

Business Certification

Office Space in Town (OSiT)

YEAR 1

01 January 2022 to 31 December 2022



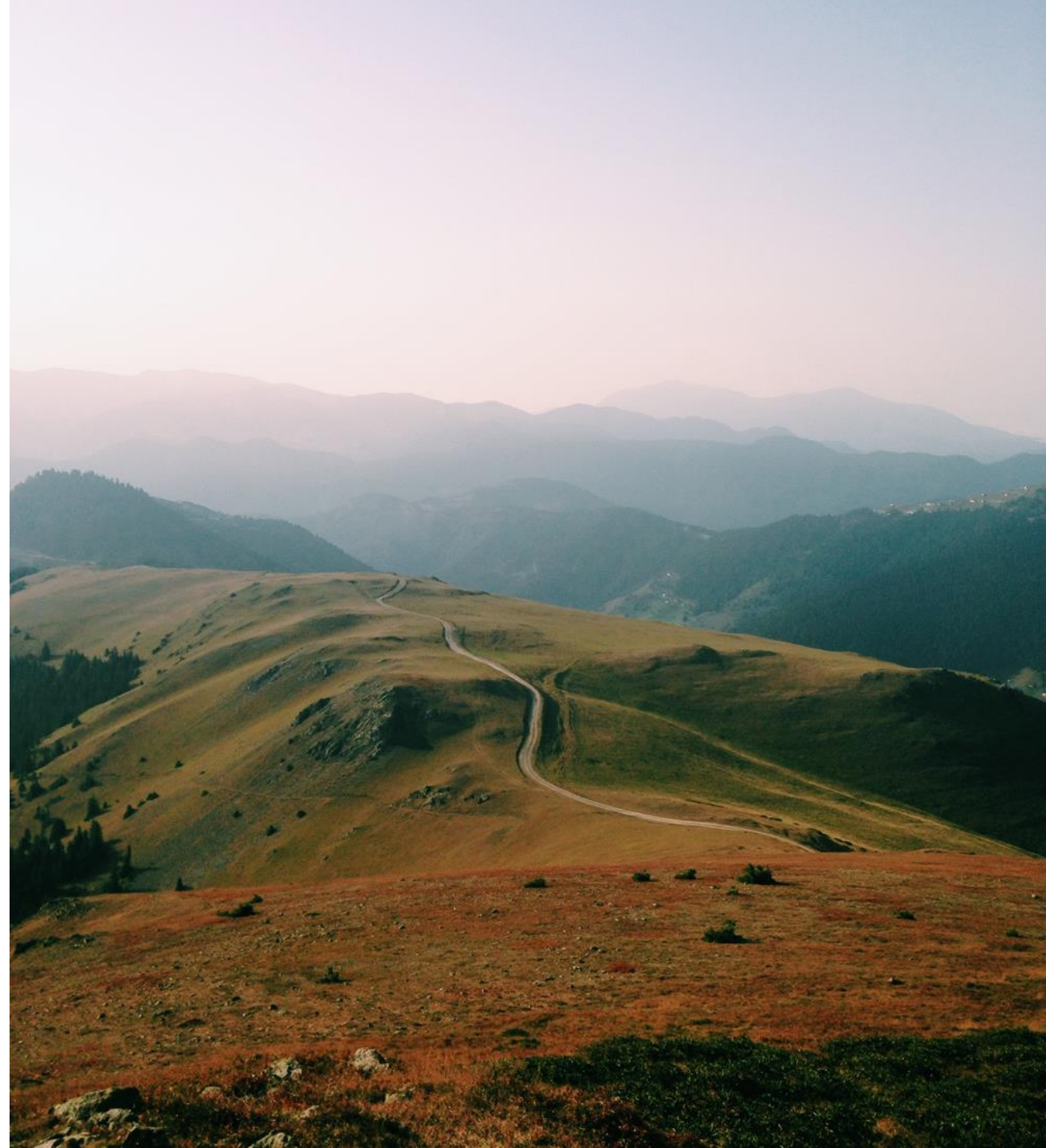
Measure



Engage



Communicate





Measured carbon EMISSIONS

571.4
tCO₂e measured emissions

Measured emissions equivalent to
505 flights from London to New York

0.2
tCO₂e per client



Buildings

566.1 tCO₂e

Used enough electricity to power **645** UK homes for one year



Travel

N/A



Waste

1.2 tCO₂e

Produced waste that weighs the same as **5** London buses



Water

3.9 tCO₂e

16 litres per client per day



Procurement

0.2 tCO₂e

226 sheets of paper used per day



Homeworking

1.2 tCO₂e

Used enough energy to power **0.4** UK homes for one year



Step one.

MEASURE





Measured carbon footprint.

Location *BASED*

Reporting year:

01 January 2022 to 31 December 2022

Reporting Boundary:

London office spaces (Blackfriars, St Pauls, Monument, Waterloo & Liverpool St)

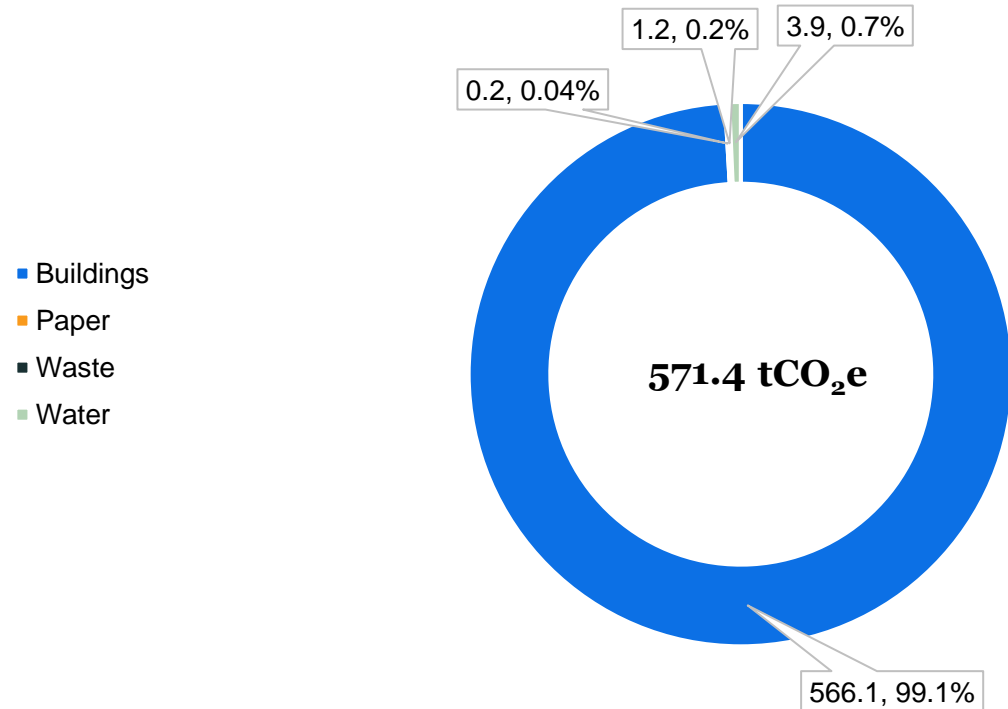
Emissions measured:

Electricity, T&D Losses, Natural Gas, Refrigerants, Water, Waste, Paper, Homeworking (excluded from footprint)

Highlights:

Carbon footprint (tCO₂e): **571.4**
Per client (tCO₂e): **0.2**
Next reduction target: **5%**
Data quality score: **15 out of 16**

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:

London office spaces (Blackfriars, St Pauls, Monument, Waterloo & Liverpool St)

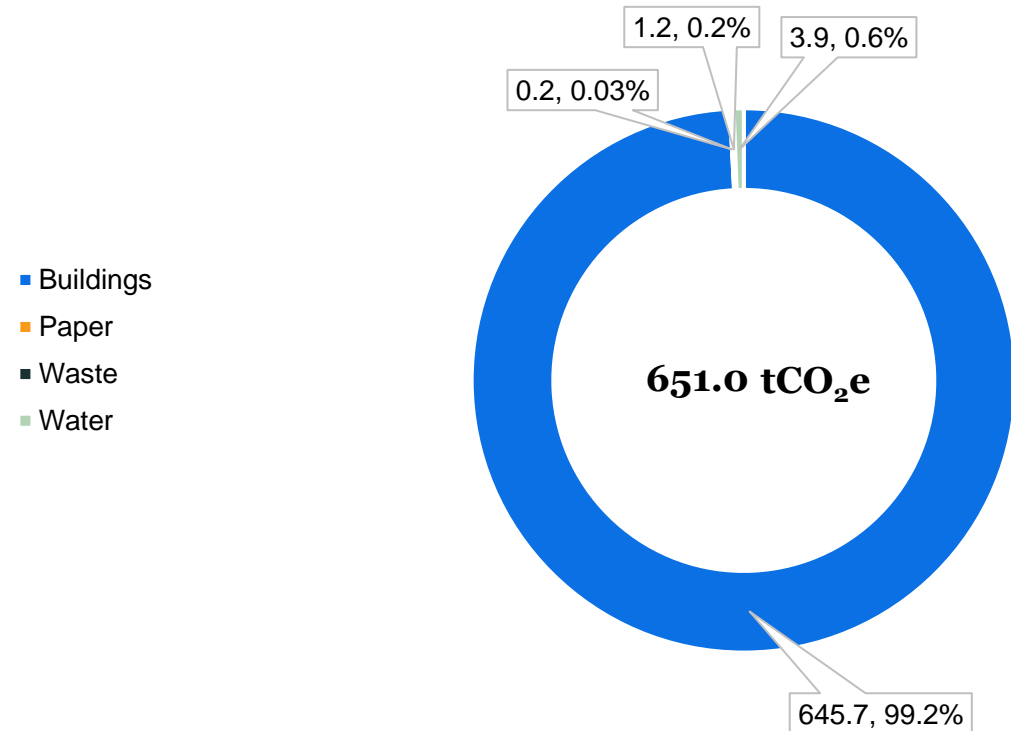
Emissions measured:

Electricity, T&D Losses, Natural Gas, Refrigerants, Water, Waste, Paper, Homeworking (excluded from footprint)

Highlights:

Carbon footprint (tCO₂e): **651.0**
Per client (tCO₂e): **0.3**
Next reduction target: **5%**
Data quality score: **15 out of 16**

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).

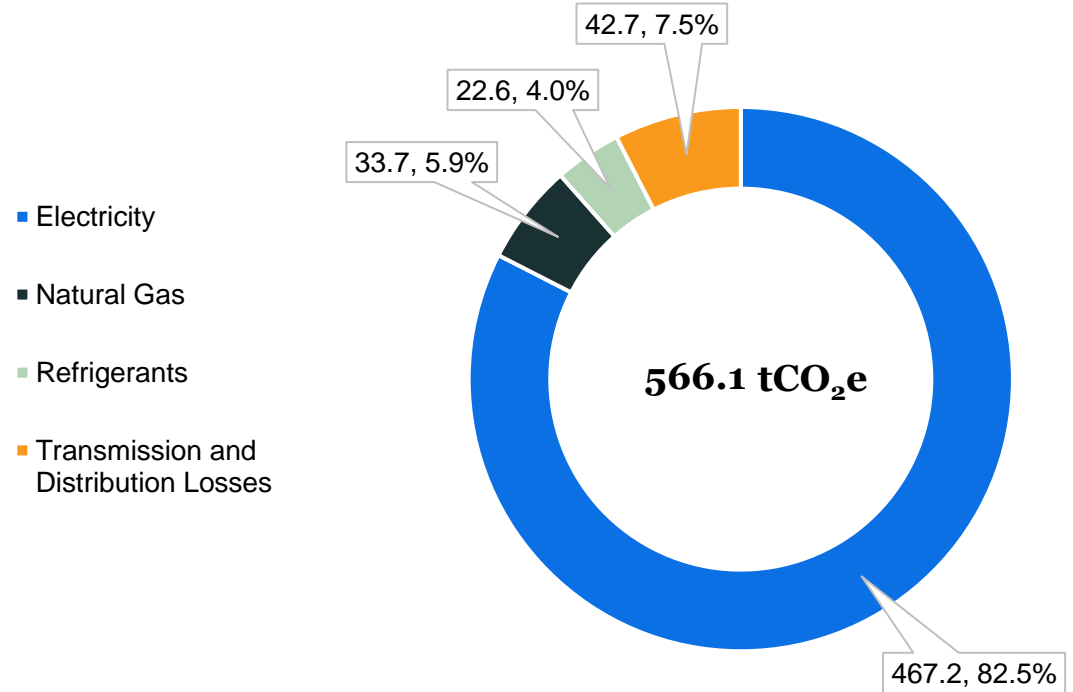


Carbon footprint.

BUILDINGS

Buildings	tCO ₂ e	%
Electricity	467.2	82.5
Natural Gas	33.7	5.9
Refrigerants	22.6	4.0
Transmission and Distribution Losses	42.7	7.5
Total	566.1	100.0

Buildings emissions 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.

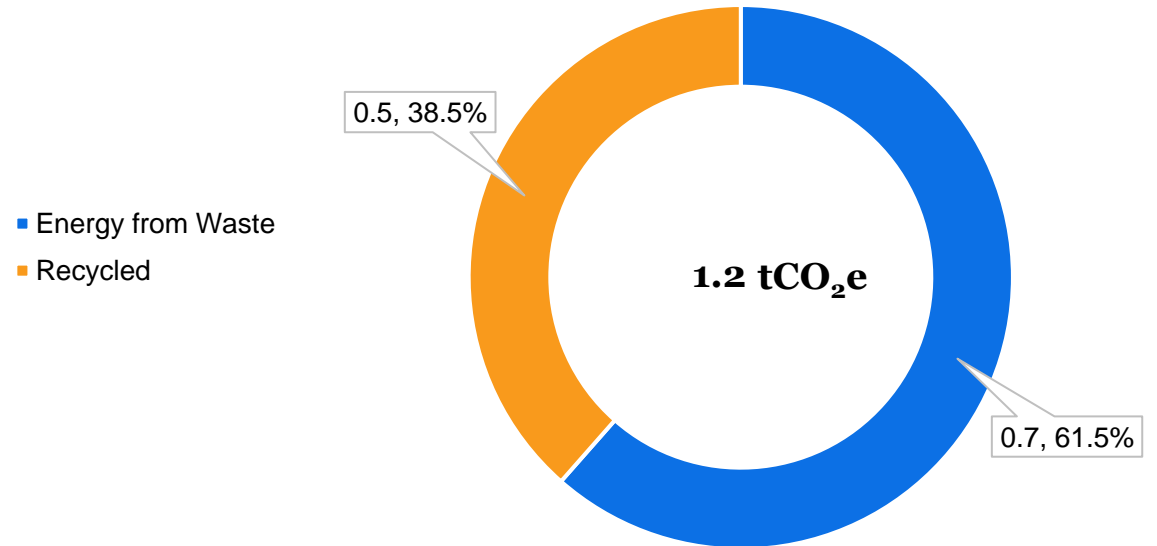


Carbon footprint.

WASTE

Waste	tCO ₂ e	%
Energy from Waste	0.7	61.5
Recycled	0.5	38.5
Total	1.2	100.0

Waste emissions for year ending 2022, tCO₂e



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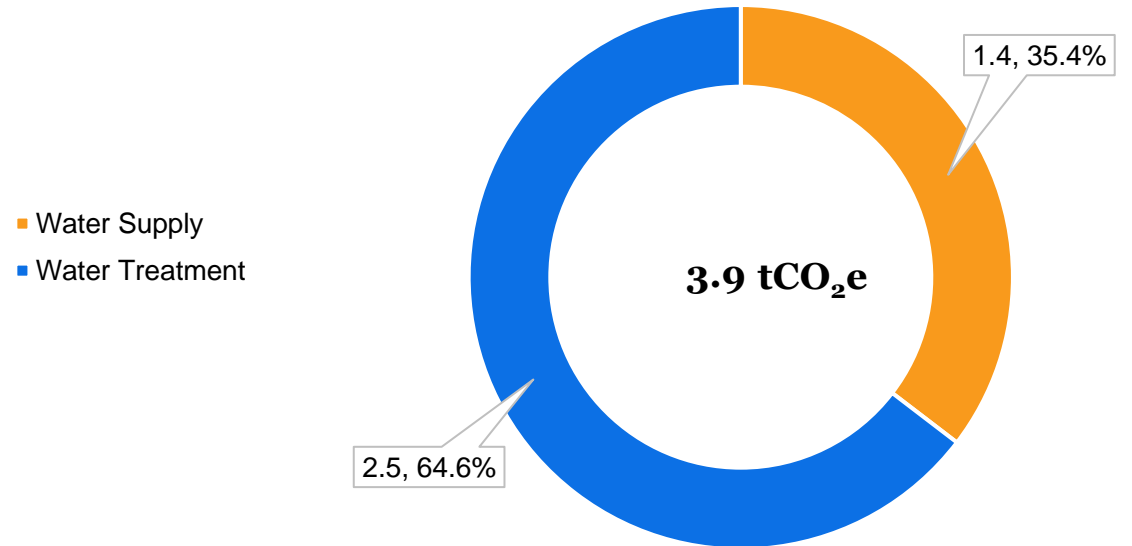


Carbon footprint.

WATER

Water	tCO ₂ e	%
Water Supply	1.4	35.4
Water Treatment	2.5	64.6
Total	3.9	100.0

Water emissions 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.

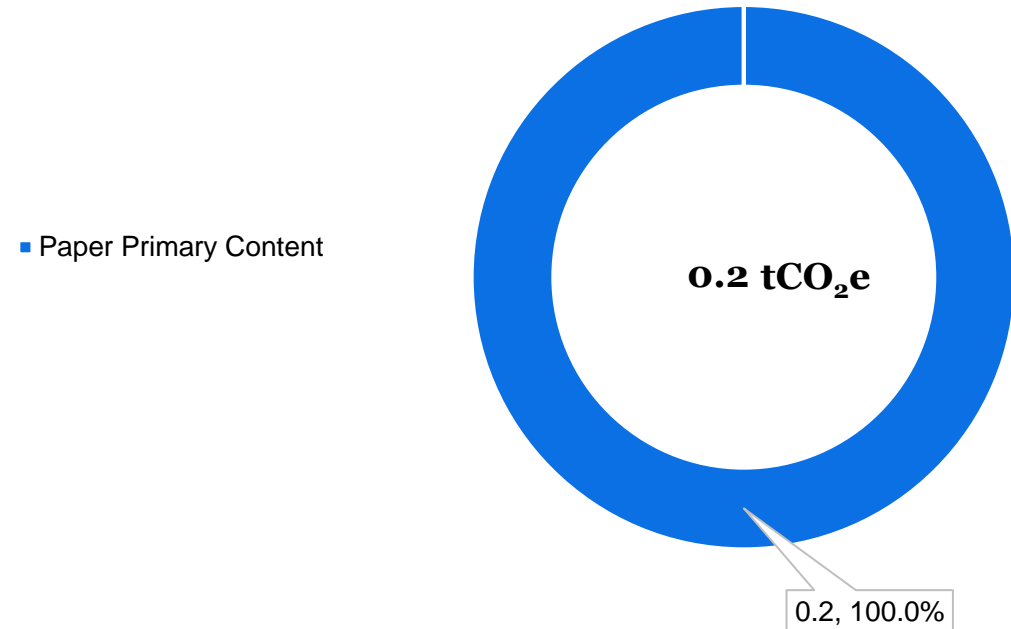


Carbon footprint.

PROCUREMENT

Paper	tCO ₂ e	%
Paper Primary Content	0.2	100.0
Total	0.2	100.0

Procurement emissions 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.

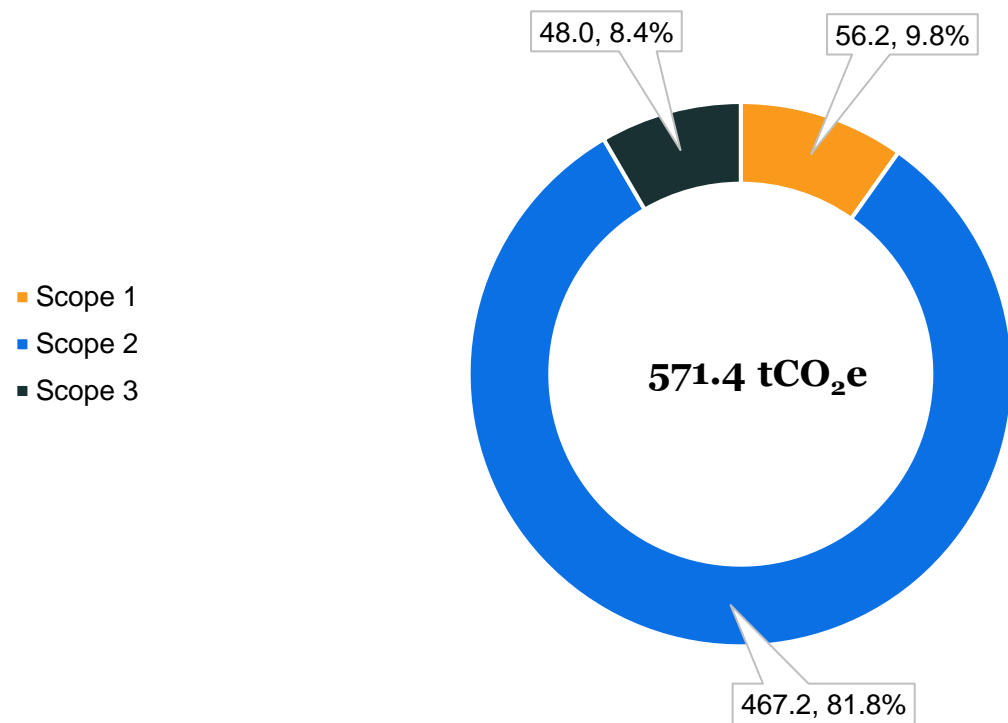


Measured carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	56.2	9.8
Scope 2	467.2	81.8
Scope 3	48.0	8.4
Total	571.4	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.

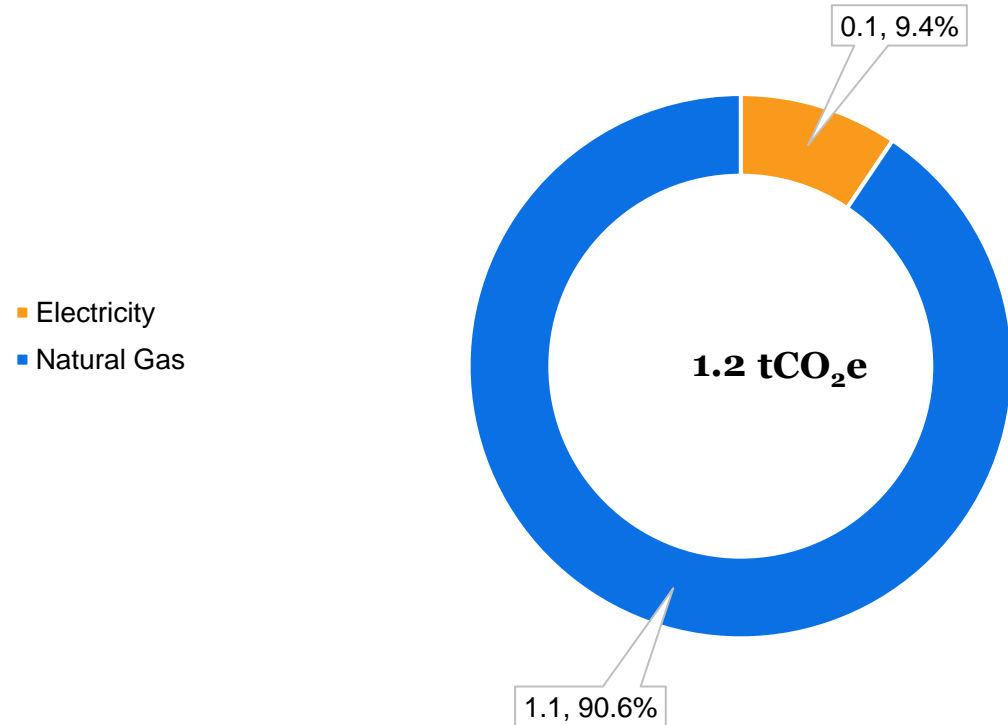
HOME OFFICE

Notes:

- Due to the uncertainties surrounding Home Office emissions, and the fact that commuting emissions have not been calculated as part of your footprint, these figures are provided for information only in order to give an indication of the scale of the impact associated with home office energy consumption. They have not been included in your carbon footprint total.

Homeworking	tCO ₂ e	%
Electricity	0.1	9.4
Natural Gas	1.1	90.6
Total	1.2	100.0

Homeworking emissions for year ending 2022, tCO₂e



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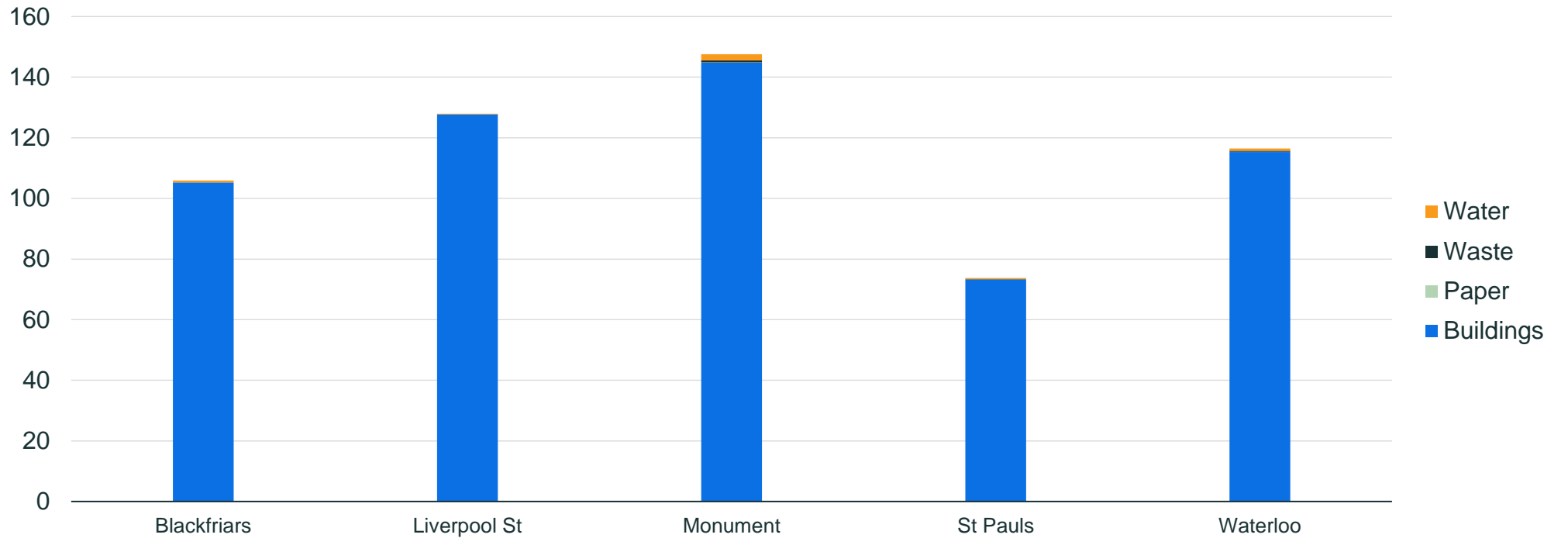


Carbon footprint.

BY LOCATION

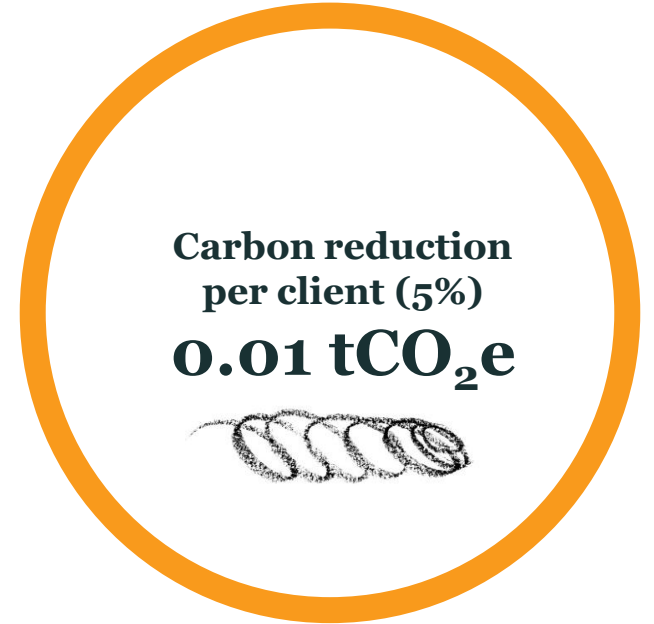
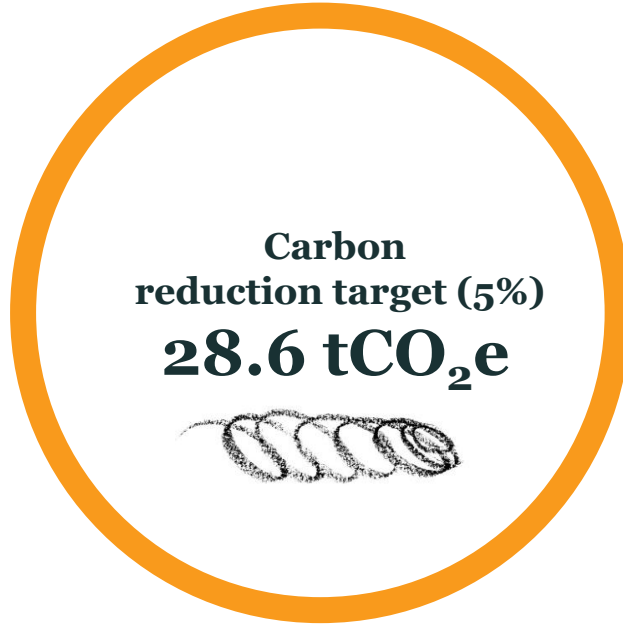
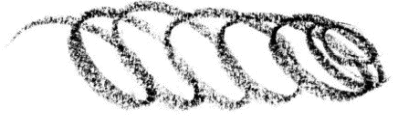
Carbon footprint for each location

tCO₂e





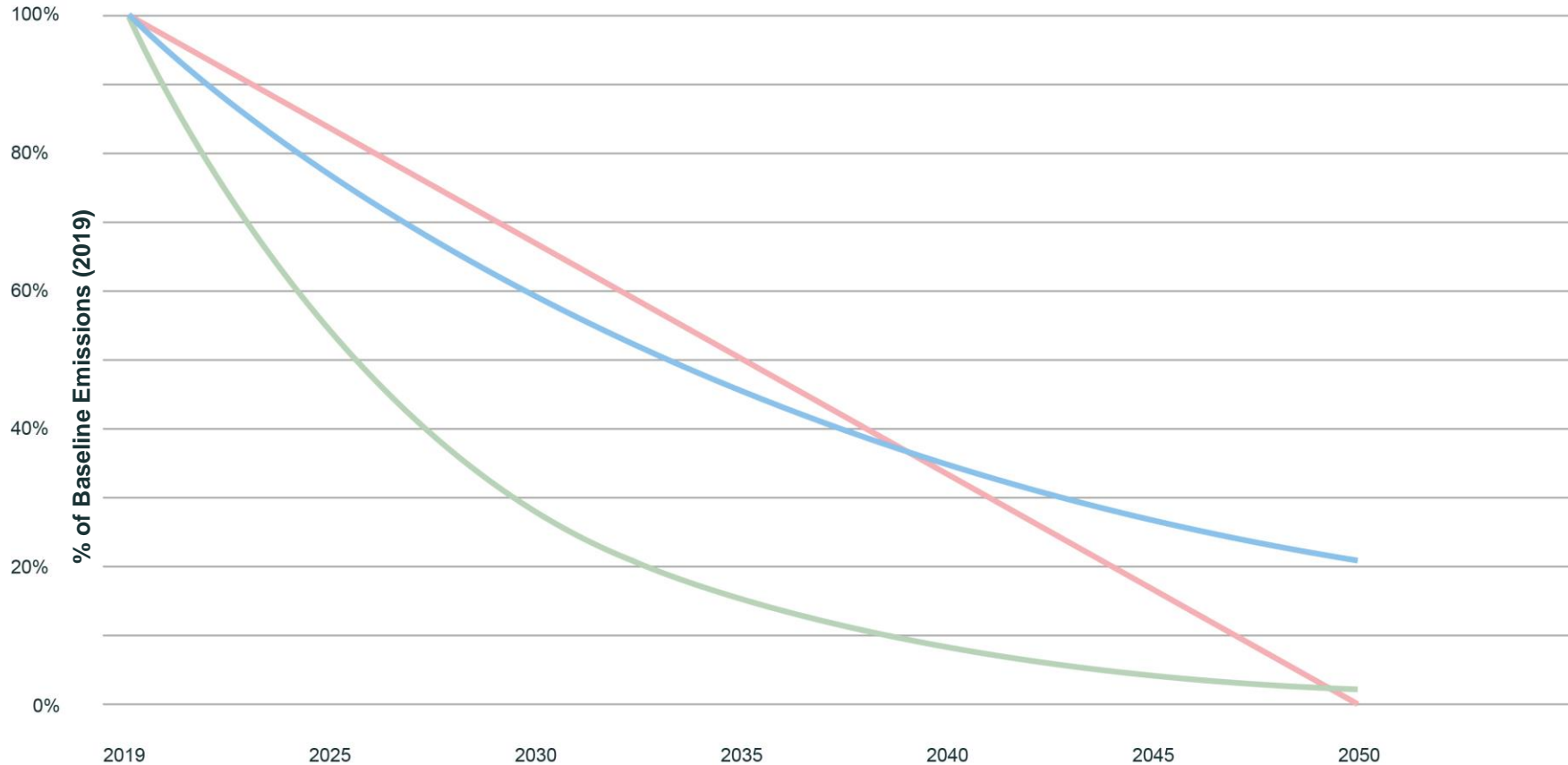
Looking ahead Targets for next year.





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



Social value.

CONTRIBUTION

% turnover
0.2 %

Total Social Value
£ 38,485

Social Value
per employee
£ 916



Your people
£ 9,275



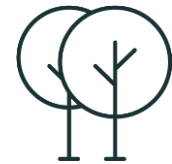
Community & volunteering
£ 1,896



Donations
£ 13,597



Procurement
N/A



Environmental impacts
£ 13,717



Social Value – Breakdown.

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	42.0
People	NT21	Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees	3.0
People	NT39	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£ invested including staff time	3,500.0
Community & Volunteering	NT29	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	112.0
Environmental	NT90	Activities to influence staff, suppliers, customers and communities to support environmental protection and improvement.	No. staff expert hours	1.0
Environmental	TPM1	Avoided Commute due to working from home	No. of commuting hours saved in the year	1,248.0
Donations	NT16	Equipment or resources donated to VCSEs (£ equivalent value)	£	13,596.72

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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.



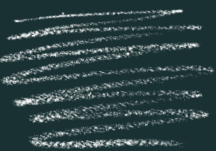
The Eden Project

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





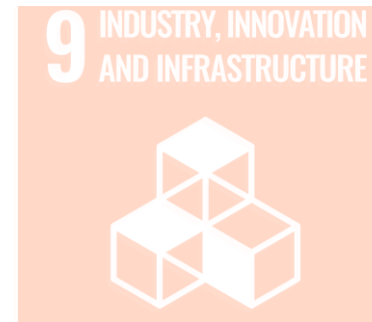
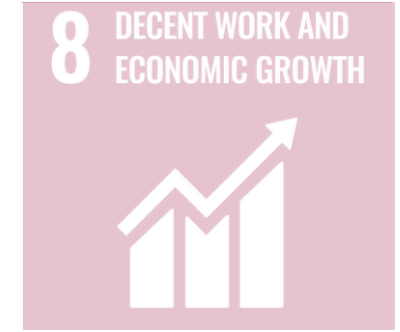
Communicating your international influence.

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

6 SDGs





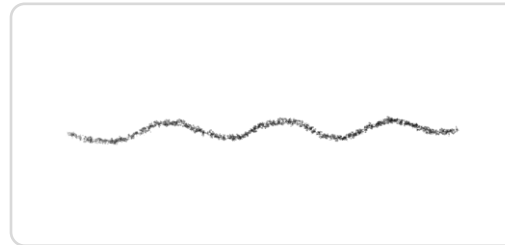
SDG alignment.



6 CLEAN WATER AND SANITATION

6.3 - 100% of water treated

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



13 CLIMATE ACTION

13.3 - Donation to the Eden Project

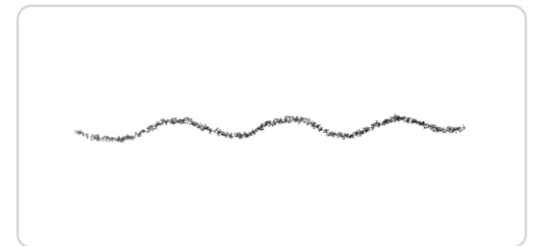
7 AFFORDABLE AND CLEAN ENERGY

7.2 - 15% of energy demand met by renewable energy

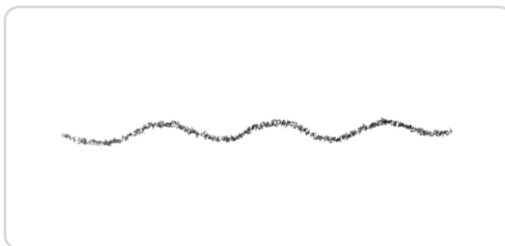
11 SUSTAINABLE CITIES AND COMMUNITIES

11.6 - Measured carbon emissions
11.6 - 39% of waste recycled and composted
11.4 - Donation to the Eden Project

14 LIFE BELOW WATER



8 DECENT WORK AND ECONOMIC GROWTH



12 RESPONSIBLE CONSUMPTION AND PRODUCTION

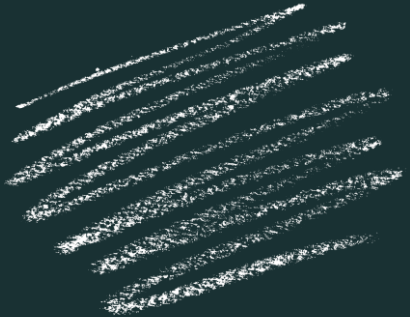
12.6 - Measured carbon emissions
12.5 - 39% of waste recycled and composted

15 LIFE ON LAND

15.2 - 100% of paper FSC/PEFC certified



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



Source	Scope	Unit	Current		
			01 January 2022 to 31 December 2022		
			Amount	tCO ₂ e	% total carbon footprint
Buildings					
Electricity (location based)	2	kWh	2,415,920.5	467.2	82%
Electricity (market based)	2	kWh	2,415,920.5	546.8	-
Natural Gas	1	kWh	184,345.1	33.7	6%
Refrigerants	1	kg	10.8	22.6	4%
Transmission and Distribution Losses	3	kWh	2,415,920.5	42.7	7%
Procurement					
Paper Primary Content	3	tonnes	0.2	0.2	0.04%
Waste					
Energy from Waste	3	tonnes	35.1	0.7	0.1%
Recycled	3	tonnes	22.0	0.5	0.1%
Water					
Water Supply	3	cubic metres	9,160.1	1.4	0.2%
Water Treatment	3	cubic metres	9,160.1	2.5	0.4%
Location Based					
Total		tCO₂e		571.4	
No. employees		Number		41.5	
Total per employee		tCO₂e		13.8	
Turnover £m		£m		16.5	
Total per £m		tCO₂e		34.6	
Total floor space		m ²		18,300.0	
Building emissions per m²		tCO₂e		0.03	
Intensity metric - Clients across London portfolio		Number		2,500	
Clients across London portfolio		tCO₂e		0.2	
Market Based					
Total		tCO₂e		651.0	
No. employees		Number		41.5	
Total per employee		tCO₂e		15.7	
Turnover £m		£m		16.5	
Total per £m		tCO₂e		39.5	
Total floor space		m ²		18,300.0	
Building emissions per m²		tCO₂e		0.04	
Intensity metric - Clients across London portfolio		Number		2,500	
Clients across London portfolio		tCO₂e		0.3	

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	Office Space in Town (OSiT)
Sector	Other
Reporting Period	01 January 2022 to 31 December 2022
Year Of Certification	1st
Reporting Boundary	London office spaces (Blackfriars, St Pauls, Monument, Waterloo & Liverpool St)
Emission sources included	Electricity, T&D Losses, Natural Gas, Refrigerants, Water, Waste, Paper, Homeworking (excluded from footprint)
Total FTE Employees (annual average no.)	42
Total Internal Floorspace (m²)	18,300.0
Data Collection Lead	Georgia Sandom, Operations & ESG Director - georgia@officespaceintown.com
Current Conversion Factor	BEIS 2022; 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 Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
Community Project	Contributions to the Eden Project have been made as part of Planet Mark Certification.
Prepared by	Kerry Baily, Data Analyst, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
Date	22 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 - invoices	Actual; mixed for Monument	<p>Please refer to omissions and estimations slide for data interpolation and or extrapolation details. Consumption for Liverpool St has been apportioned to 67% of total consumption, as 33% is recharged to a gym. Consumption for St Pauls has been apportioned, based on the amount OSiT paid each month towards the invoice. We have used the percentages to calculate OSiT consumption per month.</p> <p>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).</p> <p>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.</p>	Blackfriars, St Pauls, Monument, Waterloo & Liverpool St
Natural Gas	1	kWh	Primary source - invoices	Largely actual	<p>Consumption for Liverpool St has been apportioned to 67% of total consumption, as 33% is recharged to a gym. It was confirmed that 100% of the natural gas consumption at the St Pauls site is recharged to the gym, and therefore gas consumption has been excluded for this site.</p>	Monument, Waterloo & Liverpool St

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
Refrigerant Top Up	1	kg	Primary source - maintenance reports	Actual	From the Monument maintenance report, it was confirmed no additional R410a top-ups were made, and therefore has been included as 0 emissions. From the Waterloo maintenance report, top-up of R410a was made and therefore emissions have been calculated for this.	Monument & Waterloo
Water Supply & Treatment	3	m ³	Primary source - invoices	Actual and estimated meter reads with some interpolation/extrapolation to match reporting period	For Liverpool St, it was confirmed that the gym is recharged 95% of the water as they have much higher consumption, therefore we have apportioned water supply and water treatment to the remaining 5% allocated to OSiT. For St Pauls, it was confirmed that 60% of water is allocated to the gym; therefore, we have apportioned water supply and water treatment to the remaining 40% allocated to OSiT. Consumption interpolated & extrapolated to match reporting period for Waterloo, Liverpool St & Monument.	Blackfriars, St Pauls, Monument, Waterloo & Liverpool St
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. Where the business has a physical office, homeworking utility emissions are calculated but not included in the Total Carbon Footprint figure.	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
Waste Recycling	3	tonnes	Primary source - supplier report	Actual	None	Blackfriars, St Pauls, Monument, Waterloo & Liverpool St
Energy from Waste	3	tonnes	Primary source - supplier report	Actual	None	Blackfriars, St Pauls, Monument, Waterloo & Liverpool St
Procurement - Paper	3	tonnes	Primary source - supplier email	Actual	The supplier confirmed that they only began supplying for the Liverpool St site in 2023, therefore there were no paper purchases for this site in 2022.	Blackfriars, St Pauls, Monument & Waterloo
Headcount		no.	Primary source - headcount summary	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
Turnover		£m	Primary source - note from accountants	Actual	None	All Sites
Intensity metric - Clients across London portfolio		No.	Primary source - note from OSIT	Actual	None	All sites
Floor Area		m ²	Primary source - floor plans	Assumed Actual	None	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.

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 2022 to 31 December 2022	Definition
Relevance of boundary	4	Boundary accurately reflects the entire business carbon footprint for the studied period. (e.g., 95% of organisational activity included)
Data completeness	4	12 months of data provided for all sources.
Transparency	3	Majority disclosure of assumptions and/or some original evidence provided.
Data accuracy	4	Mainly use of primary data sources and minimal estimated data.
Total score	15 out of 16	

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

- Ensure that utilities meter readings are as accurate as possible.
- Ensure that evidence for all relevant emission sources are submitted, as well as details e.g. utilities that require apportionment made clear.



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
Water Supply	3	Waterloo	Invoice	Mixed (actual & est)	01-02-2022	01-04-2023	425	01-01-2022	31-12-2022	365
Water Supply	3	Waterloo	Invoice	Actual meter read	02-02-2022	01-12-2022	303	01-01-2022	31-12-2022	365
Water Supply	3	Liverpool St	Invoice	Mixed (actual & est)	01-04-2022	25-10-2022	208	01-01-2022	31-12-2022	365
Water Supply	3	Liverpool St	Invoice	Mixed (actual & est)	01-04-2022	24-10-2022	207	01-01-2022	31-12-2022	365
Water Supply	3	Monument	Invoice	Actual meter read	07-01-2022	15-12-2022	343	01-01-2022	31-12-2022	365
Water Supply	3	Monument	Invoice	Actual meter read	07-01-2022	15-12-2022	343	01-01-2022	31-12-2022	365
Water Treatment	3	Waterloo	Invoice	Mixed (actual & est)	01-02-2022	01-04-2023	425	01-01-2022	31-12-2022	365
Water Treatment	3	Waterloo	Invoice	Actual meter read	02-02-2022	01-12-2022	303	01-01-2022	31-12-2022	365
Water Treatment	3	Liverpool St	Invoice	Mixed (actual & est)	01-04-2022	25-10-2022	208	01-01-2022	31-12-2022	365
Water Treatment	3	Liverpool St	Invoice	Mixed (actual & est)	01-04-2022	24-10-2022	207	01-01-2022	31-12-2022	365



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
Water Treatment	3	Monument	Invoice	Actual meter read	07-01-2022	15-12-2022	343	01-01-2022	31-12-2022	365
Water Treatment	3	Monument	Invoice	Actual meter read	07-01-2022	15-12-2022	343	01-01-2022	31-12-2022	365



About this report – Caveats – Social Value.

Theme	Ref	Data source	Data Accuracy		Comments	Organisational boundary
People	NT20	Primary Source	Actual	None		Office Space in Town (OSiT)
People	NT21	Primary Source	Actual	None		Office Space in Town (OSiT)
People	NT39	Primary Source	Actual	None		Office Space in Town (OSiT)
Community & Volunteering	NT29	Primary Source	Mixed		We have taken the 104 hours from the evidence (excluded the food bank 10 hours as outside of business hours), and have added with the additional 8 hours for dropping off donations.	Office Space in Town (OSiT)
Environmental	NT90	Primary Source	Mixed		OSiT confirmed approximately one hour per member of staff was spent on this course. As the unit of this measure relates to the number of expert hours provided, we have determined that the amount should be 1 for the duration of the course itself, rather than time attended by employees.	Office Space in Town (OSiT)
Environmental	TPM1	Primary Source	Actual	None		Office Space in Town (OSiT)
Donations	NT16	Primary Source	Actual	None		Office Space in Town (OSiT)



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 2022 to 31 December 2022	Definition
Relevance of boundary	4	Boundary accurately reflects the entire business social values activities for the studied period. (e.g., 95% of organisational activity included)
Data completeness	4	12 months of data provided for all sources.
Transparency	4	Full disclosure of assumptions and sufficient original evidence provided to support data submission.
Data accuracy	4	Mainly use of primary data sources and minimal estimated data.
Total score	16 out of 16	

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

- Ensure that evidence and or/rationale to support amounts submitted are provided for every measure.



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

Get in touch

info@planetmark.com
+44 203 751 8108
planetmark.com

71 – 75 Shelton Street,
Covent Garden,
London, WC2H 9JQ