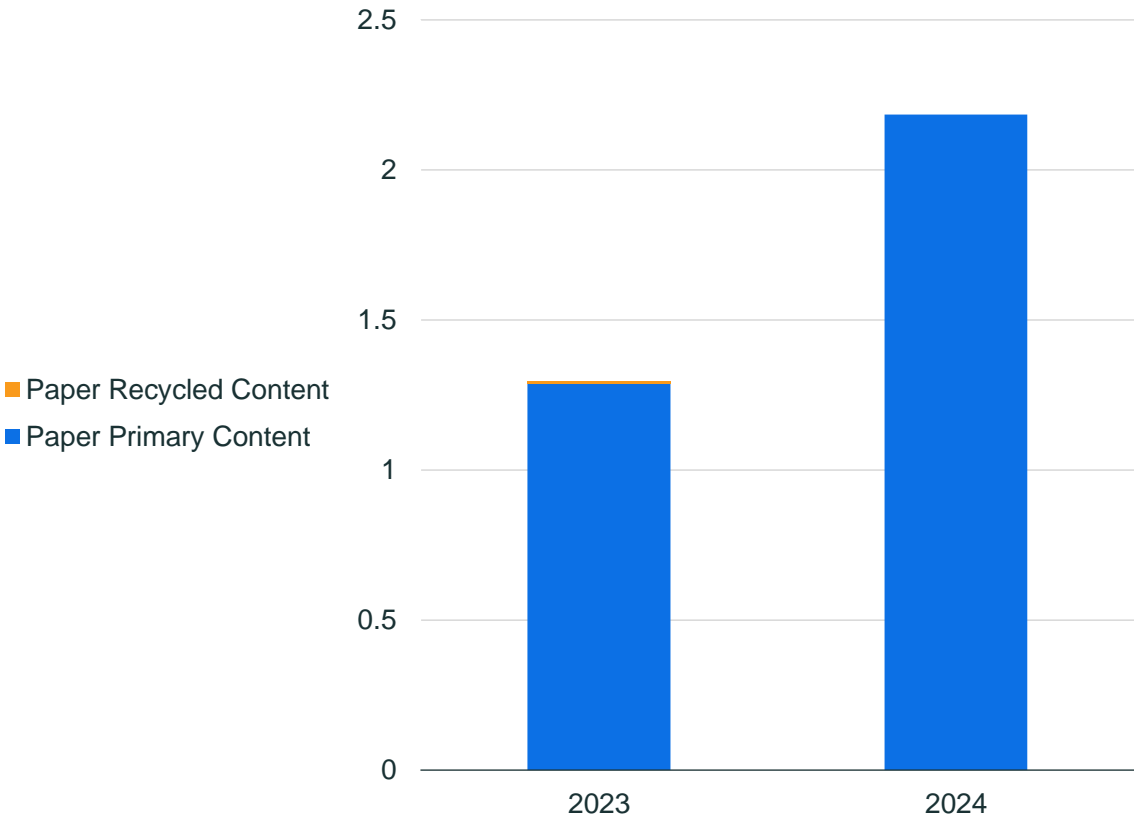
# Carbon footprint.

## PROCUREMENT

Emissions from paper procurement have risen by 68.4% compared with the previous reporting period, with such an increase being driven by a 69.6% growth in emissions from primary content. However, these emissions still contribute a small proportion of the total carbon footprint.

Paper	2023	2024
Paper Primary Content	1.3	2.2
Paper Recycled Content	0.01	-
Total	1.3	2.2

Procurement emissions for year ending 2023 and 2024, tCO<sub>2</sub>e



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



# Carbon footprint.

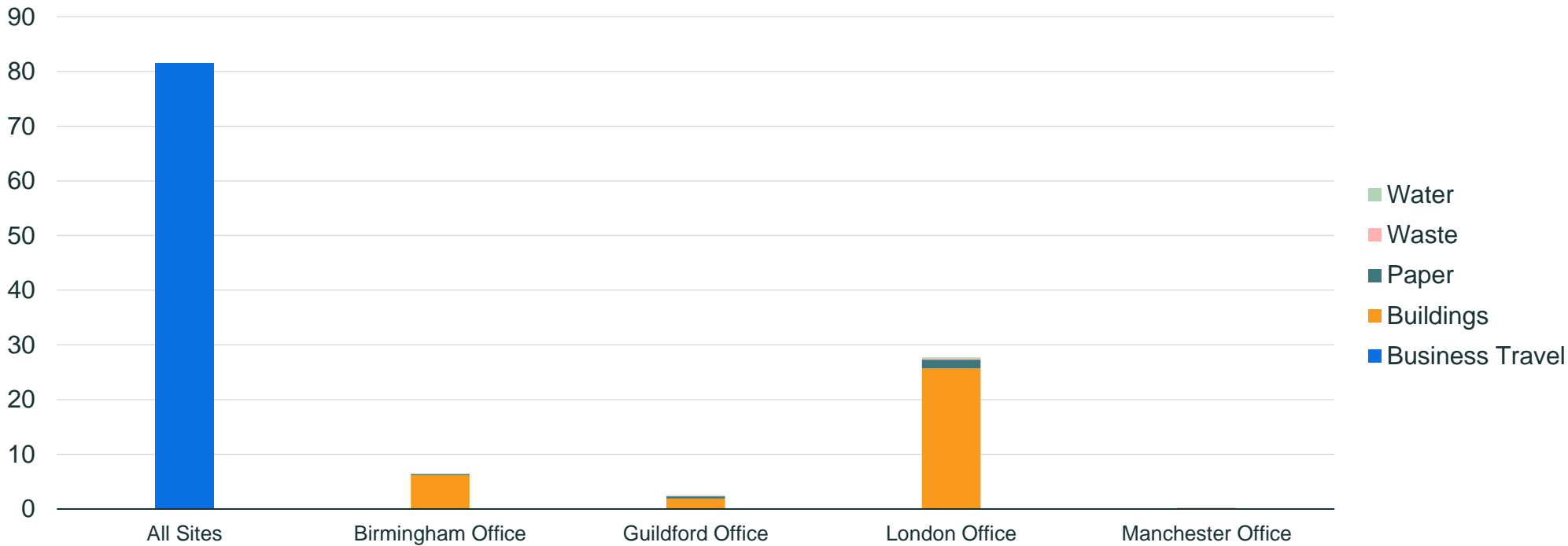
## Market *BASED*

Carbon footprint for each location

tCO<sub>2</sub>e

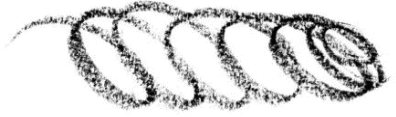


**Note:**  
All Sites includes business travel since the data submitted was cumulative for the whole business.





## Looking ahead. Targets for next year.



Measured carbon  
footprint  
market-based  
**118.5 tCO<sub>2</sub>e**



Carbon  
reduction target (5%  
in scope 1&2)  
**1.5 tCO<sub>2</sub>e**



Carbon reduction  
per employee (5% in  
scope 1&2)  
**0.0004 tCO<sub>2</sub>e**



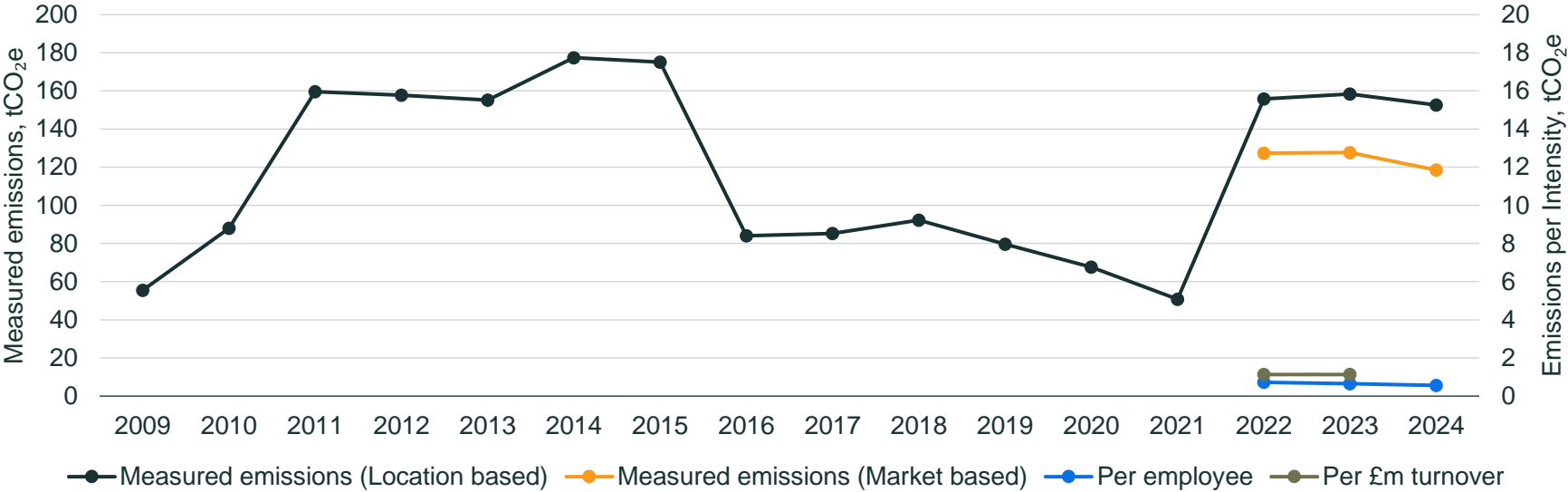




# Historical Carbon Emissions

Reported carbon emissions year ending 2009 to 2024

**Note:**  
This graph shows absolute reported carbon emissions for each year. 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.



# 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.

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
<b>Sustainability Plan Workshop</b>	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.
<b>Net Zero Carbon Essentials</b>	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.
<b>Net Zero Masterclass</b>	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.
<b>Business Sustainability Essentials</b>	A three-hour CPD accredited workshop covering the basics of business sustainability and the role your employees can adopt in driving change from within.
<b>Supplier Engagement workshop</b>	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.





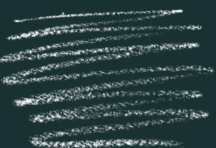
# The Eden Project

## *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.





# Step three.

## COMMUNICATE





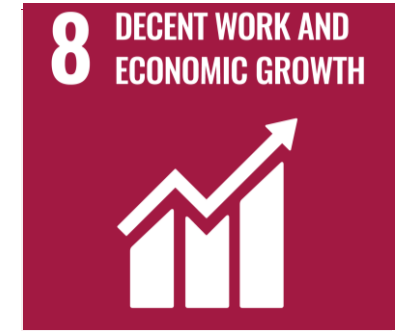
# Communicating your international influence.

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

## 9 SDGs







# SDG alignment.



6.3 - Reduction in total waste produced  
6.3 - 100% of water treated



9.4 - Reduction in energy use  
9.4 - Reduction in electricity use



13.3 - Reduction in absolute carbon emissions  
13.3 - Donation to the Eden Project



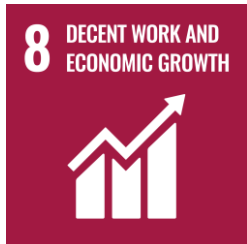
7.3 - Reduction in energy use  
7.3 - Reduction in electricity use



11.6 - Measured carbon emissions  
11.6 - Reduction in absolute carbon emissions  
11.6 - Reduction in travel emissions  
11.6 - Reduction in total waste produced  
11.6 - 87% of waste recycled and composted  
11.4 - Donation to the Eden Project



14.3 - Reduction in absolute carbon emissions  
14.1 - Reduction in total waste produced



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



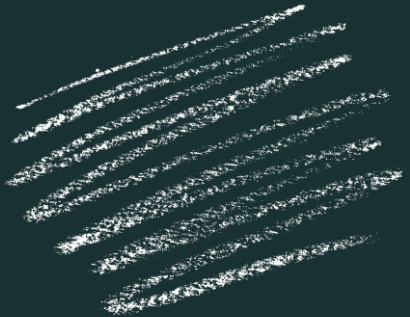
12.6 - Measured carbon emissions  
12.1 - Reduction in absolute carbon emissions  
12.5 - Reduction in total waste produced  
12.5 - 87% of waste recycled and composted



15.5 - Reduction in absolute carbon emissions



# 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. Use our toolkits & resources

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

## 3. 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!

## 4. 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 June 2022 to 31 May 2023					01 June 2023 to 31 May 2024				
Source	Scope	Unit	Amount	tCO <sub>2</sub> e	Amount	tCO <sub>2</sub> e	% Change in tCO <sub>2</sub> e from previous year	% total carbon footprint	% Change in amounts from previous year
<b>Buildings</b>									
Electricity (market based)	2	kWh	204,975.9	8.9	174,306.7	2.0	-77%	2%	-15%
Electricity (location based)	2	kWh	204,975.9	39.6	174,306.7	36.1	-9%	-	-15%
Natural Gas	1	cubic metres	2,924.0	5.9	14,150.6	28.8	389%	24%	384%
Natural Gas	1	kWh	80,147.5	14.6	-	-	-	-	-
Transmission and Distribution Losses	3	kWh	204,975.9	3.6	174,306.7	3.1	-14%	3%	-15%
<b>Procurement</b>									
Paper Primary Content	3	tonnes	1.4	1.3	2.4	2.2	70%	2%	71%
Paper Recycled Content	3	tonnes	0.01	0.01	-	-	-	-	-
<b>Travel</b>									
Air Travel	3	passenger.km	15,086.0	1.7	9,647.2	1.4	-19%	1%	-36%
Average Car	3	km	91,178.8	15.6	458,397.6	76.4	391%	64%	403%
Diesel Car	3	km	114,197.9	19.9	-	-	-	-	-
Electric Car	3	km	42,445.3	2.1	-	-	-	-	-
Hybrid Car	3	km	96.6	0.01	-	-	-	-	-
Petrol Car	3	km	235,882.8	43.0	-	-	-	-	-
Rail Travel	3	passenger.km	163,406.6	5.7	95,604.6	3.4	-41%	3%	-41%
Taxi	3	km	8,430.9	1.8	1,397.2	0.3	-83%	0.2%	-83%
Van	3	km	10,480.0	2.4	-	-	-	-	-
<b>Waste</b>									
Anaerobic Digestion and Composting	3	Tonnes	4.2	0.04	8.7	0.1	2400%	0.1%	107%
Energy from Waste	3	tonnes	19.2	0.4	1.3	0.03	-93%	0.02%	-93%
Landfill	3	tonnes	-	-	0.5	0.3	-	0.2%	-
Recycled	3	tonnes	13.4	0.3	3.3	0.1	-75%	0.1%	-75%
<b>Water</b>									
Water Supply	3	cubic metres	769.9	0.1	1,003.4	0.2	55%	0.1%	30%
Water Treatment	3	cubic metres	769.9	0.2	1,003.4	0.2	-4%	0.2%	30%
<b>Market Based</b>									
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>127.7</b>		<b>118.5</b>	<b>-7%</b>		
No. employees		Number		194.7		212			
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>		<b>0.7</b>		<b>0.6</b>	<b>-15%</b>		
Total floor space		m <sup>2</sup>		2,184.8		2,184.8			
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>		<b>0.02</b>		<b>0.02</b>	<b>3%</b>		
<b>Location Based</b>									
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>158.4</b>		<b>152.6</b>	<b>-4%</b>		
No. employees		Number		194.7		212			
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>		<b>0.8</b>		<b>0.7</b>	<b>-12%</b>		
Total floor space		m <sup>2</sup>		2,184.8		2,184.8			
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>		<b>0.03</b>		<b>0.03</b>	<b>7%</b>		

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.

<b>Company Name</b>	Oktra
<b>Sector</b>	Design and construction
<b>Reporting Period</b>	01 June 2023 to 31 May 2024
<b>Year Of Certification</b>	15th
<b>Reporting Boundary</b>	UK Offices (London, Guildford, Manchester, Birmingham)
<b>Emission sources included</b>	Electricity, Natural Gas, Transmission and Distribution Losses, Business Travel, Paper, Waste, Water
<b>Total FTE Employees (annual average no.)</b>	212
<b>Total Internal Floorspace (m<sup>2</sup>)</b>	2,184.8
<b>Data Collection Lead</b>	Shreya Nambiar, <a href="mailto:snambiar@oktra.couk">snambiar@oktra.couk</a> , Sustainability Coordinator
<b>Significant reporting changes</b>	None
<b>Baseline Conversion Factor</b>	BEIS 2022
<b>Current Conversion Factor</b>	DESNZ 2023
<b>Methodology</b>	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
<b>Community Project</b>	Contributions to the Eden Project have been made as part of Planet Mark Certification.
<b>Prepared by</b>	Charlotte Bowles, Sustainability Consultant, Planet Mark Sophie Naughalty, Data Analyst, Planet Mark
<b>Checked by</b>	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
<b>Date</b>	16 August 2024



# 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 sources - invoices and landlord report	Actual and estimated meter reads with extrapolation and interpolation	Please refer to the adjusted data slide(s) for details of interpolation and/or extrapolation.	UK Offices (London, Guildford, Manchester, Birmingham)
					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: location-based and market-based methods. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity. Market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix as published on your invoices in the period and residual fuel mix (as no information on your specific supplier fuel mix was available). A renewable market-based emission factor has been applied to the London electricity consumption since their "Good Energy" supplier is 100% renewable.	
Natural Gas	1	m <sup>3</sup>	Primary source - landlord report	Actual meter reads with extrapolation and interpolation	Manchester and Guildford offices have no natural gas supply.	UK Offices (London, Guildford, Manchester, Birmingham)
Water Supply & Treatment	3	m <sup>3</sup>	Primary sources - landlord report and meter readings	Actual and estimated meter reads with extrapolation and interpolation		UK Offices (London, Guildford, Manchester, Birmingham)

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).



# About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Air Travel	3	pkm	Primary source - receipts	Actual	None	UK Offices (London, Guildford, Manchester, Birmingham)
Rail Travel	3	pkm	Primary source - travel report	Actual	Where only spend data are available, distance has been estimated using £0.55 per mile for national rail and £0.86 per mile for London underground. Calculations based on 2021 analysis of Planet Mark members' rail journeys.	UK Offices (London, Guildford, Manchester, Birmingham)
Taxi Travel	3	km	Primary source - travel report	Actual	Where only spend data are available, distance has been estimated using £2.53 per mile. Calculations are based on a fixed start price of £2.8 per journey, an average cost of £2.02 per mile and an average taxi journey of 5.36 miles. Sources: UK national average taxi costs, Numbeo and 2019 Passenger journeys per person per year - Taxi and Private Hire Vehicle Statistics: England 2021.	UK Offices (London, Guildford, Manchester, Birmingham)
Waste	3	tonnes	Primary and secondary sources - estimated and supplier report	Mixed	We have updated our approach to calculating emissions from waste. This change in methodology has led to a reduction in our estimate of the weight of waste arisings based on the number of bin collections and this may result in an apparent reduction in the waste emissions estimate.	UK Offices (London, Guildford, Manchester, Birmingham)

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).



# 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 sources - invoices and supplier report	Actual	None		UK Offices (London, Guildford, Manchester, Birmingham)
Headcount		no.	Primary source - note from payroll	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 Offices (London, Guildford, Manchester, Birmingham)
Turnover		£m	Primary source - note from finance director	Assumed Actual	None		UK Offices (London, Guildford, Manchester, Birmingham)
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None		UK Offices (London, Guildford, Manchester, Birmingham)

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).



# About this report.

## Data Quality Score for Scope 1&2 emissions.

### 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 June 2023 to 31 May 2024		Definition
Relevance of boundary	4	Boundary accurately reflects the entire organisation's scope 1 and 2 carbon footprint for the studied period (e.g. 99% of organisational scopes 1 and 2 activity included).
Data completeness	3	12 months of data provided for most sources measures (e.g., at least 75%)
Transparency	3	Majority disclosure of assumptions and/or some original evidence provided (e.g. transparency on the source of at least 75% of data submitted).
Data accuracy	3	Use of primary data sources and minimal estimated data for at least 75% of sources measured.
Consistency	4	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons
Total Score	17 out of 20	

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

- To provide 12 months of primary evidence for all emission sources, where possible.
- To obtain a full set of invoices or meter readings for electricity and gas.
- To provide evidence of all electricity suppliers.



# About this report.

## Data Quality Score for Scope 3 emissions.

### 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 June 2023 to 31 May 2024		Definition
Relevance of boundary	2	Boundary accurately reflects all material core scope 3 emissions that are easily within organisational control (e.g. Categories 3, 5, 6).
Data completeness	3	At least 67% of data provided for most categories measured (e.g. at least 75%).
Transparency	3	Majority disclosure of assumptions and/or some original evidence provided. (e.g. transparency on the source of at least 50% of data submitted).
Data accuracy	3	Use of actual data for most categories with limited estimated data (e.g. at least 75% actual data).
Consistency	4	Consistent or consistently improved methods, boundary and data completeness allowing for meaningful comparisons.
Total Score	15 out of 20	

- As a way to improve your data quality score for future reports, it is recommended:**
- To obtain full information on and measure all relevant scope 3 categories.
  - To provide 12 months of primary evidence for all emission sources, where possible.
  - To provide meter readings/ invoices for water consumption.
  - To obtain the total weight of all waste disposed of, where possible.





# Market-based methodology.

## What is market-based carbon footprint measurement?

The market-based method was introduced in 2015 in order to allow companies to reflect the emissions from the electricity that they have specifically chosen to procure or generate on-site, which in most cases will be different from the average emissions of the electricity that is generated by the local grid.\*

### If you have a green tariff:

Different electricity suppliers (and different tariffs from the same electricity supplier) may have different greenhouse gas emissions attributed to them depending on the mix of generators that they source electricity from, and they have to declare the fuel mix of their electricity supplies to Ofgem on an annual basis.

Your electricity supplier may choose to invest in new renewable generation capacity of its own or contract directly with an existing renewable generator via a mechanism known as a Power Purchase Agreement (PPA). Under a PPA the supplier commits to purchasing electricity produced by the renewable generator for a long period, providing certainty for the generator and a good price for the supplier.

A more common approach to green tariffs is for electricity suppliers to purchase electricity from the wholesale market (which means that it has been generated by a range of sources including fossil fuel generators) and then purchase and retire an equivalent number of certificates known as REGOs (Renewable Energy Guarantees of Origin). This type of green tariff is usually described as being “REGO-backed”. **These REGO-backed green tariffs would be eligible for zero emissions under the market-based method, however we recommend that our members seek out high quality green tariffs which go beyond minimum standards and actively support the deployment of additional, new renewables generation capacity.**

**If your electricity supply is not a 100% renewable, then under the market-based approach, we use the emission factor based on the tariff or the supplier's fuel mix disclosure declaration. In some cases, this will be lower than the grid average emission factor used in the market-based approach.** If no tariff or supplier-specific emission factor is available, then an emission factor based on the residual fuel mix is used. This emission factor is higher than the grid average emission factor as the residual fuel mix is made up of all fossil fuel and nuclear generation along with the renewable generation which does not have a retired REGO associated with it. This results in market-based carbon footprint being higher than location-based.

### If you have on-site renewables:

**If your renewables installation is not supported by the Feed-In Tariff (FiT) or if you retired REGOs equivalent to the amount of electricity consumed from an on-site renewable installation, you are eligible for zero emissions for the generated electricity which you consume on-site under both the market-based and location-based methods.** Electricity exported to the grid is excluded and does not contribute to a reduction in emissions.

Planet Mark members with FiT-supported renewables installations (the FiT ran in the UK from April 2010 to March 2019) who have not registered for, claimed and retired REGOs for the generation cannot claim the zero carbon electricity (please refer to Ofgem rules). In this case the average grid emission factor is applied to consumption of on-site renewable generation under the location-based method and the residual fuel mix emission factor is applied under the market-based method. It is possible to register a FiT-supported renewable installation with Ofgem and retire the associated REGOs and in this case a zero emission factor would be applied to consumption of on-site renewable generation in both the location-based and market-based methods.

A REGO (Renewable Energy Guarantees of Origin) is a certificate which is issued by Ofgem to a renewable generator for each MWh (megawatt-hour) of renewable electricity that they produce.

\* [https://ghgprotocol.org/sites/default/files/standards/Scope%202%20Guidance\\_Final\\_Sept26.pdf#page=28](https://ghgprotocol.org/sites/default/files/standards/Scope%202%20Guidance_Final_Sept26.pdf#page=28)



# 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
Water Supply & Treatment	3	Guildford Office	Landlord Report	Estimated meter reads	01-02-2023	01-06-2024	487	01-06-2023	31-05-2024	366	Interpolation
Water Supply & Treatment	3	Birmingham Office	Landlord Report	Actual and estimated meter reads	01-11-2023	31-12-2023	61	01-06-2023	31-05-2024	366	Extrapolation
Natural Gas	1	Birmingham Office	Landlord Report	Actual meter reads	31-05-2023	30-04-2024	336	01-06-2023	31-05-2024	366	Extrapolation and interpolation
Electricity	2 and 3	Guildford Office	Landlord Report	Estimated meter reads	01-02-2024	01-06-2024	122	01-06-2023	31-05-2024	366	Extrapolation and interpolation
Electricity	2 and 3	Guildford Office	Landlord Report	Estimated meter reads	01-02-2024	01-06-2024	122	01-06-2023	31-05-2024	366	Extrapolation and interpolation
Electricity	2 and 3	Manchester Office	Landlord Report	Estimated meter reads	01-09-2023	31-03-2024	213	01-06-2023	31-05-2024	366	Extrapolation
Electricity	2 and 3	Birmingham Office	Invoices	Actual and estimated meter reads	18-05-2023	09-05-2024	358	01-06-2023	31-05-2024	366	Extrapolation and interpolation



# 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.

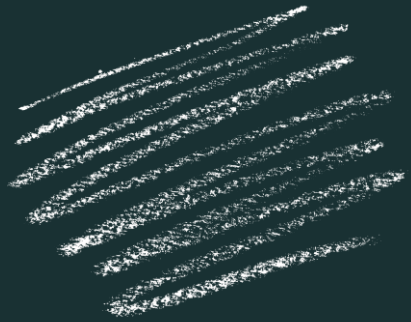
## Waste

**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.

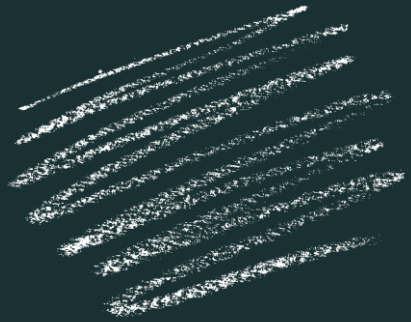
## Paper

**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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