



MEASUREMENT REPORT

YEAR 16

Oktra

Reporting period:

01 June 2024 to 31 May 2025

Contents

Reporting boundary and key figures

Measured carbon footprint & comparisons

Scope 1 emissions

Scope 2 emissions

Scope 3 emissions

Annual Review

Appendix – supplementary information

Data Quality and boundary assessment

Benchmarking

Location-Based

SDG alignment

Caveats

Carbon footprint breakdown

About

Boundary and key figures

Reporting period
01 June 2024 to 31 May 2025

Organisational boundary
UK Offices (London, Guildford, Manchester, Birmingham)

Operational boundary

Scope 1:
Stationary Fuels

Scope 2:
Electricity

Scope 3:
Category 3: Fuel- and Energy-related Activities
Category 4: Upstream Transportation and Distribution
Category 5: Waste
Category 6: Business Travel

Oktra has been measuring its carbon footprint with Planet Mark for 16 years.

The Planet Mark measurement methodology is fully aligned to Greenhouse Gas (GHG) Protocol and all data is checked against evidence provided by Oktra.


Oktra’s highest emitting category was Scope 3 Category 6: Business Travel at 54.7% of their total market-based footprint followed by Scope 1 Stationary Fuels at 19.3% of their total market-based footprint. Stationary Fuels has seen the largest decrease in emissions, reducing by 28.8 tCO₂e since 2024.


All Scope 2 emissions are reported using the market-based methodology unless stated otherwise.

This report compares this year’s (YE2025) emissions to baseline year’s (YE2024) emissions.

Oktra has expanded its boundary this year in the following categories: Fuel- and Energy-Related Activities and Upstream Transportation and Distribution, and accordingly comparisons throughout this report are presented using data that has been normalised to exclude any emissions that were reported for the first time this year. For transparency, non-normalised data comparisons are also shown in the data tables.


Key Figures


 **47.3 %**
Comparison of Scope 1 & 2 emissions vs previous year (normalised)


 **0.7 %**
Comparison of absolute measured emissions vs 2024 baseline (normalised)

 **146.5 tCO₂e**
Measured carbon footprint (market-based)

 **0.7 tCO₂e**
Measured carbon footprint per FTE (market-based)

 **82.9 %**
Data Quality Score

 **100.0 %**
Organisational Boundary Score

 **35.3 %**
Operational Boundary Score

Greenhouse Gas Protocol

Scopes 1, 2 and 3

KEY

- Measured emissions
- Not yet measured
- Not applicable or de minimis

SCOPE 1

- Stationary Fuels
- Mobile Fuels
- Fugitive emissions

SCOPE 2

- Electricity
- Heat and steam
- Cooling

SCOPE 3 UPSTREAM

- 1 Purchased Goods and Services
- 2 Capital Goods
- 3 Fuel and Energy Related Activities
- 4 Transportation and Distribution
- 5 Waste Generated in Operations
- 6 Business Travel
- 7 Employee Commuting
- 8 Leased Assets

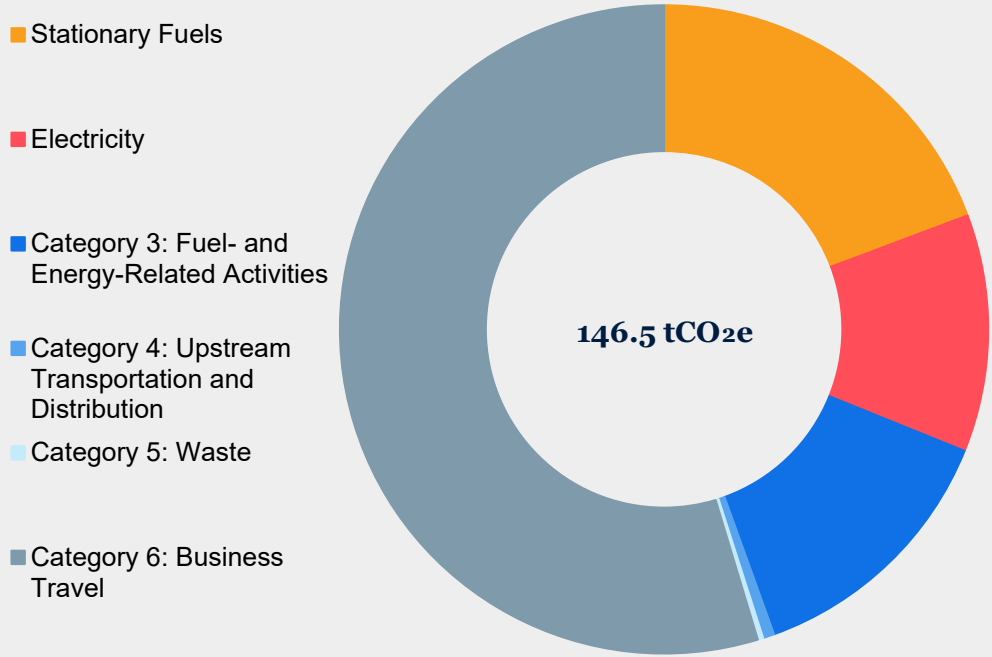
SCOPE 3 DOWNSTREAM

- 9 Transportation and Distribution
- 10 Processing of Sold Products
- 11 Use of Sold Products
- 12 End of life Treatment of Sold Products
- 13 Leased Assets
- 14 Franchises
- 15 Investments

Measured carbon footprint

Scope	Emission Category	YE 2025 tCO ₂ e	YE 2025 Proportion
Scope 1	Stationary Fuels	28.3	19.3%
Scope 2	Electricity (location-based)	45.4	-
	Electricity (market-based)	17.3	11.8%
Scope 3	Category 3: Fuel- and Energy-Related Activities	19.6	13.4%
	Category 4: Upstream Transportation and Distribution	0.8	0.6%
	Category 5: Waste	0.4	0.3%
	Category 6: Business Travel	80.1	54.7%
Total (market-based)		146.5	
No. employees		218.7	
Per Employee		0.7	
Total (location-based)		174.6	
No. employees		218.7	
Per Employee		0.8	

Total carbon footprint by emission source (market-based) for YE 2025



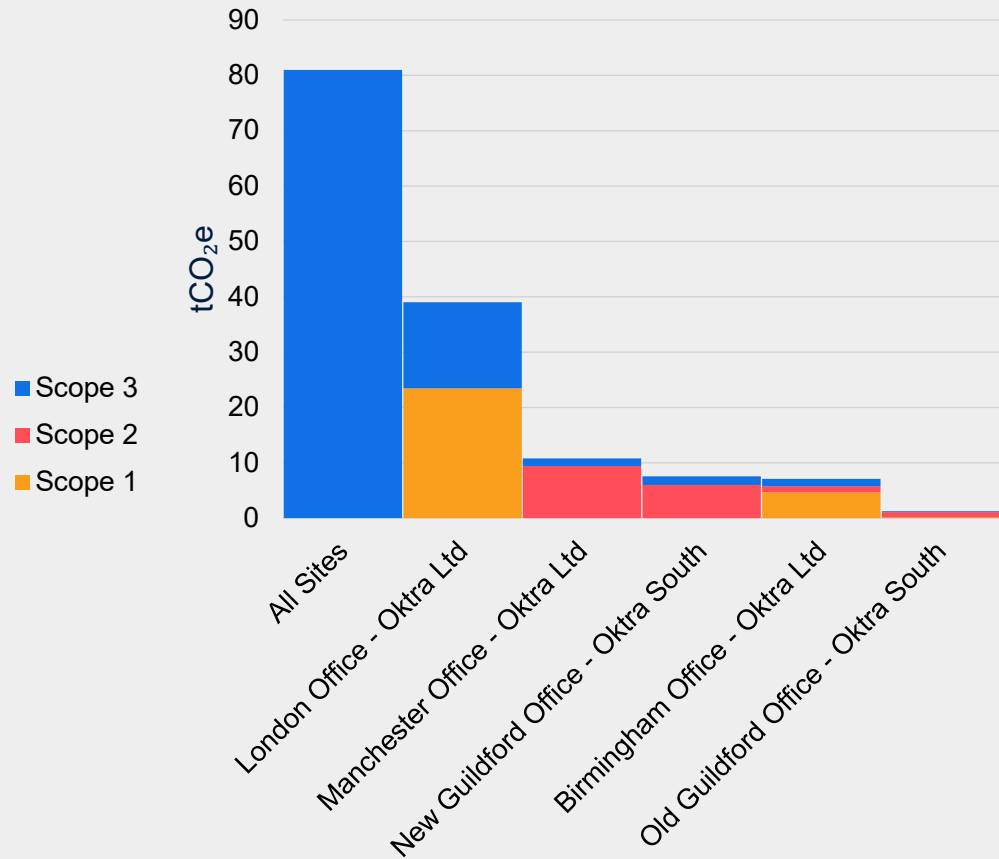
Comparison by location

The graph represents a comparison per location for the current year.

‘All sites’ includes emissions from Cat. 4 Upstream Transportation and Distribution and Cat. 6 Business Travel, as these emissions were cumulative for the whole business.

Site name	YE 2025 tCO ₂ e	YE 2025 Proportion
All Sites	80.9	55.2%
London Office - Oktra Ltd	39.0	26.6%
Manchester Office - Oktra Ltd	10.8	7.3%
New Guildford Office - Oktra South	7.5	5.1%
Birmingham Office - Oktra Ltd	7.1	4.8%
Old Guildford Office - Oktra South	1.3	0.9%
Total	146.5	100.0%

Carbon footprint by Scope 1, 2 & 3 (market-based) per location for YE 2025

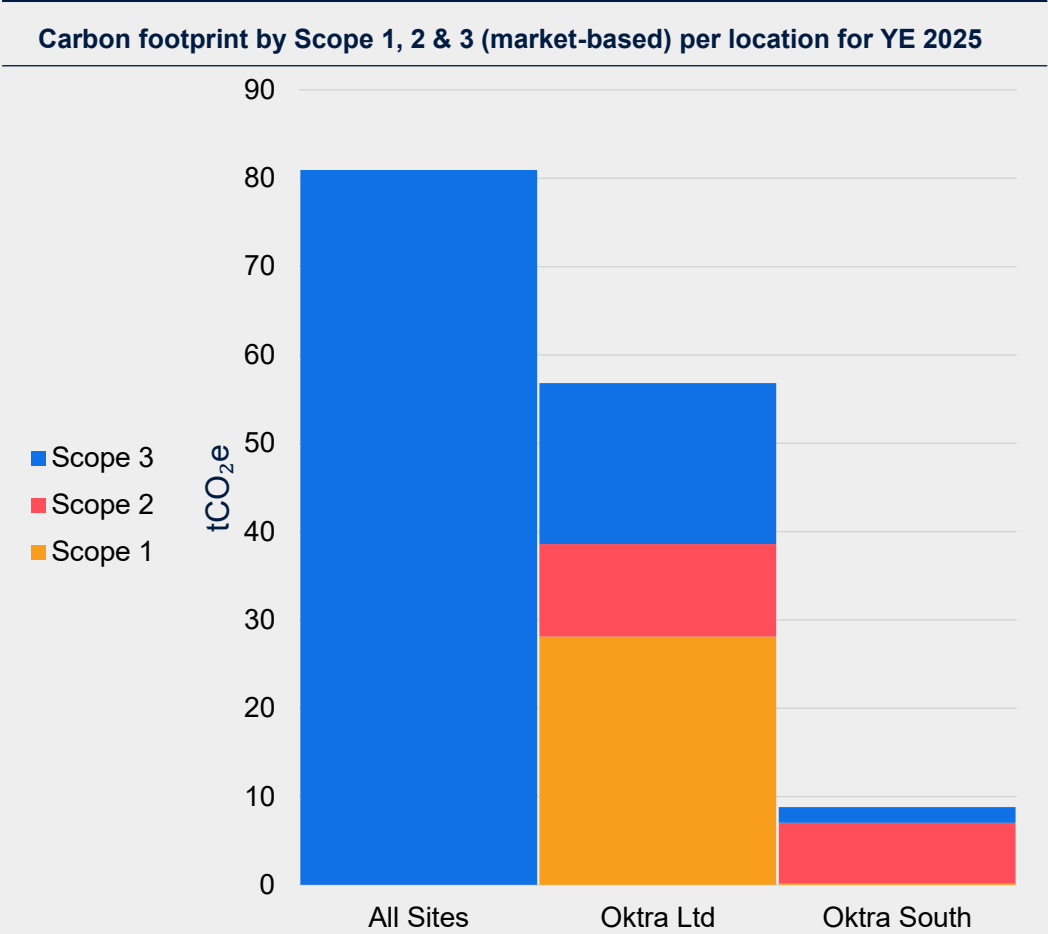


Comparison by location - bespoke

The graph represents a comparison per location for the current year, broken down into Oktra Ltd and Oktra South.

‘All sites’ includes emissions from Cat. 4 Upstream Transportation and Distribution and Cat. 6 Business Travel, as these emissions were cumulative for the whole business.

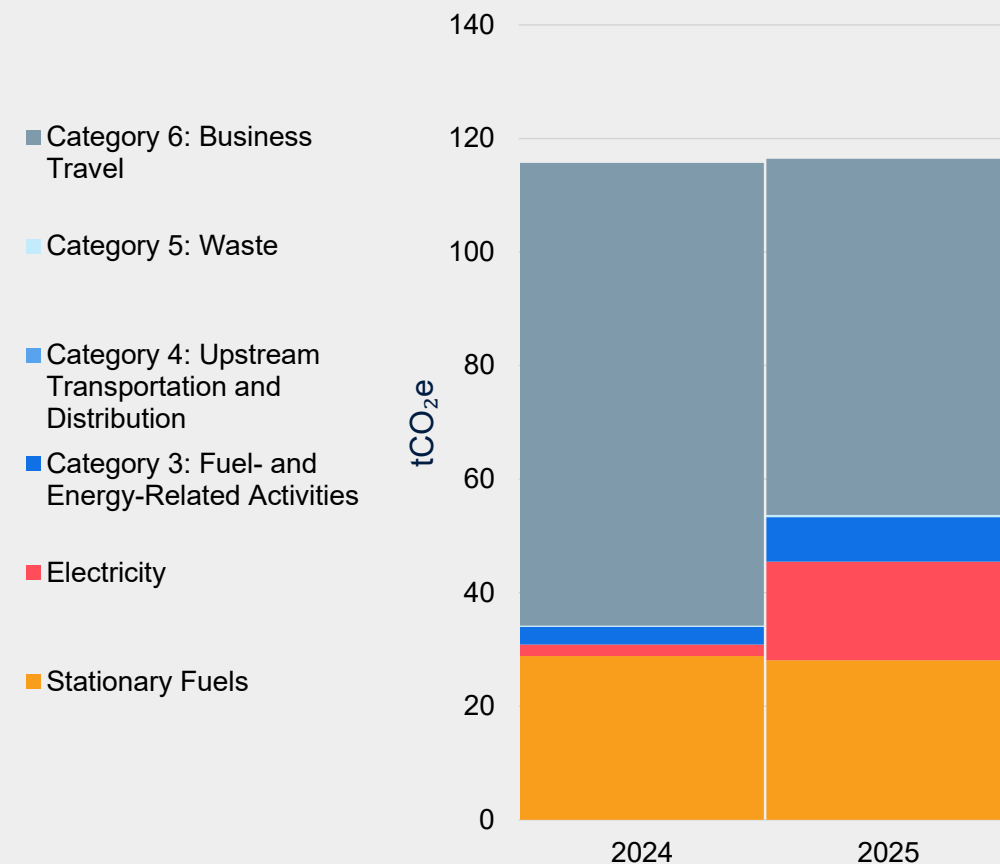
Site name	YE 2025 tCO ₂ e	YE 2025 Proportion
All Sites	80.9	55.2%
Oktra Ltd	56.8	38.8%
Oktra South	8.8	6.0%
Total	146.5	100.0%



Measured carbon footprint comparison

Scope	Emission Category	YE 2024 tCO ₂ e	YE 2025 tCO ₂ e	YE 2025 Proportion	YE 2025 Change	YE 2025 tCO ₂ e normalised	YE 2025 Change normalised
Scope 1	Stationary Fuels	28.8	28.3	19.3%	-2.0%	28.1	-2.6%
Scope 2	Electricity (location-based)	36.1	45.4	-	25.7%	45.4	25.7%
	Electricity (market-based)	2.0	17.3	11.8%	759.6%	17.3	759.6%
Scope 3	Category 3: Fuel- and Energy-Related Activities	3.1	19.6	13.4%	527.7%	7.9	152.3%
	Category 4: Upstream Transportation and Distribution	0	0.8	0.6%	-	0	-
	Category 5: Waste	0.2	0.4	0.3%	85.0%	0.4	78.1%
	Category 6: Business Travel	81.5	80.1	54.7%	-1.7%	62.7	-23.0%
Total (market-based)		115.7	146.5		26.7%	116.4	0.7%
No. employees		212	218.7			218.7	
Per employee		0.5	0.7		22.8%	0.5	-2.4%
Total (location-based)		149.8	174.6		16.6%	144.5	-3.5%
No. employees		212	218.7			218.7	
Per employee		0.7	0.8		13.0%	0.7	-6.5%

Total carbon footprint by emission source (market-based) for YE 2025

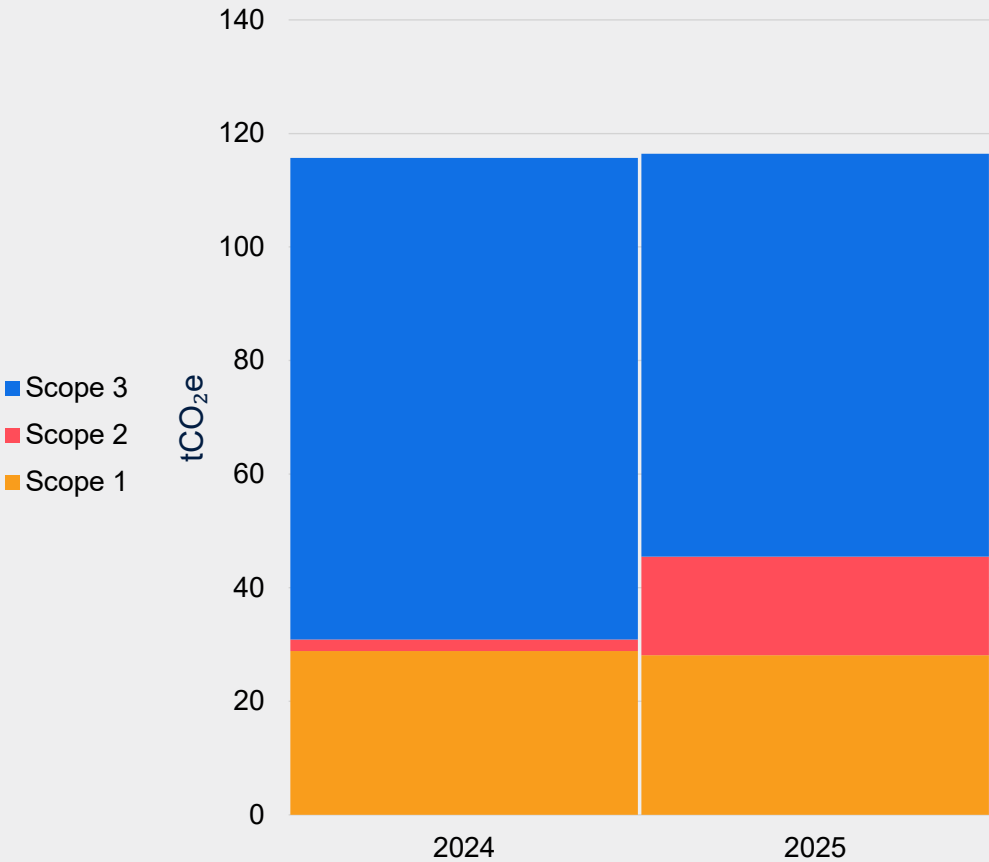


This comparison graph uses data that has been normalised to exclude any emissions that were reported for the first time in this reporting period.

Comparison by Scope

Emission Scope	YE 2024 tCO ₂ e	YE 2025 tCO ₂ e	YE 2025 Proportion	YE 2025 Change	YE 2025 tCO ₂ e normalised	YE 2025 Change normalised
Scope 1	28.8	28.3	19.3%	-2.0%	28.1	-2.6%
Scope 2 (market-based)	2.0	17.3	11.8%	759.6%	17.3	759.6%
Scope 2 (location-based)	36.1	45.4	26.0%	25.7%	45.4	25.7%
Scope 3	84.8	100.9	68.9%	19.0%	71.0	-16.3%
Total	115.7	146.5	100.0%	26.7%	116.4	0.7%
Total Scope 1 & 2	30.9	45.6	31.1%	47.7%	45.4	47.3%
Total Scope 1 & 2 per FTE	0.1	0.2	-	43.2%	0.2	42.8%
Total Scope 1 & 2 (location-based)	64.9	73.6	42.2%	13.4%	73.5	13.1%
Total Scope 1 & 2 per FTE (location-based)	0.3	0.3	-	9.9%	0.3	9.7%

Carbon footprint by Scope (market-based) for YE 2024 & YE 2025



This comparison graph uses data that has been normalised to exclude any emissions that were reported for the first time in this reporting period.

An aerial photograph of a long, curved bridge spanning a body of water with a vibrant turquoise hue. The bridge is a multi-lane highway with a concrete railing, and its path curves from the upper left towards the lower right of the frame. The water below shows varying shades of blue and green, indicating different depths and possibly some submerged rocks or reefs. The overall scene is serene and scenic.

Scope 1 emissions

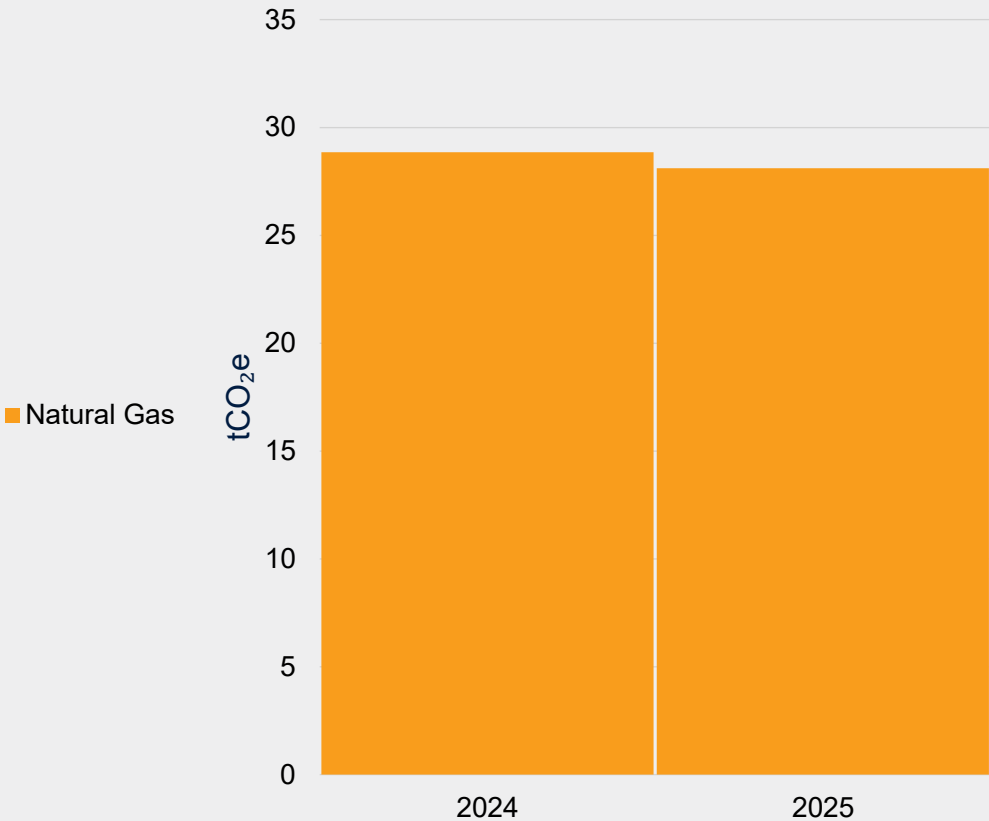
The emissions from sources that a company creates directly (e.g., from burning fuel in gas boilers and in company owned vehicles).

Scope 1 emissions

19.28% of this year’s total carbon footprint

Emission Source	YE 2024 tCO ₂ e	YE 2025 tCO ₂ e	YE 2025 Proportion	YE 2025 Change	YE 2025 tCO ₂ e normalised	YE 2025 Change normalised
Natural Gas	28.8	28.3	100.0%	-2.0%	28.1	-2.6%
Total	28.8	28.3	100.0%	-2.0%	28.1	-2.6%

Scope 1 emissions for YE 2024 & YE 2025



This comparison graph uses data that has been normalised to exclude any emissions that were reported for the first time in this reporting period.

Scope 2 emissions

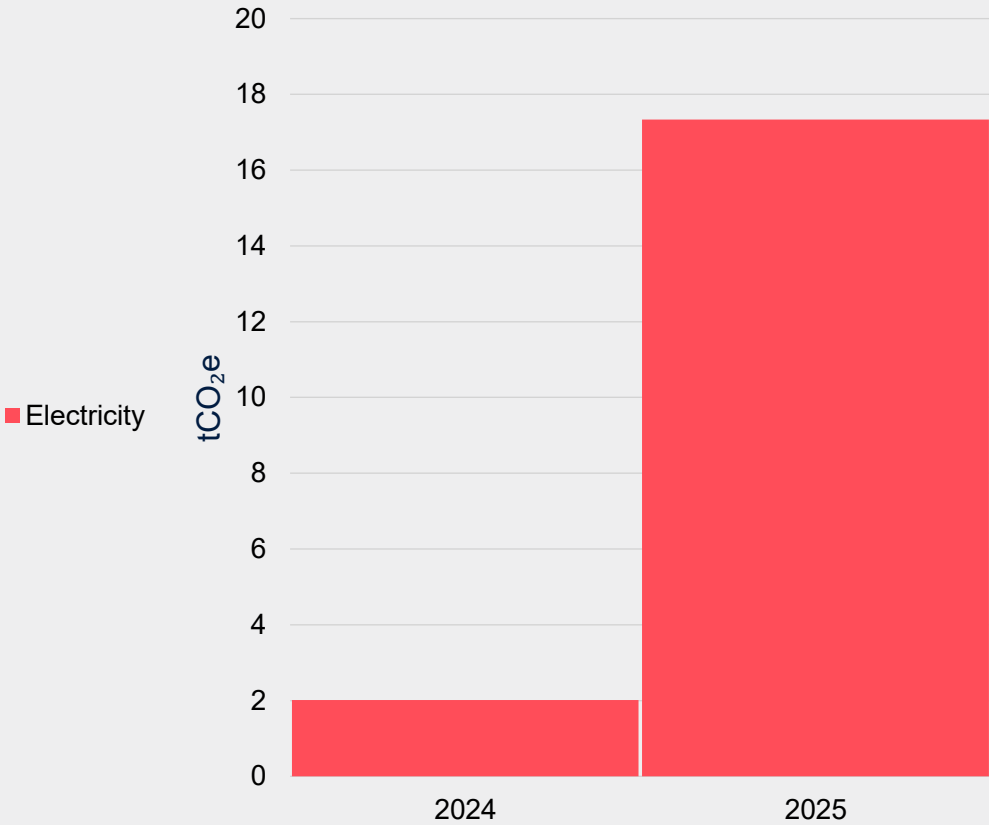
The emissions a company creates indirectly, associated with the energy it purchases (e.g., electricity).

Scope 2 emissions

11.83% of this year's total carbon footprint. Changes to suppliers and fuel mixes across sites significantly increased emissions from market-based Electricity over this reporting period.

Emission Source	YE 2024 tCO ₂ e	YE 2025 tCO ₂ e	YE 2025 Proportion	YE 2025 Change
Electricity	2.0	17.3	100.0%	759.6%
Total	2.0	17.3	100.0%	759.6%

Scope 2 emissions (market-based) for YE 2024 & YE 2025



Scope 3 emissions

The emissions that are not produced by the company itself, but by those within the company's value chain.

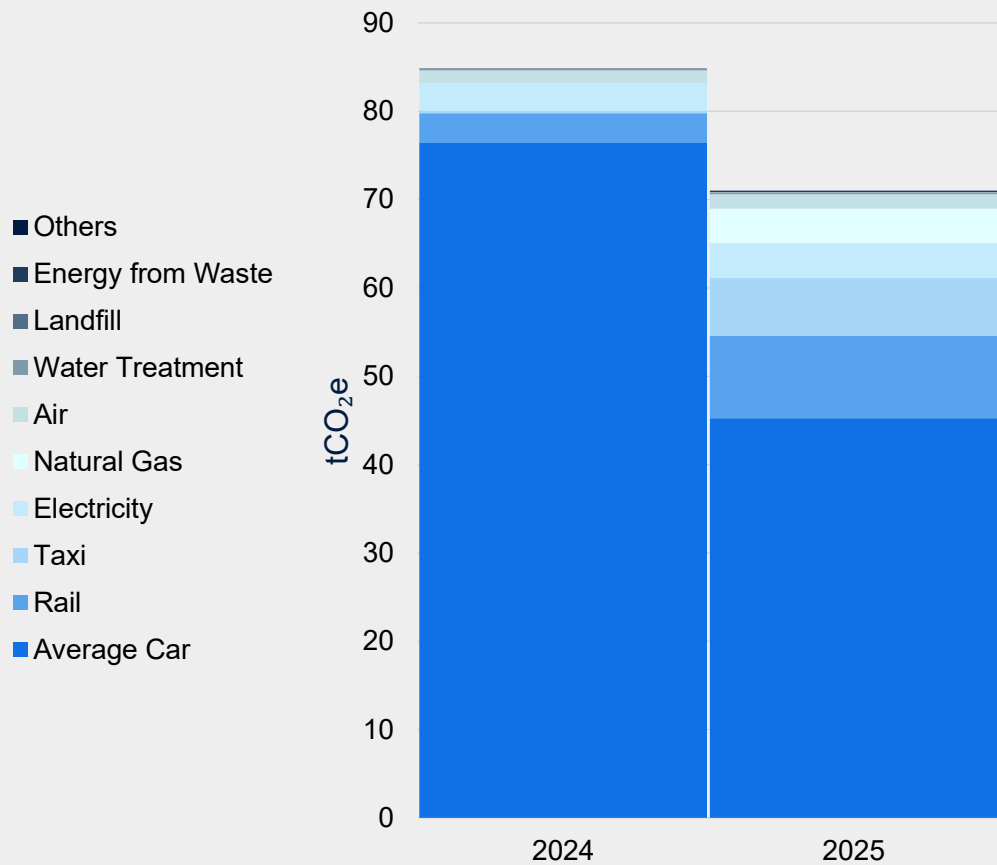
Scope 3 is split into 15 categories.

Scope 3 emissions

68.88% of this year’s total carbon footprint. ‘Others’ includes emissions from bike, bus, diesel van, recycling and anaerobic respiration.

Emission Source	YE 2024 tCO ₂ e	YE 2025 tCO ₂ e	YE 2025 Proportion	YE 2025 Change	YE 2025 tCO ₂ e normalised	YE 2025 Change normalised
Average Car	76.4	57.2	56.7%	-25.1%	45.2	-40.8%
Rail	3.4	11.7	11.6%	246.1%	9.4	176.2%
Taxi	0.3	8.1	8.0%	2692.7%	6.5	2136.3%
Electricity	3.1	14.9	14.8%	378.3%	4.0	28.4%
Natural Gas	0	4.7	4.6%	-	3.9	-
Air	1.4	3.1	3.1%	117.3%	1.6	14.2%
Water Treatment	0.2	0.2	0.2%	8.3%	0.2	0.9%
Landfill	0	0.1	0.1%	-	0.1	-
Energy from Waste	0	0.03	0.0%	-	0.03	-
Others	0.01	0.8	0.8%	5857.7%	0.04	161.9%
Total	84.8	100.9	100.0%	19.0%	71.0	-16.3%

Scope 3 emissions for YE 2024 & YE 2025



This comparison graph uses data that has been normalised to exclude any emissions that were reported for the first time in this reporting period.

Fuel and Energy Related Activities

This category includes emissions from the extraction, production and transportation of fuels, electricity and other energy purchased and consumed but occurring off-site. Includes emissions from Well to Tank and Transmission and Distribution Losses.

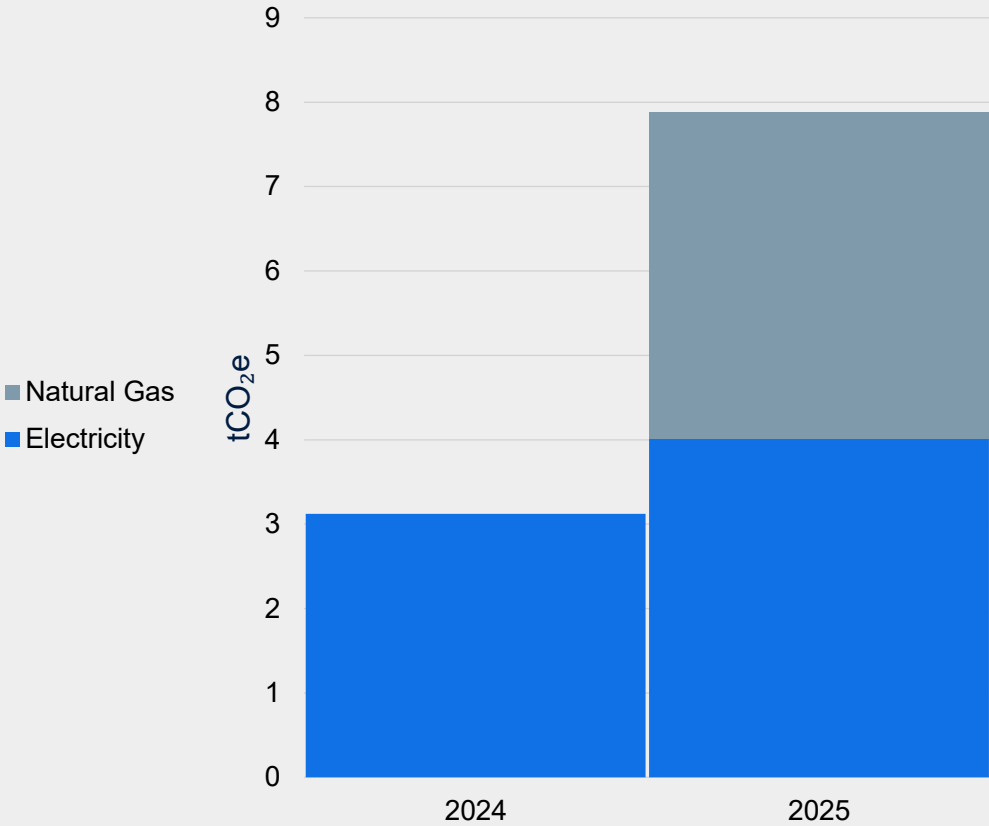
Scope 3 emissions

Category 3: Fuel and Energy Related Activities

13.38% of this year's total carbon footprint

Emission Source	YE 2024 tCO ₂ e	YE 2025 tCO ₂ e	YE 2025 Proportion	YE 2025 Change	YE 2025 tCO ₂ e normalised	YE 2025 Change normalised
Electricity	3.1	14.9	76.2%	378.3%	4.0	28.4%
Natural Gas	0	4.7	23.8%	-	3.9	-
Total	3.1	19.6	100.0%	527.7%	7.9	152.3%

Scope 3 Category 3: Fuel and Energy Related Activities emissions for YE 2024 & YE 2025



This comparison graph uses data that has been normalised to exclude any emissions that were reported for the first time in this reporting period.

Upstream Transport and Distribution

This category includes emissions from the transportation and distribution of products purchased between a company's tier 1 suppliers and its own operations in vehicles not owned or operated by the reporting company.

Includes third-party transportation and distribution between a company's own facilities.
Excludes fuel and energy products.

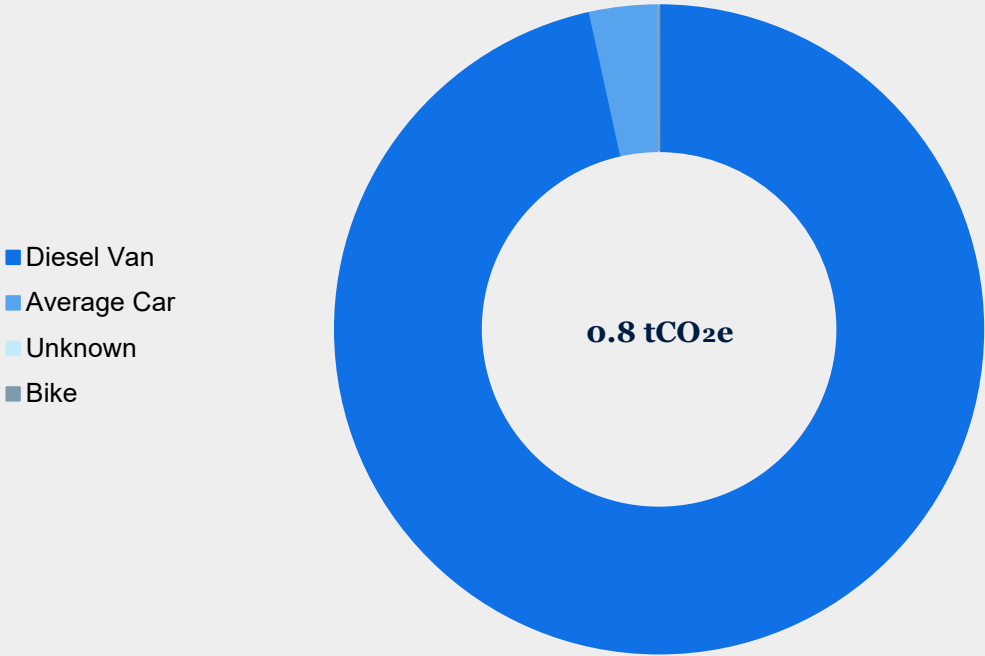
Scope 3 emissions

Category 4: Upstream Transportation & Distribution

0.57% of this year's total carbon footprint

Emission Source	YE 2025 tCO ₂ e	YE 2025 Proportion
Diesel Van	0.8	96.6%
Average Car	0.03	3.4%
Unknown	0.0001	0.0%
Bike	0	0.0%
Total	0.8	100.0%

Scope 3 Category 4: Upstream Transportation & Distribution emissions for YE 2025



SCOPE 3 CATEGORY 5

Waste

This category includes emissions from third-party disposal and treatment of waste generated. Includes both solid waste and wastewater.

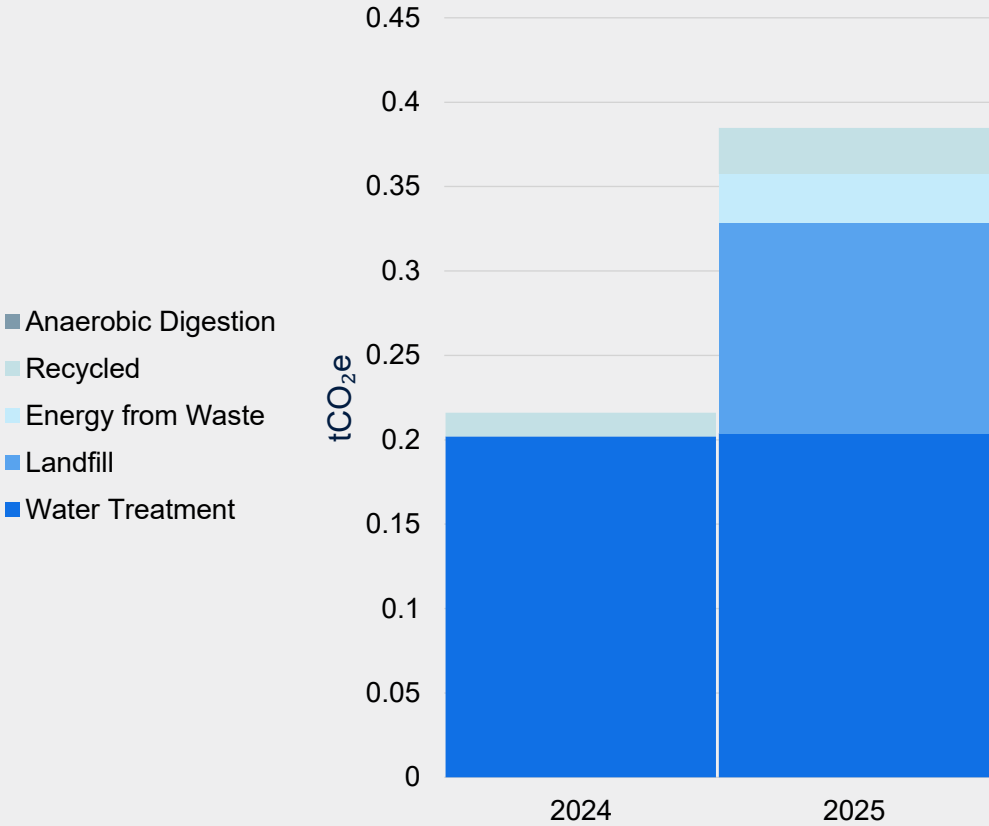
Scope 3 emissions

Category 5: Waste

0.27% of this year's total carbon footprint

Emission Source	YE 2024 tCO ₂ e	YE 2025 tCO ₂ e	YE 2025 Proportion	YE 2025 Change	YE 2025 tCO ₂ e normalised	YE 2025 Change normalised
Water Treatment	0.2	0.2	54.7%	8.3%	0.2	0.9%
Landfill	0	0.1	31.2%	-	0.1	-
Energy from Waste	0	0.03	7.3%	-	0.03	-
Recycled	0.01	0.03	6.8%	94.4%	0.03	94.4%
Anaerobic Digestion	0	0	0.0%	-	0	-
Total	0.2	0.4	100.0%	85.0%	0.4	78.1%

Scope 3 Category 5: Waste emissions for YE 2024 & YE 2025



This comparison graph uses data that has been normalised to exclude any emissions that were reported for the first time in this reporting period.

Business Travel

This category includes emissions from the transportation of employees for business-related activities in vehicles owned or operated by third parties, such as aircrafts, trains, buses, and passenger cars.

It does not include commuting or travel in company-owned vehicles.

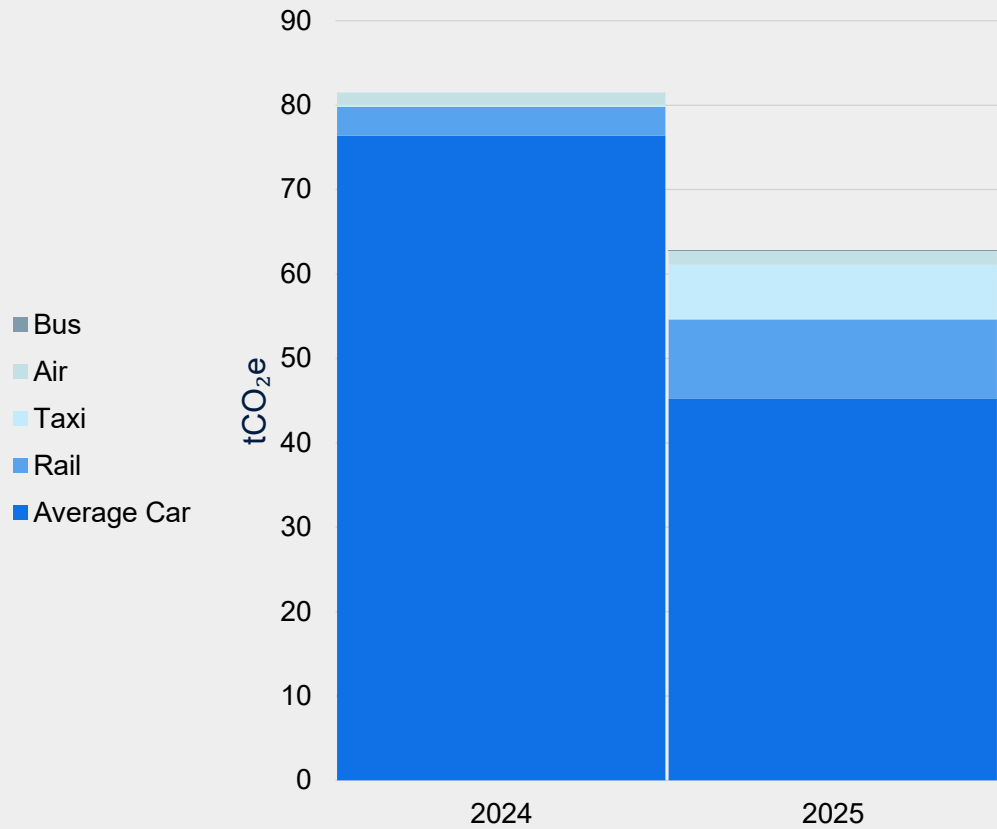
Scope 3 emissions

Category 6: Business Travel

54.67% of this year's total carbon footprint

Emission Source	YE 2024 tCO ₂ e	YE 2025 tCO ₂ e	YE 2025 Proportion	YE 2025 Change	YE 2025 tCO ₂ e normalised	YE 2025 Change normalised
Average Car	76.4	57.2	71.4%	-25.2%	45.2	-40.8%
Rail	3.4	11.7	14.6%	246.1%	9.4	176.2%
Taxi	0.3	8.1	10.1%	2692.7%	6.5	2136.3%
Air	1.4	3.1	3.8%	117.3%	1.6	14.2%
Bus	0	0.01	0.0%	-	0.01	-
Total	81.5	80.1	100.0%	-1.7%	62.7	-23.0%

Scope 3 Category 6: Business Travel emissions by transport mode for YE 2024 & YE 2025



This comparison graph uses data that has been normalised to exclude any emissions that were reported for the first time in this reporting period.

Annual review

Comparison of key figures

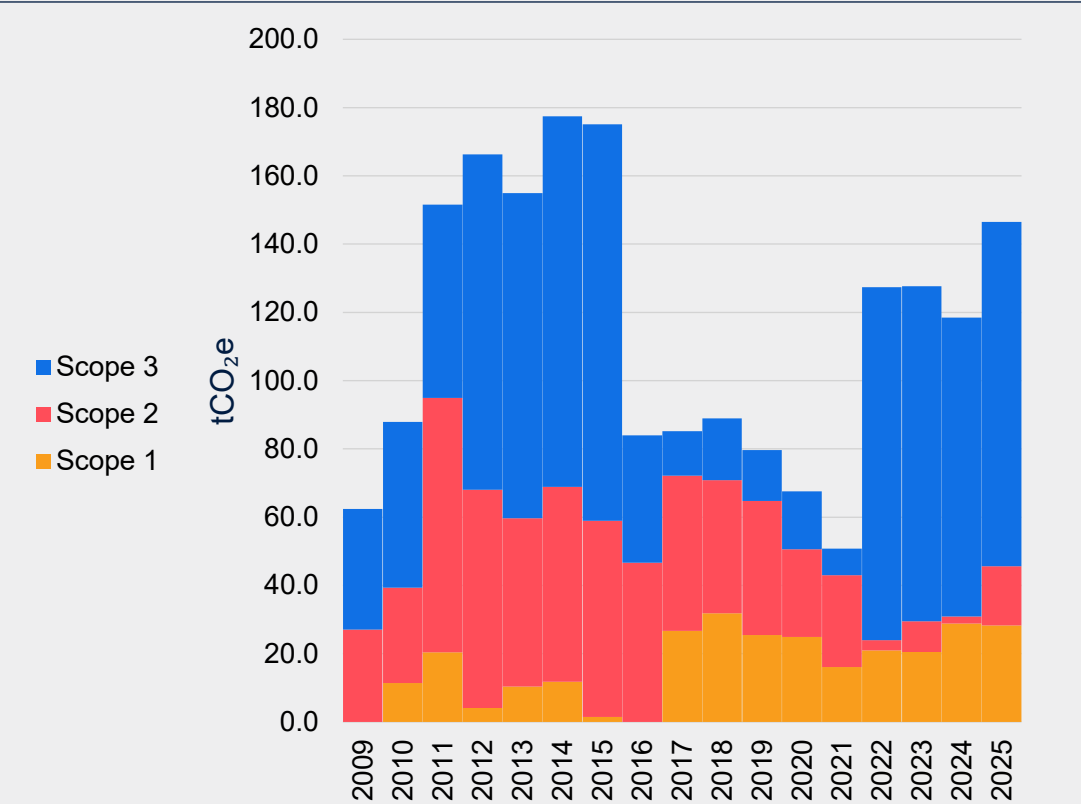
	YE 2024	YE 2025	Difference from previous year
Organisational Boundary score (%)	100.0%	100.0%	0.0%
Operational Boundary score (%)	29.4%	35.3%	5.9%
Data Quality Score (%)	77.5%	82.9%	5.4%
Total carbon emissions (tCO ₂ e)	115.7	146.5	26.7%
Scope 1 & 2 emissions (tCO ₂ e)	30.9	45.6	47.7%
Scope 3 emissions (tCO ₂ e)	84.8	100.9	19.0%

This comparison is using data that has NOT been normalised to exclude any emissions that were reported for the first time. This data highlights the measurement and the organisations reporting journey, not its carbon reduction journey.

Historic comparison

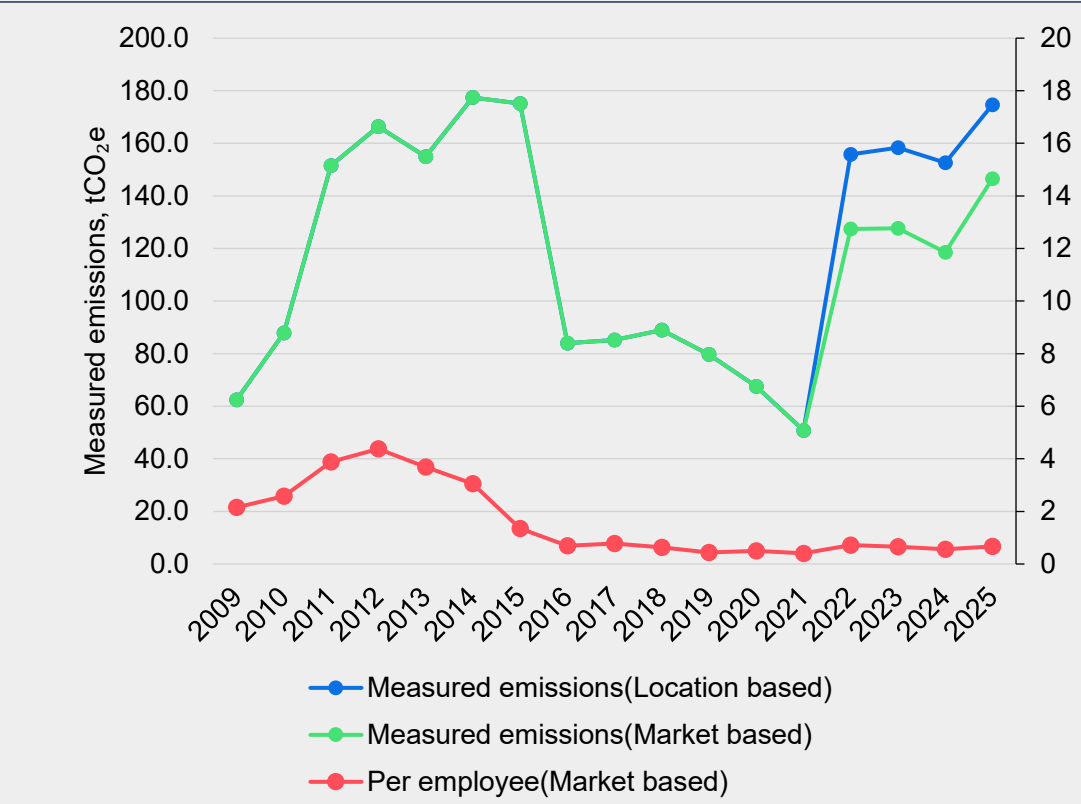
Measured carbon footprint throughout the years

Measured carbon footprint by year by Scope (market-based)



This comparison is using data that has NOT been normalised to exclude any emissions that were reported for the first time. This data highlights the measurement and the organisations reporting journey, not its carbon reduction journey.

Measured carbon footprint and intensity by year



An aerial photograph of ocean waves, showing a deep blue sea transitioning into a vibrant turquoise and white foam as a wave breaks. The texture of the water is highly detailed, with visible ripples and the chaotic patterns of the surf.

Appendix – supplementary information

Boundary and quality assessment

Recommendations:

- For business travel, please include a distance to and from for all entries. This is to avoid using spend based estimates which are less accurate
- Please provide evidence and data for Natural Gas for the full reporting period for all relevant sites.
- Please track distance and weight of deliveries for freight where possible.
- Please provide evidence and data for Electricity for the full reporting period for all sites.

100.0 %

Organisational Boundary Score

Oktra's carbon footprint for this year represents its full organisational boundary.

To be eligible to move up to Level 2: Planet Mark Certified Net Zero Committed an organisational boundary score of 100% needs to be achieved.

35.3 %

Operational Boundary Score

Oktra's carbon footprint for this year does not represents its full operational boundary.

To recertify next year as a Planet Mark Certified Business this score needs to improve by a minimum of 6%. To be eligible to move up to Level 2: Planet Mark Certified Net Zero Committed an operational boundary score of 100% needs to be achieved.

82.9 %

Data Quality Score

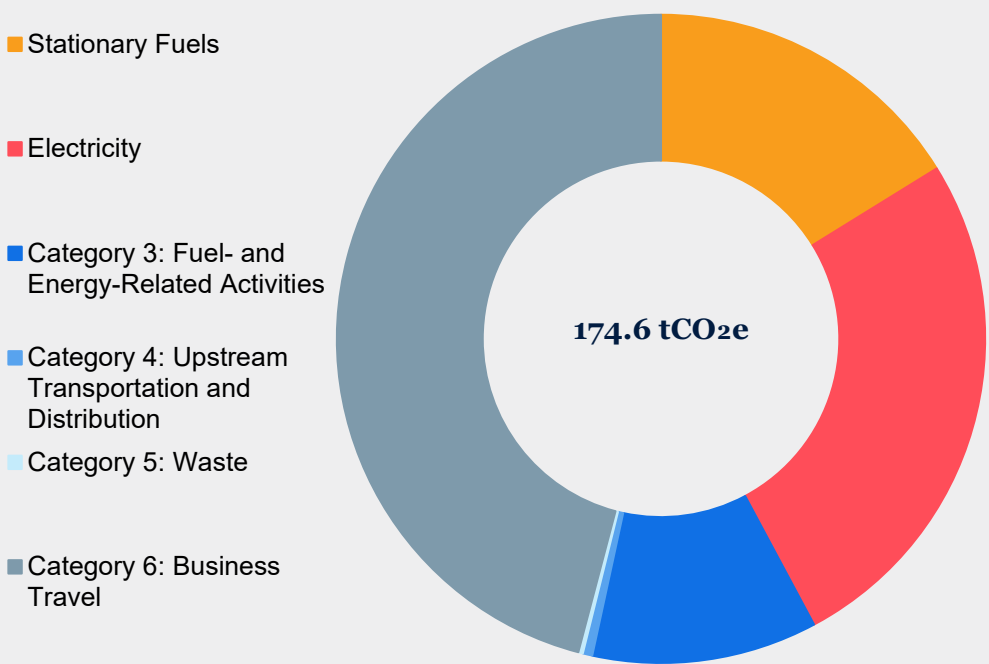
A data quality score in this range is High, meaning the organisation has excellent data quality which is reliable for decision-making and an accurate carbon footprint.

To be eligible for any level of Planet Mark certification a data quality score of at least 30% must be achieved.

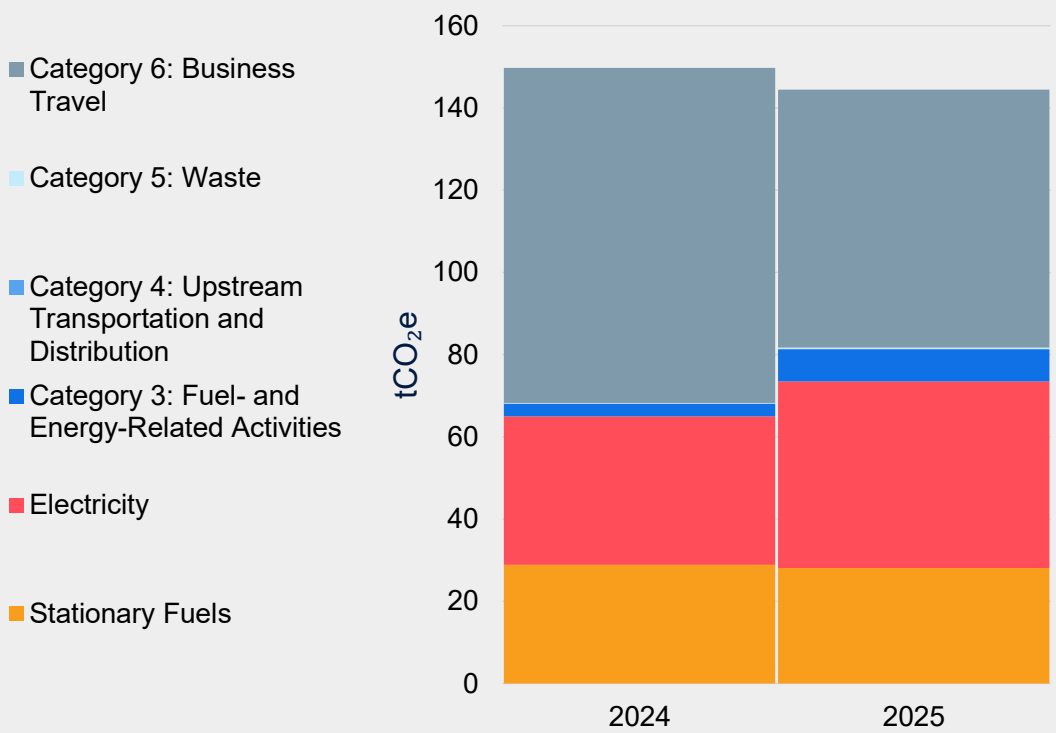
Measured carbon footprint and comparison by emission source

(Location-based)

Carbon footprint by emission source (location-based) for YE 2025

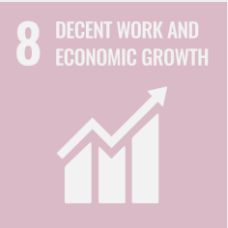
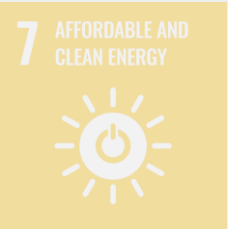


Carbon footprint by emission source (location-based) for YE 2024 & YE 2025



SDG alignment

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 8 SDGs addressing 15 SDG targets



- 11.6 - Measured carbon emissions
- 11.6 - Reduction in travel emissions
- 11.6 – 47.3% of waste recycled and composted
- 11.4 - Donation to the Eden Project

- 12.6 - Measured carbon emissions
- 12.5 – 47.3% of waste recycled and composted

13.3 - Donation to the Eden Project

Caveats (i)

Scope 1

Operational Boundary	Unit	Data Source	Data Accuracy	% estimated	Comments, omissions, estimates or extrapolations	Emission factor source
Stationary Fuels	kWh	Invoices, Landlord Report, Internal Report	Meter readings (Estimated/Actual/Smart), Landlord report	0.1%	<p>Natural gas consumption for the calendar year Jan-Dec 2024 was used as a proxy for the full year of Natural Gas consumption for the Birmingham site for this reporting period, for lack of information on the full reporting period's consumption. This consumption was then apportioned for the % occupancy of 7.37407% of the wider Birmingham office.</p> <p>Natural Gas at the Guildford site refers to the Old Guildford site only, occupied from 01/06/24 to 14/10/24.</p> <p>Based on evidence provided, it has been assumed that the New Guildford site, occupied from 14/10/24 onwards, does not have Natural Gas consumption.</p>	DESNZ 2024

Caveats (i)

Scope 2

Operational Boundary	Unit	Data Source	Data Accuracy	% estimated	Comments, omissions, estimates or extrapolations	Emission factor source
Electricity	kWh	Invoices	Apportioned from meter readings (Estimated/Actual/Smart), Meter readings (Estimated/Actual/Smart)	5.3%	<p>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 emission factors for your specific electricity supply fuel mix as published on your supplier's website for electricity supplied in the period 2023 to 2024</p> <p>The old Guildford office Electricity consumption has been apportioned by Oktra's occupancy as Oktra occupied 9.9064% of the overall occupied office space in this building.</p> <p>The new Guildford office Electricity consumption has been apportioned by Oktra's occupancy as Oktra occupies 12.3533% of the overall occupied office space in this building.</p> <p>Manchester office Electricity consumption has been apportioned by Oktra's occupancy as Oktra occupies 2.42% of overall occupied office space in this building.</p>	DESNZ 2024, SmartestEnergy, TotalEnergies Gas & Power, Good Energy, EDF, Opus Energy - SME Customers

Caveats (i)

Scope 3

Operational Boundary	Unit	Data Source	Data Accuracy	% estimated	Comments, omissions, estimates or extrapolations	Emission factor source
Fuel- and Energy-Related Activities	kWh	Invoices, Landlord Report, Internal Report	Apportioned from meter readings (Estimated/Actual/Smart), Meter readings (Estimated/Actual/Smart), Landlord report	1.2%	Scope 3 category 3 is calculated using the location-based method.	DESNZ 2024
Upstream Transportation and Distribution	km, kgCO ₂ e	Data Submission, Supplier Report	Actual weight, distance (To/from or fuel usage) and mode of transport	0.0%	The emissions data method has been used for 100% of distribution, spend and emissions data. Emission factors used include well-to-tank emissions. For air travel, radiative forcing has been included.	DESNZ 2024, Planet Mark

Caveats (ii)

Scope 3

Operational Boundary	Unit	Data Source	Data Accuracy	% estimated	Comments, omissions, estimates or extrapolations	Emission factor source
Waste	cubic metres, tonnes	Invoices, Supplier Report, Estimated, Internal Report	Apportioned from meter readings (Estimated/Actual/Smart), Estimated from bin size and assumed mode of disposal, Meter readings (Estimated/Actual/Smart), Extrapolated, Actual weights and actual mode of disposal	38.9%	<p>Water treatment was extrapolated for the Manchester site as data was not provided that matched the reporting period.</p> <p>Waste for the Guilford office refers to the New Guilford site, occupied from 14/10/24, only.</p> <p>Waste at the Manchester office was been extrapolated to fit the whole reporting period.</p> <p>Consumption figures for Waste and Water Treatment were apportioned by the relevant % of building occupancy at each relevant site.</p>	DESNZ 2024

Caveats (iii)

Scope 3

Operational Boundary	Unit	Data Source	Data Accuracy	% estimated	Comments, omissions, estimates or extrapolations	Emission factor source
Business Travel	passenger.km, km	Travel Report	Actual distance (to/from or fuel usage) and actual mode of transport	0.0%	<p>Emission factors used include well-to-tank emissions.</p> <p>For air travel, radiative forcing has been included. Class data was provided for 0% of flights.</p> <p>For rail travel, data entries which show they have been refunded have been removed from calculations. There was been a significant increase in rail travel over this reporting period but this is in line with evidence provided by Oktra.</p> <p>For travel via car, there has been a considerable reduction year-on-year, but this in line with evidence provided by Oktra.</p>	DESNZ 2024

Caveats (i) Information

Operational Boundary	Unit	Data Source	Data Accuracy	% estimated	Comments, omissions, estimates or extrapolations	Emission factor source
Headcount	FTE	Report	Assumed actual	0.0%	We have used the annual average full-time equivalent employees. Part-time employees are assumed to be half of a full-time employee. We assume headcount only includes active employees.	
Turnover	£m	Report	Assumed actual	0.0%	Not provided	
Floor Area	square meters	Report	Assumed actual	0.0%	No comment	
Normalisation					<p>Well-to-tank and radiative forcing have been normalised for relevant emission sources as these were not previously measured.</p> <p>Natural Gas at the Old Guildford (Oktra South) site (occupied from 01/06/24 - 14/10/24) has been normalised as it was reported on for the first time in YE2025.</p> <p>Water Treatment at the Manchester office was normalised as it was reported on for the first time in YE2025.</p> <p>All emissions associated with Cat 4. Upstream transportation and distribution have been normalised as these were reported on for the first time in YE2025.</p>	

Carbon footprint breakdown

01 June 2023 to 31 May 2024				01 June 2024 to 31 May 2025					
Source	Unit	Amount	tCO ₂ e	Amount	tCO ₂ e	tCO ₂ e normalised	% Change in tCO ₂ e from base year	% total carbon footprint	% Change in amounts from base year
Scope 1									
Stationary Fuels	cubic metres	14,150.6	28.8	0	0	0	-100.0%	0.0%	-100.0%
Stationary Fuels	kwh	0	0	154,492.1	28.3	28.1	-	19.3%	-
Scope 2									
Electricity (location-based)	kwh	174,306.7	36.1	219,080.3	45.4	45.4	25.7%	-	25.7%
Electricity (market-based)	kwh	174,306.7	2.0	219,080.3	17.3	17.3	759.6%	11.8%	25.7%
Scope 3									
Category 3: Fuel- and Energy-Related Activities	kwh	174,306.7	3.1	811,732.9	19.6	7.9	152.3%	13.4%	365.7%
Category 4: Upstream Transportation and Distribution	kgco2e	0	0	0.1	0.0001	0	-	0.0%	-
Category 4: Upstream Transportation and Distribution	km	0	0	8,094.5	0.8	0	-	0.6%	-
Category 5: Waste	cubic metres	1,003.4	0.2	1,177.6	0.2	0.2	0.9%	0.1%	17.4%
Category 5: Waste	tonnes	0.7	0.01	9.0	0.2	0.2	1185.2%	0.1%	1265.4%
Category 6: Business Travel	km	459,794.8	76.7	604,628.3	65.3	51.7	-32.5%	44.6%	31.5%
Category 6: Business Travel	passenger.km	105,251.9	4.8	567,229.8	14.8	11.0	128.7%	10.1%	438.9%
Market Based									
Total	tCO ₂ e		115.7		146.5	116.4	0.7%		
No. employees	Number		212		218.7	218.7	-		
Total per employee	tCO ₂ e		0.5		0.7	0.5	-2.4%		
Location Based									
Total	tCO ₂ e		149.8		174.6	144.5	-3.5%		
No. employees	Number		212		218.7	218.7	-		
Total per employee	tCO ₂ e		0.7		0.8	0.7	-6.5%		

About

Company name	Oktra
Sector	Design and construction
Reporting period	01 June 2024 to 31 May 2025
Year of measurement	16th
Base year	2024
Planet Mark Membership Package	Business Certification (membership package 1a)
Total turnover (£)	Not provided
Total FTE employees (annual average no.)	218.7
Data collection lead	Shreya Nambiar, snambiar@oktra.co.uk , Sustainability Manager
Significant reporting changes	Guildford site moved from Friary Court to Bottleworks effective 14/10/24
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Net Zero Certification Scheme Rules, Procedures and Management 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	Rafi Mullish, Data Analyst, Planet Mark and Elizabeth Champion, Junior Data Analyst, Planet Mark
Checked by	Alex Smith, Technical Consultant, Planet Mark
Date	31 July 2025



PlanetMark