

Business Certification

Oktra

YEAR 14

01 June 2022 to 31 May 2023



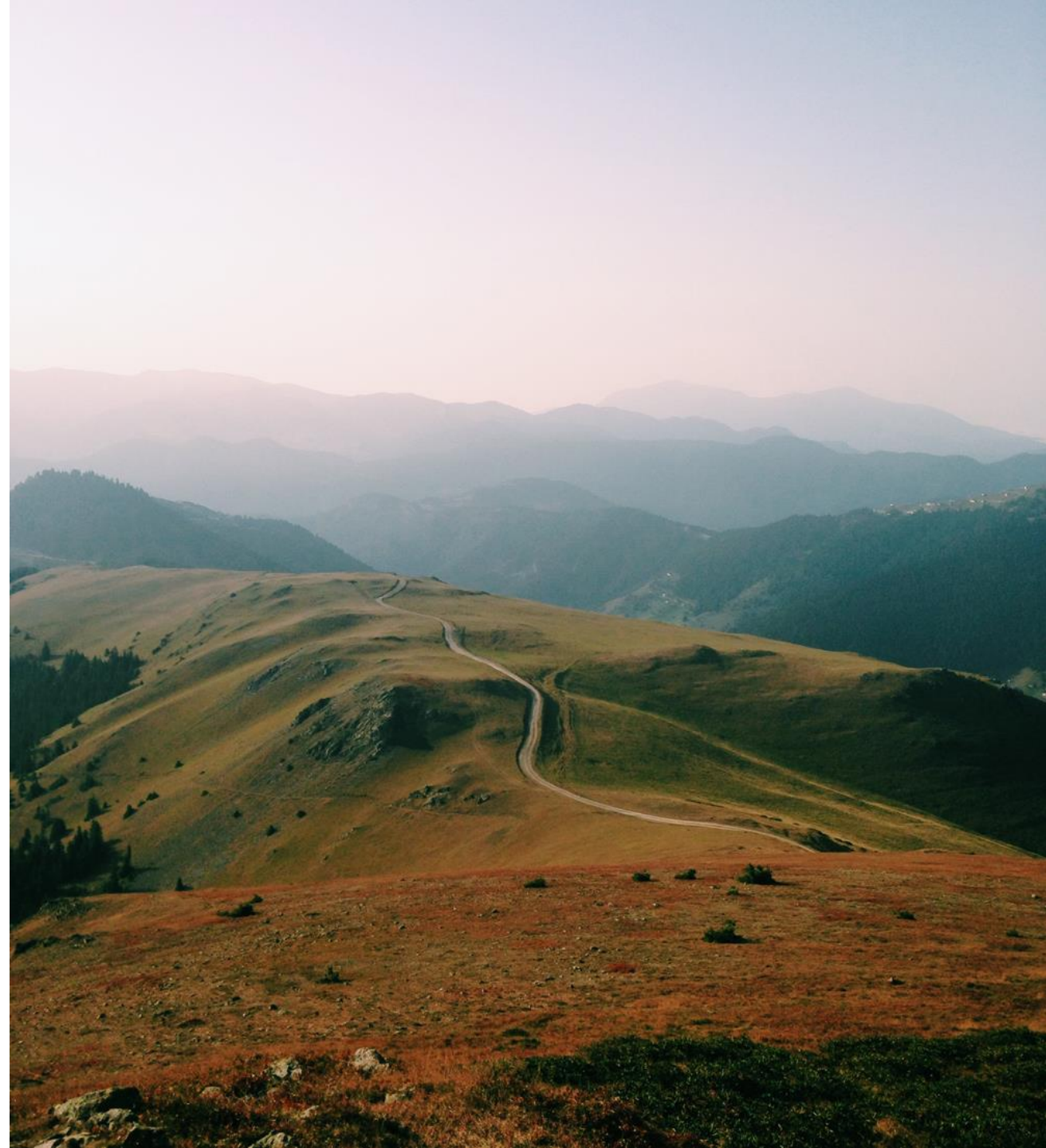
Measure



Engage



Communicate





Measured carbon EMISSIONS

158.4
tCO₂e measured emissions

Measured emissions equivalent to
140 flights from London to New York

0.8
tCO₂e per employee



Buildings

63.8 tCO₂e

Used enough electricity to power **55** UK homes for one year



Travel

92.2 tCO₂e

Travelled **17** times around the world



Waste

0.7 tCO₂e

Produced waste that weighs the same as **3** London buses



Water

0.3 tCO₂e

17 litres per employee per day



Procurement

1.3 tCO₂e

951 sheets of paper used per day



Step one.

MEASURE





Measured carbon footprint.

Location *BASED*

Reporting year:

01 June 2022 to 31 May 2023

Reporting Boundary:

UK Offices (London, Guildford, Manchester, Birmingham)

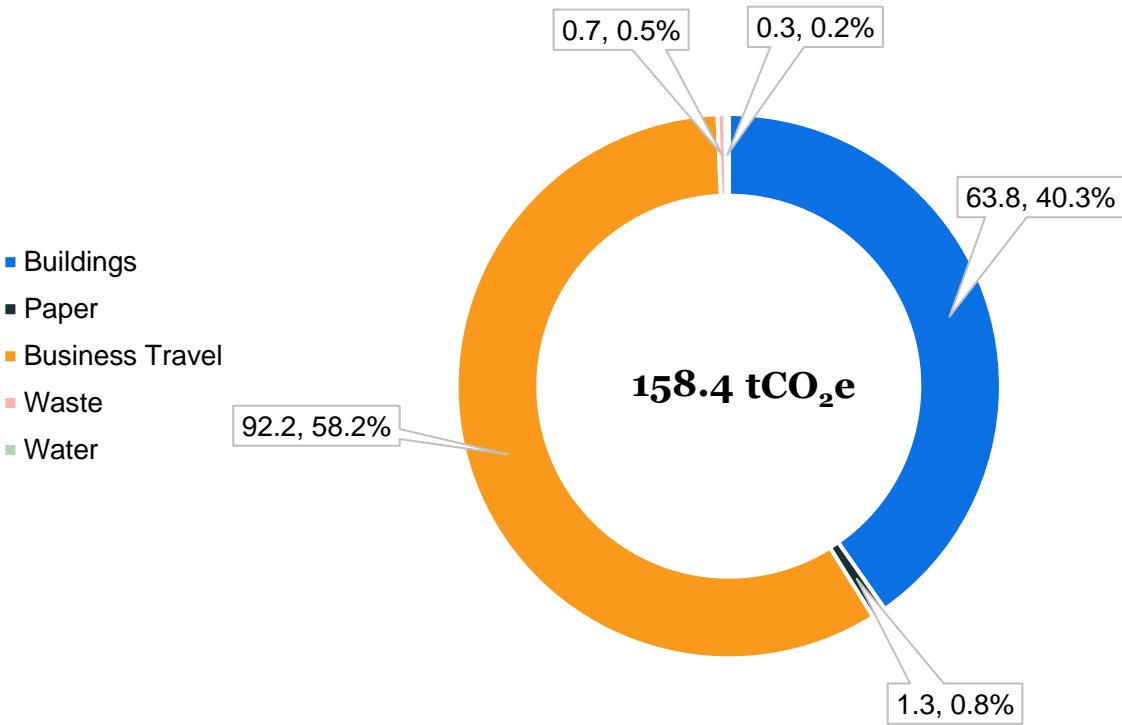
Emissions measured:

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

Highlights:

Carbon footprint (tCO₂e): **158.4**
Per employee (tCO₂e): **0.8**
Next reduction target: **5%**
Data quality score: **16 out of 20**

Carbon footprint by emission source for year ending 2023, 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 June 2022 to 31 May 2023

Reporting Boundary:

UK Offices (London, Guildford, Manchester, Birmingham)

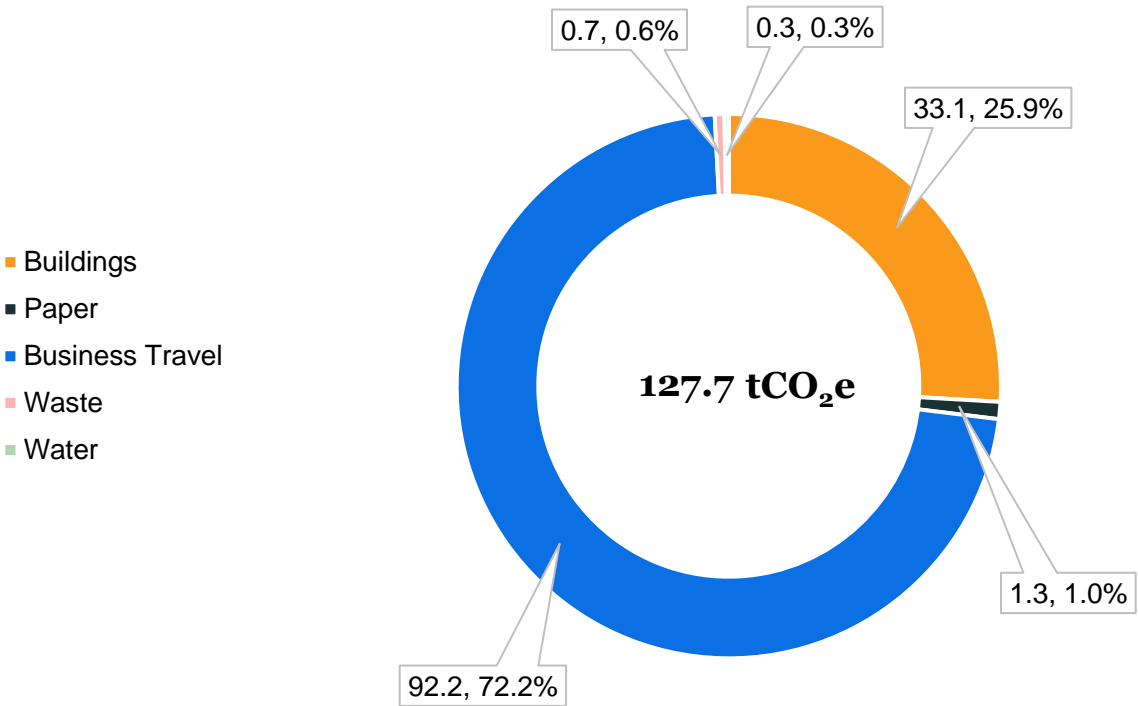
Emissions measured:

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

Highlights:

Carbon footprint (tCO₂e): **127.7**
Per employee (tCO₂e): **0.7**
Next reduction target: **5%**
Data quality score: **16 out of 20**

Carbon footprint by emission source for year ending 2023, tCO₂e



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

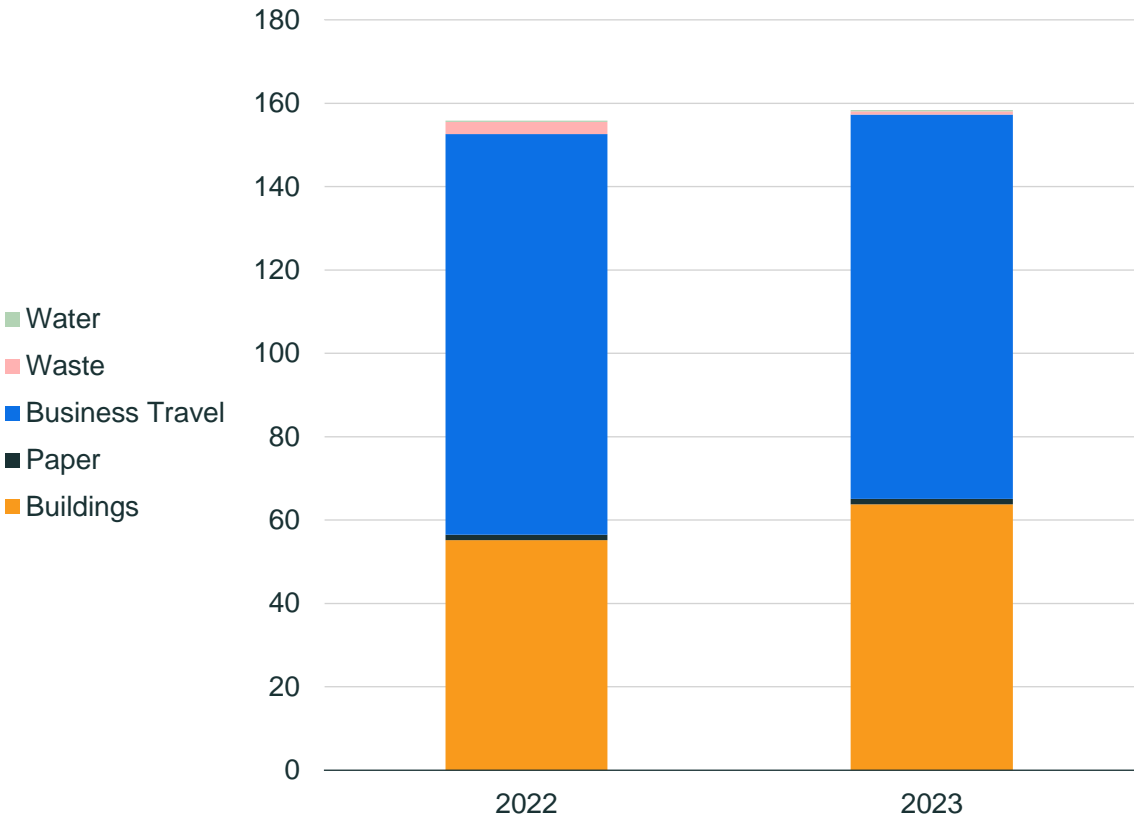


Measured carbon footprint.

Yearly *COMPARISON*

Source Category	2022	2023
Buildings	55.2	63.8
Paper	1.3	1.3
Business Travel	96.1	92.2
Waste	2.9	0.7
Water	0.3	0.3
Total	155.8	158.4

Carbon footprint by emission source for year ending 2022 and 2023, tCO₂e



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



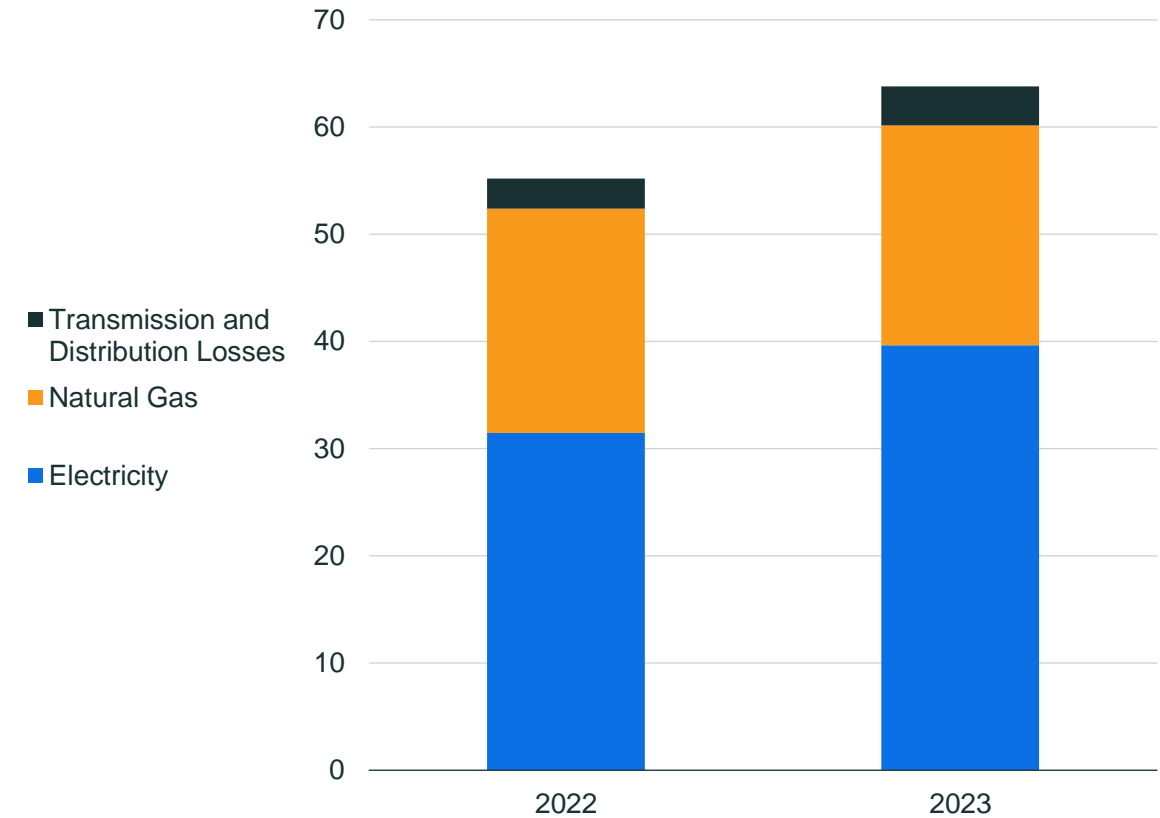
Carbon footprint.

BUILDINGS

Emissions associated with buildings have increased by around 16%. However, emissions from gas have decreased by around 2%.

Buildings	2022	2023
Electricity	31.5	39.6
Natural Gas	20.9	20.5
Transmission and Distribution Losses	2.8	3.6
Total	55.2	63.8

Buildings emissions for year ending 2022 and 2023, 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

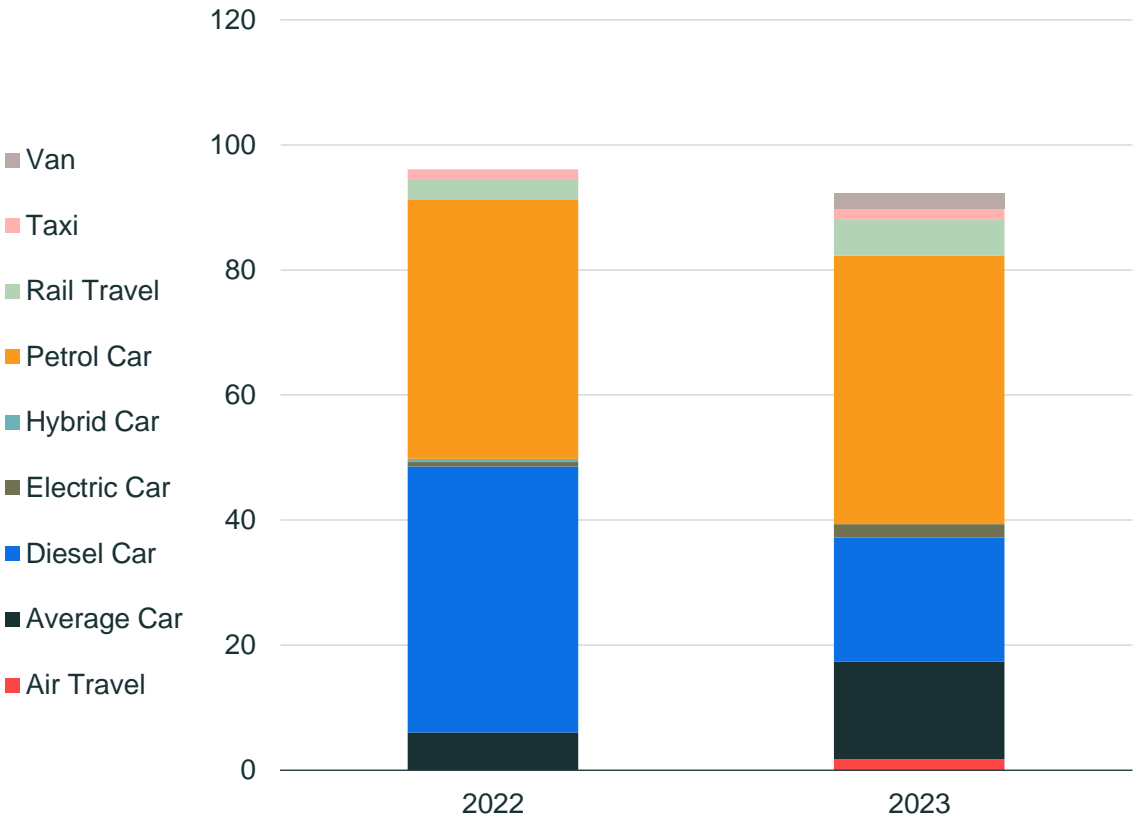
Emissions associated with business travel have decreased by around 4%. However, emissions from air travel have increased by around 4077%.

Business Travel	2022	2023
Air Travel	0.04	1.7
Average Car	6.0	15.6
Diesel Car	42.5	19.9
Electric Car	0.7	2.1
Hybrid Car	0.5	0.01
Petrol Car	41.4	43.0
Rail Travel	3.4	5.7
Taxi	1.5	1.8
Van	-	2.4
Total	96.1	92.2



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 2022 and 2023, tCO₂e






Carbon footprint.

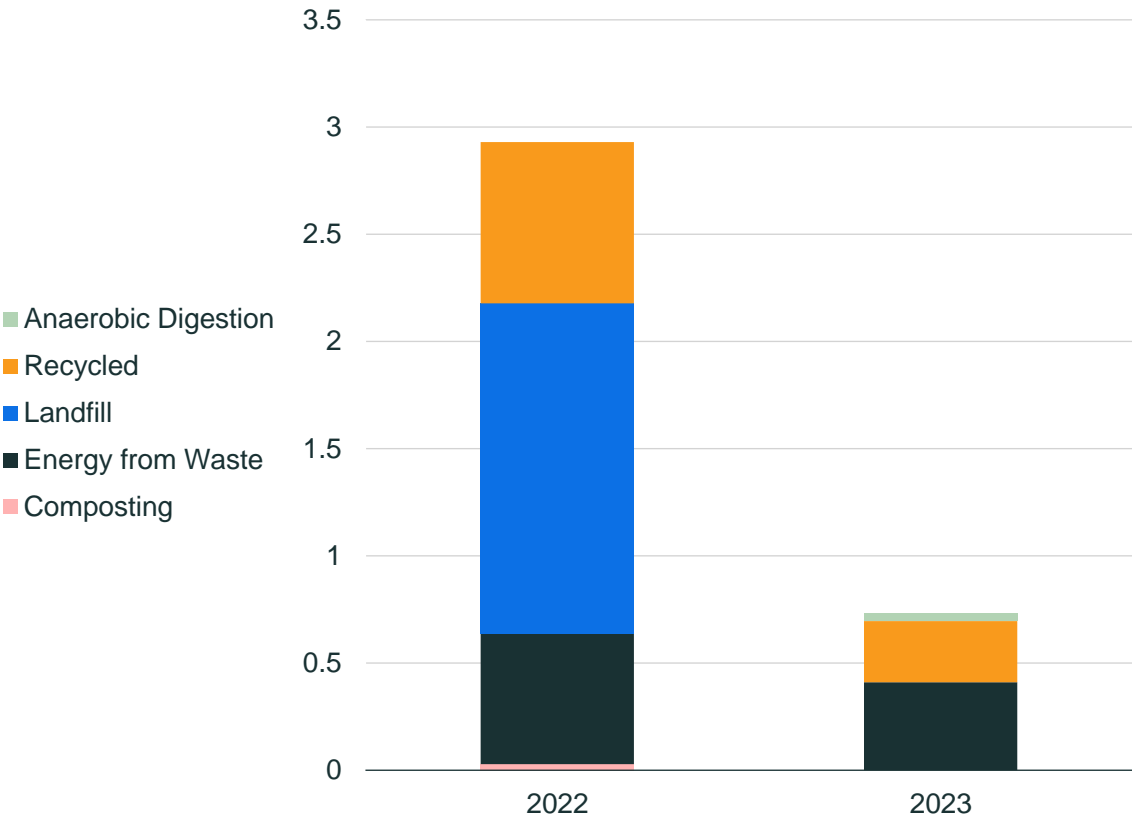
WASTE

Emissions associated with waste have decreased by around 76%.
This year no waste has been sent to landfill.

Waste	2022	2023
Composting	0.03	-
Energy from Waste	0.6	0.4
Landfill	1.5	-
Recycled	0.8	0.3
Anaerobic Digestion	-	0.04
Total	2.9	0.7

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

Waste emissions for year ending 2022 and 2023, tCO₂e





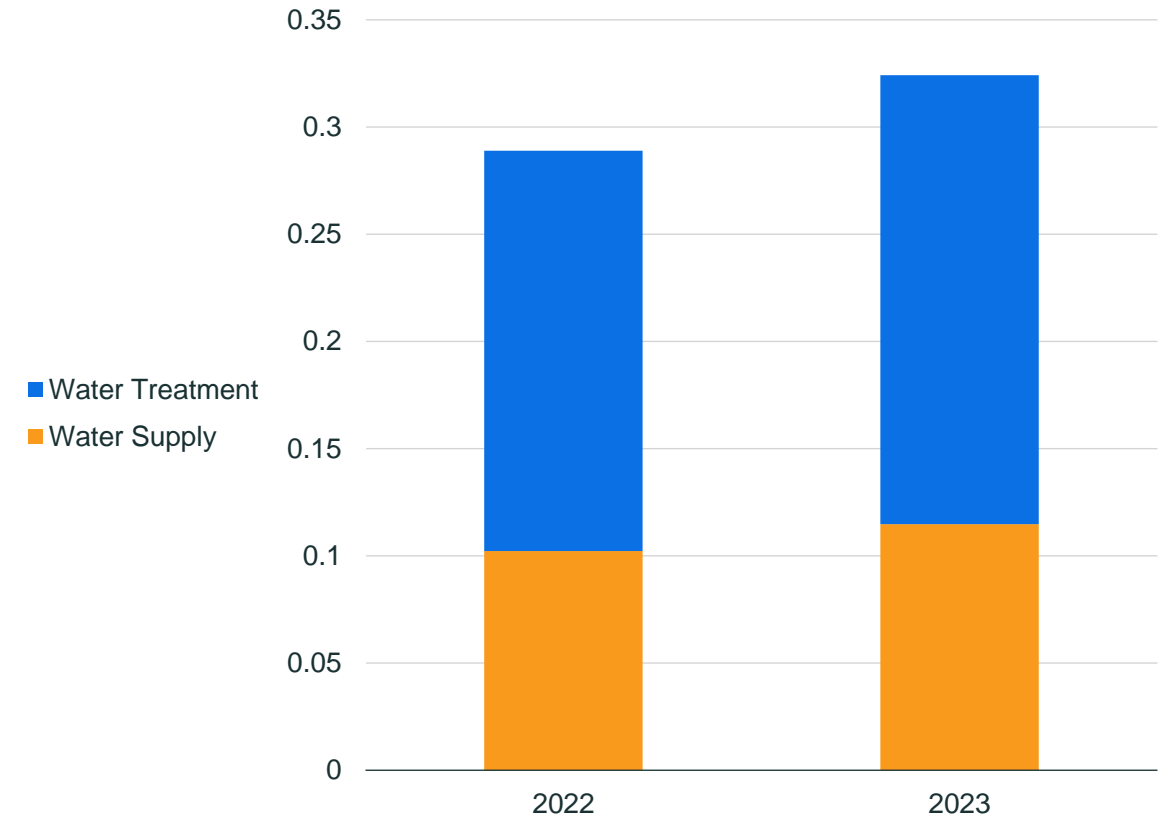
Carbon footprint.

WATER

Emissions associated with water have increased by around 12%.

Water	2022	2023
Water Supply	0.1	0.1
Water Treatment	0.2	0.2
Total	0.3	0.3

Water emissions for year ending 2022 and 2023, tCO₂e



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



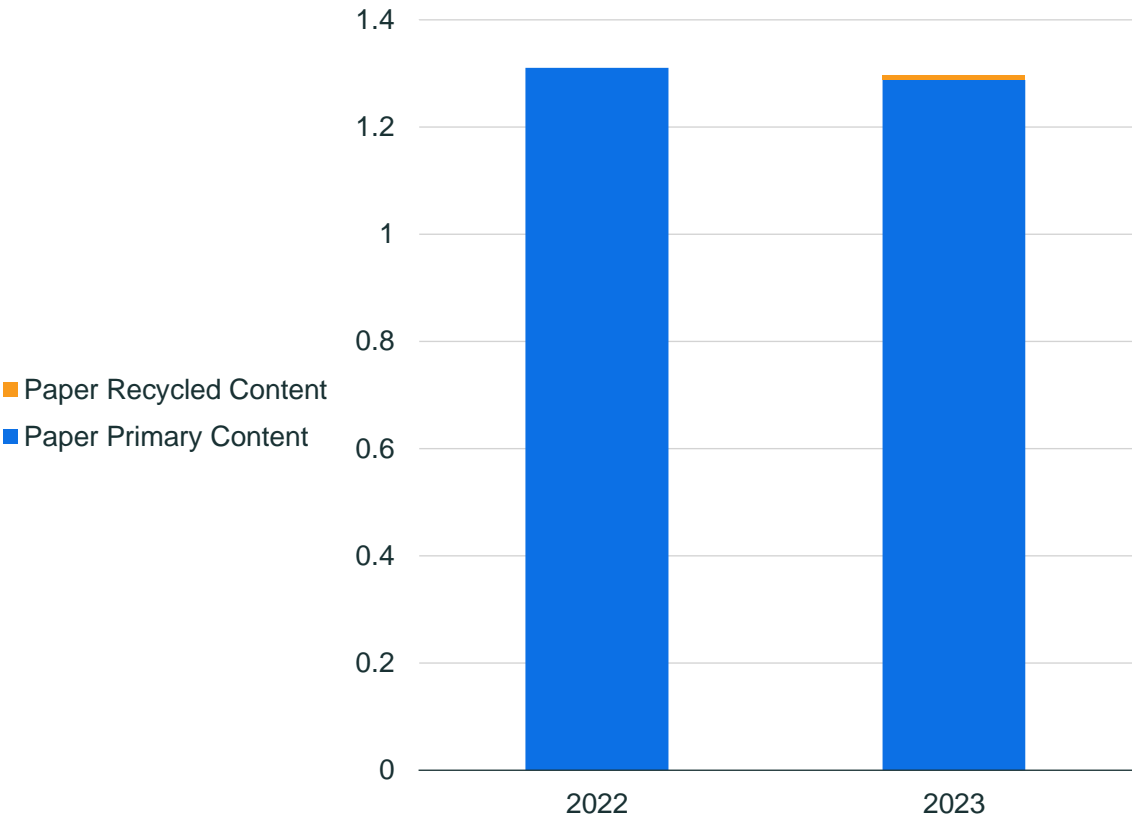
Carbon footprint.

PROCUREMENT

Emissions associated with paper have remained similar.
This year has seen 0.9% of all paper used having recycled content.

Paper	2022	2023
Paper Primary Content	1.3	1.3
Paper Recycled Content	-	0.01
Total	1.3	1.3

Procurement emissions for year ending 2022 and 2023, tCO₂e



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

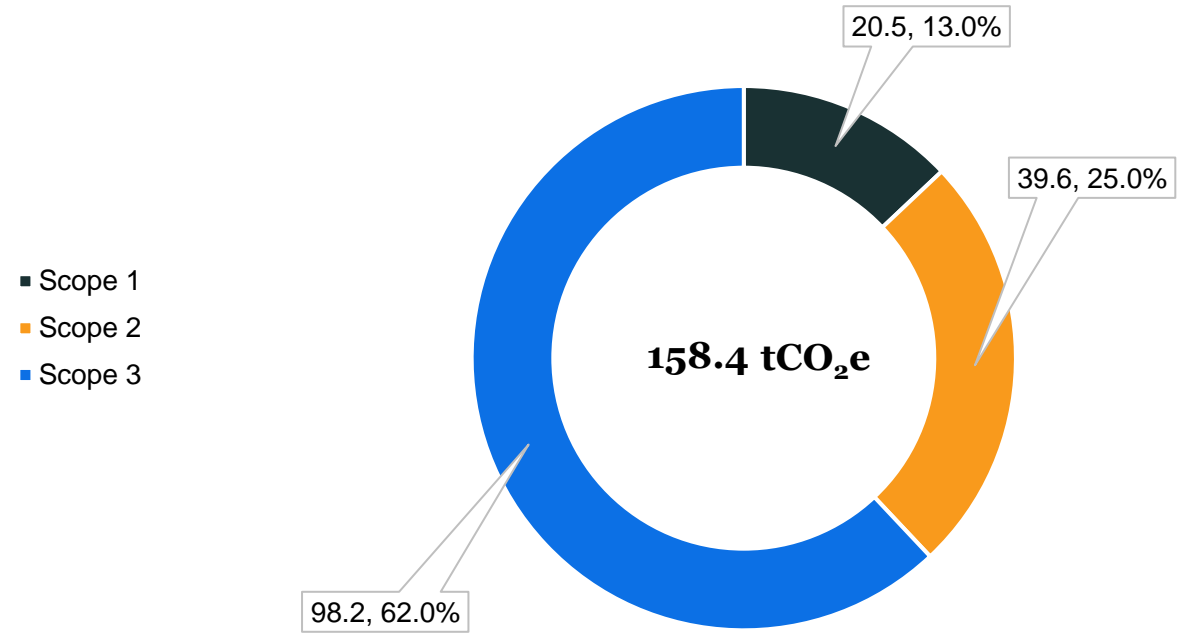


Measured carbon footprint.

BY SCOPE

Scope	tCO ₂ e	%
Scope 1	20.5	13.0
Scope 2	39.6	25.0
Scope 3	98.2	62.0
Total	158.4	100.0

Measured carbon emissions by scope for year ending 2023, tCO₂e



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



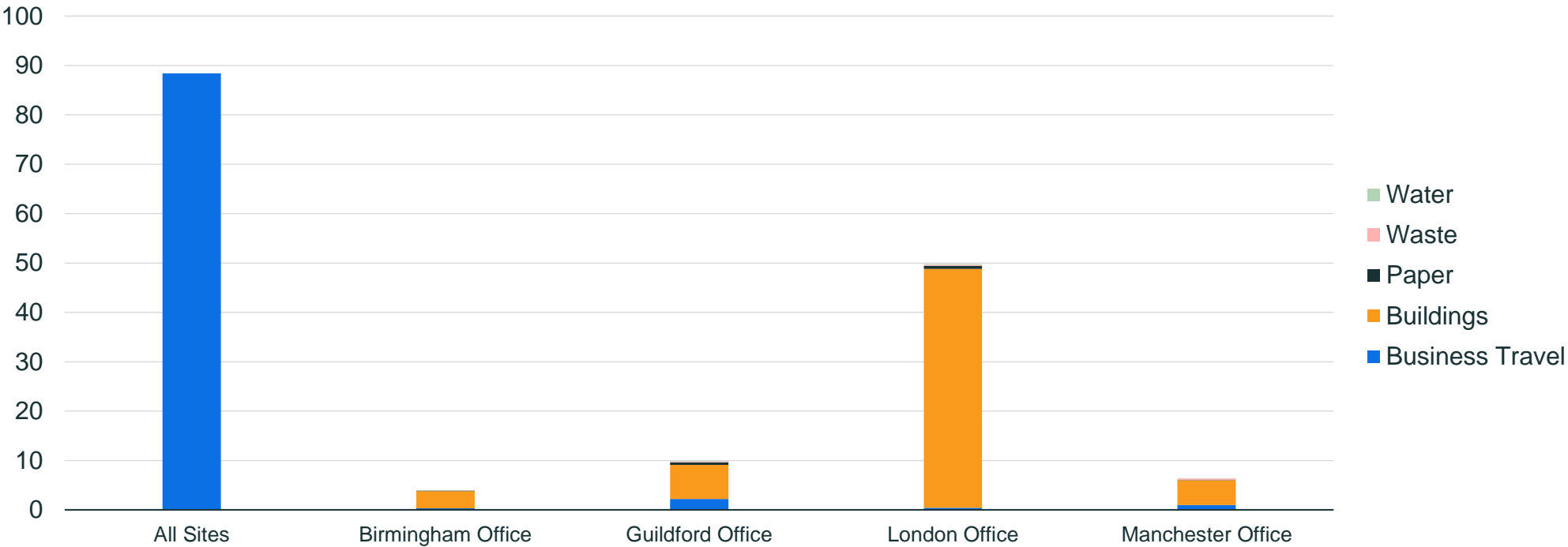
Carbon footprint.

BY LOCATION

Carbon footprint for each location

tCO₂e

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





Benchmarking Percentage reduction.

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

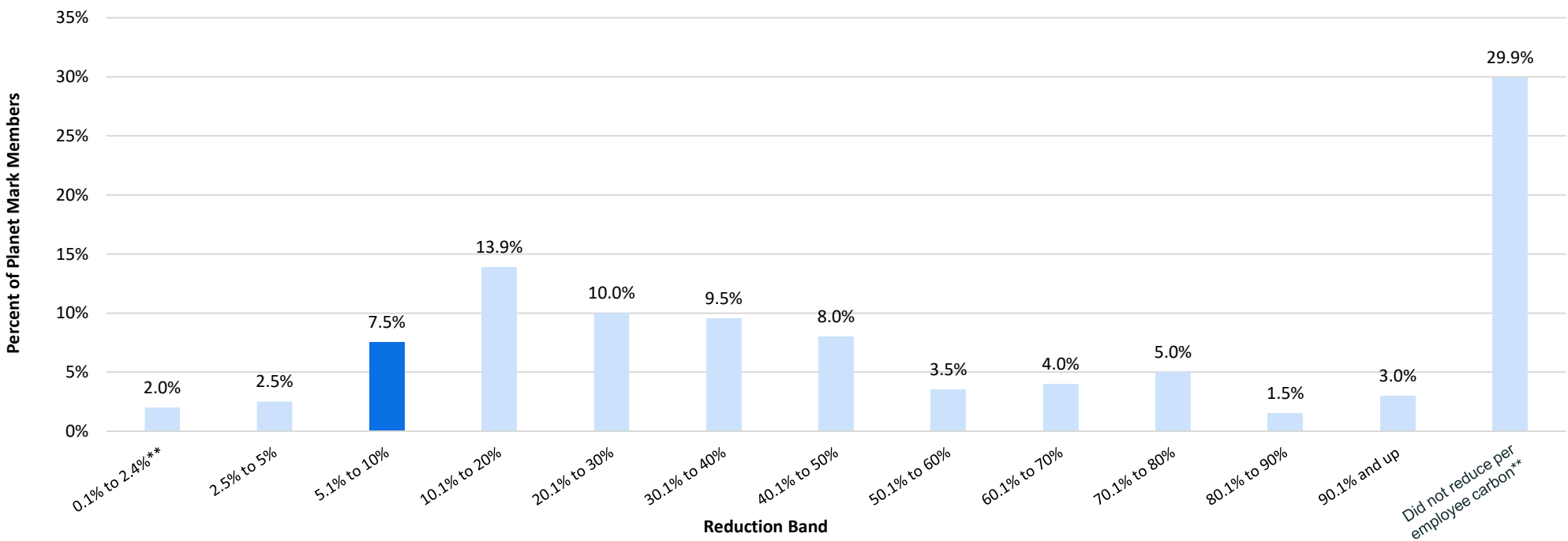
Per employee carbon
reduction achieved:

-7.6%



Your reduction band is
highlighted on the graph.

Oktra reduced its measured carbon per employee by 7.6% from the previous year. 7.5% of Planet Mark Members also achieved a 5.1% to 10% reduction in their measured carbon per employee.

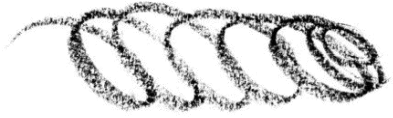


*The benchmarking data above is based on YE2021 reporting period and a sample of 352 Members. It excludes Members in their first year of carbon measurement as historic comparison is not possible.

**Certified using another qualifying metric.



Looking ahead. Targets for next year.



Measured carbon
footprint
158.4 tCO₂e



Carbon
reduction target (5%)
7.9 tCO₂e



Carbon reduction
per employee (5%)
0.04 tCO₂e

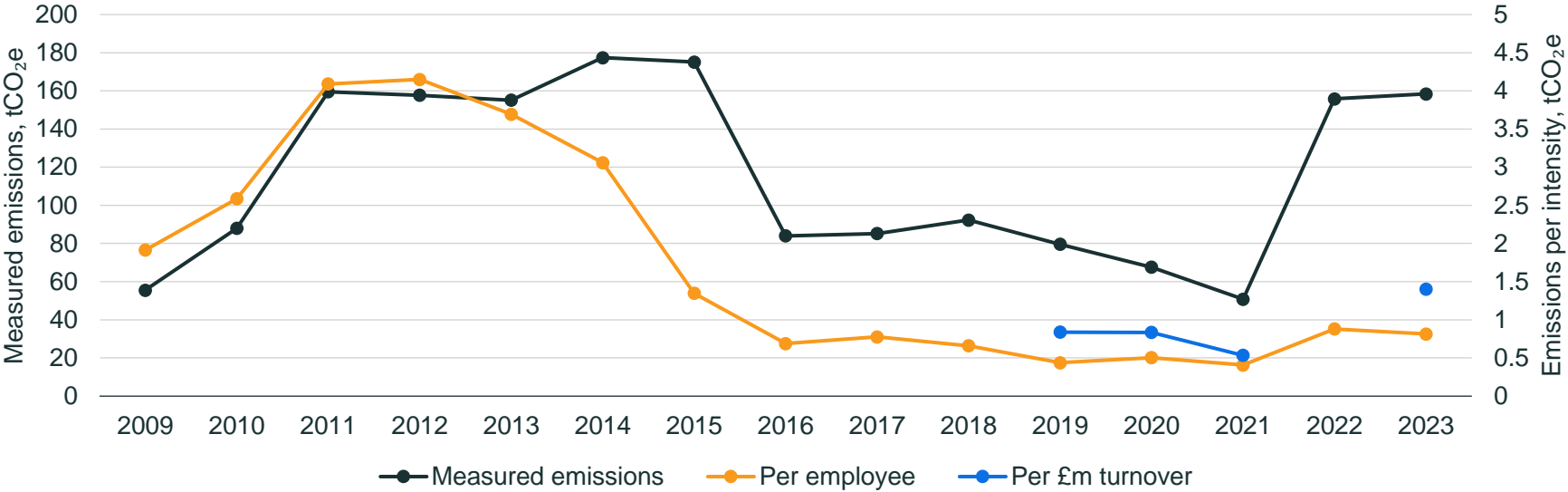




Historical Carbon Emissions

Reported carbon emissions year ending 2009 to 2023

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

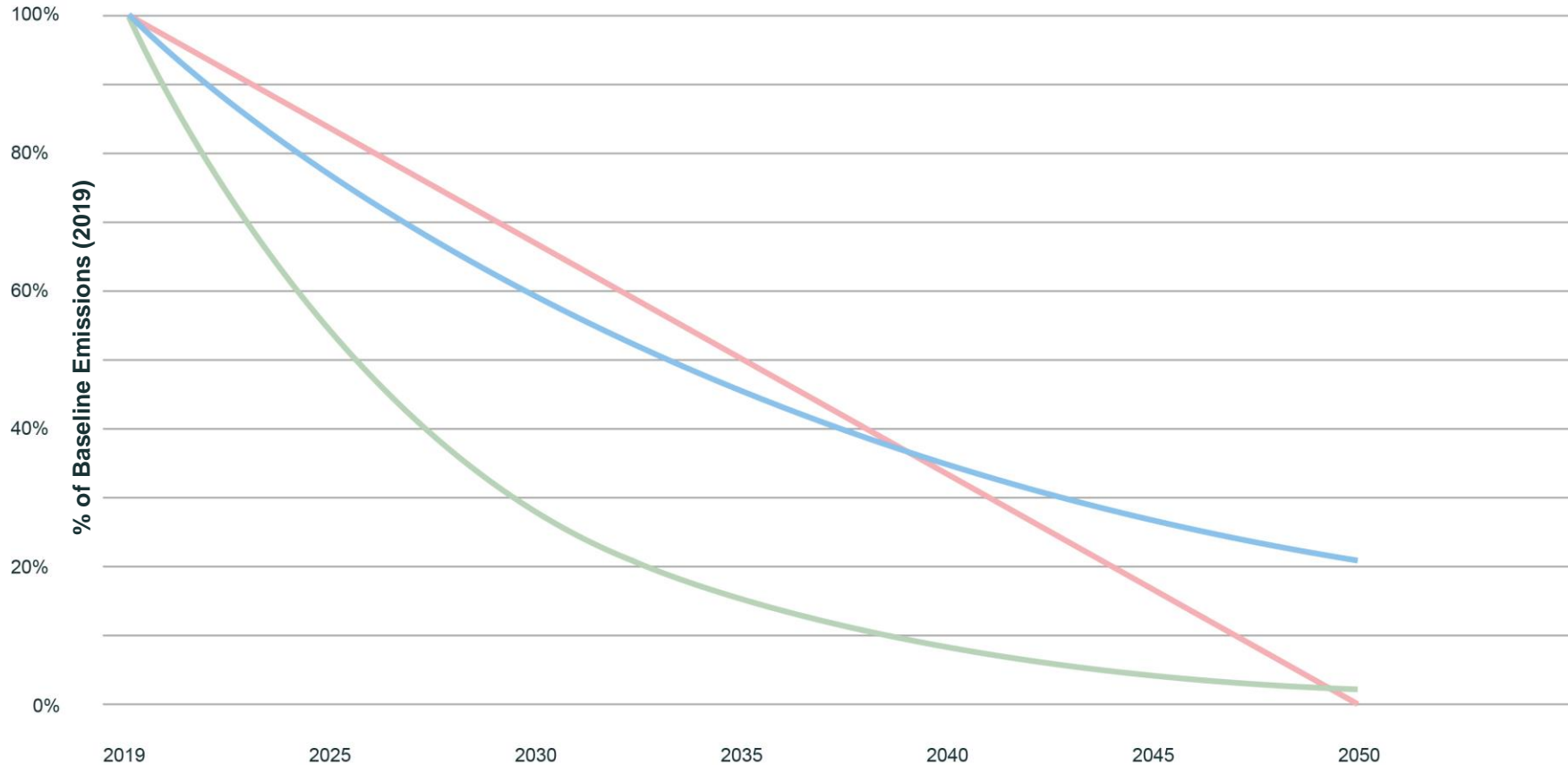


Improvements in data quality and changes to the business reporting boundary may impact the emission sources included in each year's certification. Meaningful comparisons, therefore, may not be possible without normalisation (not shown here). Annual reductions are based on the previous year's emissions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



Target setting.

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



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.

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.



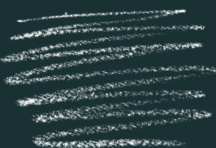
The Eden Project

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





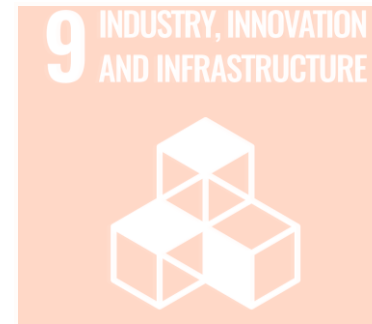
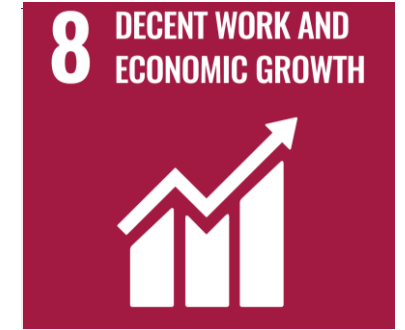
Communicating your international influence.

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

8 SDGs

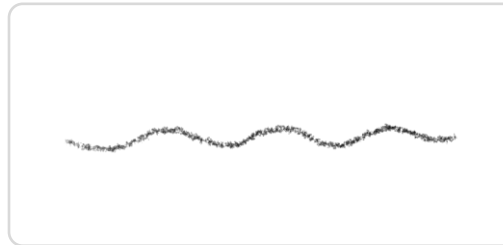
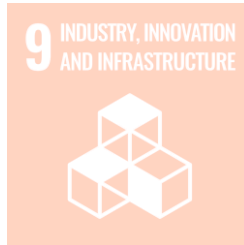




SDG alignment.



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



13.3 - Donation to the Eden Project



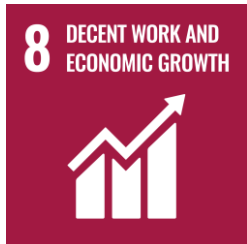
7.2 - 83% of energy demand met by renewable energy



11.6 - Measured carbon emissions
11.6 - Reduction in travel emissions
11.6 - Reduction in total waste produced
11.6 - 36% of waste recycled and composted
11.4 - Donation to the Eden Project



14.1 - Reduction in total waste produced



8.4 - Reduction in carbon emissions per intensity



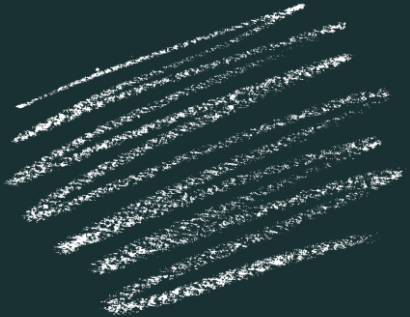
12.6 - Measured carbon emissions
12.5 - Reduction in total waste produced
12.5 - 36% of waste recycled and composted



15.2 - 3% 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



			Current						
			01 June 2021 to 31 May 2022		01 June 2022 to 31 May 2023				
Source	Scope	Unit	Amount	tCO ₂ e	Amount	tCO ₂ e	% Change in tCO ₂ e from previous year	% total carbon footprint	% Change in amounts from previous year
Buildings									
Electricity (location based)	2	kWh	148,128.9	31.5	204,975.9	39.6	26%	25%	38%
Electricity (market based)	2	kWh	148,128.9	3.0	204,975.9	8.9	195%	-	38%
Natural Gas	1	cubic metres	9,949.2	20.1	2,924.0	5.9	-71%	4%	-71%
Natural Gas	1	kWh	4,566.8	0.8	80,147.5	14.6	1649%	9%	1655%
Transmission and Distribution Losses	3	kWh	148,128.9	2.8	204,975.9	3.6	30%	2%	38%
Procurement									
Paper Primary Content	3	tonnes	1.4	1.3	1.4	1.3	-2%	1%	-2%
Paper Recycled Content	3	tonnes	-	-	0.01	0.01	-	0.006%	-
Travel									
Air Travel	3	passenger.km	321.9	0.04	15,086.0	1.7	4077%	1%	4587%
Average Car	3	km	34,880.9	6.0	91,178.8	15.6	160%	10%	161%
Diesel Car	3	km	252,476.5	42.5	114,197.9	19.9	-53%	13%	-55%
Electric Car	3	km	12,969.1	0.7	42,445.3	2.1	199%	1%	227%
Hybrid Car	3	km	4,274.4	0.5	96.6	0.01	-98%	0.007%	-98%
Petrol Car	3	km	237,550.8	41.4	235,882.8	43.0	4%	27%	-1%
Rail Travel	3	passenger.km	96,636.0	3.4	163,406.6	5.7	69%	4%	69%
Taxi	3	km	7,232.7	1.5	8,430.9	1.8	17%	1%	17%
Van	3	km	-	-	10,480.0	2.4	-	2%	-
Waste									
Anaerobic Digestion	3	tonnes	-	-	4.2	0.04	-	0.02%	-
Composting	3	tonnes	3.1	0.03	-	-	-	-	-
Energy from Waste	3	tonnes	28.6	0.6	19.2	0.4	-33%	0.3%	-33%
Landfill	3	tonnes	3.3	1.5	-	-	-	-	-
Recycled	3	tonnes	35.3	0.8	13.4	0.3	-62%	0.2%	-62%
Water									
Water Supply	3	cubic metres	686.4	0.1	769.9	0.1	12%	0.1%	12%
Water Treatment	3	cubic metres	686.4	0.2	769.9	0.2	12%	0.1%	12%
Location Based									
Total		tCO ₂ e		155.8		158.4	2%		
No. employees		Number		176.9		194.7			
Total per employee		tCO ₂ e		0.9		0.8	-8%		
Turnover £m		£m		112.7		113.0			
Total per £m		tCO ₂ e		1.4		1.4	1%		
Total floor space		m ²		-		2,184.8			
Building emissions per m ²		tCO ₂ e		-		0.03	-		
Market Based									
Total		tCO ₂ e		127.4		127.7	0.2%		
No. employees		Number		176.9		194.7			
Total per employee		tCO ₂ e		0.7		0.7	-9%		
Turnover £m		£m		112.7		113.0			
Total per £m		tCO ₂ e		1.1		1.1	-0.04%		
Total floor space		m ²		-		2,184.8			
Building emissions per m ²		tCO ₂ e		-		0.02	-		



About this report – General.

Company Name	Oktra
Sector	Design and construction
Reporting Period	01 June 2022 to 31 May 2023
Year Of Certification	14th
Reporting Boundary	UK Offices (London, Guildford, Manchester, Birmingham)
Emission sources included	Electricity, T&D Losses, Natural Gas, Water, Business Travel, Waste, Paper, Refrigerants
Total FTE Employees (annual average no.)	195
Total Internal Floorspace (m²)	2,184.8
Data Collection Lead	Vanessa Lopez, vlopez@oktra.co.uk , Operations Sustainability and Compliance Manager
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 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	Alice Szuszkewicz, Data Analyst, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Measurement, Planet Mark
Date	11 August 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 and secondary sources - estimated, landlord report and invoices	Actual and estimated meter reads and estimated with extrapolation	<p>Please refer to the adjusted data slide(s) for details of extrapolation.</p> <p>Guildford: Guildford consumption data has been proportioned to the 9.9% of the office floor it occupies.</p> <p>London: Consumption has been proportioned by Oktra based on the area which they occupy (12.6%)</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). 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 supplier's website for electricity supplied in the period April 2021 to March 2022 OR residual fuel mix 2021/22 (as no information on your specific supplier fuel mix was available).</p>	UK Offices (London, Guildford, Manchester, Birmingham)
Natural Gas	1	kWh and m³	Primary sources - invoices and landlord report	Actual and estimated meter reads with extrapolation and interpolation	<p>Please refer to the adjusted data slide(s) for details of interpolation and/or extrapolation.</p> <p>Manchester has no natural gas supply.</p> <p>Guildford - consumption data has been proportioned to the 9.9% of the office floor it occupies</p> <p>Birmingham - consumption has been portioned to the 7.37% of the office floor they occupy.</p> <p>London - Oktra is responsible for 12.6% of building gas use</p>	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). 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
Refrigerants	1	kg	Primary source - maintenance log	Actual	Guildford and Manchester - Maintenance records have been provided which evidence there have been no top-ups	UK Offices (London, Guildford, Manchester, Birmingham)
Water Supply & Treatment	3	m ³	Primary and secondary sources - estimated, landlord report and invoices	Actual and estimated meter reads and estimated with interpolation	Please refer to the adjusted data slide(s) for details of interpolation. There has been an issue at the Manchester office water meter, so this has been estimated based on the average consumption per day per m2 for the other offices.	UK Offices (London, Guildford, Manchester, Birmingham)
Private Vehicles Used for Business	3	km	Primary source - mileage report	Actual	Where car type and size are known, these have been used.	UK Offices (London, Guildford, Manchester, Birmingham)
Air Travel	3	pkm	Primary sources - receipts and travel report	Actual	All distances found using WebFlyer (http://www.webflyer.com/travel/mileage_calculator/).	UK Offices (London, Guildford, Manchester, Birmingham)
Rail Travel	3	pkm	Primary sources - receipts and travel report	Actual	Where mode of transport is not stated, these have been assumed to be rail. Where "To" and "From" are known, distances have been found using trainline. All distances provided by Oktra are assumed to be correct.	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). 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
Taxi Travel	3	km	Primary source - travel report	Actual	All distances provided by Oktra are assumed to be correct.	UK Offices (London, Guildford, Manchester, Birmingham)
Waste	3	tonnes	Primary and secondary sources - estimated and invoices	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. Manchester office - in line with assumptions made last year, assumed ad hoc collections are twice a month Guildford - consumption data has been proportioned to the 9.9% of the office floor it occupies Birmingham - consumption has been portioned to the 7.37% of the office floor they occupy.	UK Offices (London, Guildford, Manchester, Birmingham)
Procurement - Paper	3	tonnes	Primary source - report	Actual	Where paper is purchased in rolls, the equivalent number of A4 rolls has been calculated.	UK Offices (London, Guildford, Manchester, Birmingham)
Headcount		no.	Secondary source - employee breakdown	Assumed 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)

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 (iv).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Turnover		£m	Secondary source - data submission form	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). 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 June 2023 to 31 May 2022	01 June 2022 to 31 May 2023	Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business carbon footprint for the studied period. (eg 95% of organisational activity included)
Data completeness	2	3	12 months of data provided for 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	3	Largely consistent or improved methods, boundary and data completeness with supporting evidence of changes made.
Total score	15 out of 20	16 out of 20	

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

- Ensure that accurate meter reads are provided where possible to avoid estimations.
- Where possible include all emission sources relevant to the business, ensuring processes are in place where data collection challenges are present.
- Try to obtain waste weights for all sites
- Continue to try to obtain as much business travel data as possible



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 and 3	Birmingham Office	Invoices	Estimated meter reads	18-06-2022	18-07-2022	31	01-06-2022	18-07-2022	48	Extrapolation
Electricity	2 and 3	Birmingham Office	Invoices	Estimated meter reads	19-03-2023	17-04-2023	30	19-03-2023	31-05-2023	74	Extrapolation
Electricity	2 and 3	Birmingham Office	Invoices	Estimated meter reads	19-10-2022	16-11-2022	29	19-10-2022	17-11-2022	30	Extrapolation
Natural Gas	1	Guildford Office	Landlord Report	Actual meter reads	30-05-2022	30-04-2023	336	01-06-2022	31-05-2023	365	Extrapolation and interpolation
Water Supply	3	Guildford Office	Invoices	Estimated meter reads	01-02-2022	01-08-2023	547	01-06-2022	31-05-2023	365	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.

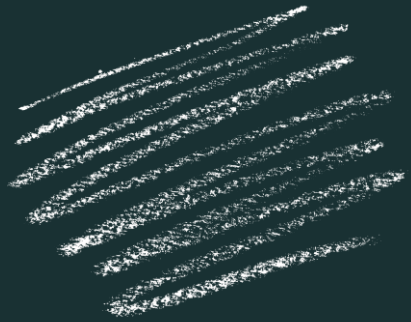
Waste

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

Get in touch

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

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